ACCESS KEY



Birdwood Avenue South Yarra, Victoria, 3141 Phone 03 9252 2300 rbg.vic.gov.au/visit-melbourne



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Glossary

AFFL: Above Finished Floor Level

RBGV: Royal Botanic Gardens Victoria

TGSI: Tactile Ground Surface Indicator. A tactile ground surface to assist pedestrians who are visually impaired. Often found on footpaths, stairs and train station platforms.

Tiffin: Tiffin tins or carriers are a kind of lunch box used widely in Asia for tiffin meals. Tiffin is an Indian/English word for a type of meal. It can refer to the midday luncheon or, in some cases, a between meal snack, or in South Indian usage, a light breakfast. When used in place of the word "lunch", it does not necessarily mean a light meal.



MELBOURNE

Guidelines

Thank you for choosing to use an Access Key for Royal Botanic Gardens Victoria, Melbourne.

For your Access Key to be successful, we recommend you follow these guidelines:

- Access Keys preferably to be obtained two weeks in advance of your visit.
- Access Keys shoud be read calmly and confidently in an environment free of distractions.
- An adult/carer to read the Access Key with the participant as often as required, to ensure the participant understands the Access Key.
- An adult/carer should help the participant comprehend the key points of the Access Key, consistently monitoring for level of understanding.
- If using the Access Key as a reflective tool, make sure to enjoy the pivotal link between experience and recall after the visit has taken place.
- Once the visit has taken place, revisit the Access Key to celebrate success.
- Accessibility information is located on page 21.
- Safety information is located on page 22.
- Download Access Key in its entirety 22 pages in total.



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Visiting the Gardens

- Melbourne Gardens is open 7.30am to sunset every day of the year offering free entry. Donations are welcome.
- Melbourne Gardens is approximately two kilometres from Melbourne's city centre.
- Melbourne Gardens extends over 38 hectares and displays more than 52,000 individual plants representing approximately 10,000 different species from every part of the globe.
- Non-motorised wheelchairs may be hired. Bookings are recommended. Please phone 03 9252 2429. A \$50 refundable deposit is required and cash is accepted.
- Help to protect and conserve Melbourne Gardens. Take care by not stepping on the garden beds, climbing trees, damaging or removing plants, playing ball games, cycling, feeding the wildlife or starting fires or BBQs.
- To provide feedback please email <u>rbg@rbg.vic.gov.au</u>.



Useful Links

Royal Botanic Gardens Victoria, Melbourne

<u>What's On</u>

<u>School Visits</u>

Melbourne Education Inclusion and Access Guide

<u>Scheduled Garden Tours</u>

<u>Function Room Bookings</u> <u>RBGV Regulations</u> <u>Facebook</u> <u>Instagram</u>

Getting There

By Car

Located at Birdwood Avenue, Melbourne Gardens is approximately two kilometres from Melbourne's city centre.

By Public Transport

Bus

Route 605 (Melbourne Observatory/ Birdwood Avenue).

Tram

Routes 3/3a, 5, 6, 16, 64, 67 and 72 (Stop 19 Shrine of Remembrance/St Kilda Rd).

For detailed public transport information, visit <u>Public Transport Victoria.</u>

Taxi

Contact Silver Top Taxis on 131 008 or 13CABS on 13 2227 to arrange transfers. Alternatively, there is a taxi rank located outside Flinders Street Station on Swanston Street.

Cycling

Designated bicycle paths along the Yarra River and Melbourne CBD lead to Melbourne Gardens. Please note that riding of bicycles in the gardens is not permitted. Dedicated bicycle parking is available near Observatory Gate.



By foot from Melbourne CBD

Pathway gradients along Birdwood and Alexandra Avenue would generally allow for independent access for a person with mobility limitations when walking or independently using a manual wheelchair. Anderson Street and the Kings Domain pathway gradients are not suitable for a person with limited mobility or a manual wheelchair.

Parking

Street metered car parking for up to four hours is generally easy to find close to entry gates. Please note that parking conditions vary according to nearby events.

The City of Melbourne enforces parking restrictions in the area.

Accessible parking bays are marked on the <u>Gardens Map</u>.

There are no allocated drop off points.

