

# **Partnership Agreement between WALGA and the Public Transport Authority:**

**Defining the Roles and Responsibilities for the  
Planning, Installation and Maintenance of Bus  
Stop Infrastructure — 2024/25 to 2028/29**

Version	Revision Date	Author	Summary of changes
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# 1. Preliminaries

The Public Transport Authority (PTA) and Local Governments in Western Australia recognise the importance of public transport in achieving efficient personal mobility and the importance of making public transport an attractive option for West Australians. This Agreement will assist in ensuring that investments by the PTA and Local Government in bus stop infrastructure deliver good value to the community. This Agreement is made subject to the provisions of the *Local Government Act 1995*, the *Public Transport Act 2003* and the *Land Administration Act 1997*.

# 2. Parties to this Agreement

In entering this Partnership Agreement both State and Local Government recognise that they have an interest and role in the provision and improving bus stop infrastructure, and pathways to bus stops for the people of Western Australia.

The signatories to this Partnership Agreement are:

- Public Transport Authority of Western Australia: Managing Director; and
- Local Government: President, Western Australian Local Government Association (WALGA).

# 3. Definitions

**Ancillary Bus Stop Infrastructure** means fixtures and fittings which are erected or installed immediately adjacent to Core Bus Stop Infrastructure, including (without limitation) bus shelters, bins, seats and footpaths.

**Consultation** means seeking and providing information to/from the other party regarding plans that may affect the other party's current or proposed infrastructure; for each party to have regard for advice provided and offer feedback concerning the final decision.

**Core Bus Stop Infrastructure** means a minimum of a single bus stop pole which, if upgraded to be compliant with the Disability Standards, also includes a level concrete hard-stand passenger boarding area at the approved kerb height (typically between 170mm and 190mm), tactile ground surface indicators and approximately three metres of connecting concrete pathway (or a distance otherwise agreed between the parties), in a form consistent with the Public Transport Bus Stop Design Guidelines specified in Schedule 1.

**Disability Standards** means the Commonwealth Disability Standards for Accessible Public Transport ('Disability Standards') 15 August 2002 which created a legal duty under the *Disability Discrimination Act 1992* (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.

**Infrastructure Commercial Agreement** means a legally binding contractual agreement between Local Government and another commercial entity that places an obligation upon that entity to provide, design, construct, install, and maintain infrastructure such as bus shelters, seats and rubbish bins (and may include payment obligations) for a fixed period of time in return for receiving the advertising rights on the relevant infrastructure.

**Local Government** means a local government established under section 2.5 of the *Local Government Act 1995*.

**Maintenance** means all activities undertaken to preserve infrastructure in serviceable condition, including restoration of existing items which have been damaged but can be repaired without replacement with entirely new infrastructure (e.g. painting, replacing broken, damaged or scratched panels/glass etc).

**Partnership Agreement** means this agreement.

**PTA** means the Public Transport Authority of Western Australia, a body corporate established under section 5 of the PTA Act.

**PTA Act** means the *Public Transport Authority Act 2003* (WA).

**Road Reserve** means the area of land provided under section 55(1)(a) of the *Land Administration Act 1997* 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.

**Upkeep** means updating timetable and signage information at bus stops which is undertaken by the PTA.

## 4. Preamble

This Partnership Agreement provides the general framework through which the planning, installation and maintenance of bus stop infrastructure on Road Reserves will operate throughout Western Australia. The Partnership Agreement is based on negotiations and discussions between the parties and the general template for State/Local Government Partnership Agreements. This Agreement applies to Local Governments with regular public transport SmartRider ticketed services operating in its boundaries.

This Partnership Agreement is predicated on PTA and Local Governments mutual understanding of their legislated functions and histories of collaboration (including financial collaboration) with respect to bus stop infrastructure in the Road Reserve.

### 4.1. Road Reserve

Responsibility for assets and infrastructure located in the Road Reserve is complicated in nature making the issue of responsibility for bus stop infrastructure similarly complicated. Most suburban bus stops are located in the Road Reserve which is provided under Section 55 (1)(a) of the *Land Administration Act 1997*.

Under section 16 of the *Main Roads Act 1930*, the Commissioner of Main Roads is responsible for care, control and management of land over which a main road or highway is declared (that is the area incorporating the Road Reserve).

Under Sections 3.53(2) and 3.1 of the *Local Government Act 1995*, the relevant Local Government is responsible for controlling and managing roads that do not fall within the control of the Commissioner of Main Roads (that is all other roads).

Complicating the circumstance is the fact that various Government Agencies access the Road Reserve for the purpose of providing services for the benefit of the whole community. Common examples include infrastructure required for the provision of water, electricity, gas and telecommunications where the entity installing the infrastructure in the Road Reserve is responsible for its ongoing maintenance. Similarly, for any bus stop infrastructure located in the Road Reserve, the owner of the asset is responsible for its ongoing care and maintenance.

### 4.2. History of Bus Stop Infrastructure

Historically, the PTA (and its predecessors such as the Metropolitan (Perth) Passenger Transport Trust and the Department of Transport) has been responsible for determining the locations of bus stops in the Road Reserve and for installing and maintaining them. Local Government has traditionally taken responsibility for the installation and maintenance of Ancillary Bus Stop Infrastructure located in the Road Reserve.

However, in recognition of the particular enhanced amenity derived from bus shelters for intending passengers and the general community, the State Government has traditionally provided funding support (using various funding support arrangements) for Local Governments to provide bus shelter infrastructure located in the Road Reserve.

### 4.3. Disability Standards

The PTA has undertaken extensive community consultation with various groups representing people with disabilities to establish a set of standard bus stop layouts applicable to a variety of circumstances typically encountered, as detailed in the PTA Bus Stop Design Guidelines in Schedule 1.

