Ipswich City Council
PUBLIC CAR PARK
Table of Contents

1. Managing Parking................................................................................................................................. 3
   Why do rules exist about Parking? ................................................................................................................ 3
   Planning for our future ............................................................................................................................... 3

2. Understanding Parking Rules ................................................................................................................. 5
   Advice to help you park safely and lawfully ............................................................................................... 5
   Parking Signs ............................................................................................................................................ 5

3. Safe Parking Guidelines .......................................................................................................................... 7
   Parking on footpaths ................................................................................................................................ 7
   Parallel Parking ......................................................................................................................................... 7
   Heavy Vehicle Parking .............................................................................................................................. 8
   Blocking Driveways ................................................................................................................................. 8
   Parking near intersections ........................................................................................................................ 8
   Parking near bus stops .............................................................................................................................. 8
   Double Parking ......................................................................................................................................... 8

4. Special Use Parking Areas and Zones .................................................................................................... 9
   Loading Zones ......................................................................................................................................... 9
   Disability parking ..................................................................................................................................... 9
   Special Use Zones ................................................................................................................................... 9

5. School Zone Parking .............................................................................................................................. 11
   Child Safety ........................................................................................................................................... 11

6. Paid Parking and the CBD ...................................................................................................................... 13
   Central Business District – CBD ............................................................................................................... 13

7. Parking Maps and Parking control areas ............................................................................................. 15

8. Enforcement ........................................................................................................................................... 17
   Proactive parking enforcement ................................................................................................................ 17
   High visibility patrols .............................................................................................................................. 17
   Low visibility patrols ............................................................................................................................. 17
   Standard operating procedures .............................................................................................................. 17

9. Penalty Infringement Notices (Fines) .................................................................................................... 19
   Photographs ............................................................................................................................................ 19
   Warnings .................................................................................................................................................. 19
   Lodging the request for a review ............................................................................................................ 19
   Providing evidence or additional information for your review ............................................................... 19

10. Definitions/Glossary .............................................................................................................................. 21
1. Managing Parking

Why do rules exist about parking?

Parking rules and regulations are used throughout the Ipswich City Council area to provide a consistent approach to meet public expectations and to maintain the safety of all road users and pedestrians. Certain areas such as the Central Business District (CBD), hospital district, school zones, transport hubs and the like, have restricted parking in place to assist with traffic flow and parking demands in these priority places.

The Queensland Road Rules and other parking legislation provide a clear set of standards for anyone parking a vehicle in Ipswich. Unfortunately a small percentage of the community will decide not to follow the rules and are often oblivious of the detrimental effects their parking behaviour has on other members of the community.

Illegal parking can have numerous effects on the public and public infrastructure such as:

- restrict the visibility of other road users
- cause traffic congestion
- damage underground infrastructure (footpath parking)
- impede pedestrian access to safely use the nature strip or footpath
- restrict general services such as waste collection and more seriously, emergency services.

Planning for our future

Ipswich City Council is a rapidly growing city centrally located in the booming south east Queensland region. The Queensland Government has forecast that the population of Ipswich City will reach 435,000 by 2031. This forecast growth will see the population of Ipswich more than double in the space of just 15 years.

Parking matters present complex and difficult management challenges for Council as matters such as on-street parking become a limited resource, with demand frequently outstripping supply. Ipswich City Council takes its responsibility to manage parking matters very seriously and envisage that this guide will assist the community who have identified that it is an area that Council should focus its efforts and resources on as identified in the development of the Health and Amenity Plan 2016-2017 (The Plan).

Ipswich City Council recently introduced The Plan which maps out compliance activities to achieve positive outcomes for the Ipswich Community; regulated parking matters are one of the key priorities of the Plan. Additionally, this guide links to the City of Ipswich Transport Plan (iGO) which includes parking as a key element. iGO aims to ensure that parking is managed efficiently as possible, to ensure public safety and amenity, promote turnover and allow for the effective loading of goods and passengers while supporting an increase in the use of sustainable transport modes such as walking, cycling and public transport.

Ultimately, the Queensland Road Rules apply to all drivers in the City of Ipswich and this guide aims to provide clarity to the community on how parking is managed by Ipswich City Council.
2. Understanding Parking Rules

Advice to help you park safely and lawfully

• Australian disability parking scheme permit holders can park for free of charge for an unlimited amount of time where the parking limit is 30 minutes or more. Where the time limit is less than 30 minutes, they can park for up to 30 minutes.

