

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

## ***MEMBERS' HANDBOOK***



Friends of Geelong Botanic Gardens  
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## **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 2014/2015 Committee is:**

President:	Allison Martland
Vic-President:	Susanna Keith
Secretary:	Luanne Thornton
Treasurer:	Judy Fyfe
Members:	Helen Rodd, Helena Buxton, Anthea Williams, Janet Fitzell

## **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. How fortunate we are to live in a City by the Bay, with unsurpassed views across the water to the remarkable You Yangs. The close proximity of our historic Botanic Gardens to the bay, the vistas, the wonderful trees and rich plantings truly lift the spirits. The Geelong Botanic Gardens is one of the very few in Victoria that has been continually highly cultivated and maintained since the 1850's. It is an iconic jewel in the City of Greater Geelong.

This 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.

## 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 the 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, Raddenberry and Dance for the Geelong Botanic Gardens reflect three distinct landscapes, each specific to the concerns of their era. However, the primary role of the Gardens to hold plant collections for the purposes of conservation, education, research and display has been the focus of all three designs. The Geelong Botanic Gardens attract many thousands of 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.

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

The **Friends of Geelong Botanic Gardens** (FGBG) is a not for profit association, established in 1985 and incorporated in 1986, 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. Before commencing voluntary work all volunteers must attend an Induction session, where they will be required to sign an Induction Form, indicating that they have read and understood the Members' Handbook.
- All FGBG members agree to support the Rules and Purposes 2013, comprising our Constitution, as well as our Code of Conduct and Policies and Procedures, as presented in the FGBG Members' Handbook.

## **FRIENDS OF GEELONG BOTANIC GARDENS CODE OF CONDUCT**

Members of an organisation are united by their shared values and expectations.

As members of the Friends of the Geelong Botanic Gardens we will endeavour to show:

- **RESPECT** by listening to and acknowledging feedback and treating others as equal, being respectful and positive in thoughts and actions. This includes our interactions with fellow FGBG members, staff and GBG staff.
- **ACCOUNTABILITY** by being responsible for our actions and following common procedures, goals, guidelines and policies.
- **PROGRESSIVENESS** by pursuing an innovative and transformational path, ensuring that our decisions are informed and balanced, whilst acknowledging the contributions and achievements of former members.
- **OPENNESS** by being transparent in decision-making and communication with others. We encourage the contributions of members and the involvement of community, GBG staff and the City of Greater Geelong.
- **UNITY** by working together co-operatively, in a mutually supportive manner.
- **BOTANIC SPIRIT** by respecting and celebrating our traditions and our Garden's history, with the desire to leave a legacy for future generations.

## FUNCTIONS OF THE FRIENDS of GEELONG BOTANIC GARDENS

### Services, Events and Fundraising

While our chief function is to support the GBG, FGBG volunteers work in various capacities to provide services and events for members and the public, as well as to raise funds to be used in support of the Geelong Botanic Gardens. Our volunteer groups are:

- Growing Friends who grow plants from the Botanic Garden collection for sale every Wednesday morning in the FGBG nursery. Three seasonal weekend Plant Sales are held annually.
- 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 / services, such as:
  - workshops, evening lectures
  - our biennial '*Inspired by Nature*' botanic art exhibition
  - the FGBG Botanic Art School
  - Annual Winter High Tea / Luncheon
  - tours of special gardens
  - social/fundraising activities
  - management of our website and facebook page
  - production of *Jubaea* (our quarterly newsletter)
  - administration of our association

### FGBG Contributions for GBG Projects and Achievements

Since November 1985, when the Friends was formed to support the Geelong Botanic Gardens and Eastern Park, an enormous amount has been achieved by this 'non-profit' organisation, through the involvement of their members as volunteers. A summary of the achievements is listed below and a detailed list is available upon request. This information is current to May 2015.

#### **\$225,787** Financial Contributions by the Friends

This includes contributions for the development of the 1994 Master Plan, development of the 21<sup>st</sup> Century Garden and restoration of the Eastern Park Rotunda

#### **\$31,000** Financial Contributions by member donations, sponsorship or public subscription

This includes contributions for the installation of the Bunce Bollards and the purchase of a computerised plant labelling machine.

#### **\$119,112** Grants obtained by the Friends

Applications for grants have been sourced by the Friends from many organisations including Parks Vic, Federation Community Project, Heritage Victoria and the City of Greater Geelong. The Friends continue to seek funds to support the precinct. Some areas which have benefitted from these grants have been the Cabmens' Shelter, the Hitchcock and Traill Fountains and the GBG Reference Library.