In December 2009 the State Government formally recognised its obligations under the *Disability Discrimination Act 1992* and the Disability Standards by providing funding to the PTA to progressively upgrade Core Bus Stop Infrastructure at all bus stops across the State to achieve compliance to the Disability Standards.

The parties acknowledge that there are compounding legislative uncertainties with respect to the interaction between the *PTA Act 2003*, the *Land Administration Act 1997* and the *Local Government Act 1995*. This Partnership Agreement provides a framework for each party to work collaboratively.

## 5. Principles

The following principles will be achieved through open and honest consultation, engagement, communication, participation, cooperation and collaboration between the parties at both the strategic and operational levels.

All parties are committed to a partnership approach in delivering Disability Standards-compliant bus stop infrastructure that connects with the local footpath network wherever possible.

The parties recognise that a partnership approach between State and Local Government:

- is essential for the continued delivery of Core Bus Stop Infrastructure and Ancillary Bus Stop Infrastructure for the Western Australian community;
- will provide a high level operational framework for the parties to follow; and
- will be sensitive and responsive to the functions, needs and constraints of both spheres of government.

The parties involved will:

- identify and understand the roles and responsibilities of both spheres of government within this Partnership Agreement;
- ensure that these roles are considered and respected in the decision making process;
- commit to open and timely communication on all aspects of this Partnership Agreement;
- undertake purposeful consultation at mutually agreed stages to facilitate understanding and agreement;
- recognise that new partnership agreements can be initiated by either State or Local Government;
- promote a realistic approach to funding and resource issues;
- commit to sharing information that will assist the parties to fulfil their obligations;
- utilise a transparent approach where changes to roles, responsibilities and budgets are negotiated and agreed and resources necessary to implement changes are identified; and
- adopt clearly defined reporting, dispute resolution and review mechanisms.

## 6. PTA programs and subsidy arrangements

### 6.1. Bus Stop Accessibility Works Program

In January 2010 the PTA formally commenced its Bus Stop Accessibility Works Program (BSAWP) which aims to upgrade a minimum of 600 bus stops each year to achieve compliance to the Disability Standards. The BSAWP is a long-term program to upgrade all public bus stops in the State to comply with Disability Standards, costing the State in the order of \$100 million.

Works under the BSAWP requires considerable effort in planning and design before site works commence and the PTA will:

- consult and work with the relevant Local Government about the planned works with the intention of minimising any adverse impacts from these works (as far as reasonably practicable); and
- notify nearby residents about any planned works prior to commencement.

Any issues or complaints about these works received by Local Government from the public or affected residents should be directed as soon as reasonably practicable to the PTA for resolution by the PTA.

BSAWP works typically include:

- installation of a bus stop pole or information module in correct position;
- construction of a level concrete passenger boarding area with associated approved kerb height;
- installation of tactile ground surface indicators in the approved layout;
- construction of approximately three metres of connecting concrete pathway (or a distance otherwise agreed between the parties); and
- where the existing local footpath is located on the other side of the road, construction of required pram ramps and pedestrian connections (pedestrian improvements).

Note: In some circumstances, the Local Government may be required to contribute to the PTA's cost of constructing the pathway connection or the other pedestrian improvements.

Bus stop upgrades are planned and managed by the PTA with external contractors undertaking all site works. Prior to undertaking any works, the PTA will firstly validate that the existing bus stop location meets all of its safety, operational and community requirements and that it can be physically upgraded to comply with the Disability Standards. If these requirements cannot be met, the PTA will typically select an alternative suitable bus stop location and consult with the relevant Local Government about that location.

Further details and typical bus stop design scenarios are detailed in Schedule 1 – PTA Bus Stop Design Guidelines.

### 6.2. Bus Shelter Subsidy Program

The Bus Shelter Subsidy Program (BSSP) is administered by the PTA and provides funding in approved circumstances for Local Governments (and other entities) for the purpose of installing bus shelters.

Annual funding for the BSSP is currently limited to \$550,000 per annum and applications are considered by the PTA on an ongoing basis using criteria detailed in Schedule 2. The allocation of BSSP funds is a transparent process and a list of approved project applications will be maintained by the PTA and be made available to WALGA on request. School bus stops that are operated exclusively for students are not eligible for BSSP funding.

Under the BSSP, unless otherwise agreed, the PTA takes responsibility for arranging and undertaking all physical works to install bus shelters and Local Governments are responsible for undertaking any required community consultation before work proceeds. In limited circumstances (mostly for bus shelters located in



regional areas or where a Local Government has their own bus shelter purchasing arrangements in place), it may be more practical for Local Governments to purchase and install a bus shelter. In this circumstance, the PTA may agree to provide an equivalent amount of BSSP funding for this purpose.

The PTA maintains a bus shelter panel contract arrangement that provides a suite of standard bus shelter designs that can be selected by Local Governments under the BSSP. The PTA regularly reviews its panel contract arrangements for the purpose of ensuring a reasonable suite of bus shelter options are available at competitive prices.

Under BSSP funding arrangements, the relevant Local Government must pay to the PTA the required financial contribution and accept ownership and ongoing maintenance responsibility of the bus shelter to function in a safe and serviceable condition. The PTA will construct a compliant passenger boarding area and contribute 50% of the supply and installation cost of a bus shelter to a maximum amount of \$7,500 (i.e. total bus shelter cost of \$15,000). If a higher cost bus shelter is selected, the applicant will be required to pay for the balance of funds. The intent of this arrangement is to encourage the selection of value for money bus shelter options to maximise the overall community benefit provided through the BSSP. The PTA's maximum bus shelter financial contribution amount of \$7,500 will be indexed annually by movements in the Perth (All Groups) Consumer Price Index.

