
Cessnock City Council Bus Shelters

Date Adopted 20/10/2021 Revision: 3

POLICY OBJECTIVES

1.1. The objectives of this policy are to:

- 1.1.1. Outline Councils standard bus shelter design, to ensure a safe, consistent and cost effective approach to bus shelter selection.
- 1.1.2. Specify the process applicable to the installation of bus shelters, to ensure a safe, consistent and transparent approach to the selection of shelter locations.

POLICY SCOPE

- 2.1. This policy applies to the installation of bus shelters within the road reserve by Council, developers, or other entities, throughout the Cessnock LGA.
- 2.2. This policy applies to bus shelter installations for the purposes of providing a Regular Bus Service.

3. POLICY STATEMENT

- 3.1. Council supports the provision of bus shelters at existing and new bus stops within the Cessnock LGA.
- 3.2. Council will, in consultation with public transport providers, install bus shelters at new and existing bus stops as necessary, to meet the needs of the travelling public, in accordance with this Policy.
- 3.3. Council will, in consultation with public transport providers, condition development consents to require the installation of bus shelters at new and existing bus stops as necessary, to meet the needs of the travelling public, in accordance with this Policy.

4. BUS SHELTER DESIGN

4.1. Design Objectives

- 4.1.1. Shelters give best possible protection from rain, wind and sun.
- 4.1.2. Shelters and seats are consistent in appearance with other structures specified in the [Cessnock LGA Signage Strategy](#).
- 4.1.3. Shelters and seats are of a design that minimises bulk and opacity when they are placed in front of residential properties.
- 4.1.4. Shelters and seats are durable and vandal resistant.
- 4.1.5. Shelters are of a design that does not attract the accumulation of rubbish underfoot or encourage littering.

4.1.6. Shelters are not of a design which is conducive to graffiti.

4.1.7. Shelters do not have deep footings which are likely to interfere with or damage public utilities found in footpaths.

4.2. Standard Design

4.2.1. The standard bus shelter design is shown in Council's [Public Transport Stops Standard Drawings](#).

4.3. Non-Standard Designs

4.3.1. Any proposal to install a non-standard shelter design requires the approval of the General Manager, and would be considered for such reasons as:

- a) Spatial restrictions precluding installation of the standard shelter.
- b) Passenger volumes (actual or anticipated) exceeding the capacity of the standard shelter.
- c) Heritage or other considerations requiring a design more sympathetic to surrounding architectural styles.

5. BUS SHELTER INSTALLATION

5.1. Installation Guidelines

5.1.1. Shelters and seats are installed according to a programme, which gives highest priority to locations of greater need.

5.1.2. That safety be the paramount consideration in determining the location of shelters and seats.

5.1.3. Bus routes and pedestrian patterns be reviewed where necessary before investment in shelters and seats is made.

5.1.4. The most effective and equitable source of funding is identified by considering the use of Council funds, grant funding and development contributions.

5.1.5. Council approach is seen to be efficient and systematic, so that users and the community recognise and understand the rationale for initiatives taken by Council.

5.1.6. Any negative impact on residential, commercial and rural property is minimised or eliminated through sensible planning and consultation with owners.

6. BUS SHELTER ADVERTISING

6.1. Council will consider commercial arrangements for the display of advertising materials on bus shelters at the discretion of the General Manager.

6.2. Council's community service notices may be displayed on suitably equipped bus shelters with General Manager's approval.

7. RESPONSIBILITIES

7.1. General Manager

7.1.1. Approval of a proposal to install a non-standard shelter design.

7.1.2. Approval of community service notices to be displayed on suitably equipped bus shelters.

7.2. Principal Engineer, Traffic & Transport Infrastructure and Infrastructure Manager

7.2.1. Authorising the installation of bus shelters.

7.3. Compliance, monitoring and review

7.3.1. The General Manager is responsible for the implementation of this policy and is responsible for ensuring this policy:

- a) aligns with relevant legislation, government policy and / or Council's requirements / strategies / values;
- b) is implemented and regularly monitored; and
- c) is reviewed to evaluate its continuing effectiveness.

7.4. Reporting

7.4.1. No additional reporting is required.

7.5. Records management

7.5.1. Staff must maintain all records relevant to administering this policy in accordance with Council's [Records Management Policy](#).

7. POLICY DEFINITIONS

Council	means Cessnock City Council
General Manager	Means the General Manager of Council
Regular Bus Service	means any regular passenger service conducted by bus.

POLICY ADMINISTRATION

Business Group	Works and Infrastructure
Responsible Officer	Infrastructure Manager
Associated Procedure (if any)	Nil
Policy Review Date	Three years from date of adoption unless legislated otherwise
File Number / Document Number	DOC2020/021022
Relevant Legislation (reference specific sections)	<p>Section 138, <i>Roads Act 1993 (NSW)</i></p> <p>Section 104, <i>Passenger Transport (General) Regulations 2017 (NSW)</i></p> <p>Section 16, <i>State Environmental Planning Policy No. 64 – Advertising and Signage 2001 (NSW)</i></p> <p>Part 2, <i>Disability Discrimination Act 1992 (Commonwealth)</i></p> <p>Part 33, <i>Disability Standards for Accessible Public Transport 2002 (Commonwealth)</i></p>
Relevant desired outcome or objectives	<p>A connected, safe and creative community</p> <ul style="list-style-type: none"> • Objective 1.3: Promoting safe communities <p>Accessible infrastructure, services and facilities</p> <ul style="list-style-type: none"> • Objective 4.1: Better transport links • Objective 4.2: Improving the road network
Related Policies / Protocols / Procedures	<ul style="list-style-type: none"> ▪ Cessnock LGA Signage Strategy (DOC2019/125674) ▪ Public Transport Stops Standard Drawings (DOC2021/146329) ▪ Records Management Policy (DOC2019/038769)

9. POLICY AUTHORISATIONS

No.	Authorised Function	Authorised Business Unit / Role(s)
TBA	Authorising the installation of bus shelters	<p>The role(s) authorised to perform the said function:</p> <ul style="list-style-type: none"> • Principal Engineer, Traffic & Transport Infrastructure • Manager, Infrastructure
TBA	Approval of community service notices to be displayed on suitably equipped bus shelters	<p>The role(s) authorised to perform the said function:</p> <ul style="list-style-type: none"> • General Manager
TBA	Approval of any proposals to install a non-standard shelter design	<p>The role(s) authorised to perform the said function:</p> <ul style="list-style-type: none"> • General Manager

10. POLICY HISTORY

Revision	Date Approved / Authority	Description Of Changes
1	3 June 1992 (MCS-W&S-2/1992)	New policy adopted
2	21 August 2002 (DC&RS 96/2002 – 661)	Periodic Review
3	20 October 2021 (WI74/2021)	Periodic Review

11. Appendices