

Central Coast Council

School Bus Stop Shelter Policy

June 2023

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POLICY

The Central Coast Council will provide school bus stop shelters within the municipal area, subject to budgetary constraints, identified need and in accordance with the assessment criteria.

PURPOSE OF POLICY

- a) To provide a procedure for the erection of school bus stop shelter structures within the Central Coast municipal area.
- b) To preserve the visual character and amenity of the Central Coast municipal area.
- c) To ensure that school bus stop shelters do not impede vehicular or pedestrian traffic flow.
- d) To ensure that the school bus stop shelter structure does not adversely affect the area in which it is located in terms of appearance, size, illumination, overshadowing or in any other way.
- e) To assist applicants and the community in becoming aware of the guidelines for the erection of school bus stop shelters and to enable Council officers to provide accurate and consistent assessment of applications for the erection of school bus stop shelters.

DEFINITIONS

Applicant – general public, community group or an organisation such as a local school, bus operator etc.

School bus shelter – structure, usually consisting of a roof and seating, located at, or near, an approved bus stop, for the convenience and shelter of persons waiting for school buses.

STRATEGIC FRAMEWORK

The Council's School Bus Stop Shelter Policy complements and builds upon the Council's Strategic Plan 2014–2024 as follows:

Strategic Direction 4.3

- . Develop and manage sustainable built infrastructure.

As well as:

- . meeting community needs and expectations;
- . management of the Council's risk;
- . achievement of better resource efficiency through the use of integrated systems; and
- . compliance with State and Federal legislation.

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Date for Review: May 2028

Note: If this document is a printed copy always check the electronic version to ensure it is up to date.

STANDARD (INCLUDING RELEVANT LEGISLATION)

This School Bus Stop Shelter Policy has been developed in accordance with the:

- . *Disability Discrimination Act*
- . *Local Government Act 1993*
- . *Tasmanian Planning Scheme – Central Coast*

REVIEW

This policy will be reviewed every five (5) years, unless organisational and legislative changes require more frequent modification.

APENDICES

The following appendices are attached to this Policy.

- . Procedure for the assessment and provision of school bus shelters

RELATED DOCUMENTS

- . Central Coast Council Strategic Plan 2014–2024
- . Corporate Folder
- . Risk Management Policy

SANDRA AYTON
GENERAL MANAGER

Date of approval: 19 / 06 / 2023

Approved by:



PROCEDURE

School bus stop shelters will be provided up to the budgeted amount per financial year (usually one).

Where the value of applications received in one year exceeds the budget allocation, following suitable assessment, consultation and consideration in accordance with the "Assessment Criteria" a priority list shall be made. Any application received after the budget has been expended will be referred to the following year.

Consideration for a school bus stop shelter will require a minimum number of 5–8 people per site.

All requests are subject to application and approval by the Department of State Growth (DSG).

All applications that comply with the Assessment Criteria will involve a process of consultation with the bus operators (and/or driver) prior to submission to DSG for final approval.

All applicants will consider the requirements of the Council's plans and policies concerning roadsides. Siting and site works will be harmonious with those requirements and availability of road reservation to site the shelter.

The Council will only provide cleaning and maintenance of the school bus stop shelters constructed under this policy.

The Council will undertake an annual inspection, as part of its building inspection regime, and carry out identified maintenance works or carry out maintenance, following assessment, upon a customer request.

Relocation of existing shelters will only occur when a shelter is no longer required by any person for use and there is no prospect of imminent use.

Any request for the provision of a gravel hardstand to bus stops will be provided subject to approval of the bus stop site by DSG.

School bus stop shelters are to be designed and constructed in accordance with the requirements of "Vic Roads Bus Shelter Guidelines".

Adequate allocation being considered in the estimates for the erection of one school bus stop shelters per annum.

Building approval will be obtained where necessary for the construction of school bus stop shelters.

School bus stop shelters are to be in accordance with the requirements of the Tasmanian Planning Scheme – Central Coast.

No advertising on school bus stop shelters is to be allowed.

ASSESSMENT CRITERIA

In particular but without limitation, the Council will consider the following matters when determining an application to erect a school bus stop shelter:

- (a) The siting, location, size, colour, and materials.
- (b) The architectural qualities, appearance, and visual impact on the local environment and streetscape.
- (c) The purpose of the shelter.
- (d) Retention of special qualities or features, such as trees and views.
- (e) Traffic and pedestrian safety.
- (f) Pedestrian circulation.
- (g) Impact on any nearby private property.

When assessing the compliance of any proposal, consideration will also be given to the following issues:

- (a) Shelters should be designed in consideration with the needs and character of the area in which they are to be installed.
- (b) Where possible and practical, school bus stop shelters should not become the dominant visual element in an area or streetscape, particularly in a residential environment.
- (c) Special consideration will be given in the assessment near buildings that are items of environmental heritage to ensure that they complement the visual quality of the building and streetscape generally.