Where a Local Government seeks to install a bus shelter at a bus stop location that is not eligible for BSSP funding support from PTA the Local Government should consult with the PTA not less than 12 months in advance of intended shelter installation to ascertain the bus stop location's status in PTA's BSAWP forward works schedule. If the bus stop location has not been upgraded this consultation may provide opportunities for the Local Government to mitigate obligations arising from section 32.1 of the Disability Standards whereby the Local Government would otherwise become responsible for making the bus stop boarding area compliant with the Disability Standards due to the shelter installation. In the case of non-upgraded locations, the PTA may, subject to BSAWP priorities and program flexibility, be able to schedule the upgrade of Core Bus Stop Infrastructure concurrent with shelter installation.

Should a Local Government elect to install a bus shelter outside of the PTA's BSSP general arrangements at a bus stop location that is non-compliant to the Disability Standards, the Local Government must assume obligations arising under the Disability Standards to make the passenger boarding area compliant. In cases where the proposed location of a bus shelter is at a bus stop location that is already compliant to Disability Standards, a condition assessment of the existing concrete passenger boarding area is to be provided by the Local Government to establish its suitability for this revised purpose and any required upgrade costs will be borne by the Local Government (unless the PTA agrees otherwise).

To ensure compliance to the Disability Standards, a detailed drawing of the planned work must be submitted to the PTA for its approval, noting that PTA's review will include an assessment of whether the proposed bus stop location is suitable for its ongoing bus operations.

### **6.3. Bus Shelter Maintenance Assistance Scheme**

In recognition of the costs incurred by Local Governments to maintain bus shelters, the PTA agrees to provide funding support to participating Local Governments under the Bus Shelter Maintenance Assistance Scheme (BSMAS). Total funding for the BSMAS is capped to a total of \$550,000 per annum and will be indexed annually by movements in the Perth (All Groups) Consumer Price Index.

BSMAS payments to Local Governments will be made on a per shelter basis and total payments will be capped to the total funding made available under the BSMAS. Bus shelters provided to Local Governments under Infrastructure Commercial Agreements will be excluded from receipt of BSMAS payments. Bus shelters at school bus stops that are operated exclusively for students are not eligible for BSMAS funding.

Local Governments are to keep accurate and up to date data, including asset condition information, on all bus shelters provided under these arrangements and to make this information available to the PTA in a timely manner upon its reasonable request.

In consultation with WALGA, the PTA will undertake an annual review of the BSMAS rates taking into consideration; the number of eligible shelters and the overall fairness/equity of the BSMAS payment arrangements to the participants.

The PTA will make BSMAS payments annually in March. Payment will only be made to formal participants in the scheme and funds are not able to be carried forward to future financial years. To qualify, each Local Government must follow the spirit and intent of this Partnership Agreement. Where the PTA has determined that a participant has not complied with the spirit and intent of this Funding Agreement, the PTA may elect to not fund or reduce the level of BSMAS funding to that participant in that financial year.

## 7. Roles and responsibilities

### 7.1. General

The PTA is responsible for the planning and delivery of public bus services for the benefit of the local community which includes; selection of bus routes, setting of service frequencies, selection of bus stop locations and the operation of bus services. Local Government is responsible for the care and maintenance of its assets located within Road Reserve for the benefit of the local community. Whilst each party will remain ultimately responsible for the delivery and performance of its responsibilities, both parties agree to work collaboratively with the stated aim of minimising resultant issues for the other party as a consequence of any decisions made.

Where new land developments are planned, developers are required to liaise with PTA and the Local Government regarding the proposed location of bus stops and terminus before commencing construction works. This ensures that bus stop locations are strategically planned to effectively serve the needs of future residents and commuters.

### 7.2. Core Bus Stop Infrastructure

The PTA is responsible for:

- ensuring bus stops are positioned in the Road Reserve in safe locations for pedestrians and road users in compliance with the *Road Traffic Code 2000*;
- ensuring bus stops are positioned at locations that best serve the public transport needs of the community;
- the installation of all Core Bus Stop Infrastructure at bus stops;
- the upkeep and maintenance of all Core Bus Stop Infrastructure;
- ensuring that all of its bus stops eventually comply, and continue to comply, with the access requirements of the Disability Standards; and
- providing patronage data for specific bus stops to Local Government when requested so that they can make informed decisions about bus shelters and other Ancillary Bus Stop Infrastructure.

### 7.3. Ancillary Bus Stop Infrastructure

Local Government may, at its discretion, install Ancillary Bus Stop Infrastructure (including bus shelters) in the Road Reserve and will be responsible for its ongoing care and maintenance unless the PTA has specifically agreed to take responsibility as detailed in section 7.4. To assist Local Government deliver these responsibilities the PTA provides funding through the following arrangements; the Bus Shelter Subsidy Program (BSSP) and the Bus Shelter Maintenance Assistance Scheme (BSMAS).

## 7.4. PTA owned Ancillary Bus Stop Infrastructure

- (i) The PTA may at its discretion, install Ancillary Bus Stop Infrastructure at bus stops located in the Road Reserve which it will own and be responsible for, including ongoing care and maintenance.
- (ii) The PTA recognises the growing importance of public transport services to the community and in the future it is likely that for some priority bus routes (and light rail), it may install bus shelters and other Ancillary Bus Stop Infrastructure in the Road Reserve for the benefit of public transport patrons. In this circumstance, the PTA will:
  - consult with the relevant Local Government prior to its installation or construction;
  - be the owner of the Ancillary Bus Stop Infrastructure; and
  - be responsible for its ongoing maintenance.
- (iii) All Ancillary Bus Stop Infrastructure in the Road Reserve currently owned and maintained by the PTA is detailed in Schedule 3. The PTA will update Schedule 3 and advise affected Local Governments if it installs additional items of Ancillary Bus Stop Infrastructure in the Road Reserve.

