# Attachment B

## Car Sharing Policy (showing changes)

# Car Sharing Policy

## Purpose

Parking is a key component of the system that supports the access, economic, social and environmental outcomes outlined in Sustainable Sydney 2030 – 2050 Continuing the Vision, the Community Strategic Plan and the Access Strategy and Action Plan – Continuing the Vision.

As cities grow, the demands for street space intensify. The kerbside is a valuable commodity, with private parking competing with many other beneficial uses for space – including safety measures such as clear zones and pedestrian crossings; cycleways; footpath widening; outdoor dining; and plantings to reduce heat on our streets. Car sharing is one solution to maintaining access while allowing more efficient use of the kerb.

The objectives of the Car Sharing Policy ('this Policy') are to increase use of car sharing, and to ensure that the City's car sharing program is well-governed and transparent. Specific objectives include:

- using on-street parking spaces more efficiently: by replacing the parking demand created by underused private vehicles
- reducing vehicle traffic and greenhouse emissions: by reducing vehicle kilometres travelled, and shifting travel to more fuel-efficient vehicles
- supporting the local economy: by reducing the need of businesses and individuals to own a private vehicle and car space
- increasing social inclusion: by enabling access to a variety of vehicles to households who could not otherwise afford them
- increasing health: as people walk and cycle more.

## Scope

This policy applies to car share spaces located on City of Sydney (the 'City') streets or property. The City is not currently considering proposals for on-street car share spaces in the area defined in the Central Sydney On-Street Parking Policy.

## Definitions

| Term | Meaning |
|---|---|
| Car Sharing | Scheme where a resident or business can access a shared vehicle. |
| Car Share Operator | A commercial entity that is an eligible operator under this Policy. |
| Low coverage area | Parking precincts where on-street car share spaces account for less than 3.5% of available kerbside parking. |
| High coverage area | Parking precincts where on-street car share spaces account for 3.5% or more of available kerbside parking. |
| Area/parking area | A parking area defined in the Neighbourhood Parking Policy. |

| Term | Meaning |
|---|---|
| Free floating | Car share schemes where vehicles do not have to return to a dedicated space. |

## Policy Statement

### 1. Eligibility of a car share operator

The City will allocate car share spaces only to car share operators who meet the following criteria described below:

i. Have, or be developing, a network of cars in locations that are accessible to all members.
ii. Allow any licensed driver over age 18 to join, subject to reasonable creditworthiness and driving history checks.
iii. Supply an internet and phone-based booking system available to members 24 hours per day, allowing immediate booking of vehicles.
iv. Offer booking durations of one hour or less.
v. Ensure that no 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. Obligations of car share operators

Operators must meet the obligations set out below:

i. Vehicle Environmental Impact – An operator must not use any passenger vehicle in a dedicated on-street space which emits more than 175g/km of CO2. In the case of other vehicle types, such as vans or utilities, an operator must demonstrate to the satisfaction of the City that the vehicle is a high environmental performer for its class. While the City recognises that car sharing contributes to emissions reduction by lowering private car use, the City is aiming to reduce emissions as quickly as possible. The aim is for car sharing vehicles to be ~~electric~~ zero emission by 2030, as part of the path to Net Zero Emissions by 2035. All car sharing fleets will need to be zero emissions by 2035.
ii. Availability of vehicles – Cars must be installed within one week of the City notifying an operator of the availability of a space for which they have applied. Once installed, a car may not be withdrawn from service for more than 72 hours for maintenance, repair or any other reason unless the City is notified, and a replacement vehicle provided after four days. Operators must acquaint themselves with upcoming road closures due to special events or other purposes and make arrangements to remove or relocate vehicles during that time.
iii. Permit – Car share operators must ensure that a current City issued Authorised Car Share Vehicle Permit or temporary Letter of Authorisation is obtained and displayed on each vehicle at all times. This permit identifies an authorised car share vehicle and authorises the car to park in its dedicated parking space. It will also allow the car to be parked in nearby 'permit excepted' spaces if the dedicated space is illegally occupied.

iv. Monthly reports – Car share operators must provide an accurate and detailed monthly usage and membership report, in a template specified or approved by the City, 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), 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.

v. Audit of Reports – A car share operator must submit to an independent audit of their monthly reporting and usage data every three years.

vi. Financial Soundness - A car share operator must, upon request, demonstrate to the satisfaction of the City that the operator is financially sound, and capable of meeting obligations to the City and members.

