

Hirers' Guidelines for Victoria Square/Tarntanyangga

Positioning statement

Victoria Square/Tarntanyangga is the physical and ceremonial heart of the City; a place where the community come together; an inviting space, a destination where all people feel welcome both day and night. As a unique location for community events and activities it is essential the Square is visually attractive, dynamic, well maintained, safe, and accessible for the whole community. As such specific guidelines for the use of Victoria Square/Tarntanyangga for events have been developed to ensure the Square remains a lively, people-focussed place in the heart of the City.

When site designing and operating within the event site the following requirements must be taken into consideration:

1. General site planning considerations
 - 1.1. To maximise general public access to the Square and maintain the visual integrity of the space back of house locations should be carefully considered in the overall site plan. Back of house areas should take up as little space as possible, thereby reducing the need to scrim large areas of fenceline.
 - 1.2. The water play fountain can be turned off as required for an event. Note that the fountain cannot run when infrastructure is located over the north hatch.
 - 1.3. Protection of the paving, urban lounge, decking and other site infrastructure is important to ensure the Square is left in the best state possible following an event
 - 1.4. Multiple marquee tie-down points, which simplify marquee set ups, are located in the paving on the eastern and western promenades. When designing your site layout these tie-down points should be used for temporary structures ahead of weighting structures.
 - 1.5. Due to the high profile nature of the Square the site, including toilets, must be cleaned regularly during bump in, bump out and event period. This will ensure the Square is always presented to the public in the best possible condition.
 - 1.6. Sandpits may need to be covered during large scale events depending on site layout and usage.
2. Public site access
 - 2.1. As Victoria Square/Tarntanyangga is a place for the whole community to enjoy it is important that public access to the Square is retained wherever possible. Event operating hours should always aim to maximise public access to the Square. Reasonable public access to the site should be maintained outside of event operating hours where possible.
 - 2.2. Events using the northern half of the Square should note the preference for pedestrian access from both the northern tip as well as the southern entry point adjacent to Reconciliation Plaza. As the Square is surrounded by roads, and has the tramline passing its western perimeter, all large scale events must develop a pedestrian management plan that takes into account the safe access and egress of patrons to the event site.
3. Site vehicle management
 - 3.1. Large scale events must develop a site vehicle management plan which takes into consideration vehicle access for bump-in and bump out, along with vehicle access for deliveries during the event period
 - 3.2. There are specific weight loadings and exclusion zones for a variety of areas in the northern half of the Square that must be adhered to. Please refer to the pavement loading plan (Attachment B).

4. Turf, tree & garden bed maintenance & management
 - 4.1. Victoria Square/Tarntanyangga is a space for the whole community to enjoy at all times so it is important that the event lawn, trees and garden beds are left in the best possible condition following an event. As such all site planning should consider placing as little infrastructure on the event lawn as possible. Vehicle movement should be kept to a minimum to reduce damage to the event lawn. If vehicle movement is required the use of turf protection materials should be considered, particularly during adverse weather conditions, to minimise vehicle impact.
 - 4.2. Event organisers running events over multiple days may be required to manage a watering schedule as directed by Council's horticultural team. This may include watering of trees, garden beds and turf.
 - 4.3. No infrastructure can be placed or stored on the perimeter garden beds during the bump in, bump out and event period.
5. Fencing
 - 5.1. There is a preference for events that encourage open and free public access to the Square whilst maintaining the visual integrity of the space.
 - 5.2. As fencing is a requirement in some circumstances event organisers should take the below considerations into account in their site design:
 - 5.2.1. Demonstration that fencing design has been as creative as possible to ensure public access and the visual integrity of the Square has been maintained;
 - 5.2.2. Use of low level fencing wherever possible, while still meeting liquor licensing, WHS and security requirements;
 - 5.2.3. Fencing only used in areas that require it due to licensing or security rather than the entirety of the site.
 - 5.2.4. Any fencing that is installed be done so that garden beds can be seen from the surrounding roads wherever possible;
 - 5.2.5. Fencing scrim should predominantly be applied to back of house and other service areas and amount to no more than 25% of the total fenceline;
 - 5.2.6. Fencing scrim may only display event sponsorship partners' (financial or in kind) logos, devices or promotional material of any kind
 - 5.2.7. The requirement by Department of Planning, Transport & Infrastructure to use tram spotters when installing fencing within 3m of the tramline.
6. Management of vehicle and pedestrian traffic around the Square
 - 6.1. For the safety of the general public and users of the Square it is important that pedestrian access east/west through Reconciliation Plaza is maintained at all times, even if the closure of Reconciliation Plaza is a part of the event.
 - 6.2. When sections of the northern footpath of Reconciliation Plaza are being used and prevent east-west pedestrian access then the bike path must be modified to act as a shared bike/pedestrian path.
 - 6.3. Appropriate signage advising pedestrians of access to the event site and access around the Square must be displayed at all times during the bump in, bump out and event period.
 - 6.4. The pedestrian footpath along the eastern side of the northern half of Victoria Square must remain accessible at all times.
 - 6.5. Event organisers closing Reconciliation Plaza for an event must work with Council's traffic management team. The road closure plan will need to consider pedestrian, bike and vehicle access both through Reconciliation Plaza and around the Square. Other considerations may include appropriate signage, pre-event notice periods, equipment required; uniformity of equipment and any necessary speed restrictions.