## 7.5. Responsibilities for compliance to Disability Standards

All Core Bus Stop Infrastructure and Ancillary Bus Stop Infrastructure installed or constructed by Local Government or the PTA, must eventually be compliant to the requirements of the Disability Standards and the PTA Bus Stop Design Guidelines as detailed in Schedule 1. The PTA is responsible for ensuring that public bus stops comply with the requirements of the Disability Standards and Local Government should consult with the PTA to ensure this is achieved before proceeding with any planned works (including Infrastructure Commercial Agreement arrangements) that may render a compliant bus stop non-compliant. Simple repositioning/replacement of existing or the installation of new Ancillary Bus Stop Infrastructure can have unintended consequences by blocking required access ways/clearances and render a compliant bus stop non-compliant to the Disability Standards which will need to be rectified.

# 8. Adding, removing, upgrading or modifying bus stop infrastructure

## 8.1. New Core Bus Stop Infrastructure

- (i) Before creating a new bus stop for a new or existing bus route and installing Core Bus Stop Infrastructure in the Road Reserve the PTA will consult with the relevant Local Government and invite comment for its consideration. The purpose of this consultation is to determine the suitability of each proposed bus stop location from a functional/operational perspective; this information is specifically not provided for the purpose of Local Government undertaking public consultation with nearby households, or for dissemination to elected members or officials that may attempt to exercise undue influence over the result – the PTA's decision making process for selecting bus stop locations is strictly limited to functional and operational matters and will not be influenced by extraneous issues. The PTA will, wherever possible, aim to produce mutually acceptable outcomes and provide feedback to Local Governments about its decisions if required.
- (ii) Before introducing a new bus route (that will ultimately require new bus stops as outlined above), the PTA typically undertakes a community consultation process, where Transperth patrons and relevant entities like Local Government are invited to make comment for its

consideration. The PTA commits to taking into consideration issues raised by affected participants, including Local Governments and, wherever possible, producing mutually acceptable outcomes.

- (iii) Where the PTA proposes the installation of bus stop infrastructure at a location with decorative paving or non-standard kerbing, the PTA will liaise with the Local Government and endeavour to match the style of the surrounding paving and kerbs.

## 8.2. Upgrading Core Bus Stop Infrastructure

- (i) Before undertaking BSAWP bus stop upgrade works to Core Bus Stop Infrastructure, at an existing bus stop located in the Road Reserve, the PTA will consult with the relevant Local Government and invite comment for its consideration. The PTA will, wherever possible, aim to produce a mutually acceptable outcome and provide feedback if required.
- (ii) Where the PTA proposes the installation of bus stop infrastructure at a location with decorative paving or non-standard kerbing, the PTA will liaise with the Local Government and endeavour to match the style of the surrounding paving and kerbs.
- (iii) PTA's BSAWP funding is limited and if a Local Government requires Core Bus Stop Infrastructure to be constructed with more expensive materials or construction techniques not typically used by the PTA (for example, paving, coloured/patterned concrete, pre-cast kerbing or in-situ concrete tactile pavers), the Local Government may be asked to fund the PTA's resultant additional costs of meeting such requirements.
- (iv) Where a Local Government nominates products not typically used by the PTA, the PTA will only consider use of those products if the Local Government agrees to accept responsibility for ongoing maintenance and any liability claims that may arise from those products.
- (v) Once the PTA has upgraded a bus stop to achieve compliance to the Disability Standards, the relevant Local Government must not undertake or approve any activity or action at that bus stop location which will render the bus stop non-compliant. For example, undertaking road resurfacing works, which if not managed appropriately, can inadvertently reduce the kerb height, making the bus stop non-compliant to the Disability Standards (Refer Schedule 4).
- (vi) The party responsible for rendering a compliant bus stop non-compliant will be responsible for resolving the issue to the reasonable satisfaction of the PTA, or for reimbursing the PTA's reasonable cost of resolving the issue (including the cost of installing a new bus stop with Core Bus Stop Infrastructure and any Ancillary Bus Stop Infrastructure, if applicable, at an alternative location if the original site is rendered unusable). Affected Local Governments should consult with the PTA to ensure proposed actions or approvals will not adversely impact upon a bus stop and the PTA commits to achieving mutually acceptable solutions.

## 8.3. Local Government works/approvals near Core Bus Stop Infrastructure

- (i) Local Government should consult with the PTA before undertaking any works or approvals near a bus stop which may impact on the functionality or safety of a bus stop location. Installations of additional traffic lanes, turn-pockets, roundabouts, pram ramps, pedestrian refuges, new or replacement kerbing, road resurfacing, pedestrian crossings, crossovers, property development approvals, new footpaths or footpath upgrades can adversely

impact upon the functionality or safety of nearby bus stop locations on a temporary or permanent basis.

- (ii) Road resurfacing works can inadvertently reduce kerb heights, reducing their community utility and potentially making compliant bus stops non-compliant. Importantly, this circumstance can subsequently lead to costly rectification works. Schedule 4 details arrangements that are to apply when Local Government intends to undertake road resurfacing works.
- (iii) If the works or approvals of a Local Government renders a nearby compliant bus stop non-compliant or unusable for bus operations, it will be responsible for resolving the issue, or for reimbursing the PTA's reasonable cost of resolving the issue (which may include the cost of installing a new permanent or temporary bus stop at an alternative location if the original site is rendered unusable). Local Governments should consult with the PTA to ensure that any proposed works near a bus stop will not adversely impact upon it and the PTA commits to achieving mutually acceptable solutions.
- (iv) In the case where private works in the Road Reserve is likely to impact Bus Stop Infrastructure or the functionality of bus operations, a Local Government will only grant approval for such works after viewing evidence that the applicant has consulted with the PTA.
- (v) Local Government verge policies are required to consider bus stops and the impact verge treatments may have on a passenger boarding area. Landscaping must not be allowed to render an existing or planned bus stop non-compliant.

