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# Car Sharing Policy

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## Purpose

The objectives of the Car Sharing 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 streets or property.

### 1. Eligibility of a car share operator

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

To qualify, the operator must:

- Have, or be developing, a network of cars in locations that are accessible to all members.
- Allow any licensed driver over age 18 to join, subject to reasonable creditworthiness and driving history checks.
- 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.
- 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 sharing space by any one user, either individual or business.
- Confirm in writing their acceptance of the obligations set out in this policy.

## 1.1 Peer to Peer Car Sharing

The City may list online the location of private vehicles participating in peer to peer car sharing, provided the peer to peer operator has entered into a written agreement with the City concerning vehicle availability and condition, and provides regular usage reports.

## 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 CO<sub>2</sub>. 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.
- 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.
- 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 monthly reporting and usage data if required by the City.
- 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.

### 3.2 Consultation

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

In parking precincts where on-street car share spaces account for less than 3.5% of available kerbside parking, the City will allocate spaces requested by an existing operator 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 precincts with less than 900 general parking spaces, or fewer than six vehicles in those precincts with more than 900 general parking spaces.

In precincts with fewer than 3.5% of spaces allocated to car sharing, no more than four spaces will be installed per precinct per month. Across all such precincts, no more than eight spaces will be installed per month.

### 3.4 High coverage areas

In parking precincts where on-street car share spaces account for more than 3.5% of available kerbside parking, the City will 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 precincts with less than 900 general parking spaces, or fewer than six vehicles in those precincts with more than 900 general parking spaces.

In precincts with more than 3.5% of spaces allocated to car sharing, no more than two spaces will be installed per precinct per month. Across all precincts exceeding 3.5%, no more than four spaces will be installed per month.

### 3.5 City car parks

The City will 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 applicable for high coverage areas.

### 3.6 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.

## 4. Fees

Fees are set to partially recover the costs of administering the policy and the cost of installing and removing car sharing bays. The Car Share Space Installation fee, Car Share Space Removal fee and the annual administrative fee for an Authorised Car Share Vehicle Permit 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.

### 5.2 Preferential allocation

In precincts 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.

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. For the purposes of this section an 'operator' is a car share company with on-street spaces allocated by the City of Sydney.

### 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.

## 6. Management

### 6.1 Disclosure of data

The City will publish monthly usage summaries of car share vehicles by precinct or suburb. Detailed monthly reports will be treated as commercially confidential for 12 months from the date on which the reports are due to Council.

### 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.

## References

### Laws and standards

- Guidelines for the Implementation of On-Street Car Share Parking, Technical Direction, TDT 2007/04, NSW Roads and Traffic Authority, September 2007

### Policies, procedures and guidelines

- City of Sydney Local Environmental Plan
- City of Sydney Development Control Plan

## Approval

The Council approved this policy on 21 November 2016.

## Review

Review period	Next review date	TRIM reference
This Policy is to be reviewed in three years.	November 2019	2016/631840