



Policy Owner: Director Open Space & Infrastructure

Category: Strategic

Direction: 2. Our Built Infrastructure

1. STATEMENT OF INTENT

- 1.1 To provide on-street and off-street parking opportunities for Car Share groups, in balance with competing parking demands in the North Sydney local government area.
- 1.2 To support the regional transport objectives and strategies that are aimed at encouraging the use of public transport, and reducing private motor vehicle ownership, which will in turn decrease parking demands, congestion, fuel consumption, greenhouse gas emissions and air pollutants.

2. ELIGIBILITY

- 2.1 Only Car Share groups that meet the following criteria will be eligible for Car Share Parking and Car Share Parking Permits in North Sydney:
 - a) seventy percent (70%) of Car Share group members accessing vehicles from Car Share Pods in North Sydney local government area must be residents (not businesses) of North Sydney local government area.
 - b) each vehicle in the Car Share Pods must have a minimum of 10 residents (not businesses) nominating that particular Car Share Pod as their preferred Pod (members are only allowed to nominate one preferred Pod).
 - c) a group member must not use the vehicles in a Car Share Pod for more than twenty percent (20%) of the operational time (i.e. does not include time when the vehicles are not being used).
 - d) all vehicles must be registered in NSW.
 - e) the vehicle cannot be a caravan, box trailer or boat trailer and must not exceed three tonnes.
 - f) Car Share groups must meet the Basic Level of Service:
 - i. access to vehicles by members of the program 24 hours, seven days a week;
 - ii. car bookings available via phone and the internet, 24 hours, seven days a week;
 - iii. access to customer support during business hours; and

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- iv. ability to extend the booking on the car whilst using the car (subject to availability of the car).
- 2.2 Exception - Car Share groups that meet 50% of the warrant in condition 2.1b) will be eligible to apply for Car Share Parking and Car Share Parking Permits, on the condition that they are able to demonstrate that they meet 100% of the warrant in condition 2.1b) within six months of practical commencement.

3. DEFINITIONS

- 3.1 Car sharing - is a system set up such that a group collectively owns one or more vehicles, which are available to the members on a shared basis. The vehicles are located locally and are available on demand, on a pay-as-you-go basis. Fees which may be applicable include a membership fee, a refundable bond for the duration of membership, an hourly fee and a per kilometre charge for use of the vehicle.
- 3.2 Car Share systems - may be set up and managed by the following groups; commercial companies, not-for-profit organisations, neighbourhood/ community groups and groups of residents.
- 3.3 Car Share Parking Area - is parking that is controlled by parking control signs that include the following text "Permit Holders Excepted" and is numbered from 100 onwards. A Car Share Parking Area is provided exclusively for a particular Car Share group.
- 3.4 Car Share Parking Permit:
- a) exempts the vehicle noted on the permit, from the time limit shown on the parking control signs in the Car Share Parking Area written on the permit, where parking is sign posted "Permit Holders Excepted"; and
 - b) exempts the vehicle noted on the permit, from the time limit shown on the parking control signs in un-metered Resident Parking Areas 1 to 33 where parking is signposted "Permit Holders Excepted". (Note: The Car Share Parking Permit does not apply to metered parking areas, where the parking control signs state "Meter", even if signposted "Permit Holders Excepted").
- 3.5 Car Share Pod - is a specific Council approved location within the North Sydney local government area, where Car Share vehicles are kept when not in use by Car Share group members. Car Share Pods are located in a number of strategic locations to increase the potential catchment of members, rather than traditional large depots that are favoured by car rental companies.

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- 3.6 Resident Parking Area - is one of the 33 parking areas, numbered 1 to 33, which cover the North Sydney local government area.

4. PROVISIONS

- 4.1 Car Share Parking - a maximum of 20 Car Share Parking spaces will be provided in any one Resident Parking Area. These 20 Car Share Parking spaces are to be allocated throughout the Resident Parking Area, in balance with competing parking demands i.e. all 20 spaces will not be provided in the one street or location.

Car Share Parking spaces will be allocated to Car Share groups on a first come, first served basis. If an approved Car Share Parking Space is not utilised within six months of approval, the approval will lapse, and the Car Share group will need to reapply for the parking space.

Any request for Car Share Parking spaces above the 20 space maximum, will be referred to a Council meeting for consideration.

- 4.2 Car Share Parking Permits - specifying a particular parking area, numbered from 100 onwards, will be provided to the Car Share groups who have approved Car Share Parking.

