

Community Transport Charter Policy

Reference Number:	Section 9 No. 07
Responsible Department:	Strategy & Development
Related Policy/Procedure:	9.05 Volunteering Policy
Date of Adoption:	23 February 2016
Current Review Date:	27 April 2021
Minute Reference:	STR9.3.2/2021
Version Number:	Amendment No. 2
Applicable Legislation:	Passenger Transport Act 1994 Local Government Act 1999 Disability Discrimination Act 1992
Next Review Date:	April 2024
Review Frequency:	Triennially

1. Purpose

The purpose of this policy is to provide a framework for the management of Council's Community Transport Program, which encompasses the Community Bus Charter service.

2. Scope

The policy is applicable to all Council employees and volunteers involved in the planning and delivery of Council's Community Transport Program.

3. Policy Aim

The policy aims to ensure that all user community groups have fair and equitable access to the Community Transport Program.

The provision of any Community Transport service is unlikely to have capacity to meet all needs in a community. Council may provide charter services to not-for-profit organisations and those assisting disadvantaged members of our community by offering a fair and equitable fee structure (as outlined in Fees and Charges Register).

In providing these external charter opportunities, Council does not intend to compete with local businesses that rely on the patronage of their bus hire. However, Council recognises that for some external organisations, the accessibility and affordability of transport can prove a barrier in meeting the needs of our community.

4. Definitions

4.1 **Community Transport** is a low-cost and accessible service that is available to those in the community who may not otherwise be able to use public or private transport.

4.2 **Community vehicle** refers to a car, bus, van or other motor vehicle owned by Council and utilised in the provision of the Community Transport Program.

4.3 **Locally based** pertains to community groups and organisations that conduct the majority of their activities within the Council area and/or for the primary benefit of the residents of Light Regional Council.

4.4 **Not-for-profit organisations** are incorporated associations whose primary objective is service to the community rather than profit.

4.5 **Charter** refers to the hiring of a motor vehicle for a special purpose.

5. Legislative framework and other references

5.1 The policy is to be read and implemented in conjunction with the following relevant documents, including:

- a) Passenger Transport Act 1994
- b) Local Government Act 1999
- c) Disability Discrimination Act 1992
- d) Light Regional Council Strategic Plan 2021-2025
- e) Barossa, Light and Lower Northern Region Public Health and Wellbeing Plan
- f) Light Regional Council Volunteer Management Policy
- g) Light Regional Council's Fees and Charges Register
- h) Disability Inclusion Act 2018 (SA)

6. Policy Statement

Council will provide a Community Bus Charter service which offers an affordable and accessible service to those in our community to support their participation in community life.

6.1 Principles of Policy

Council employees may charter Council's community bus to the following groups identified as 'priority of access' and locally based in the Light Regional Council:

- Community groups and/or organisations whose members are financially and/or socially disadvantaged and/or isolated due to age, frailty or disability;
- Not-for-profit, charity organisations and/or groups who support our community;
- School groups with children 7 years and over accessing either Council's programs or external education opportunities.

All charters must use a driver who has registered as a Light Regional Council volunteer driver. Where the driver has not registered as a Light Regional Council volunteer the driver can organise this through the Community Bus booking system.

Should the majority of the group's membership base reside outside the Light Regional Council, the group must first approach their own Council to enquire of the availability of their service.

For safety reasons child restraints (capsules, baby seats etc.) are not fitted in Council's buses. For the transportation of children 7 years and under a complying 'booster' seat must be provided by the hirer or the passenger's parent or guardian prior to the commencement of the journey.

7. Application of Policy

7.1 The Community Bus will provide transport to support Council programs and locations and services that are identified to be of interest to users.

7.2 In addition to the Community Bus support of Council programs and initiatives, Council will provide a Community Bus Hire service to locally based not-for-profit organisations.

- 7.3 Use of the Community Bus requires agreement by the hirer to comply with the Terms and Conditions of Hire (as updated from time to time), payment by the hirer of the required fees, and approval of Council Administration.
- 7.4 Fees for hire of the Community Bus will be listed in the Fees and Charges Register.
- 7.5 Where an organisation's activity or program is able to contribute directly to the achievement of one or more of Council's Key Strategies and the program is an activity funded from within the Annual Business Plan, then the program manager may allocate funds from that program to assist the charter of the vehicle.
- 7.6 The General Manager, Infrastructure & Environment is delegated to make decisions pertaining to exemptions from normal charges, variations to normal charges, and special requests for use of Council vehicles which are not explicitly covered in the policy.

8. Review and Re-evaluation

The policy will be reviewed in line with Council's Policy Framework or earlier in the event of major changes to legislation or related policies/procedures or if deemed necessary by the Chief Executive Officer or nominee.

9. Access to the Policy

This policy and Council's Fees and Charges register are available on Council's website:
www.light.sa.gov.au

Hard copies can be provided in accordance with Council's Fees and Charges Register at Council's office at 93 Main Street, Kapunda SA 5373.

10. Further Information

For further information about the Community Transport Policy please contact:

General Manager, Strategy & Development
Light Regional Council
93 Main St
Kapunda SA 5373

11. History of Policy

- Policy adopted at Council meeting held 23 February 2016 Agenda item 13.4.2 Community Transport Hire Policy Minute Page 2016/47
- Amendment No. 1 adopted at Council meeting held 27 February 2018 Agenda Item 13.3.2 at page 2018/563
- Amendment No. 2 adopted by Council on 27 April 2021, Minute Reference STR9.3.2/2021, Page Reference 2021/85