

Site Induction

The Australian Botanic Garden, Mount Annan



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Feed your curiosity in the Botanic Gardens of Sydney, the meeting places of people and plants, science and seasons, and nature and nurture.

The Australian Botanic Garden offers a unique and enchanting location that beautifully intertwines natural splendour with scientific significance. Nestled in the heart of New South Wales, this sprawling 416-hectare garden is a living testament to Australia's diverse flora and a hub of scientific research and conservation.

The Australian Botanic Garden is not just a beautiful venue; it's also a centre for botanical research and conservation efforts. The garden's dedicated scientists work tirelessly to study and preserve Australia's unique plant species, ensuring their survival for future generations. By choosing this venue for your event, you contribute to the vital work of protecting and understanding our natural heritage.

Your event day will be enriched by the knowledge that it takes place in a location devoted to the celebration and preservation of Australia's botanical wonders.

Discover. Learn. Enjoy.



The Botanic Gardens of Sydney is committed to providing a safe and healthy workplace for all. Those hosting events onsite are responsible for following Work Health and Safety (WH&S) policies and procedures specific to the event.

This induction provides you with important information about managing an event safely while working at the Australian Botanic Garden, Mount Annan.

The induction should take 10 minutes to complete and covers important venue information you need to know whilst working on site.

Please share this information with all involved in the event.



Responsibilities

As the Event Organiser, you have the primary duty of care and must ensure the health and safety of:

- workers you have engaged
- workers carrying out work who are influenced or directed by you, such as suppliers
- visitors and the general public

All personnel working onsite, including suppliers and their sub-contractors, must follow the rules of the site outlined in this induction.

Our venues are fragile and protected areas.
During your time onsite, we ask that you help us take care of this special place.



Rangers

If you are the first to the site, you must call the Duty Ranger to confirm bump-in is beginning. A venue checklist will be completed by the Ranger.

The Ranger Services team play a vital role in ensuring the safety, security and compliance of all on site. Our Rangers are here to assist, so please reach out to them in the first instance.

Whilst on site, our Ranger team will:

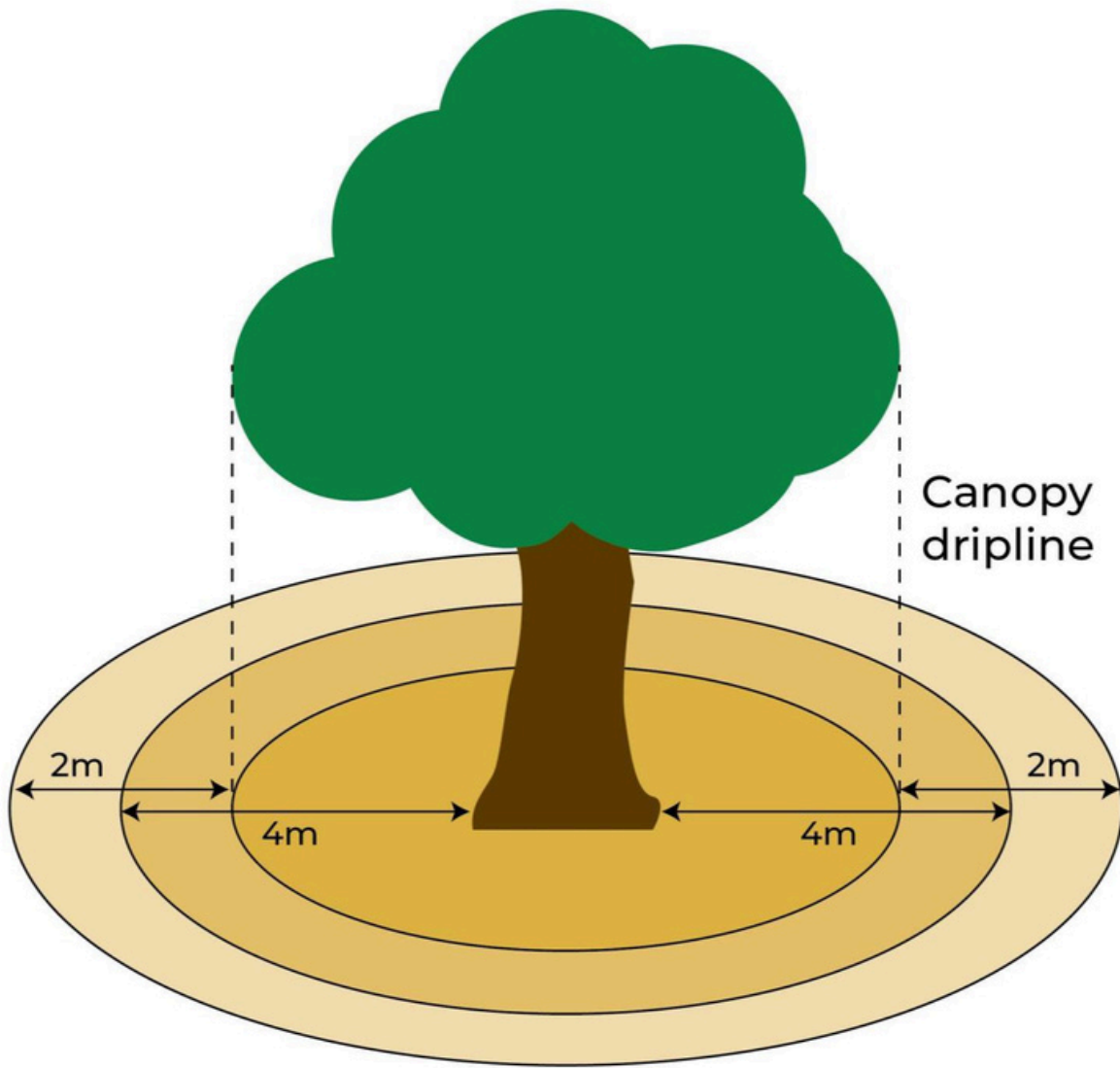
- Conduct Booking Checklists
- Monitor for adherence to RSA
- Provide basic first aid if required
- Provide Vehicle Escorts
- Provide Asset Protection

