

# ***FRIENDS OF GEELONG BOTANIC GARDENS***

## ***MEMBERS' HANDBOOK***



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## WELCOME

Welcome to Friends of the Geelong Botanic Gardens. We are delighted you have joined us.

This little booklet sets out to give you some information about the Gardens and the Friends. An introductory history and our *modus operandi* are set out here. We hope you find the information useful. Certain legislation requires volunteers to operate according to some rules, which we try to keep simple and easy to manage. Volunteers are asked to pay particular attention to the Induction section.

If you have any questions, your Committee will be pleased to help: [admin@friendsgbg.org.au](mailto:admin@friendsgbg.org.au)

## ABOUT THE GEELONG BOTANIC GARDENS

The **Geelong Botanic Gardens** (GBG) occupies the land of the earliest known peoples in the region, the Wathaurong, who lived throughout the Bellarine Peninsula for more than 25,000 years (see Eve Johns <http://www.camoola.net/about.php>). Our Gardens are the fourth oldest in Australia, and one of the loveliest. Its founders were visionary. In 1851 almost 81 hectares (200 acres) of land were set-aside for a botanic garden on the Corio Bay headland, east of the present city centre, just two years after Geelong was designated as a town. The then barren site, buffeted by sea breezes, had little water. Nevertheless, in 1856 the present Botanic Gardens were commenced on 0.4 of a hectare (one acre) of this land, located in a small, protected cleft of the larger area (much of which is now Eastern Park and the golf course), and by 1857 Daniel Bunce was appointed Curator.

Bunce was already an avid collector of both indigenous and exotic plant material, sometimes trekking with explorers, and at other times exchanging seed and information with botanic collectors around the world. He soon expanded the precious garden to 2.25 hectares (5.25 acres). The long parallel beds in the Gardens are remnants of the seven Bunce planted for accessible horticultural and scientific study. In 1859 he published a catalogue of 2,235 plants he had established in the Geelong Botanic Garden. Another of his legacies is the arboretum. Bunce planted many of the mature trees in the Botanic Garden and Eastern Park.

After Bunce's death in 1872, John Raddenberry became Curator. He soon reduced the number of Bunce's elaborate walks and replaced many of his blue gums with English trees. Between 1885 and 1887 he built an enormous timber lattice fernery in the shape of a basilica. This extraordinary structure was 300 feet long by 60 feet wide, with a raised octagonal, central section 60 feet high. There were numerous small ponds throughout the fernery, which was filled with ferns, mosses and palms. However, it eventually fell into disrepair and was demolished after World War II. Tall palms, including the iconic Chilean Wine Palm (*Jubaea chilensis*), clearly visible in the Gardens, and planted by Bunce, mark the place of Raddenberry's great building. (*Jubaea chilensis* has since become the Friends' logo.) Over the years, the Gardens shrank in area until they occupied only the nursery. In 1959, they were enlarged again, extending the western boundary to include the broad lawn planted with specimen trees, the fan-shaped rose garden, and a conservatory, wrought iron gates and fence. In this way, a less formal garden was added to Bunce's nursery layout. (For a history of Geelong Botanic Gardens, see George Jones, *Growing together*, Vols 1&2, Geo. Jones, Geelong, 1984 & 1996, available at the FGBG office.)

Ours is a botanic garden in three parts, responding to changing nineteenth-, twentieth-, and twenty-first century ideals. In recent times, the 21<sup>st</sup> Century Garden has opened the Geelong Botanic Garden to Eastern Park, to the City, and to Corio Bay. As an outcome of the 1994/5 Master Plan, the Chris Dance Land Design concept cleared away senescent palms and conifers along Podbury Drive, replacing them with regional grasses in special beds referring to the prows of boats on Corio Bay. The new approach leads seamlessly to new entrance steps and into the drought tolerant plants garden on axis with the Bay. The centre of this garden is an elliptical sand bowl, developed below the natural contour of the site, open to sun and sky, while protected from destructive winds. This starkly different garden showcases plants from around the world held in our collections. The 21<sup>st</sup> Century Garden is a celebration

of Geelong's indigenous flora, of Australian native plants, plant evolution, plants of ancient origin, and those from areas in South Africa and the Americas; all of which have adapted and survived in dry conditions. The designs of Bunce, Raddenbury and Dance for the Geelong Botanic Garden thus reflect three distinct landscapes, each specific to the concerns of their era.