• Unless otherwise signed, vehicles may stop in a loading zone for up to 2 minutes if dropping off/picking up passengers or for up to 20 minutes when dropping off/picking up goods.

• On-street parking within the CBD is intended for short term parking only. For longer stays please consider using public transport or parking at an off-street parking location.

• Do not stop on a yellow edge line, in no stopping zones, bus stops and zones, taxi zones or other special use zones.

• There are a number of traffic and parking control areas across Ipswich. Some locations have different restrictions at different times of the day. Make sure that you read the signs carefully so that you understand the restrictions that apply.

• Do not park across driveways, kerb ramps, footpaths or on the nature strip of a road.

Parking signs

Parking signs all follow a clear set of guidelines across the State. When reading parking signs you should keep in mind the following:

• Green parking signs will tell you when you are allowed to park within certain conditions, such as the amount of time, which days and what times.

• Red parking signs will tell you when you are not allowed to park unless you are driving a certain type of vehicle or performing a specific action, like dropping off or picking up passengers.

• Outside of signed times, the parking conditions do not apply.

Below are some examples of common parking signs you will see throughout the Ipswich area.

Vehicle can be parked for 1 hour between 9 am and 4 pm, Monday to Friday.

Vehicles cannot stop from 7 am to 9 am, and 2 pm to 4 pm on school days.

Vehicles cannot stop between 4 pm and 6 pm, Monday to Friday. Vehicles can be parked for two hours between 7 am and 4 pm, Monday to Friday.

Passenger Loading Zones allow you to stop for up to two minutes to pick up or drop off a passenger.

In a school loading zone, this should be enough time to help your child with luggage and seatbelts. Whilst you have a maximum of two minutes, it can assist other users of the loading zone if you leave the area as quickly and safely as possible. Move forward to the front of the loading zone area if possible, allowing cars to easily queue behind you.

A driver must not stop where a no stopping sign or yellow ‘no stopping’ line applies. Drop off and picking up is not allowed at any time.

You must not stop within a bus zone at any time. This zone is only available to buses.
3. Safe Parking Guidelines

Ipswich City Council Officers are authorised to enforce the Queensland Road Rules. These rules are consistent across the state and all drivers are required to follow them.

Parking on footpaths

Of all the parking complaints made to Council by the public, parking on the footpath is the highest. The Queensland Road Rules states that a driver must not stop a vehicle on a bicycle path, footpath, shared path or dividing strip, or a nature strip adjacent to a length of road in a built-up area, unless the driver is permitted by a parking control sign.

Parallel parking

On roads where vehicles are parked parallel on both sides of the road, drivers of parked vehicles must leave a space of at least three (3) metres clearance between their vehicle and any vehicle parked on the opposite side of the road. Where a parked vehicle is causing an obstruction and there is less than three metres clearance, enforcement action may be taken against the owner or driver of the vehicle parking second if this can be established.

Where there is a solid white line in the middle of the roadway, drivers of parked vehicles must leave a space of at least three metres clearance between their vehicle and the solid white line.

A minimum distance of at least one metre must be left between the front and rear of two parallel parked vehicles.

A minimum space of at least three metres must be maintained between a vehicle and a dividing strip.

It is illegal to park your car in a street that has traffic flowing in both directions, where the vehicle is facing oncoming traffic.
Heavy vehicle parking

Council’s Local Law No. 5 (Parking) 2013 specifies that a heavy vehicle (gross vehicle mass of 4.5 tonnes or more) must not park on a road in a built up area, or in a public place, for more than one hour unless the vehicle is engaged in the delivery or collection of goods, materials or passengers to properties abutting the road or to the public place for the entire period. Heavy Vehicles parked in a residential area for longer than an hour are generally issued with a fine.

Other exceptions from the law apply to:

• emergency vehicles and heavy vehicles involved in a public utility undertaking
• a class of heavy vehicle specified in a subordinate local law
• in the event of a breakdown – to effect minor repairs sufficient to permit removal to a place where the heavy vehicle may be lawfully parked, or to allow the heavy vehicle to be towed, if needed
• in accordance with an official traffic sign
• in an excepted area.

A heavy vehicle parked on a footpath or nature strip in a residential area will generally be issued with a fine without a complaint or prior warning as such activity generally cause damage to the footpath, infrastructure and underground services.

In some serious circumstances, the owner of the vehicle will be invoiced the cost of repair for any damage caused to infrastructure or other services.