#### **8.4. New Ancillary Bus Stop Infrastructure**

- (i) New Ancillary Bus Stop Infrastructure or other incidental infrastructure installed by Local Governments (including bus shelters, seats and bins or any infrastructure provided under Infrastructure Commercial Agreements) can inadvertently render a compliant bus stop non-compliant. Before proceeding with the installation of any infrastructure or footpath modifications at or near to a bus stop (which may then become Ancillary Bus Stop Infrastructure or Core Bus Stop Infrastructure), the relevant Local Government should consult with the PTA to ensure the planned works do not adversely impact upon a bus stops compliance to the Disability Standards.
- (ii) When the PTA becomes aware of Ancillary Bus Stop Infrastructure obstructing the bus stop area and making it non-compliant, it will consult with the relevant Local Government with the intent of modifying the positioning or removing the Ancillary Bus Stop Infrastructure so that compliance can be restored as a matter of priority. If after a reasonable period of time (2 weeks) the item has not been moved or relocated, the PTA will arrange for this to occur with all costs being recouped from the relevant Local Government.
- (iii) As detailed in Section 7.4, the PTA may install Ancillary Bus Stop Infrastructure at bus stops located in the Road Reserve and be responsible for its maintenance.

#### **8.5. Bus Stop Accessibility Works Program (BSAWP) and bus shelter impacts**

Where the BSAWP affects an existing bus shelter that is not the subject of an Infrastructure Commercial Agreement the following applies:

- (i) Retaining existing bus shelters

If the required upgrade works to the passenger boarding area does not necessitate the relocation of an existing bus shelter, and the existing bus shelter is serviceable but non-compliant to the Disability Standards, the relevant Local Government may elect to keep the bus shelter or make application to the PTA for a replacement bus shelter under the BSSP, subject to the requirements of the BSSP; or

(ii) Repositioning or relocation of existing bus shelters

If the required upgrade works to the passenger boarding area necessitates the repositioning or relocation of the existing bus stop passenger boarding area inclusive of a bus shelter, the PTA will either:

- Fund the cost of relocating the bus shelter to the revised/replacement bus stop location, if the existing bus shelter is compliant to the Disability Standards and capable of being safely relocated; or
- Remove the old bus shelter and fund the purchase and installation of a new bus shelter of its choosing at the new bus stop location from the PTA's bus shelter panel contract, if the existing bus shelter is not compliant to the Disability Standards and cannot be economically repaired or safely relocated, subject to the bus stop location satisfying the BSSP criteria. If a Local Government requires a higher cost bus shelter, it will be required to fund the PTA's additional cost. If the bus stop location does not satisfy the requirements of the BSSP criteria, in consultation with the relevant Local Government, the PTA will remove the existing bus shelter and undertake the required passenger boarding area upgrade works. Where the Local Government wishes to maintain a bus shelter at such a location, the PTA will consider funding 50% of the cost of the new bus shelter or to the maximum as per this agreement, if funding is available within the BSSP. Alternatively, the Local Government may choose to fund the full cost of a replacement bus shelter if the PTA does not have sufficient funding available.

## 8.6. Planning for bus stop removals

- (i) Before making the decision to cancel or significantly modify an existing bus route which may result in existing bus stops being moved or deleted, the PTA typically undertakes a community consultation process and relevant entities such as affected Local Governments will be invited to make comment for its consideration. The PTA commits to taking into consideration issues raised by all participants, including affected Local Governments and, wherever possible, producing mutually acceptable outcomes.
- (ii) Local Government decisions restricting road utilisation, such as alterations to traffic flows or introduction of traffic calming measures can adversely impact on bus operations and the utility of existing bus stop infrastructure resulting in the need to remove a bus stop or change a bus route. Where a decision of Local Government could possibly render existing bus stops unusable and therefore require removal, the relevant Local Government should consult with the PTA to determine alternative solutions or the likely cost implication to the PTA of making this decision (which may ultimately be borne by that Local Government).

## 8.7. Cost implications of changes to bus routes and bus stop locations

As a general principle, it is agreed that whichever party makes a change (to the bus route or the road) which subsequently requires a bus stop to be moved then the party (PTA or Local Government) causing the change will be responsible for the resultant reasonable additional bus stop infrastructure costs incurred by the other party. In all bus stop relocation circumstances, both parties commit to working in partnership with each other to minimise the cost implications for the party meeting the costs.

### **8.7.1. Cost implications for bus stop changes caused by Local Government**

If the affected bus stop(s) has not been upgraded to Disability Standards, the PTA's cost of removing Core Bus Stop Infrastructure is typically minimal and it will likely move the bus stop at no cost to Local Government as part of its normal operations, subject to PTA review and acceptance of the proposed location. However, where a bus stop has been upgraded by the PTA to Disability Standards and/or there is PTA owned Ancillary Bus Stop Infrastructure in place, there will likely be significant cost implications to the PTA. Therefore, in this circumstance, if the bus stop needs to be moved due to the requirements of Local Government, the resultant reasonable costs of the PTA will be met by the relevant Local Government. Typical costs would likely include, but are not limited to, the removal of existing bus stop infrastructure and its relocation or the installation of new replacement infrastructure (inclusive of survey, design and approval costs).