All requests by our Rangers and other Botanic Gardens of Sydney authorised staff must be followed.

Any equipment left unattended is at your own risk and we take no responsibility for any loss or damage to your property.

Duty Ranger: 0409 122 953





Tree Protection Zone

The Environment -Trees

All trees and vegetation have high conservation value. You should consider appropriate measures in your event planning to ensure the protection of the trees on site.

A Tree Protection Zone (TPZ) is a designated area around a tree that is to be protected during higher impact activity to protect and preserve a tree's roots and soil. In most cases, the TPZ is width of the tree canopy. The TPZ must not be interfered with at any time.

During your time on site;

DO:

- Enjoy passive recreational activities around the trees

DO NOT:

- place any infrastructure or furniture within the TPZ
- interfere with any trees on site
- tie or hang decorations from the trees
- cut, break, snap, tear any part of any tree, including branches and roots



The Environment -Infrastructure

Many buildings, monuments, statues and sandstone pieces (including walls) are heritage listed and/or extremely fragile. They are very expensive to replace or repair.

During your time on site;

DO:

- Take special care around all infrastructure
- Follow the vehicle guidelines carefully, including using a spotter/escort when moving around shared pathways, drive only at 10km/h with your hazard lights on, and give way to pedestrians
- Stick to the speed limit on all roads within the Garden.
- Report any damage immediately
- Prebook vehicle escorts with Garden Rangers

DO NOT:

- Reverse vehicles without carefully checking the immediate area
- Drive faster than 10km/h throughout the Garden's shared pathways
- Take any bollards out of the ground yourself



The Environment -Turf

Every effort must be made to minimise the impact of your event on the turf (grass).

During your time on site;

DO:

- Enjoy passive recreational activities on the turf
- Setup infrastructure and furniture in a safe manner

DO NOT:

- Put any pegs in the grass
- Dig or cut into the turf
- Drive on grass with appropriate grass protection (approval must be granted)

Housekeeping

- Event Site: Your event site must be kept clean, tidy and clear of hazards at all times. This is of upmost importance in public areas and main access roads.
- Event Booking Times: Your event booking time must include set up and pack down. Please stick to your booking time as another event might be before or after you.
- Waste management: Whilst general waste bins are provided throughout the Gardens, we ask that you please take your rubbish with you when you leave. It is highly recommended to bring bin liners/garbage bags which will assist with taking rubbish offsite.
- On arrival: On arrival to your booking, please call the duty ranger on 0409 122 953. You will fill-in the venue checklist, and the Ranger can provide access to locked amenities and conduct pre-booked escorts. Reminder: Vehicle access to shared paths is not permitted without a ranger escort.



Vehicles

- There is no driving or parking on grass Vehicles can only enter the shared pathways under escort by Rangers. This must be pre-arranged prior to the booking date.
- Drivers of vehicles must not operate mobile phones or hand-held devices while driving within the Trust lands
- Pedestrians ALWAYS have the right of way
- Vehicles may only travel by way of designated roadways
- Speed limit when driving off public roadways is 10 km/h at all times
- Hazard lights must be on when off public roadways
- All Trust roadways are public roads and are subject to RTA regulations
- Vehicles can be escorted to event sites to unload/load. Only operating food trucks can remain at an event site. Vehicles are to return to carparks, escorted via the pathways by a Ranger.

TIP: Schedule numerous suppliers to arrive at the same time –two vehicles can be escorted at one time.



