

# SCS-020 Community Bus Policy

TRIM Reference:	D23/131091	Due for Review:	September 2024
Responsible Officer:	Manager Community Strengthening		

## Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment to guide the management and use of Council's community buses.

## Policy Principles

The provision of a fleet of community buses, available for hire, enables a local response to transport needs, resulting from geographical, physical, social or economic disadvantage. Community buses provide affordable transport for eligible community groups

## Scope

This policy applies to Council community buses, Council employees, contracted service providers, volunteers and registered community bus users.

## Policy

Surf Coast Shire is committed to promoting community wellbeing by strengthening community connectedness and resilience. This policy exists to inform community of the eligibility and purpose of the fleet community buses at Council.

Council's community buses are procured and managed in accordance with the following principles:

- 5.1 Council shall manage the buses and set fees and charges at a level that balance affordability for the community with partial recovery of running costs.
- 5.2 Council may delegate the bookings and daily management of the buses to an authorised person/s, or organisations/s.
- 5.3 Council retains the responsibility:
  - 5.3.1 To ensure the management of the buses complies with this Policy.
  - 5.3.2 For administration and decision making associated with the annual registration of community groups eligible to use the bus.
  - 5.3.3 To ensure that community buses are managed and operated in accordance with the *Bus Safety Act 2009*.
- 5.4 For eligibility to use a bus, hirers must meet the following criteria;
  - 5.4.1 be a not for profit, registered charity, voluntary community group and organisations; and
  - 5.4.2 be transporting members / participants to recreation, health, wellbeing or education based activities, excluding those that involve the consumption or transportation of alcohol or drugs on the bus.
- 5.5 Buses are available for use by Council staff / volunteers for approved Council programs and events. Terms and conditions of use apply to all staff / volunteers and their passengers. Usage costs related to Council use of the buses is to be charged to the relevant program.

- 5.6 Use of buses will be dependent upon the registered user agreeing and complying with the terms and conditions of bus use, as detailed in the “Community Bus Use, Access and Annual Registration Form” and completion of the “Community Bus Booking Form”.

### Local Government Act 2020 Principles

Principles	Applicable to policy	If yes, provide details
<b>Governance Principles</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes	<i>The governance principles under section 9 have been considered, with sections 9(2)(a), (b), and (c) being of most relevance, as this bus policy seeks to address disadvantage within the municipal community and improve outcomes, while also promoting an environmentally sustainable means of transportation.</i>
<b>Community Engagement</b> (Consideration of Community Engagement Principles under s.56 LGA 2020)	No	
<b>Public Transparency</b> (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes	<i>The public transparency principles under section 58 of the Act have informed the development of processes underpinning this Policy, particularly section 58(c), as information is developed in a way that is understandable and accessible to members of the municipal community.</i>
<b>Strategies and Plans</b> (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No	
<b>Financial Management</b> (Consideration of Financial Management Principles under s.101 of LGA 2020)	No	
<b>Service Performance</b> (Consideration of Service Performance Principles under s.106 of LGA 2020)	No	

### Definitions

Bus: A motor vehicle with seating positions for 10 or more adults (including the driver) and complies with the requirements specified in the Australian Design Rules for a passenger omnibus.

### Related Procedure

- Work Instruction - Access and Use of Community Buses (D19/31913)

### References

- Community Bus Booking Form 2018-19 (D18/169300)
- Community Bus Use, Access and Annual Registration Form 2018-19 (D18/169301)

### Document History

Version	Document History	Approved by – Date
1	<i>Amended</i>	<i>Council Resolution – 23 July 2019</i>
2	<i>Amended</i>	<i>Council Resolution – 22 August 2023</i>