For visitors that require wheelchair hire, please enter via the Boom Gate entrance on Birdwood Avenue, opposite the Shrine of Remembrance. It is requested that all wheelchairs be pre-booked. Staff are available to meet visitors at the gate. Please call 03 9252 2429 for bookings and assistance.

Bus parking is located on Birdwood Avenue opposite the education entrance and Anderson Street, nearest to A Gate.



Entry and Exit Points (with Accessible Street Parking)

Melbourne Gardens has ten separate entry/exit points. Gates A, B, C, D, E, F, G, H, Lych and O Gate. They all remain open from 7.30am until sunset.

Gate F

Gates A, D, F and O all have accessible street parking nearby.

Gate A





Gate A has a clearance of 1050mm and is located on the corner of Alexandra Avenue and Anderson Street. Accessible street parking is 40 metres from this gate. Gate A's garden access pathway has a significant gradient of less than 1:10 and would generally require a person with limited mobility to be assisted. Enter here for The Terrace, Punt Tours Melbourne, the Garden Explorer Bus and the Melbourne Lakeside Gift Shop. Gate D has a clearance of 850mm and is located on Birdwood Avenue. Accessible street parking is 50 metres from this gate. Enter here for Eucalypt Lawn, Guilfoyle's Volcano, Australian Forest Walk and Eastern Lawn.

Gate F has a clearance of 950mm and is located on Birdwood Avenue. Accessible street parking is 70 metres from this gate. Enter here for National Herbarium, Oak Lawn, Gardens House, the Garden Explorer Bus and Rose Pavilion.

Gate O (Observatory Gate) has a clearance of 5 metres and is located within the Gardens next to the Visitor Centre. Accessible street parking is approximately 110 metres from the gate. Enter here for the Visitor Centre, Melbourne Observatory Gift Shop, Jardin Tan and the Garden Explorer Bus.



Gate O

Entry and Exit Points

Gates B, C, E, G, H and Lych gates remain open 7.30am until sunset.

Gate B



Gate B has a clearance of 1050mm and is located on Anderson Street. Enter here for Species Rose Collection, Tennyson Lawn, Eastern Lawn and Central Lawn.

Gate C



Gate C has an 850mm clearance and is located on Anderson Street. Enter here for Guilfoyle's Volcano, Tecoma Pavilion, California Garden and Eastern Lawn.

Gate E



Gate E has an 1050mm clearance and is located on Birdwood Avenue. Enter here for Tropical Glasshouse, Nymphaea Lily Lake, Herb Garden and Fern Gully.

Gate G



Gate G has an 850mm clearance and is located on Alexandra Avenue. Enter here for Temple of the Winds, Plant Craft Cottage and Hopetoun Lawn.

Gate H



Gate H as a clearance of 920mm and is located on Alexandra Avenue. Enter here for Southern China Collection, Plant Craft Cottage, Grey Garden and Dog Flat.

Lych Gate



Lych Gate has a clearance of 930mm and is located at the north end of the Gardens, off Kings Domain Parkland, also near to Gate G. Enter here for Temple of the Winds, Plant Craft Cottage, Grey Garden and Hopetoun Lawn.

Мар



Staff

All staff wear a RBGV uniform.

Uniforms vary in colour and style depending upon weather conditions.

Every uniform features a RBGV logo of a gold tree with the words 'Royal Botanic Gardens Victoria'.

Volunteers wear red with RBGV logo.



VISITOR CENTRE

Located at the Observatory Precinct on Birdwood Avenue, the Visitor Centre provides:

- An Information Office
- Tour Bookings
- Wheelchair Hire
- Toilets
- Seating
- Melbourne Observatory Gift Shop
- Jardin Tan

The Visitor Centre is open 9am - 5pm Monday - Friday, 9.30am - 5.00pm weekends and public holidays (closed Christmas day, 25th December and New Year's Day, 1st January).

Entry to the Visitor Centre is through glass automated doors.

The Visitor Centre is a comfortable place to rest and retreat and to plan your visit.





TOILET SETS: 1 - 3

There are 9 sets of toilets located in separate areas of Melbourne Gardens.

Set 1

Set 2

Location: Outside Visitor Centre.

