

## POLICY

<b>Policy name</b>	Bus Stops and Bus Zones
<b>Responsible manager(s)</b>	Director, Infrastructure Services
<b>Contact officer(s)</b>	Traffic Officer
<b>Directorate</b>	Infrastructure Services
<b>Approval date</b>	23 April 2013

### Purpose

Preferred bus stop locations are nominated by bus operators and where necessary may require signage. This Policy ensures *bus stops* and *bus zones* are placed in appropriate locations.

### Policy statement

<b>1</b>	<p><b>Application</b></p> <p>This policy applies to requests for the installation of bus stop or bus zone signs.</p> <ul style="list-style-type: none"> <li>• <i>Bus Stops</i> are locations in the network where buses drop off and pick up passengers. These bus stops have non regulatory signage provided by the bus operators.</li> <li>• <i>Bus Zones</i> are formal locations, generally within urban areas, that allow buses to pull up without being obstructed by parked vehicles. Bus zones require regulatory signage that is provided and installed by Council. The installation of regulatory signage allows enforcement measures to be conducted to ensure compliance.</li> </ul>
<b>2</b>	<p><b>Legislation</b></p> <p>Eurobodalla Shire Council will comply with the <i>Road Transport (Safety and Traffic Management) Act, 1999</i>.</p>
<b>3</b>	<p>The location of bus stopping places is to be identified by the bus proprietor to Transport for NSW with a copy to Council for reference.</p> <p>Non-regulatory bus stop signs are to be installed at those locations identified by the bus proprietor and Transport for NSW.</p> <p>If regulatory bus zone signs are required the proprietor is to refer the matter to the Eurobodalla Local Traffic committee for determination.</p> <p>All signs and their locations are to be approved by the Eurobodalla Local Traffic Committee.</p> <p>The supply of bus stop signs is to be at the bus proprietor's cost.</p> <p>Installation and maintenance of bus zone signs are to be undertaken by Council.</p>

### Implementation

<b>Implementation steps</b>		<b>Responsibility</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• The location of bus stops and bus zones sites are to be identified by the bus operators to Transport for NSW with a copy to Council for reference.</li> <li>• If Non-regulatory bus stop signs are to be installed at locations</li> </ul>	Bus operators

	<p>identified by the bus operators and Transport for NSW , the supply of this signage is to be at the bus operator’s cost.</p> <ul style="list-style-type: none"> <li>• If regulatory bus zone signs are to be installed at locations identified by the bus operators and Transport for NSW, the installation and maintenance of this signage is to be undertaken by Council.</li> <li>• All regulatory signs and their locations are to be approved by the Eurobodalla Local Traffic Committee.</li> </ul>	Council Officers
<b>2</b>	<p><b>Staff</b></p> <p>Under supervision, applicable Council staff will be responsible for ensuring that policies are implemented appropriately within their work area, after they have received relevant training to do so.</p>	Council Officers
<b>3</b>	<p><b>Concerns</b></p> <p>Concerns received regarding the management of cemeteries will be recorded on Council’s customer service request (CSR) or records system and handled in accordance with Council’s Customer Complaints and Services Requests Policy. They will be used to analyse the history of complaints and requests and to help determine follow up actions.</p>	Council Officers
<b>4</b>	<p><b>Complaints</b></p> <p>Complaints received regarding this policy will be lodged with the Public Officer and handled in accordance with council’s Complaints Policy.</p>	Public Officer
<b>5</b>	<p><b>Consultation</b></p> <p>Public submissions regarding this policy will be considered during the policy exhibition period. Any other consultation deemed necessary may occur with key stakeholders when and if required.</p>	As required

## Review

The policy will be automatically revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless council revokes it sooner. **Note:** *Automatic revocation of the policy is provided for by section 165(4) of the Local Government Act 1993. The next general local government election is expected to be held in September 2016.*

This policy will also be reviewed and updated as necessary when council’s functions, structure or activities change or when technological advances or new systems change the way that council manages bus stops and bus zones.

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Complaints	Council records
Requests for installation of bus stop and bus zone signs	Council records

## Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

*Related legislation and policies*

Name	Link
Road Transport (Safety & Traffic Management) Act 1999	<a href="http://www.austlii.edu.au/au/legis/nsw/consol_act/rtatma1999412/">www.austlii.edu.au/au/legis/nsw/consol_act/rtatma1999412/</a>
Other Council Policies	<a href="http://www.esc.nsw.gov.au/site/Publications/Strategies/PolicyReg/Default.aspx">www.esc.nsw.gov.au/site/Publications/Strategies/PolicyReg/Default.aspx</a>

*Related external references*

Name	Link
Transport for NSW	<a href="http://www.transport.nsw.gov.au/">www.transport.nsw.gov.au/</a>
Division of Local Government	<a href="http://www.dlg.nsw.gov.au/">www.dlg.nsw.gov.au/</a>

*Change history*

Version	Approval date	Approved by	Minute No	File No	Change
1	22/09/2009	Council	09/291	E09.3418	Policy commenced
2	23/04/2013	Council	13/111	E13.7095	Updated to new template, updated review date and references

*Internal use*

Responsible officer	Director Infrastructure Services		Approved by	Council	
File	E13.7095	Council report no	O13/71	Effective date	23/04/13
Minute	13/111	Review date	Sept 2016	Pages	3