### **8.7.2. Cost implications for bus stop changes caused by the PTA**

If the PTA alters a bus route as part of its performance of its responsibilities and functions, the PTA will meet the cost of removing and relocating its bus stops and all reasonable costs incurred by Local Government to relocate and/or remove its Ancillary Bus Stop Infrastructure (including bus shelters) and making the redundant bus stop sites good (to a standard similar/acceptable to the immediate surrounding area), inclusive of remediating damaged kerbs and footpaths or the removal of unnecessary tram ramps.

The PTA will not be liable for claims from Local Government made with respect to moving Ancillary Bus Stop Infrastructure (including bus shelters) provided to Local Government under Infrastructure Commercial Arrangements. In limited and exceptional circumstances, the PTA will consider providing funding assistance.

### **8.7.3. Bus embayments no longer utilised**

If a bus embayment is no longer required by the PTA for use as a bus stop, the PTA agrees to liaise with the relevant Local Government (or Main Roads Western Australia), to determine the required level of rectification that will be undertaken at the cost of the PTA.

## **8.8. Utility provider works impacting bus stop infrastructure**

If a Local Government becomes aware of any utility works that will likely, or will, adversely impact upon a bus stop, the PTA should be advised as soon as practicable. Following Local Government advice of utility works, the PTA will liaise directly with the relevant utility regarding impacts upon bus stop locations.

## **8.9. Annual Work Programs**

The parties will endeavour to share their annual works programs where such works may impact the operations of the other party. The PTA will provide affected Local Governments with their proposed annual BSWAP program by March each year so that Local Governments can budget for associated works.

# **9. Maintenance of bus stop infrastructure**

## **9.1. Maintenance of Core Bus Stop Infrastructure**

The PTA is responsible for maintaining and updating all of its Core Bus Stop Infrastructure to standards required by State Government. Any maintenance issues identified by Local Governments for Core Bus Stop Infrastructure should be reported to the PTA as soon as reasonably practicable for resolution by the PTA.



## 9.2. Maintenance of Ancillary Bus Stop Infrastructure

Maintenance of Ancillary Bus Stop Infrastructure provided by Local Government is the responsibility of the relevant Local Government. In recognition of the benefit derived by its patrons from the provision of bus shelters by Local Government, the PTA agrees to provide funding support to participating Local Governments under the “Bus Shelter Maintenance Assistance Scheme” (BSMAS) described in section 6.3.

Maintenance of Ancillary Bus Stop Infrastructure provided by the PTA is the responsibility of the PTA.

## 9.3. Bus Shelter Database

The PTA will maintain the primary bus stop and bus shelter database used to make BSMAS payments. Local Governments agree to provide the PTA with updated/revised bus shelter information on a regular basis; but no less than annually, so that the accuracy of PTA's database is maintained. In undertaking its duties, if the PTA becomes aware of discrepancies in the bus shelter database it will consult directly with the relevant Local Government to clarify and update the primary database. Bus shelters provided under Commercial Infrastructure Agreements must be included in the bus shelter listing and be appropriately identified so that the PTA may exclude them from BSMAS payment arrangements.

## 9.4. Identification of Damage to Bus Shelters

Local Governments will use their own resources to identify damage to bus shelters and respond with maintenance as soon as reasonably practicable. Any bus shelter maintenance issues identified by the PTA through its staff, bus drivers or the public will be reported to the relevant Local Government as soon as reasonably practicable for its resolution. In circumstances where urgent maintenance issues are identified, the PTA will make the bus stop location safe at its own cost.

# 10. Governance

## 10.1. Modification and review process

This Partnership Agreement is to apply from the date of both parties' signatures until 30 June 2029, with a formal evaluation commencing in January 2029. The formal evaluation process will be initiated and managed jointly by PTA and WALGA officers who will report with recommendations to the Managing Director, PTA and the WALGA State Council. This Partnership Agreement may be modified during the life of the agreement with the written consent of both parties.

## 10.2. Dispute resolution process

In relation to any matter that may be in dispute between the parties in relation to this Partnership Agreement, the dispute is to be resolved by the Chief Executive Officer of WALGA and the Director General of Transport working in good faith to achieve agreeable outcomes.

## 10.3. Break clause

This Partnership Agreement may be terminated at any time by the mutual agreement of the WALGA State Council and the Managing Director, PTA. Prior to terminating this Partnership Agreement it is intended that wherever possible and appropriate the parties use all available mechanisms to keep the Partnership Agreement alive and active.



## 10.4. Application of GST

- (i) All monetary references in this Partnership Agreement are exclusive of GST.
- (ii) Any monetary remittance by PTA to a Local Government under the BSMAS or BSSP will include GST.

## 10.5. Agreement in good faith

This is an agreement made in good faith based on the commitment of the parties to an effective and sustainable partnership. It does not seek to establish a legal relationship between the parties.

**SIGNED on behalf of the PUBLIC TRANSPORT AUTHORITY by**



Elwyn Gearon

Acting Managing Director, Public Transport Authority

On 13 / Jul / 2025 (date)

**SIGNED on behalf of the WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION by**



President, Cr Karen Chappel AM JP

President, Western Australian Local Government Association

On 13 / 6 / 2025 (date)

### PTA Bus Stop Design Guidelines

Please use the following link to access PTA's controlled copy of the Bus Stop Design Guidelines:

<https://www.pta.wa.gov.au/projects/current-projects/bus-stop-accessibility-works-program>

### Bus Shelter Subsidy Program

In recognition of the significant benefit derived by PTA patrons from the provision of bus shelters by Local Government (and other entities), the PTA subsidises the cost of providing this infrastructure through the Bus Shelter Subsidy Program (BSSP).

