

ADOPTED	
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Objective

To provide guidelines for the installation of bus shelters on roads under Council control both in the urban and rural area.

Policy

- Council will only fund or install bus shelters if at least one of the following applies:
 - For school bus routes on rural roads, where there are a minimum of 15 school aged children utilising a single stop
 - The location is on an approved bus route and at a designated stop within the CBD area
- If external grant funding is received
- Installation of bus shelters in the **rural area** may be undertaken at **no expense** to Council if the conditions in (1) above are not met provided that:
- **Approval** is first sought from Council. Such application must be in **writing** and include:
 - The proposed kit and / or method of construction of the shelter together with names and qualifications of any persons installing the shelter.
 - a locality plan drawn to scale and clearly showing:
 - ☐ Road name/s;
 - ☐ Type/s of carriageways;
 - ☐ Proposed position of the bus shelter, with distances from the carriageway, side roads, property entrances, obstructions including drainage structures within 200 metres of the site in both directions.
 - A report detailing and establishing the need for the bus shelter.
 - Any request for relief from maintenance must accompany the application (see dot point below).
- Erection is undertaken utilising skilled personnel installing prefabricated kits designed to appropriate Australian Standards and in accordance with the written approval from Council;
- Erection adjacent to a classified road (Highway) will require the approval of Transport for New South Wales prior to a submission being made to Council.

■ The **location** shall be such that:

- There is adequate room for a bus to pull wholly off the through carriageway at the bus shelter;
- There is adequate visibility for approaching traffic of a bus stopping at, or departing from, a bus shelter. Unless lesser distances are approved in writing by the General Manager following an on-site inspection, adequate visibility shall mean:
 - ☐ 200 metres in each direction in 100 km/h zones;
 - ☐ 150 metres in each direction in 80 km/h zones;
 - ☐ 100 metres in each direction in 60 km/h zones;
 - ☐ (Sight distance will be determined by use of 300mm diameter discs, one held at 2 metre height at the Shelter, the other at 1.2 metre height on the approach lane at the specified distance for the zone applicable);
- The bus shelter does not interfere with visibility of vehicles entering the carriageway from a side road or from a property.

■ **Maintenance** shall be the responsibility of the applicant. Should the applicant wish to be relieved of the responsibility of maintenance, this fact must be made known at the time of the application.

■ Each application will be treated on its merits, however applicants who propose to obtain fees for the right to advertise on the structure are advised that Council would not grant relief from maintenance.

■ Each bus shelter shall have the name and current postal address of the **owner** displayed facing the carriageway in permanent material in English characters not less than 20mm high.

■ **Advertising** matter may be allowed subject to other Council policies, on the end walls at the departure end only. Advertising matter shall not be such that it could be construed to be an official traffic sign or to contain any representation of an official traffic sign. The use of reflectorised material in the advertising matter is not permitted.

■ The Council shall have the authority to order the current owner of any bus shelter to remove any advertising matter which is not in accordance with the above conditions or which, in its opinion, offends public decency or is inappropriate.

■ Where Council considers any advertising material warrants immediate removal, it may arrange removal and recover the cost of such removal from the owner.

■ The owner for the time being of the bus shelter shall indemnify and keep indemnified the Council from and against all actions, proceedings, claims, damages and demands, costs and expenses in regard to any accident, damage or injury sustained as a result of the construction, maintenance or existence of the bus shelter.

■ Work on the construction of the bus shelter shall not commence until the Council's General Manager is satisfied that the owner has obtained sufficient Public Liability insurance.

■ The owner of the bus shelter shall submit, annually, proof that insurances are current and adequate.

- No part of these requirements shall be construed or deemed to give the owner of a bus shelter any right to the **exclusive use** of any part of the road reserve on which the bus shelter is erected.
- The Council may order the **removal** of the bus shelter for any reason whatsoever, by giving thirty (30) days notice in writing addressed to the owner of the bus shelter as shown on the bus shelter, and, failing the removal of the bus shelter by the owner in the time stipulated, may remove the bus shelter and recover the cost of such removal from the owner.
- Council may provide for bus shelters to be erected where criteria in 2 above are not met, if the interested parties can meet the costs.