Blocking driveways

A driver must not stop on a road in a position that obstructs access by vehicles or pedestrians to or from a footpath ramp or a similar way of access to a footpath, or a bicycle path or passageway.

Parking near intersections

You should not stop within 20 metres of traffic lights, or within 10 metres of an un-signalised intersection, unless signed otherwise.

You can park on the far side of a T-intersection without a traffic light on the continuing road, unless there are signs or line markings indicating otherwise.

Parking near bus stops

Leaving enough space for buses is important to ensure passengers, including the elderly and people with prams or mobility issues, can be safely picked up and dropped off. Unless signed otherwise, do not stop or park within:

• 20 metres of the approach to the bus stop sign
• 10 metres of the departure side of the bus stop sign

Double parking

Double parking is very dangerous and puts people at risk as they try and navigate between parked cars. There is always another option which is safer than double parking.
4. Special Use Parking Areas and Zones

Loading zones

Different types of loading zones are in place across Ipswich. Loading zones are located and operate at times where there is a demand for a particular activity such as passenger loading or delivering goods. The table below provides a quick reference guide to using loading zones and the time limits that apply.

<table>
<thead>
<tr>
<th>Loading Type</th>
<th>2 minutes</th>
<th>2 minutes</th>
<th>X</th>
<th>2 minutes Only applies during the days and hours mentioned.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger loading/unloading</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Goods loading non-commercial vehicles</td>
<td>✓</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Goods loading Commercial vehicles</td>
<td>30 minutes</td>
<td>X</td>
<td>20 minutes</td>
<td>X</td>
</tr>
</tbody>
</table>

Disability parking

Disability parking spaces are provided to help people with limited mobility get in and out of their vehicles. Motorists are not permitted to stop in these spaces without displaying a valid Australian Disability Parking Scheme permit. If you hold an Australian Disability Parking Scheme permit you are entitled to park in:

- any space provided for a person with a disability in an on-street or off-street parking location, including shopping centres and hospitals
- Council metered or regulated parking areas free of charge where the time limit specified by a sign is:
  - less than 30 minutes, you can park for up to 30 minutes
  - 30 minutes or more, you can park for an unlimited amount of time.

Australian Disability Parking Scheme permit holders are not to park in restricted parking zones such as cleanways, no stopping zones, loading zones and bus zones. You can however pick up or set down a passenger with a disability for up to five minutes in a passenger loading zone in Ipswich.

Special use zones

There are a number of zones in place across Ipswich that provide access for specific use or for specific vehicles. Some of the more common special use zones are:

- **Bus Zones**
  Used by scheduled bus services to pick up and set down passengers. Some bus zones are allocated as short-term holding zones or parking for buses and coaches.

- **Taxi Zones**
  Only taxis are permitted to stop in Taxi Zones. Taxi Zones are designated locations where passengers can be picked up and dropped off by taxis.

- **Mail Zones**
  Authorised postal vehicles are permitted to stop in these areas. All other motorists are not permitted to stop in Mail Zones, even when using post boxes or visiting Australia Post offices.
There are a large volume of schools in Ipswich from small rural schools to large colleges who take students from prep to year 12.

Council utilises various strategies to educate motorists and discourage illegal parking in school zones to ensure the safety of school children and the public. A school zone is a time based linear speed zone that is installed to regulate vehicle speeds in the vicinity of schools.

Council Officers inspect parking on roads around schools, especially during the peak morning drop off and afternoon pick up times. Council Officers generally apply strict adherence to the Queensland Road Rules when conducting a school zone inspection due to the safety risk to young children and other pedestrians and road users.

Ipswich City Council continues to run the School Safe Parking Project which originally commenced in 2008 to address concerns regarding road safety at schools within the Ipswich City Council area.

General offences detected in school zones include:

- stopping in a bus zone
- stopping in a parking area for people with disabilities
- stopping in a no stopping area
- obstructing access to and from a driveway
- stopping in a loading zone
- double Parking
- stopping on a footpath, dividing strip or nature strip
- parking for longer than indicated on a permissive parking sign.

Child safety

When Council Officers investigate parking offences in the vicinity of a school, they are cognisant of the fact that children are present.

- Officers photograph vehicles that contravene the parking laws and photographs may contain images of children that a driver may have put at risk – for example – a parent that stops in a No Stopping zone or double parks to collect their children.
- It is not unlawful for a Council Officer to take photographs of vehicles or other matters in public places.
- Council Officers do not work with children; therefore there is no requirement for officers to have a Blue Card.