Set 3

Location: Near Jardin Tan's outdoor eating area.

toilet is located outside Visitor Centre.

Includes:

Unisex, accessible toilet with artificial lighting

Location: Inside Visitor Centre. Hallway entrance to

this toilet is narrow. Wider access to an accessible

- Manual door opening inward. Door clearance 750mm with easy-to-operate twist door lock at 1210mm AFFL
- Cubicle space 1840mm x 2150mm
- Grab bars to the left and behind toilet
- Toilet height 460mm AFFL with left-hand transfer
- Sink height 810mm AFFL with lever tap at 930mm AFFL
- Separate male and female toilets
- Baby change area within the accessible toilet

Includes:

Feel

Shared personal space

- Unisex, accessible toilet with artificial lighting
- Manual door opening inward. Door clearance 770mm with easy-to-operate twist door lock at 1000mm AFFL
- Cubicle space 1860mm x 2120mm
- Grab bars to the right and behind toilet
- Toilet height 460mm AFFL with right-hand transfer
- Sink height 805mm AFFL with lever tap at 880mm AFFL
- Separate male and female toilets
- Baby change area within the accessible toilet



Sensory Guide



Sounds

Echo Hand dryers People Toilet flushing Water running

Includes:

Separate male and female toilets





Smells Bathroom smells Disinfectants

TOILET SETS: 4 - 6

Set 4

Location: Oak Lawn.

Includes:

- Unisex, accessible toilet with natural lighting
- Manual door opening outward. Door clearance 850mm with easy-to-operate twist door lock at 1250mm AFFL
- Cubicle space 2290mm x 2200mm
- Grab bars to the right and behind toilet
- Toilet height 450mm AFFL with right-hand transfer
- Sink height 800mm AFFL with lever tap at • 930mm AFFL
- Separate male and female toilets
- Baby change area within the accessible toilet

Set 5

Location: Nearest to Tropical Glasshouse.

Includes:

- Unisex, accessible toilet with natural lighting
- Manual door opening outward. Door clearance 850mm with easy-to-operate twist door lock at 1250mm AFFL
- Cubicle space 2220mm x 2190mm
- Grab bars to the right and behind toilet
- Toilet height 480mm AFFL with right-hand • transfer
- Sink height 800mm AFFL with lever tap at • 960mm AFFL
- Separate male and female toilets •
- Baby change area within the accessible toilet •



Set 6

Location: Nearest to Eastern Lodge between Gates B and C.

Includes:

- Unisex, accessible toilet with natural lighting
- Manual door opening outward. Door clearance 850mm with easy-to-operate twist door lock at 1250mm AFFL
- Cubicle space 2220mm x 2280mm
- Grab bars to the right and behind toilet
- Toilet height 465mm AFFL with right-hand transfer
- Sink height 800mm AFFL with lever tap at • 930mm AFFL
- Separate male and female toilets
- Baby change area within the accessible toilet ٠





Sensory Guide



D Sounds Birds Echo Hand dryers People Running water Rustling leaves Toilets flushing Traffic

Wind

TOILET SETS: 7 - 9

Set 7

Location: Nearest to Gate A. There is a 5 metre access pathway with gradient that may require a person with limited mobility to be assisted.

Includes:

- Unisex, accessible toilet with natural lighting
- Manual door opening outward. Door clearance 850mm with easy-to-operate twist door lock at 1160mm AFFL
- Cubicle space 2190mm x 2290mm
- Grab bars to the right and behind toilet
- Toilet height 460mm AFFL with right-hand transfer
- Sink height 870mm AFFL with lever tap at 1110mm AFFL
- Separate male and female toilets
- Baby change area within the accessible toilet



Location: Between The Terrace and William Tell Rest House.

Set 9

Location: Nearest to Dog Flat.

