

Abbotsford Convent Precinct Rules



The Abbotsford Convent Foundation (ACF) manages the Abbotsford Convent precinct and is working towards the creation of an arts, culture and learning precinct that everyone can access and use as a resource, while respecting the heritage, cultural and natural values of the site. The ACF is charged with financial responsibility and viability for the precinct, and compliance with the requirements of the Title Deed, Master Plan and Planning Scheme Amendment, which together specify conditions of the handover of the site by the Victorian Government in 2004. The precinct is a heritage precinct and operations and development are guided by heritage requirements and a conservation management plan. A small team of ACF staff, supported by volunteers and directed by the ACF Board, manages the day-to-day operations of the precinct.

The rules for the precinct are informed by Federal and State legislation, as well as local by-laws, and are designed to encourage fair use of the precinct by everyone and to ensure the ACF's many and varied obligations are met, so that, for a long time to come, all visitors and users of the Abbotsford Convent can enjoy their experience. These rules govern day-to-day and operational matters at the Abbotsford Convent, including vehicles and dogs within the precinct, commercial and recreational activities onsite, protection of the heritage-listed buildings and gardens, and more. Most people do the right thing because they are proud of the Abbotsford Convent and have a desire to protect this community asset for future generations. If you are unsure about what you can or cannot do within the precinct, please check with staff at the Abbotsford Convent Foundation office (Providence Building; 03 9415 3600 or info@abbotsfordconvent.com.au).

The Rules

- The word 'Precinct' means the Abbotsford Convent site on St Heliers Street, comprising approximately 6.8 hectares, and including all buildings, grounds, modifications and fittings, and the car park on St Heliers Street.
- 'Buildings' are self evident and include both those refurbished for occupation and those awaiting refurbishment. General entry is limited to buildings that have been fully refurbished and provided with a certificate of occupancy by suitably qualified building certifiers. From time to time, limited use of partly refurbished buildings may be permitted for special purposes. Access to buildings that have not been refurbished or are undergoing construction activities will be by authorisation of the ACF only.
- 'Grounds' are the paddocks, gardens, garden beds and pathways contained within the precinct boundary.

ANIMALS

- Animals are permitted in the grounds of the precinct, however, it is a condition of entry that animals be on a leash and directly supervised by their human carer at all times.
- It is the responsibility of the human carer to dispose of all animal droppings in a responsible manner. Bags and bins are located on the pathways near the Collingwood Children's Farm and near the Clarke St gate.
- Animals are generally not permitted within any buildings within the precinct.
- Assistance / guide dogs are permitted within buildings.
- The Convent is a family-friendly destination that aims to cater to the widest possible community needs, as such restrictions on animals are in the interest of public health, wellbeing and safety (including fear of dogs (other animals), allergic triggers, hygiene etc).
- We seek the cooperation of all precinct users in complying with our animal policy.

CAR PARK

- The St Heliers Street car park operates as a public access car park with parking fees applying. A parking fee collection point is located at the entry off St Heliers Street.
- Car parking fees contribute to the upkeep of the precinct and also the Collingwood Children's Farm.
- From time to time, the ACF operates the car park manually to ensure maximum parking capacity. Fees are collected by staff and/or volunteers at these times.
- Vehicles are not permitted to be parked in the car park overnight.
- Camping of any kind within the car park is strictly prohibited, under the City of Yarra's Planning Scheme.
- The ACF reserves the right to remove any vehicle, at the owner's expense, in breach of the car parking policy and/or terms and conditions of entry as displayed at the entry point.

CHILDREN

- Children are welcome, but for their own safety must be under supervision of a responsible adult at all times. We seek the cooperation of all users in ensuring that our irreplaceable buildings and gardens are treated with consideration and respect at all times.
- Parents and carers should be aware that the gardens are very close to the river. The grounds are also a natural habitat for snakes, lizards, birds and mammals.

COMMON KITCHEN AREAS

- Where common kitchen areas are provided to tenants and other users, it is the responsibility of all who enjoy access to ensure the kitchen areas are kept in a clean and tidy manner.

DRUGS AND ALCOHOL

- Illicit drugs are strictly prohibited within the precinct.
- The ACF is committed to the principles of Responsible Service of Alcohol and requires all food and beverage outlets, catered and/or private functions to adhere to these principles and the relevant legislative requirements.
- Application for any licence to sell or supply alcohol (liquor licence) within the precinct requires the prior written consent of the ACF.
- Tenants who hold liquor licences (or other special purpose approvals) are required to be in full compliance with the terms and conditions of their licences at all times.
- Alcohol purchased from premises within the precinct must be consumed within those premises or the permitted areas as defined by respective liquor licences. The administration of and compliance to Victoria's liquor licensing system is the responsibility of several agencies including the Compliance Directorate of Responsible Alcohol Victoria (Department of Justice) and Victoria Police.

FILMING/PHOTOGRAPHY

- Film and photo shoots within the precinct require authorisation by the ACF.
- A fee is payable to the ACF for filming and photography that is beyond personal/private use. This is to minimise inconvenience to other users, allow the ACF to generate much needed income to restore and maintain the precinct, and protect the Abbotsford Convent brand and assets.