Loading Zone Do’s and Don’ts

<table>
<thead>
<tr>
<th>DO</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Use the zone like a quick moving taxi rank.</td>
<td></td>
</tr>
<tr>
<td>✔ Move to the head of the queue or move forward as space becomes available.</td>
<td></td>
</tr>
<tr>
<td>✔ Teach children to move promptly to the vehicle.</td>
<td></td>
</tr>
<tr>
<td>✔ Load and unload passengers at the front of the line.</td>
<td></td>
</tr>
<tr>
<td>✔ Stay in the car if you are the driver, unless loading or unloading baggage or passengers.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DON’T</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Park for more than two minutes – you can be fined for this.</td>
<td></td>
</tr>
<tr>
<td>✗ Double park.</td>
<td></td>
</tr>
<tr>
<td>✗ Leave the vehicle, except to load or unload.</td>
<td></td>
</tr>
<tr>
<td>✗ Queue through pedestrian crossings or in no stopping zones.</td>
<td></td>
</tr>
</tbody>
</table>
6. Paid Parking and the CBD

Central Business District – CBD

Business areas are primarily areas where there are shops, offices and other commercial premises that endure high volumes of vehicles, with limited on-street parking, often limited by time. A wide range of parking is available within the CBD from free long stay parking to nine (9) hour metered parking.

Council Officers will frequently inspect areas to ensure the turnover of parking spaces.

As the city grows, parking restrictions are regularly updated to balance the needs of shoppers, businesses and workers.

Paid parking tips:

• display your ticket clearly on the kerbside edge of your dashboard

• ensure that your ticket is placed with the correct side facing upwards

• pay with coins if card payment is unavailable

• no change is given

• if the nearest parking meter is not working, purchase a ticket from the next closest meter

• you are only entitled to park for the sign-posted time period, you must then vacate the parking space and leave the parking area. Note: You are entitled to leave the parking area and return to the parking area a short time later and purchase additional parking time if spaces are available. This enables other motorists to use the area in peak demand times.

Ipswich City Council provides more than 3,500 car parking spaces in the Ipswich City Centre, both on and off-street. In addition, there are also a number of off-street car parks that are privately owned by businesses.

While there are many free on and off-street car parks located in the Ipswich City Centre, time restrictions and parking meters are also installed throughout the CBD. These aim to promote turnover and make parking spaces more readily available for people who are shopping, conducting business or visiting a doctor, where the duration of the task is usually less than 4 hours.

Parking meters operate from:

• 8 am to 5 pm Monday – Friday and

• 8 am to 11:30 am Saturdays.

Note: Outside of these times and on public holidays on street parking is free unless other parking restrictions apply (e.g. bus zone, loading zone). You should always check the information on a parking sign when parking within the CBD.
7. Parking Maps and Parking Control Areas

Free Parking Areas

LEGEND
- Free Long Stay On Street Parking
- Free Long Stay Off Street Parking
- Free Short Stay Off Street Parking
- Free Motorcycle Parking
- Free Parking | 15 Mins Max
- Free Parking | 30 Mins Max
- Free Disabled Parking Bay

Indicative only, map subject to change. Actual parking restrictions may differ, current as of February 2017.
Short Term Parking

Long Term Parking

**LEGEND**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP</td>
<td>3 Hour Free Parking</td>
</tr>
<tr>
<td>3P</td>
<td>3 Hour Free Parking</td>
</tr>
<tr>
<td>3F</td>
<td>3 Hour Metered Parking</td>
</tr>
<tr>
<td>3M</td>
<td>3 Hour Metered Parking</td>
</tr>
<tr>
<td>3P</td>
<td>3 Hour Metered Centre Island Parking</td>
</tr>
<tr>
<td>4P</td>
<td>4 Hour Metered Parking</td>
</tr>
</tbody>
</table>

Indicative only, map subject to change, actual parking restrictions may differ, current as of February 2017.
8. Enforcement

Proactive parking enforcement

Council has adopted the approach of proactive parking enforcement in the CBD, regulated parking areas (areas which an official parking sign or line marking applies) and school precincts.

Council Officers also target specific offences and locations in order to improve road safety and traffic flow through education and awareness including making recommendations for changes to parking signage or enforcement.

High visibility patrols

This kind of patrol involves activities where Council Officers are clearly visible in full uniform and/or high visibility vests and are driving clearly identifiable Council vehicles for all motorists and members of the public to see. For example, school zone parking patrols.

