

# Car Parking Policy



## Contents

1.	CONTEXT	2
2.	PRINCIPLES	2
3.	PURPOSE	2
4.	SCOPE	2
5.	POLICY	2
5.1	Staff Parking	2
5.2	Visitor Parking	3
5.3	Student Parking	3
5.4	Bus Zones	3
5.5	Restricted Parking Areas	3
5.6	Resident Parking	3
5.7	Designated Car Parking Allocation	3
5.8	Traffic Management Plan	4
5.9	Car Parking Exemptions	4
5.10	Short Term Contractor Parking	4
6.	Student Drop off and Collection	4
6.1	Drop Off and Collection Zones	4
7.	DEFINITIONS AND ACRONYMS	4
8.	RELATED POLICIES & SUPPORTING DOCUMENTS	4
9.	DOCUMENT CONTROL	5



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## 1. CONTEXT

As a Catholic boys boarding school in the Jesuit tradition, Saint Ignatius' College Riverview seeks to promote the spiritual, academic, social, physical and experiential growth of members of the community.

The educational program at the College is dedicated to the integral formation of the human person. It aims to enable all to reach their full potential, immersed in an environment that aspires to Human Excellence and the promotion of a faith that does justice.

The purpose of the College policies and procedures is to provide a framework which ensures that the safety, individual care (*cura personalis*) and wellbeing of each person is paramount.

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## 2. PRINCIPLES

The car parking policy at Saint Ignatius College is guided by the following principles:

**Safety First:** Ensuring the safety of students, staff, and visitors by minimizing congestion and maintaining clear traffic flow.

**Fair Access:** Providing equitable access to parking for staff, students, and visitors, with designated areas for each group.

**Environmental Considerations:** Protecting the College's natural environment by restricting parking on grass and verges, except in designated areas.

**Efficient Use of Space:** Maximizing the use of available parking areas while maintaining accessibility.

**Respect for the College Community:** Encouraging responsible parking behaviour that aligns with the values of the College.

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## 3. PURPOSE

The purpose of the policy is to provide clear guidelines for parking and drop off/collection arrangements on the grounds of Saint Ignatius College.

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## 4. SCOPE

This policy applies to all staff, students, visitors, residents and contractors.

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## 5. POLICY

It is our policy that all members of the College community park their vehicles in accordance with this policy, the parking signage at the College, and conditions as stipulated from time to time in an event Traffic Management Plan.

### 5.1 Staff Parking

Staff must park in designated formed parking spaces only.

Additional staff parking is available in the Slopes Overflow Parking and Regis Overflow Parking.

## 5.2 Visitor Parking

Visitor Parking is available at the Rose Garden, and in designated spaces on Regis Campus.

Designated Principal and Rector visitor spaces are provided at the Arrupe Building.

## 5.3 Student Parking

Year 12 students only are permitted to park on the Regis Campus Overflow Parking and on Riverview Street.

All Year 12 Students who intend driving to the College must apply to the Deputy Principal Students prior to driving.

Year 12 Boarders are not permitted to park a vehicle on College grounds except during the Year 12 HSC Examination period. Designated parking and control of access is determined by the Director of Boarding and the Year 12 Head of Division.

## 5.4 Bus Zones

Parking in designated Bus Zones is not permitted. The Bus Zones are in use throughout the day and are required to be clear and unimpeded.

## 5.5 Restricted Parking Areas

Staff, Students and Contractors are not permitted to park in the following areas:

- No Stopping Zones
- Visitor Parking Zones
- Designated Car Parks
- Rose Garden
- Archways
- Bus Zones
- Residential car spaces
- Grass and verges, unless in designated areas (e.g., Slopes Overflow Parking, Regis Overflow Parking, and Gorman Field for events).

## 5.6 Resident Parking

All staff members residing on College grounds are allocated residential car parking spaces nearby their individual residences. Residents are only to park in their allocated car space(s).

General non-residential staff are not to park in residential car spaces. This applies both during and after hours.

## 5.7 Designated Car Parking Allocation

The Head of Property Services is to maintain the data for all Staff Designated Car Parking spaces.

The allocation of car parking spaces is to be reviewed on an annual basis or when changes to the College grounds require a review. The allocation of designated car spaces is entirely at the discretion of the College Executive and is done with due consideration to the nature of the role requirements.

## 5.8 Traffic Management Plan

A Traffic Management Plan will be developed by the College Operations Team for all weekend sporting fixtures and any onsite event with large community participation to ensure smooth traffic flow, pedestrian safety, and adequate parking allocation.

All Community members are to comply with the directions of College Staff or Security when the Traffic Management Plan is in place.

## 5.9 Car Parking Exemptions

Staff can apply for car parking exemptions in writing to the Chief People Officer. Exemptions will normally be granted as part of a Recover at Work program. If an Exemption is granted, the Operations Team will provide a designated car park.

Where additional car parking is required for a specific educational event during normal school hours eg, HSC Exam Provisions during Preliminary, Trials and HSC exams, the event organiser is to liaise with the College Operations Team to arrange designated car parking. This car parking will be clearly signposted and for the duration of the event only.

## 5.10 Short Term Contractor Parking

From time to time contractors may be required to park in Restricted Parking Zones to attend to an emergency repair or to access their vehicles for tools and equipment. Parking in Restricted Zones for this purpose is limited to the time taken to complete the repair.

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## 6. Student Drop off and Collection

The College recognises that students attend the College at irregular hours due to the variety of co-curricular activities.

Due to the increased traffic and convergence with public transport between **08:00 - 08:40 and 15:00 - 16:00**, drop-off and collection of students must be within the designated drop off and pick up zones:

### 6.1 Drop Off and Collection Zones

- Father Mac Pavilion: General student drop-off/pick-up.
- Woods Drop-Off: Reserved for students with musical instruments.
- Archways Drop-Off: Reserved for Inclusion Program students and students with a medical requirement.

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## 7. DEFINITIONS AND ACRONYMS

<b>Archways</b>	Bus drop off zone adjacent to the Arrupe Building on Senior School Campus
<b>The Woods</b>	Music Centre on Senior Campus. Drop off zone adjacent to Second Field.

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## 8. RELATED POLICIES & SUPPORTING DOCUMENTS

<b>Related Legislation</b>	- Work Health and Safety Act 2011
<b>Related Policies</b>	- Staff Code of Conduct

	– Student Code of Conduct
<b>Related Procedures</b>	– NA
<b>Related Documents</b>	– Student Driving Application Form – Planning and Facilities Ticket –

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## 9. DOCUMENT CONTROL

POLICY	Parking Policy
RESPONSIBLE OFFICER	Chief Risk Officer
CONTACT OFFICER	Chief Risk Officer Head of Regis (Regis)
APPROVED BY	Executive
VERSION NUMBER	1.0
SUPERSEDED VERSION NUMBER	NA
EFFECTIVE DATE	29 May 2025
REVISION DATE	2026