Includes:

- Unisex, accessible toilet with natural lighting
- Manual door opening outward. Door clearance 850mm with easy-to-operate twist door lock at 1250mm AFFL
- Cubicle space 2280mm x 2240mm
- Grab bars to the right and behind toilet
- Toilet height 460mm AFFL with right-hand transfer
- Sink height 800mm AFFL with lever tap at 940mm AFFL
- Separate male and female toilets
- Baby change area within the accessible toilet



Sensory Guide



Sounds Birds Echo Hand dryers People Running water Rustling leaves Toilets flushing Traffic

Wind

Includes:

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- Unisex, accessible toilet with natural lighting
- Manual door opening inward. Door clearance 850mm with easy-to-operate twist door lock at 1170mm AFFL
- Cubicle space 2150mm x 2660mm
- Grab bars to the right and behind toilet
- Toilet height 450mm AFFL with right-hand transfer
- Sink height 800mm AFFL with manual push operated tap at 930mm AFFL
- Separate male and female toilets
- Baby change area within the accessible toilet



Sights rror/Reflection

Smells Bathroom smells Disinfectants

Melbourne Observatory Gift Shop

The Melbourne Observatory Gift Shop is located inside the Visitor Centre, nearest to the Observatory Gate.

There are two separate entry/exit points. One is via an automated glass door that leads directly into the Gift Shop. The other is through the Visitor Centre via an open entrance to the right of the customer service desk.

The Gift Shop is open 9.30am to 5pm, daily (closed Christmas Day, 25th December and New Year's Day, 1st January).

Enjoy the beautiful range of nature-inspired products ranging from botanic art prints and stationery to Australian native-design decor and accessories to help remember your visit.

Proceeds from every purchase go directly towards supporting the work of Royal Botanic Gardens Victoria. Cash or eftpos is accepted. Phone 03 9252 2341.

Jardin Tan

The café is located beside the Visitor Centre.

This café offers meals as well as coffee, tea, light snacks and enticing Tiffin.

Some dietary requirements may be catered for and the staff are always happy to recommend suitable dishes on the day.

Tables, chairs with backrests and a water station are available inside. Outside seating includes tables, benches and chairs with backrests. Cash or eftpos is accepted.

For all enquiries and opening hours, please refer to <u>Jardin Tan website</u> or phone 03 9691 3878.





Learning Programs

Learning programs are guided by a Melbourne Garden's Learning Facilitator. Programs are 1 hour 30 minutes.

What to wear

Students need to be dressed appropriately for outdoor activities with comfortable shoes. Sun hats and sunscreen during warm weather and wet weather clothing are also needed.

Students should bring a waste free packed snack/lunch in stored sealed containers and a water bottle. Birds may take/eat food that is not stored securely.

On arrival, students will disembark the bus and enter the Gardens through the Education entrance.

Next, groups will meet at the Gathering Lawn located in front of the Observatory House entrance for morning tea. Tarps will be made available for students to sit on.

A teacher will let Gardens staff know your school has arrived. Teachers please ring the doorbell of Observatory House to announce your school has arrived and to report student numbers attending.

Next, groups will then be met by a Melbourne Garden's Learning Facilitator who will speak about the program. Then, students will be able to use the toilet prior to starting the program. Toilets are located outside the Visitor Centre. Lunches will be stored.

Programs will vary and may include stories, guided walks, visiting the gardens and/or activities. Throughout guided walks, a Learning Facilitator will remain at the front of the group.

There is adequate area within each learning space should a student require a supervised calming break.

Please take rubbish away or use the bins provided.

Programs can be adapted to suit individual class needs.

Please help to protect the Gardens by observing the <u>Royal Botanic Gardens Regulations</u>.

For further information, please refer to our school's pre-visit information <u>online</u>.



Things to See and Do!

Visitors are welcome to enjoy a variety of activities for example;

- Walk through the Gardens and our historic site.
- Visit <u>Plant Craft Cottage.</u>
- Visit the three meditative Wellbeing Gardens in Fern Gully and discover <u>The Bird's Nest</u>, <u>The Grotto</u> and <u>The Moss Garden</u>.
- Have lunch at <u>The Terrace</u> or <u>Jardin Tan</u>.
- Enjoy a <u>Punt Tour</u> on Ornamental Lake.
- Enjoy some of our undercover pavilions available at various locations throughout the site.
- <u>Book</u> an exclusive group tour. For visitors with access requirements please phone our Visitor Experience team on 03 9252 2429.