The BSSP is administered by the PTA and to access the funds and services provided by the PTA under this program, Local Governments are required to make a brief submission to the PTA simply detailing the stop location for the PTA's consideration. In general terms, the PTA will support approval for a bus shelter under this program if:

1. the bus stop has consistent passenger boardings over fifteen people (average weekday basis) or qualifies as special case application;
2. the applicant agrees to pay to the PTA the required financial contribution toward the cost of purchasing and installing the bus shelter; and
3. the applicant agrees to own and accept ongoing maintenance responsibility for the bus shelter.

The PTA's minimum passenger boarding requirements will be reduced for applications received from regional areas and a greater emphasis will be placed on supporting the provision of bus shelters at key community centres.

To encourage ongoing Local Government participation, applications may be submitted to the PTA at any time. The PTA commits to undertaking assessments and providing an initial response within two weeks. Approvals will be made on a first come, first served basis.

Funding for the program is currently limited to \$550,000 each financial year and the PTA will proactively endeavour to ensure that all funds are spent each year. The PTA agrees to manage the funds being made available under the BSSP in an open and transparent manner, noting that the decisions of the PTA are final. Upon request, the PTA will provide a schedule to WALGA of all project applications and funds approved after the conclusion of each financial year. To facilitate a fair distribution of funds, the following aspects will also be taken into consideration by the PTA if required:

- if high volumes of applications are received resulting in the likely consumption of all funds early in the financial year - the PTA reserves the right to increase the passenger boarding requirement in criterion 1.
- if funding for the program is exhausted for the current financial year - applications may be automatically carried forward to the next financial year (if the applicant is agreeable).
- if a single Local Government submits an excessively high number of applications – the PTA will scale-back the number of applications it will approve in that year.
- if a Local Government has demonstrated a strong commitment to funding the provision of Ancillary Bus Stop Infrastructure (particularly non-qualifying BSSP bus shelters) - the passenger boarding requirement under criterion 1 may be reduced (if BSSP funding is available).
- special case applications (e.g. universities, health campuses, shopping centres) - the passenger boarding requirement under criterion 1 may be reduced (if BSSP funding is available).

Submissions are to be sent to [transperthsignage@pta.wa.gov.au](mailto:transperthsignage@pta.wa.gov.au), or call 9326 2922 for assistance.

## Schedule 3

### Ancillary Bus Stop Infrastructure Owned and Maintained by the PTA

Stop Number	Road	Suburb	Local Government	Stop Name
10091	ST GEORGES TCE	PERTH	City of Perth	Mill Street CAT ID 21
10094	KINGS PARK RD	WEST PERTH	City of Perth	Dumas House CAT ID 32
10095	KINGS PARK RD	WEST PERTH	City of Perth	Colin Street CAT ID 106
10096	KINGS PARK RD	WEST PERTH	City of Perth	Outram Street CAT ID 107
10098	KINGS PARK RD	WEST PERTH	City of Perth	Thomas Street CAT ID 108
10108	KINGS PARK RD	WEST PERTH	City of Perth	Thomas Street CAT ID 140
10110	KINGS PARK RD	WEST PERTH	City of Perth	Outram Street CAT ID 141
10111	KINGS PARK RD	WEST PERTH	City of Perth	Colin Street CAT ID 142
10113	KINGS PARK RD	WEST PERTH	City of Perth	Dumas House CAT ID 44
10114	MALCOLM ST	WEST PERTH	City of Perth	Harvest Terrace CAT ID 29
10115	ST GEORGES TCE	PERTH	City of Perth	Mount Street CAT ID 30
10117	ST GEORGES TCE	PERTH	City of Perth	Mill Street CAT ID 31
12819	FITZGERALD ST	NORTHBRIDGE	City of Perth	Fitzgerald Street CAT ID 13
12900	WELLINGTON ST	PERTH	City of Perth	Yagan Square CAT ID 66
12901	WELLINGTON ST	PERTH	City of Perth	Stand 5 - CAT ID 67
12902	WELLINGTON ST	PERTH	City of Perth	Stand 6
12906	WELLINGTON ST	PERTH	City of Perth	Royal Perth Hospital CAT ID 69
12911	WELLINGTON ST	EAST PERTH	City of Perth	Wellington Square CAT ID 71
12914	WELLINGTON ST	EAST PERTH	City of Perth	Old Girls School CAT ID 52
12915	WELLINGTON ST	EAST PERTH	City of Perth	Bennett Street CAT ID 53
12917	WELLINGTON ST	EAST PERTH	City of Perth	Wellington Square CAT ID 54
12920	WELLINGTON ST	PERTH	City of Perth	Royal Perth Hospital CAT ID 56
12924	WELLINGTON ST	PERTH	City of Perth	Stand 8 - CAT ID 58
12931	RAILWAY ST	WEST PERTH	City of Perth	City West Station CAT ID 39
12932	RAILWAY ST	WEST PERTH	City of Perth	City West Station CAT ID 37
12936	ABERDEEN ST	PERTH	City of Perth	TAFE East CAT ID 6
12937	ABERDEEN ST	PERTH	City of Perth	TAFE West CAT ID 7
12938	ABERDEEN ST	NORTHBRIDGE	City of Perth	Aberdeen Street CAT ID 8
12939	ABERDEEN ST	NORTHBRIDGE	City of Perth	Aberdeen Street Car Park CAT ID 9
13060	RAILWAY AV	ARMADALE	City of Armadale	Sherwood Stn
13545	SEVENOAKS ST	CANNINGTON	City of Canning	after Mallard Wy
13589	SEVENOAKS ST	BECKENHAM	City of Gosnells	Beckenham Stn
13592	SEVENOAKS ST	BECKENHAM	City of Gosnells	Beckenham Stn
16906	HAY ST	EAST PERTH	City of Perth	Plain Street CAT ID 81
16910	HAY ST	PERTH	City of Perth	Victoria Avenue CAT ID 84