The Geelong Botanic Gardens attract many thousands visitors each year. It is an innovative and leading regional botanic garden connected to its community, funded by the City of Greater Geelong and supported by the Friends. The primary role of the Gardens is to hold plant collections for the purposes of conservation, education, research and display. Its secondary role is as a public garden. Geelong Botanic Gardens have intrinsic historic and planting connections with Eastern Park, where the arboretum includes heritage-listed as well as interesting specimen trees. Recent new tree planting and construction of the Storm Water Harvesting Dam in the Park both enhance the Park and provide critical, recycled irrigation water for Park trees and for the Gardens. The GBG nursery supplies plant material to the Gardens and to other park projects throughout the City. An important goal is the development of the GBG botanic collection, to improve the display of plants and their interpretation. The Gardens has a vibrant Education Program for school children and families, and new visitor facilities are planned. The work is ongoing.

## ABOUT FRIENDS OF GEELONG BOTANIC GARDENS

The **Friends of Geelong Botanic Gardens** (FGBG) is an association established in 1985 to support and advocate for the Geelong Botanic Garden (GBG). Our 'Friends' was one of the earliest of these associations in Australia, and is a founding member of the Association of Friends of Botanic Gardens, Inc., the national organisation. Members of the FGBG come from many different backgrounds and experiences, and we welcome newcomers.

- The FGBG has members who have joined to enjoy socializing through participating in garden related events, and others who are also volunteers.
- Members are encouraged to become volunteers, but this is a personal choice and by no means compulsory.
- To become a volunteer, it is necessary first to be a member of the FGBG.
- All FGBG members agree to support the Rules and Purposes 2013 comprising our Constitution.

## FGBG COMMITTEE OF MANAGEMENT

Your Committee of Management is responsible for the smooth running of the Friends association. If you have any problems or queries, don't hesitate to contact us. Our office staff will help to put us in touch: [admin@friendsgbg.org.au](mailto:admin@friendsgbg.org.au)

Your 2013/2014 Committee is:

President:	Judith Trimble
Vic-Presidents:	Helena Buxton and Anthea Williams
Secretary:	Luanne Thornton
Treasurer:	Judy Fyfe
Members:	Sue Keith, Allison Martland, Helen Rodd, Jayne Salmon, Don Spittle

## Functions of the FGBG

While our chief function is to support the GBG, FGBG volunteers work in various capacities as:

- Growing Friends who grow plants from the Botanic Garden collection for sale in the FGBG nursery;
- Guides who introduce visitors to various aspects of the Gardens;
- Gardening Friends who maintain the Perennial Border and the Heritage Rose Garden;

- Friends who build and manage the Library for the FGBG members and GBG staff;
- Botanic Art School artists;
- Committee of Management members who plan and deliver events, such as:
  - workshops,
  - Music in the Gardens,
  - our biennial 'Inspired by Nature' botanic art exhibition,
  - the FGBG Botanic Art School,
  - Winter High Tea,
  - tours of special gardens,
  - evening lectures,
  - manage the website and facebook,
  - produce Jubaea (our quarterly newsletter),
  - and administer our association;

### ***FGBG Gift Fund***

- The Friends have established a Gift Fund, which accepts tax-free donations for the sole purpose of giving financial support for specific GBG programs and projects.

### ***FGBG Fundraising and Services***

- Fundraising Activities include:
  - the Growing Friends' weekly and three seasonal weekend Plant Sales,
  - four Music in the Gardens concerts in February,
  - the FGBG Botanic Art School, and
  - the 'Through the Garden Gates' tour.
- Since 1985 the FGBG has contributed more than \$400,000 and hundreds of thousands of volunteer hours to GBG projects and the visitor experience of the Gardens. A list of achievements in support of the Gardens is included on the next page.
- From 1992/93 until 2012, FGBG volunteers provided light refreshments at the Teahouse from 10.00 am until 4.00 pm every day of the year, except Christmas Day and Good Friday. It was a destination for GBG visitors who delighted in taking tea in such a beautiful, calming setting. Built by the City with significant FGBG financial support, the Teahouse itself was established, fitted out and partly maintained by the Friends over this period. Sadly, when our Teahouse manager retired, we could not meet new legislative requirements or continue to supply enough volunteers to retain the service. In January 2012, management of the Teahouse became the City's responsibility.
- Until 2013, the Friends also provided all the education programs for schools and families in the Gardens, as a service to 10,742 children (up to 1823 in a single year) . When the schools program expansion became essential, this aspect of education was transferred to the City, with the Friends' continued support through research, materials preparations, and guiding assistance. The Friends also contribute \$10,000 annually to the GBG to support the education program.