Incident / Hazard Reporting

You are required to report all known and observed hazards / injuries / incidents (including near misses) to the Trust. You are also required to report this information to SafeWork NSW.

Incidents to be reported include:

- Injury to persons
- Identified Hazards and near-miss incidents
- Damage to property
- Security incidents
- Emergency incidents
- Environmental incidents (EPA)

Life Threatening Emergency: DIAL 000

SafeWork: NSW 13 10 50

Site specific: Duty Ranger 0409 122 953



Decorations, Equipment, Furniture

- Candles are permitted but must be enclosed in glass holders to prevent exposure of naked flames and leaking of wax on surfaces.
- All temporary structures must be weighted not pegged and pre-approved by the Trust. Each leg must have a minimum of 20kg weights. Maximum marquee size is 3m x 3m (unless approval has been granted)
- Any decorations and/or other items attached to trees, buildings, or other fixed structures are prohibited (permanent awnings excluded).
- Any decorative items attached to the poles of the permanent awnings must be fastened with non-adhesives (e.g. cable ties) and removed after the Event.
- Ensure all electrical equipment and cords are tagged and tested, properly connected and are not a trip or safety hazard/s. Cable trays are to be used.

Fireworks, party streamers, loose petals, inflatables, sparklers, open flame (inc. kerosene lamps), bamboo torches, glitter and confetti are prohibited.

You will be requested to remove any unauthorised equipment by Rangers.



Plant Use within the Garden

The Australian Botanic Garden Mount Annan hosts a living collection of over 20,000 Australian plants, including significant displays of Australian rainforest plants, heathland plants, dryland plants, and an extensive collection of eucalypts.

To protect this collection, the following must be adhered to:

- No living plants are permitted in soil whatsoever. Only artificial plants with no soil will be permitted.
- Cut flowers and foliage used in floristry permitted as long as they are not weeds of National Significance (WONS) OR NSW Listed Declared Weeds.

Please refer to both below lists:

- <http://weeds.ala.org.au/WoNS/> - lists Weeds of National Significance.
- <http://weeds.dpi.nsw.gov.au/> - lists all the NSW Declared Weeds



Alcohol

As the Hirer you must assist with the responsible service of alcohol (RSA) to your guests by:

- Not serving alcohol to minors
- Not serving intoxicated persons
- The provision of food and water at your event
- Ensuring the quiet and good order of your party

If using an external catering company to cater your event, provision of alcohol must be overseen by an RSA qualified person. Rangers will ensure RSA requirements are adhered to and will remove any intoxicated persons.



BBQs and Cooking

- BBQs are permitted at our venues, with gas bbqs positioned through the Garden site at our Shelter locations for all Garden Users.
- It is highly recommended to bring your own Gas BBQ and not rely on the availability of Garden-provided BBQs.
- The BBQ must be a portable gas appliance (i.e. BBQ's, ovens etc) which do not sit directly on the ground. Portable appliances that sit on the grass are not permitted.
- Hot oil, hot or frozen liquid from the BBQs must be taken with you when you leave.
- The lighting of fires and use of fire fuelled cooking utilities such as (but not limited to) charcoal bbqs, is not permitted.
- Wood-fired pizza ovens are permitted, if cooking is conducted by an insured caterer only.
- Adequate fire extinguishing equipment must be accessible at all times.

The use of BBQs is not permitted on total fire ban days.



Music and Noise

To maintain the peace and quiet of the Gardens, noise must be kept to a minimum.

DO

- Use a low-volume, battery-powered portable speaker or amplifier
- Use a live acoustic ensemble of up to four people or low-volume pre-recorded music.
- Position speakers towards your area to minimise impact on other visitors.
- Keep sound within the boundary of your hired site.

DO NOT

- Use large amplification systems Disregard directions from Rangers to turn down the volume



Code of Conduct

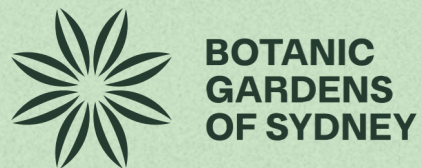
We require all working on site to conduct themselves and their work in a respectful, honest, considerate and cooperative manner.

All suppliers are expected to be friendly and polite while working on site, especially when interacting with members of the public.

Please note the below expectations of suppliers and contractors:

- The consumption of alcoholic beverages and the taking of illicit drugs during working hours is prohibited.
- Be mindful of the side effects of any over the counter or prescription drugs you are taking and if they can affect your work (e.g. drowsiness).
- Bullying, harassment and discrimination of any kind will not be tolerated.
- Smoke only in designated meal break areas and out of public view.





Thank You

This information **MUST** be shared with all suppliers and contractors working on site.

Royal Botanic Garden Sydney | Australian Botanic Garden Mount Annan | Blue Mountains Botanic Garden Mount Tomah | The Domain Sydney | Australian Institute of Botanical Science