Stop Number	Road	Suburb	Local Government	Stop Name
16912	HAY ST	PERTH	City of Perth	Central Park CAT ID 87
16916	HAY ST	WEST PERTH	City of Perth	Parliament House CAT ID 90
16937	HAY ST	EAST PERTH	City of Perth	Plain Street CAT ID 104
16949	TRAFALGAR RD	EAST PERTH	City of Perth	Nile Street CAT ID 50
16951	WATERLOO CR	EAST PERTH	City of Perth	Main Roads CAT ID 51
16958	ROYAL ST	EAST PERTH	City of Perth	Education Department CAT ID 47
16968	MURRAY ST	PERTH	City of Perth	Royal Perth Hospital CAT ID 101
16969	GODERICH ST	PERTH	City of Perth	Mercedes College CAT ID 102
16974	BARRACK SQ	PERTH	City of Perth	Barrack Square CAT ID 2
17390	HAMPDEN RD	NEDLANDS	City of Perth	Hampden Road North CAT ID 118
17497	MURRAY ST	WEST PERTH	City of Perth	Gordon Street CAT ID 96
17509	ORD ST	WEST PERTH	City of Perth	Ord Street CAT ID 94
17510	ORD ST	WEST PERTH	City of Perth	Havelock Street CAT ID 95
17511	OUTRAM ST	WEST PERTH	City of Perth	Outram Street CAT ID 93
17591	BROADWAY	NEDLANDS	City of Nedlands	Cooper Street CAT ID 127
19083	SEAFORTH AV	GOSNELLS	City of Gosnells	Seaforth Stn
19084	SEAFORTH AV	GOSNELLS	City of Gosnells	Seaforth Stn
23088	MURRAY ST	WEST PERTH	City of Perth	Perth Modern CAT ID 63
26623	BEAUFORT ST	PERTH	City of Perth	WA Museum Boola Bardip CAT ID 19
26650	COLIN ST	WEST PERTH	City of Perth	Colin Street South CAT ID 33
26651	COLIN ST	WEST PERTH	City of Perth	Colin Street South CAT ID 43
26653	COLIN ST	WEST PERTH	City of Perth	Colin Street North CAT ID 42
26788	WELLINGTON ST	PERTH	City of Perth	Stand 1
27751	SAILANI AV	EAST PERTH	City of Perth	Matagarup Bridge CAT ID 79
28502	HACKETT DR	CRAWLEY	City of Perth	UWA Business School CAT ID 123
28507	BRAITHWAITE ST	EAST PERTH	City of Perth	Trinity College CAT ID 80
28508	HALE ST	EAST PERTH	City of Perth	WACA CAT ID 105
28511	ABERDEEN ST	PERTH	City of Perth	TAFE West CAT ID 17
28512	ABERDEEN ST	NORTHBRIDGE	City of Perth	Aberdeen Street CAT ID 16
28513	ABERDEEN ST	NORTHBRIDGE	City of Perth	Aberdeen Street Car Park CAT ID 15
28514	ABERDEEN ST	NORTHBRIDGE	City of Perth	Russell Square CAT ID 14
28515	ABERDEEN ST	NORTHBRIDGE	City of Perth	Russell Square CAT ID 10
28518	FITZGERALD ST	NORTHBRIDGE	City of Perth	Fitzgerald Street CAT ID 11
28521	WADJUK WAY	KINGS PARK	City of Perth	Kings Park CAT ID 26
28807	WELLINGTON ST	PERTH	City of Perth	Stand 2
28818	WELLINGTON ST	PERTH	City of Perth	Stand 3
28819	WELLINGTON ST	PERTH	City of Perth	Stand 4
28874	KITCHENER AV	VIC PARK	Town of Vic Park	Stand 3

### Procedure for Undertaking Road Resurfacing Works Impacting Compliant Bus Stops

The following arrangements are to apply:

- a. Local Government is responsible for ensuring its road resurfacing works do not inappropriately reduce kerb heights beyond tolerances acceptable to the PTA, particularly when the works are subcontracted to third parties that may not be aware of this issue.
- b. Current PTA Bus Stop Design Guidelines require bus stop kerb heights to be a minimum of 170mm above the finished road surface, noting that some historical bus stop upgrade works have resulted in bus stop kerb heights ranging between 150mm and 190mm.
- c. Prior to undertaking any road resurfacing works, Local Government must liaise with the PTA to determine if any existing compliant bus stops are impacted – in this circumstance, the PTA will provide records of the current kerb heights of each bus stop so that the works can be appropriately managed to minimise any reduction in kerb height.
- d. Upon completion of the road resurfacing works, the kerb heights will be remeasured to ensure that they are within the PTA's acceptable tolerances, as follows:
  - i. where the existing bus stop had a measured kerb height of 150mm, this is the absolute minimum acceptable standard and must be maintained (no reduction/degradation allowed);
  - ii. where the existing bus stop had a measured kerb height between 150mm and 160mm, the PTA will accept a general deterioration of the kerb height of no more than 10mm such that a minimum kerb height of 150mm or better is achieved;
  - iii. where the existing bus stop had a measured kerb height in excess of 160mm and less than 190mm, the PTA will accept a general deterioration of the kerb height no greater than 10mm, or as otherwise agreed by the PTA in extenuating circumstances; and
  - iv. no kerb height shall ever exceed 190mm.