



Bayside Council

Serving Our Community

(Draft) Car Share Policy

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Draft Bayside Council Car Share Policy
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1 Purpose

The purpose of this Policy is to increase use of car sharing in the Bayside Local Government Area and ensure that Council's Car Share Program is well governed and transparent and balances community expectations regarding parking availability and accessibility, appropriate locations for Car Share Spaces and cost recovery.

2 Scope of Policy

The Policy applies to all Car Share Operators operating in the Bayside Local Government Area and to Car Share Spaces located on streets and car parks which are owned and/or managed by Council.

This Policy does not apply to agreements between Car Share Operators and another party for parking vehicles on private property, whether existing or proposed by development. For car share parking to be provided with new development, please refer to the Bayside Local Environmental Plan (LEP) and the Bayside Development Control Plan (DCP).

This Policy applies only to Car Share Schemes which provide access to vehicles for members of the scheme. It does not apply to 'peer-to-peer' car rental services where an individual provides public access to their own privately registered vehicle for a fee. This Policy does not apply to schemes offering services to non-member customers such as car rental / hire companies.

3 Definitions

Authorised Car Share Vehicle

A vehicle that is authorised by Council to park in a Car Share Space where parking is regulated by authorised car share vehicle signage.

Car Share Operator

A company which facilitates a car share scheme, managing membership and all associated costs and responsibilities.

Car Share Scheme

A system established by a Car Share Operator who owns one or more vehicles that are available to members on a shared basis. Vehicles are located locally and are available on demand, on a pay-as-you-go basis.

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Designated car share space

A parking space, with line marking and/or signage which indicates it is for an authorised car share vehicle. They can be either on or off-street.

Member of a car share scheme (member)

A person who has joined a car share scheme.

Non-designated Car Share vehicle (floating car)

A car share vehicle that is parked in an unmarked location.

4 Car Share Operator Eligibility Requirements

Designated Car Share Spaces will only be allocated to Car Share Operators who meet the following criteria:

- Have, or be developing a network of cars in locations that are accessible to all members. This includes at least one floating car and a minimum of 25 members within the Bayside Local Government Area.
- Supply an internet and phone-based booking system available to members 24 hours per day, allowing immediate booking of vehicles.
- Offer booking durations of one hour or less.
- Allow any licenced driver over the age of 18 to join, subject to reasonable creditworthiness and driving history checks.
- Ensure that no vehicle is booked for longer than four days unless a replacement vehicle is provided for the space.
- Prohibit the routine, long duration reservation or exclusive use, including overnight use, of a Car Share Space by any one member or user either an individual or business.
- Provide a detailed quarterly usage report, itemised by location, indicating the number of bookings per month, average trip distance, and length of bookings. The report must also identify membership levels in Bayside and composition of membership between businesses and individuals.
- Submit to an annual financial audit, which will remain commercial-in-confidence, demonstrating to the satisfaction of Council that the operator is financially sound, and capable of meeting obligations to members.
- Not use any passenger vehicle with less than a 4-star rating in the Australian Green Vehicle Guide. In the case of other vehicle types, such as vans or utilities, the car share operator must demonstrate that the vehicle is a high environmental performer for its class.
- Agree to abide by this Policy and to pay any associated fees to Council.

5 Location of Designated Car Share Spaces

When locating Designated Car Share Spaces, Council will generally limit these spaces to:

- Council owned/managed properties, including car parks, and parks
- The rear/side (inactive frontages) of private properties on local roads
- The front of residential apartment buildings or multi-unit dwellings on local roads
- In front of a residential property belonging to a car share member, on local roads

These spaces will be marked and/or signposted to ensure no other vehicles use the car space. It may have generic car share labelling, and no reference to the specific Car Share Operator.

Council reserves the right to reject any application to establish a car share space. Council may also refuse speculative and large-scale placement of car share vehicles in the absence of reasonably foreseeable resident and business demand.

6 Application, Assessment and Allocation of Designated Car Share Spaces

6.1 Application Process

- Bayside Council's Car Share Program is open to both existing and new operators who meet the requirements of this Policy.
- The Car Share Operator is required to complete Council's Car Share Application Form and pay the applicable fee. This fee is non-refundable and does not guarantee the approval of a designated car share space.
- Council will assess and determine the application and notify the Car Share Operator. This will involve public consultation with adjacent properties and a report to the Bayside Local Traffic Committee. Should there be significant opposition, the application may not be supported.

6.2 Allocation of Designated Car Share Space following approval

- An annual fee per designated car space must be paid by the Car Share Operator to Council.
- A one-off fee for signposting and/or line marking must be paid by the Car Share Operator.
- The designated Car Share Space will be signposted and/or line marked by Council.
- Car Share Operators must ensure that a current Council issued Authorised Car Share Vehicle Permit or temporary Letter of Authorisation is obtained from Council and displayed on each vehicle. This permit identifies an Authorised Car Share Vehicle and authorises the car to park in a Dedicated Car Share Space.
- The Designated Car Share Space will be assigned to the specific operator for a three-year period. After this period, the Designated Car Share Space is available for other approved car share providers (subject to an application).

6.3 Fees and Charges

- Applicable fees are set out in Council's Schedule of Fees and Charges in accordance with Council's Pricing Policy which is subject to annual review.

6.4 Compliance

- Car Share Operators must ensure that vehicles are parked safely and in accordance with NSW Road Rules.
- Non-compliance with the Policy by Car Share Operators may lead to suspension of the Car Share Operators rights to use one or more of the Designated Car Share Spaces or termination of the Car Share Operators agreement with Bayside Council and the removal of all Car Share Spaces allocated to the Car Share Operator by Council at the Car Share Operators cost.

6.5 Promotion and Education

- Council will increase community awareness and understanding of car sharing, including through a dedicated car share page on Council's website and social media activity where appropriate.

7 Policy implementation

7.1 Policy responsibilities

The Director City Futures has responsibility for this policy.

7.2 Procedures

The General Manager may make procedures that support this policy.

8 Document control

8.1 Review

This Policy will be reviewed every four years. Minor editorial amendments to this Policy and those resulting from changes to legislation and Commonwealth and State Government guidelines, may be approved by the Manager Governance & Risk.

8.2 Version history

Version	Release Date	Author	Reason for Change
1.0	August 2023	Transport Planner	New document
1.1	October 2023	Manager Strategic Planning	Release
1.2	November 2023	Director City Futures	For exhibition