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A horizontal bar composed of 20 vertical rectangular segments in various colors, including shades of purple, blue, green, yellow, orange, and red, arranged in a gradient-like sequence.

# **Fixed Space Car Share Guidelines**

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## Document Version Control

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1.0	22 May 2018	Environment Health and Building	Adopted by Council
1.1	12 February 2021	Kylie McMahon	Policy reviewed and transferred to new policy template. No substantive change to content.

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## 1. Related Policy

These Guidelines relate to the implementation of the City of Ryde Car Share Policy for fixed car share spaces located on-street or within Council-owned carparks.

## 2. Guidelines

### 2.1 Eligibility of a car share operator

Council will allocate car share spaces only to car share operators who meet the following criteria: To qualify, the operator must:

- i) provide a network of car share vehicles or be in the process of rolling out a network of car share vehicles in accessible locations (eligible car share operators include commercial car share companies, peer to peer car share operators, and not for profit car share organisations);
- ii) allow any fully licensed driver over age 18 to join, subject to reasonable creditworthiness and driving history checks;
- iii) supply an internet and phone-based booking and support system available to members 24 hours per day, allowing immediate booking and support of vehicles;
- iv) offer booking durations of a minimum one-hour duration;
- v) ensure that no car share vehicle is booked for longer than four days unless a replacement vehicle is provided for the space;
- vi) prohibit the routine long-duration reservation or exclusive use, including overnight use, of a car sharing space by any one user, either individual or business;
- vii) confirm in writing their acceptance of the obligations set out in this policy.

### 2.2 Principles for siting and location of car share spaces

#### *Parking Space Placement*

Ideally, fixed car share parking spaces should:

- be located close to existing public transport stops or stations;

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- be located near activity and community hubs, areas of high employment, residential densities or low vehicle ownership;
- be in areas which are visible to the public ideally with high pedestrian traffic;
- be allocated close to the beginning or end of a bay of parking;
- be sited so to ensure safety and accessibility for car share users, pedestrians, cyclists and other road users.

It is the responsibility of the car share operator to determine if a proposed space is likely to meet their commercial or other requirements.

### *Restricted Parking Areas*

Car share parking will not be considered for spaces currently signposted as:

- Disabled parking zones
- Loading Zones
- No Stopping/No Parking Zones
- Bus Zones/Taxi Zones
- Residential Parking Permit Areas

### *Alignment with parking and local planning strategies*

Car share parking spaces shall be provided in a manner which is consistent with any relevant parking or local planning strategies.

### *Usage Rates*

Fixed car share parking spaces are expected to support a minimum usage rate (as detailed later in these guidelines).

### *Car Share Coverage Rates*

Applications for fixed car share spaces will not generally be accepted by Council where this would result in fixed car share spaces exceeding 10% of available kerbside parking and Council-owned carpark spaces within a 50m radius. Car share operators are required to provide detailed information on coverage rates including maps and photos.

## **2.3 Applicable City of Ryde owned carparks**

A list of applicable Council-owned carparks, as well as the number of standard spaces per carpark, will be made available to eligible car share operators upon request and as part of annual application processes to be conducted by Council.

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## 2.4 Allocation of fixed car share spaces

### *Applications for use of fixed car share spaces*

Council intends to invite applications once per year for requested allocations of fixed car share spaces located on City of Ryde streets or within Council-owned carparks.

Applications for fixed car share spaces will be open to any eligible car share operators, including incumbents. Applications for car share parking spaces will be considered annually by Council and proposals to allocate on-street fixed car share spaces will be considered by Council's Traffic Committee, provided the Guidelines are complied with and that an application is made using the City of Ryde Application Form for Fixed Car Share Spaces.

Should two or more car share operators within each annual application process request the same space or exceed the maximum car share coverage rate within 50m radius (as detailed above), the operator proposing the lower emission vehicle will be supported. Otherwise, if proposed vehicles for the same space have the same emissions the successful operator will be drawn randomly, and unsuccessful operators will then be invited to modify their application to propose another nearby space.

If an approved fixed car share parking space is not utilised within two weeks of approval, the approval will lapse, and the car share operator will need to reapply for the parking space.

### *Term of car share parking authority*

Any car share parking authority issued by Council is valid for 12 months from the date of issue and must be kept updated in relation to vehicle registration details and renewed annually prior to the expiration date by the car share operator to remain valid.

### *Competition*

Council's car sharing program is open to both existing and new car share operators who meet the requirements of the City of Ryde Car Share Policy and these guidelines.

### *City of Ryde's right to refuse applications*

Council reserves the right to reject any application to establish a fixed car share space.

Council will also refuse speculative and large-scale placement of car share vehicles in the absence of reasonably foreseeable resident or business demand.

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## *Allocation of fixed car share parking spaces in the event of change of control*

Allocated car share spaces may not be transferred or traded between car share operators. In the case of change of control or ownership by one operator of another operator, Council may, acting reasonably, revoke or reallocate any or all of the operators' spaces at its discretion.

## **2.5 Obligations of car share operators**

Car share operators must meet the obligations set out below:

i) Vehicle Environmental Impact – A car share operator must not use any passenger vehicle in a fixed on-street space which emits more than 175g/km of CO<sub>2</sub> (expressed as fuel lifecycle CO<sub>2</sub> in g/km from the Green Vehicle Guide). In the case of other vehicle types, such as vans or utilities, a car share operator must demonstrate to the satisfaction of the Council that the vehicle is a high environmental performer for its class, and it will be at the discretion of Council to approve or deny the approval. Car share operators are strongly encouraged to propose the allocation of vehicles with the highest fuel efficiency and emission standards available on the market for each vehicle category.

ii) Administration of Car Share Scheme - The car share operator will be responsible for the management and daily operation of the car share scheme utilised by members.

iii) Availability of vehicles – Cars must be installed within two weeks of Council notifying a car share operator of the availability of a space for which they have applied, following formal determination by Council on the approved spaces.