### ***Communication***

- Members, including Volunteers, should please be aware that they are not to make statements to the media that would suggest they are representing the views of GBG or FGBG. Media statements are to be made by the GBG Director or the FGBG Committee of Management.
- This does not restrict any member from acting as an independent person, as long as no reference is made to representing the FGBG or GBG.

## FGBG Contributions for GBG Projects and Achievements 1985-2010

Since our establishment, the Friends' support for the Geelong Botanic Garden has been significant. Several large new projects are also in the planning stages.

This list represents *some* of the projects funded, managed, or supported, totalling \$281,000.

- A further \$129,000 has been spent on items in support of all our volunteer services.
- This list does not include gifts and support contributed during the period 1985 – 1992.
- This list does not include ongoing expenditure items, such as \$10,000 pa for the GBG Education program 2013-2017, or any contributions for GBG Programs or Projects since 2010
- Volunteer 'in kind' service is not included:
  - the Tea House (over 60,000 hours) and
  - countless hours from volunteer Growers, Perennial Border Gardeners, Rose Gardeners, Guides, Librarians, and Committee of Management

1992	\$17,000	to COGG - 50% of Tea House building costs
	\$3,500	Tea House establishment costs
1994	\$10,000	Master Plan development- GBG Eastern Park
1997		Established the FGBG Gift Fund - Public Fund.
	\$14,000	Japanese bronze cranes - restoration and replacement of one
	\$9,100	Promotional Video - Botanic Gardens
1997/8	\$15,800	GBG Library, professional cataloguing/shelving and setup
	\$14,000	Grant: (\$10,000) Parks Vic Heritage Conservation Cabman's Shelter restoration
1999	\$13,000	Bunce Bollards (\$10,000 public subscription)
2000	\$20,000	Community Federation Grant
		Hitchcock and Trail Fountains conservation
2001	\$20,000	Stage 1 of 1995 Master Plan
2002	\$11,150	Grant : (\$9,100) Parks Vic – Conservation and Heritage Projects
		Conservation of the Pit Glass House C.1860's
	\$15,000	Private donation
		Plant Label Engraver - computer operated
2003	\$20,000	Stage 1 of 1995 Master Plan.
	\$3,000	Concept plan - Asian Garden.
2004	\$12,000	(Stage 2) GBG Café Feasibility Study
2005/6	\$20,000	Concept Plan/Conversion- Walter Conservatory for café catering.
2006	\$6,500	Florence Clarke Pelargonium House Restoration
	\$38,000	Grant: (\$32,000) Heritage Vic
		Conservation of Eastern Park Rotunda C. 1915
2007	\$10,000	Review 1995 Conservation Management Plan - Eastern Park and Geelong Botanic Gardens
2010	\$9,000	Ladies Kiosk Eastern Park C1920
		Consulting Architect - assessment plan and drawings.

Other types of Friends activities include the planning and management of:

1994	National Conference - hosted for the Association of Friends of Botanic Gardens
2001	National Conference - hosted for the Association of Friends of Botanic Gardens
2000	Exhibition 'It's a Rare Thing' in partnership with Geelong Gallery
2001	Exhibition 'Heritage and Botanic Art' in partnership with Geelong Gallery
2003	Exhibition 'Nature Personified' in association with Adelaide Botanic Gardens.
	The Gordon Gallery
2008	Exhibition 'Hidden In Plain View' Exhibition, in association with RBG Melbourne, The Gordon Gallery
2009	Exhibition 'Inspired by Nature 1', The Gordon Gallery,
2011	Exhibition 'Inspired by Nature 2', The Gordon Gallery
2013	Exhibition 'Inspired by Nature 3', Wintergarden

## **Volunteer Induction**

Volunteers are the lifeblood of our association. We respect and value you immensely, for without your work we could not continue. To ensure your safety, and the safety of your colleagues and the visiting public, there are some things we must be aware of and some precautions we must take.

### ***Occupational Health and Safety***

The Geelong Botanic Gardens occupy a City of Greater Geelong (CoGG) site, and are managed by the City. FGBG volunteers, then, are required to work to CoGG rules to ensure everyone's safety. To this end, each volunteer activity group has special rules to follow. For example, the 'hands-on horticulture' volunteers (growers and gardeners) have their specific Activity document (FOB-OHS-001), with which volunteers working in these areas must comply. Activity documents are available from each volunteer Activity Co-ordinator.