## 3. Dedicated Car Share Spaces

### *3.1 Installation*

The City will provide dedicated and exclusive on-street spaces for authorised car share vehicles. The quantity and location of on-street spaces will be commensurate with demand, while allowing scope for new operators to enter the system. Each space will be reserved for an individual car share vehicle.

The City will set a maximum allocation of car share spaces for each parking area. The maximum allocation will be 5% of parking spaces for each area (at time of application).

The City will set caps on the maximum monthly installation. These will respond to the resourcing required to consult and install, a reasonable rate of change in areas, and the need to enable more competition between operators.

### *3.2 Co*mmunity Engagement~~nsultation~~

Given the strong community interest in kerbside parking management, consistent with its Community Engagement Strategy, the City will ensure that businesses and residents in the immediate vicinity of a proposed on-street space have an opportunity to comment on car share proposals.

In 2023 the NSW Government delegated exclusive authority to local governments to make most parking changes on local and regional roads. Delegated City staff will make a final decision after the appropriate community engagement.

The City will refer to the Local Pedestrian, Cycling and Traffic Calming Committee matters where NSW Government delegations require the Committee's consideration. It will also take matters to the Committee where, after community engagement, it is clear there are a significant number of opposing views in the community. After recommendation by the Committee, delegated City staff will then make a final decision. ~~The City will consult with residents and businesses in the immediate vicinity of a proposed on- street space.~~

~~Proposals to allocate on-street car share spaces will be considered by the Local Pedestrian Cycling and Traffic Calming Committee.~~

### *3.3 Low coverage areas – new space requirements, and monthly cap*

The City may allocate spaces requested by an existing operator only where it can demonstrate that the three nearest spaces held by the operator are each used at least 18 times per month or at least four hours per day, on average over the period of the preceding three months.

In order to facilitate access for new operators, the City will waive this requirement in the case of operators with fewer than three vehicles in areas with less than 900 general parking spaces, or fewer than six vehicles in those precincts with more than 900 general parking spaces.

The monthly installation cap for low coverage areas will be four spaces in any area, and eight spaces total.

### *3.4 High coverage areas – new space requirements, and monthly cap*

The City may allocate spaces requested by an existing operator only where the operator can demonstrate that each of the four nearest spaces held by the operator are used at least 25 times per month or at least five hours per day, on average over the period of the preceding 3 months.

In order to facilitate access for new operators, the City will waive this requirement in the case of operators with fewer than three vehicles in areas with less than 900 general parking spaces, or fewer than six vehicles in those areas with more than 900 general parking spaces.

The monthly installation cap for high coverage areas will be two spaces in any parking area, and four spaces total.

### *3.5 Priority for new space applications*

The City advises operators when it is willing to consider applications for new spaces, and the total amount of spaces it is willing to consider. In this environment, demand for new space proposals from operators is likely to exceed the City's monthly installation caps set out at Sections 3.3 and 3.4.

The City will therefore prioritise applications in low coverage and high coverage areas, in line with the objectives set out in this Policy. The City will apply a Car Sharing Application Prioritisation Procedure when the number of complying applications exceeds the cap. This will include the preferential allocation approach outlined at Section 5.2.

### *3.6 City car parks*

The City may provide car share spaces in City-owned car parks. In the case of the Kings Cross and Goulburn Street car parks, a maximum of ten spaces will be allocated, subject to the applicant meeting the criteria and minimum use applicable for spaces in high coverage areas.

### *3.7 Management of spaces*

The City reserves the right to reject any application to establish a car share space.

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

### *3.8 Free floating car sharing*

The City does not currently support with permits free floating car share in its local government area, or within individual parking areas. This would require a permit that exempted a vehicle from all restrictions in “permit holders excepted” spaces, and risk concentrating large numbers of free floating car share vehicles in popular areas, such as around train stations and village high streets. This is likely to increase rather than decrease parking pressure in these locations.

The City would only consider such a scheme if it strengthened the overall car sharing system, without reducing the value of existing dedicated car sharing spaces, did not significantly impact on non-members of car sharing, and did not result in more vehicle driving for short trips within parking areas.