Once installed, a car may not be withdrawn from service for more than 72 hours for maintenance, repair or any other reason unless Council is notified, and a replacement vehicle provided within four days. It is the responsibility of the car share operators to acquaint themselves with any upcoming road closures due to special events or other purpose and make arrangements to remove or relocate vehicles during that time.

iv) Authority – Car share operators must ensure that a current Council issued car share parking authority document, or any other written form of authorisation is obtained from Council containing registration details of all vehicles allocated to approved spaces, in alignment with the State technical directions and NSW parking regulations related to car share schemes. Car share operators may need to display parking authority documents on each vehicle if required by Council as part of the terms and conditions of the issued parking authority.

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v) Monthly reports – Car share operators must provide an accurate and detailed monthly usage and membership report, in a template specified or approved by Council, for vehicles in every allocated car share space. The report must include, at a minimum, the number of members by postcode and suburb, quantity of car share vehicles in car share spaces (on and off-street), identification between business and personal usage bookings, total number and duration of bookings per vehicle, total trip distance per vehicle and the total number of hours the vehicle is available each month.

vi) Audit of Reports – The car share operator must submit to an independent audit of monthly reporting and usage data if required by Council.

vii) Financial Soundness - The car share operator must, upon request, demonstrate to the satisfaction of Council that the operator is financially sound, and capable of meeting obligations to the Council and members.

viii) Insurances - The car share operator will ensure that its vehicles are comprehensively insured and registered at all times.

## 2.6 Obligations of the City of Ryde

### *Consultation*

Following annual applications for fixed car share parking spaces located on City of Ryde streets or Council owned carparks, Council shall undertake consultation with residents and businesses in the immediate vicinity of a proposed car share parking space and take the outcome of the consultation process to Council's independent Traffic Committee before a determination is made by Council on the approval of proposed new fixed spaces.

### *Installation of Linemarking/Signage*

Should an application for a fixed car share space be approved by Council and following payment of the applicable set up and annual fees and charges by the car share operator, Council will install appropriate signage and/or linemarking at the new parking spaces as required.

### *Issuing of Car Share Vehicle Authority document*

Should an application for a fixed car share space be approved by Council and following payment of the applicable set up and annual fees and charges by the car share operator, Council will issue a parking authority document with applicable terms and conditions to the car share operator. Car share operators are responsible for keeping this document up to date with vehicle details per location at all times.

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## *Promotion*

Council may provide links on its website which promote car share operators within the City of Ryde (including those who utilise fixed Council car share parking spaces as per these guidelines and those who utilise other parking locations).

## *Enforcement*

Recognising that illegal parking is particularly problematic for car sharing, Council will consistently enforce existing regulation that prohibits non-car share vehicles parking in fixed car share spaces. Enforcement shall be undertaken as per the current version of Roads and Maritime Services (RMS)/Transport for NSW's TTD 2018/001 Technical Direction – Guidelines for on-street fixed space car share parking (or updated version).

## **2.7 Management of car share spaces**

### *Disclosure of data*

Council at its discretion is entitled to publish monthly usage summaries of car share vehicles at an aggregated level such as by suburb, space type. Monthly reports detailing bay specific data will be treated as commercially confidential for 12 months from the date on which the reports are due to Council.

### *Minimum usage rate*

Where, if averaged over a period of three consecutive months, the usage of an unmetered car share space is less than 10 trips per month *and* usage is less than 40 hours per month, Council may ask a car share operator to show cause as to why the space should not be withdrawn or reallocated.

Where, if averaged over a period of three consecutive months, the usage of a metered car share space is less than 20 trips per month *and* usage is less than 80 hours per month, Council may ask a car share operator to show cause as to why the space should not be withdrawn or reallocated.

Council may only withdraw or reallocate spaces that have been in place for more than twelve months.

### *Non-compliance with Policy*

In the case of non-compliance with any obligations or terms and conditions of this policy, Council may, acting reasonably, suspend or revoke any or all spaces assigned to a car share operator, or suspend a car share operator's eligibility to apply for additional spaces.

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Authority to take action for non-compliance rests with Council’s General Manager. Car share operators will be given an opportunity to make representations prior to any action for non-compliance with these guidelines or City of Ryde Car Share Policy. In case of the revocation of spaces, the General Manager is authorised to reallocate spaces to an alternative car share operator.

### *Fees and charges*

The following car share fees shall be set annually in the Council’s Schedule of Fees and Charges available online on Council’s website:

- a setup fee per designated car share space (for unmetered and metered parking spaces);
- an annual fee including administration per designated car space (unmetered parking space);
- an annual fee including administration per designated car space (metered parking space);
- a fee for removal of signage and line marking per designated car share space (for unmetered and metered parking spaces).

Should a car share parking authority for a space be withdrawn or revoked in accordance with these guidelines before the 12-month term has elapsed, no refund of the annual fee shall be payable.

### 3. Attachments

<i>Number</i>	<i>Title</i>	<i>CM Reference</i>
1.	Roads and Maritime Services, Technical Direction- Guidelines for on-street fixed space car share parking. TTD 2018/001. 26 October 2018	D21/48745

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