As volunteers, we are to inform our Activity Co-ordinators of any medical conditions or change in health that might affect our abilities to undertake work safely. (Other more appropriate tasks are sure to be found.)

We must register each time we volunteer at the GBG. A registration book records when we sign in and out, and the task/s we performed. Registration books are provided by the FGBG in several locations: in the locked box at the Teahouse for Guides, Heritage Rose and Perennial Border gardeners, at the nursery for Growing Friends, and at the Office for others.

This procedure is necessary for the following reasons:

- as part of the GBG Emergency Plan, so the Chief Warden knows how many people are on site at any time in case we need to evacuate the site;
- as a record should anyone be injured while volunteering;
- to help us tally the number of volunteer hours worked, so we can report on our contribution to the Friends and to the GBG.

### ***Working together***

Volunteers work in teams, in a co-operative and mutually supportive manner.

### ***Record keeping***

When we register as a member and/or volunteer, our details will be entered into our FGBG volunteer database, along with our agreement to comply with the FGBG and City of Greater Geelong requirements of volunteers:

- The database is managed through the FGBG administration office in accordance with our Rules of Incorporation and the Privacy Act.
- It is a requirement that volunteers sign the Induction Document (see example at the end of this handbook) annually, to be held in the FGBG office. Doing so avoids us having to complete an OH&S document each time we come to work in any capacity at the Gardens.
- Quarterly checks will be made to monitor database induction records to ensure our compliance.

### ***Manual handling***

Manual handling is any activity requiring the use of force exerted by a person to lift, push, pull, carry, hold, throw, or otherwise remove or restrain an object. As our volunteers undertake a lot of hands-on tasks, it is important to note that manual handling results in around one-third of all occupational injuries within the Australian workforce.

### ***Training***

All volunteers undertaking hands-on tasks will be required to undertake training in manual handling techniques. This training will provide us with a range of safe work methods for hands-on tasks:

- Induction training occurs on the job, where requirements relevant to each area are introduced.
- Professional training will be provided in areas as appropriate, such as first aid.

### ***Illness and emergency***

In case of sudden serious illness suffered by an FGBG member or a member of the public, volunteers must dial 000 immediately and follow the instructions given.

- Minor illness or injury, must be referred to a trained first aid officer.
- Contact your Activity Co-ordinator, and refer to the list on the wall outside the FGBG office.

### ***Insurance***

One reason for reporting on Occupational Health and Safety (OH&S) is that FGBG insurance requires proper records of all accidents, incidents and injuries.

### ***Personal Protection Equipment (PPE)***

Where risks cannot be eliminated, PPE is used to protect us from injury. OH&S legislation requires all volunteers to wear clothing appropriate to the work they are undertaking. Refer to the *FGBG Hands on Horticulture Activity* document available at our website:

<http://friendsgbg.org.au>

- Volunteers should be aware of dehydration in hot weather, and provide themselves with water if necessary.
- First aid kits are available at several locations:
  - in a secure box in the Growers' work area,
  - in the Office, and
  - at the Teahouse.
- volunteers should be aware of the contents of the kit.

### ***Security***

All volunteers should be aware of the security, especially if they are working alone.

- When working alone at GBG, volunteers should carry a mobile phone, charged and turned on.
- To call for help from GBG staff, each volunteer should put into their mobile phone, the numbers:
  - 5272 4379 (office hours) and
  - 0434 306 308 (weekends and public holidays).
- GBG staff are also available on site on weekends from 7.30 am until 11.00 am.
- It is recommended that volunteers do not work alone when managing cash.
- Should a volunteer be accosted and asked to hand over money, it should be given immediately.
- A volunteer working alone in the Nursery should lock the Nursery gate, and refer to the emergency contacts list in the Growers' shed if necessary.
- If managing difficult members of the public, speak calmly and quietly, and try to engage the attention of another volunteer to assist. If necessary or you feel threatened, use your phone to dial 000 and call for police assistance.

### ***Hazard awareness and reporting***

As volunteers, we should be aware of any potential hazards and report them immediately.

- Hazards include such things as: hoses across paths, tools mishandled or left lying around and uneven surfaces, such as changes of levels and surface types and uneven steps.
- We should be thoroughly familiar with the areas in which we are working, act safely, use equipment appropriately, and report any observed risks.
- All accidents, incidents, injuries and near misses must be reported to the office immediately. If you were to sustain an injury or near-miss, you will be required to complete an incident report. It is important to report everything, no matter how small, so we can make improvements to minimize the risk of something similar recurring.