FIRE PREVENTION AND FIRE RISK ASSESSMENT

- Evacuation plans are posted at key locations within buildings, such as the top of stairwells and in passageways. The plans show locations of fire extinguishers and hose reels and evacuation assembly areas in the grounds. Please familiarise yourself with these locations, and evacuate the building promptly when you hear the alarm, assisting others to evacuate also.
- Fire drills are conducted in accordance with regulations.
- Buildings within the precinct are fitted with fire/smoke detection and emergency warning systems, in accordance with contemporary building codes and standards and OH&S regulations.
- False alarms are a costly and potentially life-threatening exercise and the Metropolitan Fire Brigade may impose a substantial penalty when responding to a false alarm. The fee charged will be passed on to any tenant or other user found to be negligent in tripping a false alarm.
- All ACF buildings are strictly smoke-free.
- Naked flame devices are to be avoided at all times. The ACF may grant permission for the use of some devices in specific areas of the grounds, under strict conditions, providing fire safety, OH&S and relevant legislation is complied with. Any such request for special permission must be in writing and provide at least seven working days notice.
- Flammable materials such as oil paints, turpentine and other oil-based flammable mediums should be stored in a metal-lidded container whenever they are not in use, must be kept away from sources of heat, and disposed of responsibly.
- Wood, charcoal or briquette fires/barbecues are not permitted in the precinct.
- Propane or other gas cylinders (empty or full) are strictly forbidden in corridors, staircases, lobbies or other public egress areas.
- Fire doors installed within buildings are in compliance with the required fire safety regulations and form an integral part of the fire alarm and detection systems. When a fire alarm is activated, the fire

- These rules assist the ACF to maximise use of the precinct with minimal inconvenience to others, including tenants and the Convent's neighbours; comply with local planning regulations; afford safety to tenants and visitors and protect the ACF's assets. The security firm appointed by the ACF is the preferred contractor as its staff are familiar with the precinct.

GAMES

- Informal ball (soft) and other games may be conducted within the grounds, however, these activities must not damage the precinct's heritage-listed plants or buildings (including windows) or cause inconvenience to other users.
- In conducting any informal ball or other games we require all users to do so well away from garden beds, buildings or outdoor dining areas.
- Hard ball games (such as golf, hockey or cricket) pose a risk to other users of the precinct; as such they are not permitted.
- In all circumstances it is essential that any outdoor games or activities are not disruptive to the users of the precinct.

GARDENS

- The gardens are heritage listed; restored and maintained by ACF gardeners and dedicated volunteers.
- Some of the trees predate European settlement, and many of the plantings have religious, cultural and historical significance, we request all users treat these valuable trees and shrubs with respect and due care. The entry into garden beds, pruning, flower picking or removal of any plants is strictly prohibited.
- We seek the cooperation of all precinct users in complying with this to ensure the long term enjoyment of this valuable community asset.
- We discourage the use of balloons within the grounds, as they pose a serious choke hazard to the animals at the Collingwood Children's' Farm if inadvertently drifting onto that site.

INSURANCE

- The ACF holds insurance policies covering its own legal responsibilities for property plant, equipment and public liability. These insurance policies do NOT cover the personal liability or property of any third party (tenants, hirers, event attendees etc). Tenants and hirers are responsible for obtaining and maintaining their own insurance, including public liability insurance.

INTELLECTUAL PROPERTY

- The Abbotsford Convent's brand identity is unique and protected. No elements of the Abbotsford Convent brand may be used without the prior written consent of the ACF.

LOST PROPERTY

- All lost property enquiries and found items should be directed to the ACF office. If lost property is handed in to a tenant after normal office hours, it may be lodged with the ACF office on the next business day.
- The ACF office is the primary point of contact for the general public.

MAINTENANCE

- We seek the cooperation and assistance of all precinct users in reporting any breakages to fittings or defects in sanitary facilities, heating, lighting, cleaning etc to the ACF office.
- Repairs and/or any other building must only be carried out by suitably qualified tradespeople approved by the ACF.

MUSIC AND SOUND

OUTDOORS

- Amplified sound (including but not limited to: music, radio, TV, speeches, films) is not permitted in any of the external areas of the precinct, without the prior written consent of the ACF. In considering any request, the ACF will give primary consideration to the quiet enjoyment of all tenants and other precinct users. Acoustic music is permitted in external areas provided the volume is not disruptive or intrusive to others.

INDOORS

- The Convent is a workplace for artists, wellbeing practitioners, and other businesses, and noise transference within the heritage buildings and around and beyond the grounds is considerable. Your consideration and respect of work commitments and individual preferences for noise levels is appreciated.
- Amplified sound and acoustic music is permitted within buildings only where the volume does not exceed the boundaries of the leased or hired space to a degree that is disruptive and intrusive to others.

