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**Bus Stop Infrastructure Policy**

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<b>Policy Owner:</b>	Traffic Services
<b>Contact Person:</b>	Principal Specialist Traffic Services
<b>Date of Approval:</b>	15 June 2021 (AS02-06/21)

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**POLICY STATEMENT**

The purpose of this policy is to direct the provision of ancillary bus stop infrastructure to encourage use of public transport and improve amenity by providing a safe waiting place for the bus users.

**POLICY OBJECTIVE**

The objective/s of the Bus Stop Infrastructure Policy is to:

- Ensure that the community's needs for public transport access, amenity and mobility are met in a sustainable manner;
- Provide guidance on the provision of bus stop infrastructure; and
- Provide a means of prioritisation for the installation of bus shelters.

**SCOPE**

This policy applies to any provider, whose works affect the boarding area of a bus stop, thus triggering the necessity to bring the boarding area of the bus stop up to disability standards to the satisfaction of the Public Transport Authority (PTA) as detailed in the Bus Stop Infrastructure Partnership Agreement. The provision of any infrastructure at bus stops must comply with PTA disability standards.

**IMPLICATIONS (Strategic, Financial, Human Resources)**

The Policy aligns with the following objectives of the City's *Strategic Community Plan for 2017/18 to 2026/27*:

“3. *Environment (built)*

3.5 *Connected and Accessible City*

3.5.1 *Deliver local transport infrastructure including roads, footpaths and cycle ways to improve accessibility”*

Implementing this policy will result in the following:

- Revised prioritised listing of projects listed in the Bus Shelter Installation Program; and
- Works undertaken by the developers or external stakeholder will comply with the relevant standards.

Implementing this policy will result in the following human resource implications:

- Additional time required to assess each request from the community;

- Additional time required to prioritise the Bus Shelter Installation Program; and
- Training and education of relevant Service Units within the City in implementing the policy.

## **IMPLEMENTATION**

### **3.1 Upgrade of Bus Stops**

Any party that affects the boarding area of a bus stop must bring the boarding area of the bus stop up to disability standard to the satisfaction of the Public Transport Authority (PTA) as detailed in the *Bus Stop Infrastructure Partnership Agreement*. The provision of any infrastructure at bus stops must comply with PTA disability standards.

### **3.2 Bus Shelter Provision**

The provision of bus shelters will be prioritised by the criteria based scoring system below taking into consideration:

- a.) The bus stop is located on the final alignment as determined by the PTA;
- b.) Footpath connections to the upgraded bus stop can be provided;
- c.) The bus shelter to be installed is consistent with the design and materials of the City's existing bus shelter network and/ or to the satisfaction of the City;
- d.) The safety of the road environment, particularly that of pedestrians;
- e.) Suitability of the site in terms of available space, visibility for vehicles exiting adjacent roads or driveways;
- f.) Availability of existing awnings/ shelter structure at bus stops;
- g.) Consultation with the PTA to ensure the provision of a bus shelter does not conflict with any operational plans and will qualify for a subsidy under their Bus Shelter Grants Scheme; and
- h.) Consultation with adjacent property owners/ tenants to ensure that a bus shelter will not disproportionately impact the amenity of the property in relation to the community benefit.

### **3.3 Bus Shelter Installation Prioritisation**

The City will use a criteria based scoring system including patronage for each bus stop to prioritise 60% of the City's Bus Shelter Installation Program (A, B and C below) with the remaining 40% of the City's Bus Shelter Installation Program (B and C below) being prioritised using the criteria based scoring system excluding patronage. All bus stops are to be evaluated based on this scoring system as part of the annual budget considerations.

### Criteria Based Scoring System

All bus shelter installation projects will be assessed against the following criteria and scored accordingly.

#### a. Patronage Level

The patronage level per day of each bus stop will form the base score for provision of bus shelters. To ensure consistency, patronage levels from March each year will be used. E.g. if a bus stop has a patronage of 40 boardings per day, it will receive a score of 40.

#### b. Attractors

Scores are based on the attractors below. A bus stop will only be given points for the highest scoring attractor i.e. Activity Centre or Stop closest to Shopping Centre or Stop closest to tertiary education institution or stop closest to retirement home, nursing home or aged care facility:

Attractor (Description)	Score
Stop within a Activity Centre/Employment Centre (Wanneroo, Two Rocks North, Yanchep, Eglinton, Alkimos, Butler, Clarkson, Banksia Grove, Madeley, Girrawheen, Alexander Heights, Wangara, Neerabup)	20
Tourism attraction / Regional Open Space / District Open Space	10
<b>Stop closest to Shopping Centre</b>	
Land parcel above 100,000m <sup>2</sup>	15
Land Parcel between 60,001m <sup>2</sup> and 99,999m <sup>2</sup>	10
Land Parcel between 20,000m <sup>2</sup> and 60,000m <sup>2</sup>	5
Land Parcel below 20,000m <sup>2</sup>	0
<b>Stop closest to Tertiary Education institution (University or TAFE)</b>	
Above 1000 students	15
Between 500 and 999 students	10
Below 500 students	5
<b>Stop closest to Retirement home, Nursing home or aged care facility</b>	
Above 500 residents	15
Between 200 and 500 residents	10
Less than 200 residents	5

#### c. Generators

Number of properties within a 400m walkable catchment of the bus stop:

Number of Properties	Score
>701	20
501-700	15
301-500	10
101-300	5
<100	0

### **3.4 Provision of bus shelters adjacent to schools**

The City will not consider the installation of bus shelters at school bus stops due to them having high demand for only a 15 to 30 minute period each weekday. Furthermore, in most cases one standalone standard shelter will not have sufficient capacity to cater for the high demand.