Plant Craft Cottage





The Grotto

The Moss Garden

The Bird's Nest





The Terrace

Punt Tour

THE GARDENS

Oak Lawn is a grassy oasis bursting with beautiful plants, mighty oaks and natural wildlife. It is the perfect place to come along for an hour or bring a picnic and spend the day. A favourite for kids in autumn as the colourful leaves fall to the ground. Accessible via Gate F.

The Herb Garden has many plants with highly fragrant flowers or leaves, which make it a sweetly scented place to visit at any time of the year. It is recommended wheelchair users remain on the wider outer paths. Accessible via Gate E.

Guilfoyle's Volcano is a spectacular water reservoir with views and sounds of the city. Visitors can explore this feature by following the boardwalks and viewing platforms. Boardwalks with gradient may require a person with limited mobility to be assisted. Accessible via Gate C or D.

Fern Gully includes winding pathways with varied terrain, wooden bridges, a stream and a canopy of lush tree ferns. Accessible via Gates D or E.





Oak Lawn



Sounds

Birds

People

Rustling leaves Wind



Guilfoyle's Volcano

Fern Gully



Feel Uneven ground Weather

Sensory Guide

IAN POTTER FOUNDATION CHILDREN'S GARDEN

Located nearest to Observatory Gate, the Ian Potter Foundation Children's Garden offer lots of fun places to explore including a water feature that sprays up out of the ground in summer, a wetland area, a bamboo forest, a plant tunnel, a kitchen garden full of yummy vegetables and a gentle waterway that runs through the Garden.

Entry is via a manual gate opening inward with a 1200 mm clearance.

The Children's Garden is accessible to anybody including wheelchair users, visitors with walking frames and parents with prams.

No dogs are permitted with the exception of assistance animals. This is a glass, alcohol and smoke-free area. No bikes or scooters permitted.

Sun-protective clothing that covers as much skin as possible should remain on within the water play areas.

The fountains do not operate when the forecast is less than 25 degrees.

For groups visiting the Children's Garden for non-booked or out-ofprogram times, please make prior arrangements with the booking office before entering the Children's Garden on 03 9252 2358.



Please keep groups to small 'family-sized' supervised groupings of no more than 10 children. For further information, regulations and opening hours, please refer to our <u>website</u>.



GARDEN EXPLORER

The Garden Explorer Bus is an open-air motorised people mover that seats a maximum of 12 people with a step stool available for ease of access.

It is the most convenient way to navigate the Gardens, led by an expert guide. There is a fee for this service. Companion cards are accepted.

To avoid disappointment, please pre-book tickets prior to visiting. Phone 9252 2429 or book <u>online</u> at our website. Credit Cards are accepted. Tickets can also be purchased from the Visitor Centre or the bus driver. Cash or eftpos is accepted at the Visitor Centre. Bus drivers accept card only.

Begin your journey on Oak Lawn as your guide takes you through meandering paths to some of the Gardens' major highlights and most beautiful collections with expert commentary and unbeatable photo opportunities.

The bus tour duration is 30-minutes.

The Garden Explorer Bus starting point is Oak Lawn, a convenient 75 metres from F gate.

There are two bus stops throughout the gardens; Oak Lawn and Separation Tree stop.



Tours are subject to last minute changes, please call the Visitor Centre to confirm days and times 03 9252 2429.

The Garden Explorer Bus tour schedules are available at the Visitor Centre or on our <u>website</u>.



Accessibility

- Accessible parking is located a convenient distance from Melbourne Gardens entry/ exit.
- Entry/exit points are all clearly signed.
- Protection from weather is available in the Visitor Centre and pavilions throughout.
- Free public Wi-Fi is available at the Visitor Centre, Jardin Tan café, Melbourne Observatory Gift Shop and nearby surroundings.
- There is direct access to accessible toilets with access signs.
- Main pathways offer wide walkways of up to 5 metres.
- Non-motorised wheelchairs are available for hire at the Visitor Centre and The Terrace café or The Garden Shop for a \$50 refundable deposit.
- Storage area for mobility aids are available at the Visitor Centre. Please see staff for assistance.
- Areas accessible by walkers and wheelchairs include The Ian Potter Foundation Children's Garden, Guilfoyle's Volcano, all entrance gates, cafe's and the Tropical Glasshouse.
- Due to the historic nature of the buildings and their narrow entrances, the Melbourne Observatory buildings are not suitable for visitors in wheelchairs or visitors that are not able to navigate stairs.