OUTDOOR STRUCTURES

- Temporary stages or any structures (e.g. marquees) requiring the use of pegs, poles or the digging of holes are not permitted.
- Self-supporting temporary structures must comply with weight restrictions and be of a type approved by the ACF. Written approval for any temporary structure must be obtained prior to erection.
- This rule protects the precinct's underground service infrastructure (water, gas, sewer: the precise locations of which are unknown in their entirety) and the lawns, and minimises the risk of injury. Large structures also interfere with the heritage aesthetic and integrity of the precinct, which is protected under the Victorian Heritage Act (1995).

PROMOTIONS

- Where promotional activity – including soliciting or collecting money, distributing flyers or free products, erecting posters – causes offence or disruption or is deemed a commercialisation or politicisation of the precinct's public spaces, the ACF may act to ensure the promotion ceases.

SAFETY AND SECURITY

SAFETY

- Emergency exit areas and pathways of travel to and from them must be kept clear of obstructions at all times.
- Clearance in pathways of travel (within buildings and externally) must be maintained at a minimum width of 1.2 metres at all times, except in the Convent Building where a minimum clearance width of 1.5 metres is required.

- Nothing is to be stored or discarded in corridors, stairwells or other communal areas. Forced removal of items will occur at the relevant owner's expense.
- Signs within the precinct must be obeyed at all times.
- No one is permitted to enter areas of the precinct that are nominated by the ACF as being out of bounds.
- This rule ensures we have appropriate measures in place to deal with; fire risk; occupational health and safety guidelines; building code and insurance requirements, and to ensure universal access needs are met.

SECURITY

- The main gates to the site (gates 1 and 2) are open from 7:30 am to 11:00 pm daily. The Cork Oak Path gate is open from 8:00 am to 3:00 pm daily. The Clarke St gate is open from 7:30 am to 5:00 pm except on weekends when it is closed.
- The safety of personal property is the responsibility of its owner.
- Sleeping overnight in the precinct is strictly prohibited.
- All doors and windows of leased and hired spaces must be securely fastened on all occasions when left unoccupied. The ACF reserves the right for its staff or contractors to enter and fasten doors and windows.
- Fire doors must never be propped open.
- Access to the precinct's essential services and infrastructure can be organised only through the ACF office.
- All issued keys to buildings and facilities within the precinct remain the property of the ACF and must be returned on the expiry of a lease or contractor/service provider/venue hire agreement.
- Security is required for any event on the precinct that occurs or continues after 8.00 pm and includes the service of alcohol. Refer to Events for more information.
- These measures safeguard the precinct's assets and infrastructure, afford safety to tenants and visitors, and comply with local by-laws.

SIGNAGE

- Under no circumstances is signage of any description to be applied or erected by any precinct users in the grounds or the buildings (including windows, balconies, roofs, hallways or amenities) without the prior written consent of ACF.
- The ACF reserves the right to determine the acceptable form, content, location or purpose of any signage proposed.

SMOKING

- Smoking is not permitted anywhere in the buildings within the precinct, or outdoors in the vicinity of doorways or windows. Cigarette butts must be disposed of in suitable waste containers.

UNIVERSAL ACCESS

- The ACF is working towards providing universal access to all buildings within the precinct. All tenants, venue hirers and event organisers are required to apply the principles of universal access to their activities within the precinct. The ACF is available to provide guidance in achieving this important aim.
- The ACF is committed to enabling people with a disability to enjoy all that the precinct has to offer.

VEHICLES AND BICYCLES

- Pedestrians have right of way within the precinct at all times. The Abbotsford Convent, aside from the car park(s), is a pedestrian precinct (as specified in the Master Plan).
- Access to the precinct by motor vehicles and motorcycles is restricted.
- Deliveries requiring onsite access must take place before 8.00 am or after 5.00 pm. Vehicles permitted access to the site must proceed at walking pace with hazard lights on.
- The ACF reserves the right to remove from the precinct and the car park (at the owner's cost) any vehicles that do not comply with the ACF's rules and parking signage.
- Cyclists should dismount within the precinct and park bicycles using the bike racks and hoops provided. Bicycles are not permitted in the common areas of buildings.
- Rules about delivery and vehicle access are for the benefit and safety of the users of the precinct as a whole.

WASTE AND RUBBISH

- All waste, with the exception of industrial waste, is to be disposed of within the recycling and landfill bins located in the waste disposal area inside Gate 2 or, preferably, removed from the precinct.
- The dumping of refuse such as unwanted furnishings is not permitted anywhere within the precinct.
- Where provided, grease pits must be properly maintained in accordance with relevant by-laws and health guidelines by the tenant or service provider whose space(s) is serviced by the grease pit. The ACF reserves the right to inspect schedule of maintenance for all on-site grease pits.
- The ACF is working towards sustainable waste management practices across the site. In the interests of both the environment and the ACF's limited resources, your cooperation in minimising waste and taking your rubbish with you is appreciated.

EXEMPTIONS

- The ACF reserves its right to grant exemptions from a number of these rules for reasons including but not limited to:
 - Art / cultural projects; markets; wedding ceremonies; commercial functions and activities; commercial filming and photography.
- The ACF reserves the right to alter or otherwise update these rules to reflect the ever-changing needs of the precinct, its tenants, venue hirers and the public.