#### **\$39,247** Financial Contributions by the Friends for the GBG Meeting Room

The development of the GBG Reference Library and fit-out of the Meeting Room has been a significant benefit to the community.

#### **\$20,950** Financial Contributions by the Friends for Interpretation and Promotion

In addition, the Friends continue to promote the precinct with Geelong and Bellarine Tourism, *What's On* magazine the website and social media

## **The Volunteer Guides**

These Friends have promoted the Gardens to the public since 1986.

## **Education**

The Gardens Education Program was initially delivered by Volunteer Guides in 1999. The Friends then employed the Education Officer in 2002 and in 2012, the delivery of the Education Program was transferred to the City. The Friends have made a commitment to contribute \$10,000 each year over the period 2013 – 2017 to support this program –commitment of **\$50,000**

## **Volunteers in the Gardens**

The Friends have many active volunteer roles in the Geelong Botanic Gardens including the **Perennial Border**, the **Heritage Rose**, the **Silver Border** and the **GBG Reference Library**

## **Tea House**

The Friends' Tea House opened in 1992 and volunteers managed the Tea House until January 2012, with volunteers providing more than 60,000 volunteer hours. The Tea House is now managed by the City and leased as a private café..

## **Friends' Nursery**

The Friends established the Nursery in 1993. Members volunteer each week to raise plants, largely sourced from the Gardens, for sale to the public. Nursery sales are a core part of the Friends' business. Over 5,000 volunteer hours are involved every year to operate this Nursery.

## **Music in the Gardens**

Beginning on a small scale in 2000, this very popular Summer Music event brought thousands of people into the Gardens. The last 'Music in the Gardens' was held in 2014, involving more than 1,000 volunteer hours and 150 Gardens Staff hours.

## **Geelong School of Botanical Art**

This School was established in 2003 and the Friends took over the management in 2007. Classes are conducted during school term, workshops are usually conducted in school holidays and a Biennial Exhibition is held.

## **Events, Tours and other activities**

The Friends provide an annual program for members and the public –bus tours, speaker evenings, open gardens and many more activities to interest the wide membership. The quarterly newsletter *Jubaea* is published by the Friends.

## **Financial Support**

The Friends have also been generous in their support of the GBG staff with extensive contributions since 1997 to enable staff members to attend professional development and conferences, including international venues. The Friends also regularly provide support for members and Volunteer Guides to attend conferences etc.

## **Gift Fund**

In 1997 the Friends established the Friends of Geelong Botanic Gardens Gift Fund which accepts tax-free donations for the sole purpose of giving financial support for specific GBG programs and projects. The Friends are Trustees of this Gift Fund.

## **Conferences and Exhibitions**

The Friends have hosted two National Conferences for the Association of Friends of Botanic Gardens and planning is underway to host the National Conference of the Australian Association of Friends of Botanic Gardens in April 2016.

The friends have managed four significant art exhibitions

## **VOLUNTEER INDUCTION**

### **Safety Culture**

Volunteers are the lifeblood of our association. We respect and value you immensely, for without your work we could not continue. To ensure our safety, and the safety of colleagues and the visiting public, there are some things we must be aware of and some precautions we must take. Before commencing work with the Friends all volunteers are to be made aware of the following rights and responsibilities through an induction, which involves the reading, understanding and signing-off of this manual.

Copies of FGBG Rules and Purposes [Constitution], policies, procedures and Government Acts relevant to our volunteers, as referred to in this Manual, will be available upon request at the Friends' Office.

### **Occupational Health and Safety**

OH&S is a broad term that relates to the safety procedures within an organisation which govern all members, both in the paid and volunteer workforce. The Geelong Botanic Gardens occupy a City of Greater Geelong (CoGG) site and are managed by the City. FGBG volunteers are required to work not only within State and Federal OHS legislation but to relevant CoGG rules, as well as those of the Friends, to ensure everyone's safety. Some FGBG volunteer activity groups have special rules to follow. The 'Hands-on Horticulture' Volunteers (Growers, Perennial Border and Heritage Rose Growers) have their specific COGG Standard Operating Procedure document (FOB-OHS-001) which volunteers working in these areas must sign off on and comply with. This is usually done at Induction.

### **Registration/Signing In**

Upon arrival we must register each time we volunteer at the GBG. A registration / sign in book records when we sign in and out. Volunteers must sign-in, indicate expected departure time and record actual departure time if significantly different. Registration books are managed by the Co-ordinators of each of the volunteer groups.

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 that we can report on our contribution to the Friends, to the GBG and when applying for grants.