- Some gardens have steps.
- Garden maps are available at entry gates.
- Garden Explorer Bus decals on path leading from the Visitor Centre to bus pick up point.
- Large print signage correlating with visitor map placed throughout.
- <u>Mobility map</u> available.
- Staff are available to read information to visitors if required.
- A pen and paper for exchanging information is available at Visitor Centre.
- Step stool available for ease of Garden Explorer Bus access.
- Seating with backrests available in Visitor Centre and throughout the Gardens.
- A taped phone message about events, services and facilities are available phone 03 9252 2300.
- Internet and phone booking system is available.
- Sensory and Inclusive programs are available for school groups.
- A wall-mounted public telephone is located outside the Visitor Centre and The Terrace. Telephones do not provide SMS or TTY facilities.
- Companion cards and Australian pension cards are accepted.



- Dogs are permitted but must remain on a leash at all times. Any person in control of a dog in the Gardens must pick up and remove from the Gardens any faeces deposited by the dog.
- Assistance animals welcome but must remain on designated paths and restrained by a harness or leash.
- Melbourne Gardens is Relay Service Friendly. Go to National Relay Service and give the number 03 9252 2429 you want to call.

Safety

- Varied terrain including grass, tiles, concrete, asphalt with some steps and boardwalks; and secondary paths with granitic gravel, some rocks, brick pathways and loose surfaces.
- Some surfaces with varied gradient that are susceptible to movement.
- Main garden pathways offering a shoreline.
- Some pathways present with a cross fall.
- Grates in some curbed areas as well as on some pathways.
- Some protrusions present on pathways due to invasive tree roots and overhanging branches.
- Some secondary pathways can be narrow with overhanging branches.
- Varied lawn gradient on Oak Lawn.
- Guilfoyle's Volcano offers 1700mm curved boardwalk pathway with gradiant of at 1:20 and a handrail on one side only.
- Wheelchair access to Fern Gully is not recommended due to the uneven path structure and narrow pathways.
- Fern Gully pathways have a shoreline, handrail on one side with some sections offering no handrail.
- Visitor Centre and Observatory Gift Shop doors with contrast band.
- Varied lighting within Visitor Centre and Observatory Gift Shop due to ceiling windows.
- Visitor Centre seating with colour contrast to walls and floors.
- Signage for wet floors may be displayed.

- Minimal use of barriers on bodies of water.
- Azolla weed may cover top of waterways visitors to be careful not to mistake water for ground surface.
- Pedestrian crossings between F and O gates to allow for delivery trucks entering.
- Non-fixed colour contrast furniture placed throughout gardens.
- Occasional use of roped barriers.
- Motorised wheelchairs can access lawn areas but care needs to be taken, particularly after wet weather or watering.
- Children must be appropriately supervised at all times.
- All Visitor Experience Officers, Explorer Guides and all of our Voluntary guides and Garden Ambassadors (also volunteers) have Working with Children Checks.
- Drinking fountains available throughout. Please refer to map on <u>page 9</u> for locations.
- When standing or sitting near trees, please be aware of the unpredictable way in which branches may fall and land.
- Please do not gather or consume any mushrooms found in the Melbourne Gardens.
- Please take all rubbish home or dispose of in bins provided.
- If first aid is required please see staff throughout the Gardens, at the Visitor Centre or phone 03 9252 2429.
- A defibrillator is located in the Visitor Centre to the right of the customer service desk.



- In the event of being accidently locked in after sunset, all gates have contact number of security company.
- The emergency phone number is 03 9252 2300 during business hours (9am – 5pm weekdays and 9.30am – 5pm weekends/public holidays). After hours, please call 000.
- During business hours (9am 5pm weekdays and 9.30am - 5pm weekends/ public holidays), staff will help and direct visitors in the event of an emergency. If there is to be an evacuation, visitors will be directed to the nearest exit and designated assembly area. Please note no electronic visual alerts for emergencies is available. After hours, please call 000 in the event of an emergency.