## 4. Fees

Most car sharing fees payable by car share operators are set to partially recover the costs of administering the policy and the cost of installing car sharing bays. Fees shall be set annually in the Schedule of Fees and Charges.

A separate fee may be specified for the use of parking spaces in the Kings Cross and Goulburn Street car parks. Where levies or state taxes apply to a parking space, such as the Parking Space Levy, these will be payable in full by the car share operator.

## 5. Competition

### *5.1 Any car share operator is eligible*

The City of Sydney car sharing program is open to both existing and new operators who meet the requirements of this policy, outlined at Section 1.

### *5.2 Preferential allocation*

In areas where more than 75% of potential on-street spaces in a precinct are held by a single operator, the City will issue remaining spaces preferentially to another eligible operator in order to facilitate competition and user choice.

### *5.3 Allocation of bays in the event of change of control*

Allocated car share spaces may not be transferred between operators, without the City's consent.

In the case of change of control or ownership by one operator of another operator, the City may, acting reasonably, revoke or reallocate any or all of the operators' spaces.

### *5.4 Expression of Interest for use of car sharing bays*

The City may, at its discretion, elect to undertake an Expression of Interest for the use of any or all car sharing spaces by one or more operators.

Should an Expression of Interest be called it will be subject to a 12 month notice period. It would only apply to spaces that were at least 10 years old and the spaces will be offered for a period of 10 years. The Expression of Interest will be open to any operator, including incumbents.

Where an operator voluntarily vacates an existing space, the City may seek expressions of interest from other eligible operators to occupy this space.

## 6. Management

### *6.1 Disclosure of data*

Detailed monthly reports will be treated as commercially confidential for 12 months from the date on which the reports are due to Council. The City will then publish them on an annual basis.

### *6.2 Minimum usage*

Where, if averaged over a period of three consecutive months, the usage of a car share space is less than 10 trips per month and usage is less than 40 hours per month, the City may ask an operator to show cause as to why the space should not be withdrawn or reallocated. The City may only withdraw or reallocate spaces that have been in place for more than twelve months.

### *6.3 Non-compliance with Policy*

In the case of non-compliance with obligations outlined in Section 2 of this Policy, the City may, acting reasonably, suspend or revoke any or all spaces assigned to an operator, or suspend an operator's eligibility to apply for additional spaces.

Authority to take action for non-compliance rests with the Chief Executive Officer (CEO). Operators will be given an opportunity to make representations prior to any action for non-compliance with this policy. In case of the revocation of spaces, the CEO is authorised to reallocate spaces to an alternative operator.

## Responsibilities

City officers must follow this Policy when approving new car share operators and managing the car share system.

The City Access and Transport Unit at the City of Sydney is responsible for maintaining this Policy, the approval of new car share operators and operator data and reporting requirements.

The Traffic Operations team at the City of Sydney is responsible for the installation of new car share spaces (including approval and consultation processes), managing and maintaining these spaces, including temporary removals for construction activities and the like.

The City Rangers team at the City of Sydney is responsible for enforcement.

The Customer Service team at the City of Sydney is responsible for permits.

## Consultation

In reviewing this Policy, City staff have consulted all responsible areas at the City of Sydney and all eligible car share operators at the time of review.

## References

| Laws and Standards |
| --- |
| • Technical Direction, Traffic and Transport, TTD 2018/001 – 26 October 2018: Guidelines for on-street fixed space car share parking |

| Policies and Procedures |
| --- |
| • Car Sharing Application Prioritisation Procedure |

## Review period

This Policy is to be reviewed in three years.

## Approval Status

Council approved this policy xxxx.

## Approval History

| Stage | Date | Comment | TRIM Reference |
|---|---|---|---|
| Original Policy | 04 April 2011 | Approved by Council | 2018/506818 |
| Reviewed | 21 November 2016 | Added an 'expression of interest' process for use of any or all spaces by one or more operator, introduced a 'change of control' provision, established 'cost recovery' as basis for annual fee, adopted minimum usage and membership thresholds and standardised reporting. | 2016/653220 |
| Commence Review Date | 21 February 2019 | | |
| Approval Due Date | xxxx | | |

## Ownership and approval

| Responsibility | Role |
|---|---|
| Author | Manager, Transport Policy |
| Owner | Chief Operations Officer |
| Endorser | City of Sydney Executive |
| Approver | City of Sydney Council |