Assistance to make the report is available from our FGBG office and/or your Activity Co-ordinator.

### ***Emergency evacuation***

In case of emergency evacuation:

- Obey the directions of GBG staff or emergency professionals: police, fire brigade, ambulance officers, rescue, or other emergency services.
- Use the exits where indicated.
- Stay calm at all times.
- When outdoors, evacuate to the rear Car park Gate, the Main Gate, or move as directed.

### ***Parking outside working hours***

The car park next to the Nursery at the bottom of the Gardens is closed outside normal GBG working hours. Volunteers should be aware of the closing times, lest their cars be locked in.

### ***Smoking, Alcohol and Drugs use in the workplace***

We operate under the City of Greater Geelong policy for Smoking, Alcohol and Drugs use in the workplace.

- At the GBG smoking is not permitted in outdoor work areas.
- Consumption of alcohol is prohibited other than at functions authorized by the relevant manager.
- Possession and use of illegal drugs is strictly prohibited on Council property and while performing duties as a volunteer.

### ***Disability***

Volunteers and members of the public may have disabilities. We should all be aware of people's special needs, and the work environment, to ensure everyone is included equally and safely.

### ***Discrimination, Harassment and Bullying***

The City of Greater Geelong and FGBG are committed to providing a work environment free from discrimination, sexual harassment, and bullying (including occupational violence):

- It is expected that FGBG volunteers behave in a manner that is respectful of the rights and dignity of others, in accordance with the Victorian Equal Opportunity Act 2010.
- FGBG volunteers have a responsibility to ensure we do not discriminate against, harass or bully a fellow volunteer, employee or member of the public.
- Harassment and workplace bullying are forms of discrimination that affect or interfere with another's performance, or create a hostile and intimidating workplace.
- Harassment is behaviour or conduct that is unwelcome or unsolicited and may reasonably be said to offend, humiliate, intimidate or distress the person who is the target of the behaviour.
- If you experience or witness discriminatory, harassing or bullying behaviour, please contact your Activity Co-ordinator or Committee member immediately. Ask your Committee member for a copy of the CoGG *Harassment, Bullying and Discrimination Prevention Policy* if you require further information.

### ***Dispute Resolution***

- Volunteers have the right to make a complaint if a grievance arises that cannot be resolved amicably between parties. A grievance is any concern relating to a work environment that may arise from an act, decision, or omission which may be considered unfair, discriminatory or harassing.
- Where feasible we are encouraged to discuss any dispute with the concerned party. We should ensure that our Activity Co-ordinator is aware of the situation, as it should be referred for further mediation if the problem cannot be resolved.
- Confidentiality will be maintained in accordance with the Privacy Act.

***Privacy***

- FGBG will ensure that confidential and personal information will be dealt with in accordance with the principles of the Privacy Act [1988].
- Staff and volunteers must ensure that we respect the privacy of others in the FGBG workplace, and understand the importance of confidentiality when working with others.

***Dismissal***

FGBG will endeavour to ensure that the dismissal of a volunteer is a last resort. However, a consultation process will ensue to counsel the parties and manage the problem in accordance with our Rules and Purposes (Constitution). Instances that may result in the termination of a volunteer's role include:

- Conduct that threatens the safety or wellbeing of visitors, staff or volunteers, including physical or verbal assault or abuse
- Breaches in confidentiality
- Divisive behaviour
- Discrimination, harassment and bullying
- Breaches of FGBG policies and procedures, or breaches of any of the relevant Acts which govern the operations of FGBG volunteers.

## ***Volunteer Induction Document***

### Acknowledgement of Receipt of the FGBG Members' Handbook

Friends of Geelong Botanic Garden volunteers contribute to the role of the Geelong Botanic Garden, which is managed by the City of Greater Geelong. As a volunteer it is important to recognise that the Friends are operating in a workplace, and need to meet requirements of the City of Greater Geelong.

In reading and signing this FGBG Members' Handbook, I agree to abide by the requirements of the City of Greater Geelong Council volunteer policies, Friends of Geelong Botanic Gardens volunteers, and myself as a volunteer.

***Volunteer:***

**Signature:**

**Name:**

**Date:**

***Volunteer Activity Co-ordinator:***

**Signature:**

**Name:**

**Date:**

*All volunteers are to obtain this Induction Document from the FGBG Administration Office. After completion, it is returned to the FGBG Office for filing and for recording on the FGBG database.*