Council’s Automatic Number Plate Recognition (ANPR) vehicles are also designed to be highly visible as Council encourage the community to park legally and prefer to educate rather than penalise.

Low visibility patrols

This kind of enforcement involves activities where Council Officers may not be clearly visible and this includes use of patrols conducted from an unmarked vehicle or the use of devices such as motion detection cameras in fixed locations. This type of enforcement is undertaken where education has been unsuccessful, the offender has breached parking regulations on a number of occasions or the risk assessment for the inspection warrants the low visibility patrol for the safety of the Council Officer.

Standard operating procedures

Council Officers follow standard operating procedures to guide them in their duties and Ipswich City Council has a specific procedure in relation to regulated parking activities.

The purpose of the procedure is to provide guidance to authorised officers for all regulated parking activities and to ensure that discretion is exercised at all times during PIN issue and review including taking into account topography, traffic, weather, community safety, presence of children and related public safety factors.
Fines must be served in accordance with the State Penalties Enforcement Act 1999 to:

- the owner of the vehicle or
- the person driving the vehicle who committed the offence or
- a person named in a Known User Declaration or a Sold Vehicle Declaration.

Fines may be served by:

- personal service (handed to the driver of the illegally parked vehicle)
- attaching the fine to the offending vehicle
- Post.

Photographs

With the availability of digital camera technology, there is an expectation by the courts that photographs are taken of vehicles involved in alleged parking offences, where practicable, for presentation as evidence in court, if required.

It is lawful for a Council Officer to take a photograph of a vehicle in a public place such as on a road or in a public car park near a school, even if children are nearby. When Council Officers investigate parking offences, they are cognisant of the fact that children may be present but their focus is on parking offences which will be the main priority of the photograph.

Ipswich City Council has a process of proving at least one (1) photograph of the alleged parking offence when a fine is issued via the post. The owner of a vehicle which is the subject of a fine may request, in writing, a copy of any photograph/s taken in relation to the alleged offence within 28 days of the date of issue of the fine to ensure that a relevant option is taken within the statutory time.

Warnings

Council Officers are under no legal obligation to issue a warning before the issue of a fine. Officers may use their discretion in the investigation of a parking breach considered minor and has been, or can be, rectified immediately, or if it is more practical to issue a warning in the first instance. Eg:

- a warning may be given where a vehicle is parked in a disability parking bay not displaying a permit and the driver returns before a fine is issued and presents a valid disability parking permit
- a vehicle parked parallel on a nature strip in a residential area may be given a warning in the first instance if the vehicle is no causing any other nuisance or damage to infrastructure.

If the subject vehicle has been issued a warning for the same or similar offence within the previous twelve (12) months, a fine is generally issued.

Lodging the request for a review

A person seeking the review of a fine should read the ‘Review of Infringement Notice Fact Sheet’ beforehand.

For further information about lodging requests for a review, visit Council’s website at Ipswich.qld.gov.au/residents/laws_regulations/fines_and_infringements

The request for review must be submitted by the person issued with the fine. For vehicle related offences, in most cases this will be the owner of the vehicle unless a user declaration has been supplied and another responsible person has been nominated as the driver.

The most convenient way to request a review is to complete the standard review form available from Council, which will prompt you for the information required to review a fine.

Providing evidence or additional information for your review

To help Council decide the case, it is important that the person provides sufficient supporting evidence when they lodge the request for review. Depending on the type of fine notice issued, you should try to include, where applicable:

- the grounds of any legal defence, exemption from the law, exceptional circumstances or error on the fine.
- photographs or diagrams showing the exact location of the incident;
- if your vehicle was broken down, vehicle repair invoices, spare parts or towing receipt;
- a copy of a valid parking permit or disability parking permit;
- documents outlining any medical emergency which resulted in illegal parking;
- a copy of a parking ticket or receipt;
- a Statutory Declaration from a witness (this form can be obtained from Courts.qld.gov.au)
- written advice or a crime report from the Queensland Police Service
- a photocopy or scan of the fine (if you don’t have this, provide the fine number or the vehicle registration number; date and time of the incident).

After the review is finalised, Council will send correspondence to the applicant informing them of the decision (if the fine stands or if it has been withdrawn).
10. Definitions/Glossary


The Plan  Health and Amenity Plan 2016-2017

iGO  City of Ipswich Transport Plan