### **3.5 Provision of bench seats at bus stops**

The provision of bench seats shall:

- a) Not block sightlines;
- b) Not obstruct pathways;
- c) Be clear of the boarding area;
- d) Not be secured unless frangible fixings are used; and
- e) Be installed parallel to the direction of traffic.

### **3.6 Provision of bins at bus stops**

The installation of rubbish bins at bus stops will only occur if the following criteria are met:

- a. Patronage levels above 15 boardings per day for a minimum of 2 years;
- b. The installation of a bin in front of a residential property/s will not disproportionately impact on the amenity of a property in relation to the community benefit; and
- c. Capacity for the City's Waste Services to collect the bin regularly.

### **3.7 Provision of bus stop infrastructure in new subdivisions**

All bus stops and ancillary infrastructure proposed or existing within new subdivisions are required to comply with Public Transport Bus Stop Layout Guidelines as outlined by the PTA and be approved by the Director Assets.

All stops on District Distributor Roads are required to have a bus embayment and bus shelter.

The installation of a bus shelter in new subdivisions is required in the following locations:

- a. Stop/s closest to Major Shopping Centre;
- b. Stop within a Activity Centre (Wanneroo, Two Rocks North, Yanchep, Eglinton, Alkimos, Butler, Clarkson, Banksia Grove, Madeley, Girrawheen, Alexander Heights);
- c. Stop closest to a tertiary education institution; and

- d. Stop/s closest to Retirement Home, Nursing Home or Aged Care Facility

### 3.8 Bus Stop infrastructure shelters provided under commercial arrangement

All bus stop infrastructure provided under a commercial arrangement with the City is exempt from this policy except for the need to comply with the disability standards outlined by the PTA.

## ROLES AND RESPONSIBILITIES

The Principal Specialist Traffic Services is responsible for the development and review of this policy and will provide interpretations in the event of the need for clarification or when there is a dispute. The Director of Assets will be responsible for the implementation and application of this policy.

## DISPUTE RESOLUTION *(If applicable)*

The City will consult with adjoining property owners and bus stop users where a bus shelter is proposed. Director of Assets will consider all feedback before making a final determination on the installation of a bus shelter. Should the feedback generate significant community interest the Director of Assets may provide a report to Council for decision.

## EVALUATION AND REVIEW PROVISIONS

The policy is intended to provide an objective measure of overall benefit to the community. The success of the policy can be measured as part of the City's community satisfaction surveys. The Bus Stop Infrastructure Policy will be reviewed every two (2) years.

## DEFINITIONS

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
<b>Ancillary Bus Stop Infrastructure</b>	Fixtures and fittings which are erected or installed immediately adjacent to Core Bus Stop Infrastructure, including (without limitation) bus shelters, bins, seats and footpaths.
<b>Core Bus Stop Infrastructure</b>	a bus stop pole, a level concrete hard-stand passenger boarding area at correct height, tactile ground surface indicators and up to three metres of connecting concrete pathway.
<b>Disability Standards</b>	Commonwealth Disability Standards for Accessible Public Transport ('Disability Standards') 15 August 2002 which created a legal duty under the <i>Disability Discrimination Act 1992</i> (DDA) to construct all new bus stops to this standard and to progressively upgrade all existing bus stops to achieve full compliance to the Disability Standards by December 2022.
<b>PTA</b>	The Public Transport Authority of Western Australia, a body corporate established under section 5 of the <i>PTA Act</i> .

<b>Road reserve</b>	the area of land provided under section 55(1)(a) of the <i>Land Administration Act 1997</i> typically from the property boundary on one side to the property boundary on the other side provided for public travel, including roads, lanes, car parks, footpaths, bridges, reserves and nature strips.
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#### RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Bus Stop Infrastructure Partnership Agreement
- Public Transport Bus Stop Guidelines
- Community Engagement and Consultation Policy
- Disability Discrimination Act 1993
- Road Traffic Code 2000
- City of Wanneroo Age Friendly Strategy 2017/18 – 2020/21

#### REFERENCES

City of Wanneroo Age Friendly Strategy 2017/18 – 2020/21

[http://www.wanneroo.wa.gov.au/downloads/file/2699/age\\_friendly\\_strategy\\_-\\_20172018\\_to\\_20202021](http://www.wanneroo.wa.gov.au/downloads/file/2699/age_friendly_strategy_-_20172018_to_20202021)

Bus Shelter Grants Scheme

<http://www.pta.wa.gov.au/projects/current-projects/bus-shelter-grants-scheme>

Public Transport Bus Stop Guidelines

<http://www.pta.wa.gov.au/about-us/working-with-the-pta/urban-design-and-planning-guidelines>

Community Engagement and Consultation Policy-

[http://www.wanneroo.wa.gov.au/downloads/file/1407/community\\_engagement\\_policy](http://www.wanneroo.wa.gov.au/downloads/file/1407/community_engagement_policy)

Road Traffic Code

[http://www.austlii.edu.au/au/legis/wa/consol\\_reg/rtc2000113/](http://www.austlii.edu.au/au/legis/wa/consol_reg/rtc2000113/)

Disability Discrimination Act 1992

<http://www.comlaw.gov.au/series/c2004a04426>

#### RESPONSIBILITY FOR IMPLEMENTATION

*Principal Specialist Traffic Services*

Version	Next Review	Record No:
1 18 September 2018 AS01-09/18	18 September 2020	16/191696
2 15 June 2021 AS02-06/21	30 June 2024	16/191696v2