- 4.3 Renewal:

4.3.1 Car Share Parking will be approved for a maximum of three years. After this time, the Car Share group will need to re-apply for Car Share Parking. The intention of this rule is only to ensure that parking is not reserved for Car Share groups where it is not needed. Preference for Car Share Parking will be given to existing Car Share groups with an established membership base.

4.3.2 Car Share Parking Permits must be renewed annually (March to March).

- 4.4 Transferral of Car Share Parking - is not permitted. Car Share Parking cannot be transferred to a different location. A new application may be made to Council for consideration.

- 4.5 Cancellation - Council may in its absolute discretion, suspend, relocate, amend and/or cancel Car Share Parking and Car Share Permits on such terms and for such reasons as the Council considers appropriate. A minimum of two (2) weeks' notice will be given to the Car Share group. Where Council suspends, relocates, amends and/or cancels these items neither the Car Share group or

any other person shall be entitled to any payment, compensation or damages of any kind whatsoever from the Council.

4.6 Application Requirements

4.6.1 Parking - Applicants for Car Share Parking and Permits are to provide the following information:

- a) information that demonstrates, to the satisfaction of Council, that the eligibility requirements listed above in Section 2 have been met;
- b) identify the proposed location for parking spaces, and provide reasons for this choice of location;
- c) car registration information;
- d) public liability insurance, providing a minimum cover of \$10 million;
- e) demonstrated maintenance and vehicle replacement management plan (including cleaning);
- f) secure vehicle locking system;
- g) demonstrated system to check member's drivers licences, and conduct an investigation into member driving history;
- h) a report detailing Car Sharing experience, capability and past performance, including any applicable referees;
- i) a copy of all promotional/advertising signage which will be placed on the vehicles;
- j) information on the type and amount of marketing being undertaken, and any promotional arrangements; and
- k) acknowledgement from the Car Share group that while Council will endeavour to enforce relevant parking restrictions to the best of its ability, no warranty is given as to the availability of allocated Car Share Parking spaces.

When considering applications for Car Share, preference will be given to the following:

- a) firstly, not-for-profit organisations and community/neighbourhood groups. Secondly, Car Share companies (making a profit) that have demonstrated partnerships with the local community and non-government organisations based within the North Sydney local government area;
- b) smaller, low impact vehicles (Green Vehicle Guide rating of 3.5 stars or more) such as hybrid vehicles or Smart Cars;
- c) integration with the public transport and active transport networks and development of movement mobility plans, to improve access to these

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- services and ensure that the shared car is generally used only to fill a mobility gap;
- d) car sharing rates weighted more heavily towards kilometres travelled than time usage, since kilometres travelled has greater impact on the road network and environment; and
 - e) Car Share groups that place the refundable bond paid by Car Share members when they join the group into a trust account and be accessible only when pre-determined events require the use of the funds, OR if this bond is being used to fund operator expenses, then this is to be disclosed to members.
- 4.7 Car Share Parking Permits are subject to the same fees as resident parking permits, as per Council's *Fees and Charges Schedule*, payable by the Car Share group.
- 4.8 Car Share parking is subject to a fee for the installation of appropriate signs, as per Council's *Fees and Charges Schedule*, payable by the Car Share group.
- 4.9 Car Share parking is subject to an application fee payable per application per pod, as per Council's *Fees and Charges Schedule*, payable by the Car Share group on application of new car share pods.
- 4.10 Residents who are able to demonstrate that they have joined a Car Share group, and return their Resident Parking Permit to Council will be eligible to receive a pro rata refund on their Resident Parking Permit.
- 4.11 Once the application fee is received, Council notifies the community of the proposed location. The period for providing feedback on the proposed location is a minimum of two (2) weeks i.e. no less than 14 days.

5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Council's Traffic & Transport Operations Department is responsible for the provision, determination of eligibility and management of Car Share parking schemes.
- 5.2 Council's Customer Service & Records Department is responsible for the issuing of Car Share Parking Permits.
- 5.3 Council's Ranger & Parking Services Department are responsible for the enforcement of parking controls in the Car Share Scheme.
- 5.4 The Car Share Review Panel is responsible for reviewing applications, which do not meet the eligibility criteria.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Community Strategic Plan
- Compliance and Enforcement Policy
- Parking Management and Enforcement Policy
- Resident Parking Permit Policy

Version	Date Approved	Approved by	Resolution No.	Review Date
1	1 August 2005	Council	703	2008/09
2	16 February 2009	Council	61	2012/13
3	14 March 2011	Council	155	2011/12
4	14 November 2011	Council	804	2011/12
5	30 January 2012	Council	24	2012/13
6	18 February 2013	Council	61	2016/17
7	25 June 2018	Council	214	2020/21
8	12 September 2022	Council	273	2024/25