### **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, as outlined in the Members' Handbook.

- 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 be inducted by the Friends' Induction Officer [or their representative], who will ensure that volunteers are familiar with the contents of this handbook. All volunteers must then sign the Induction Document 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.
- Regular checks will be made to monitor database induction records to ensure our compliance. The GBG Director will be updated as required.

### **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 some hands-on tasks, it is important to note that manual handling results in around one-third of all occupational injuries within the Australian workforce.



Volunteers undertaking hands-on tasks may be required to undertake training in manual handling techniques, on an as-needs basis. This training will provide a range of safe work methods for hands-on tasks.

- Induction training occurs on the job, where requirements relevant to each area are introduced, generally by the area co-ordinator.
- 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 should be referred to a trained first aid officer. Contact your Activity Co-ordinator or refer to the list on the wall outside the FGBG Office or Growers' area.
- Volunteers should have at least two ICE [In Case of Emergency] phone numbers listed in their mobile phones. Mobiles should be charged and turned on whilst volunteering.
- 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.] Current tetanus vaccination is recommended

### **Insurance**

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

Volunteers of Council Associated Organisations, such as FGBG Inc, are covered while providing volunteer services on behalf of the group, by COGG Personal Accident Insurance. Other Friends sanctioned activities off the GBG site are covered by the Friends' Insurance.

An age restriction of 12- 85 years applies. After this alternate arrangements may be required.

### **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. The "FGBG Hands on Horticulture Activity Standard Operating Procedure" document details the required protective clothing and footwear for the Growers, Perennial Border and Heritage Rose Growers.

- 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
- Volunteers should be aware of the contents of the kit. A list of trained first aiders is in the Friends' office and in the Growers' area.

### **Heat Guidelines**

The City of Greater Geelong has issued a "Heat and UV – Guidelines" Document which applies to volunteers and paid staff. Copies are in the Growers area and the Friends' office.

The guidelines instruct us, between September and April, to check temperatures and UV alerts on our volunteer days and to dress, hydrate and act accordingly. On days of extreme heat/ UV volunteers are advised to assess the appropriateness of attending or to consider avoiding working outdoors. Sun protection is advised when the UV is above 3.

### **Working Alone**

All volunteers should be aware of their own security. Volunteers should try to avoid working alone. If possible, gates and external doors should be locked if it is necessary to work alone.

- When working alone at GBG volunteers should carry a mobile phone, charged and turned on.
- The GOGGs After Hours Roster Grid is in the Office and Growers' area.
- To call for help from GBG staff each volunteer should put into their mobile phone the following numbers:

- 5272 4379 (during GBG office hours) and
- 0434 306 308 (weekends and public holidays).
- GBG staff may be 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 Friends' 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 that 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**

Geelong Botanic Gardens Emergency Wardens wear identifying high visibility vests and helmets or hats. In case of emergency evacuation volunteers must:

- Obey the directions of GBG staff or emergency professionals - police, fire brigade, ambulance officers, rescue or other emergency services.
- Use the exits as indicated by GBG Emergency Wardens or emergency professionals.
- Stay calm at all times.
- When outdoors evacuate to the rear Car Park Gate, the Main Gate or move as directed.
- Friends Co-ordinators and/or office staff will bring sign-in books to the emergency evacuation point for a roll call of volunteers present on the day.

### **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 COGG policy for Smoking, Alcohol and Drugs use in the workplace.

- At the GBG smoking is not permitted in outdoor work areas other than at the two designated 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. A copy of the CoGG *Harassment, Bullying and Discrimination Prevention Policy* is available upon request 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 will be referred to the Committee for further mediation if the problem cannot be resolved.
- Confidentiality will be maintained in accordance with the Privacy Act [1988].
- A systematic course of action is detailed in the Friends' Dispute Resolution Policy.

### **Privacy**

- FGBG will ensure that confidential and personal information will be dealt with in accordance with the principles of the Privacy Act.
- 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 ensure counselling for 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, codes and procedures, or breaches of any of the relevant Acts which govern the operations of FGBG volunteers.

### **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 Geelong Botanic Gardens 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.

## **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 the Members' Handbook and signing this document I agree to abide by the Code of Conduct and the requirements and volunteer policies of both the City of Greater Geelong and the Friends of Geelong Botanic Gardens, as outlined in this handbook.

#### ***Volunteer Details:***

*Volunteer Activity Group:*.....

Volunteer's Name:.....

Signature:.....

Date:.....

#### ***Volunteer Activity Co-Ordinator / Induction Officer:***

Name:.....

Signature:.....

Date:.....

*All volunteers are to sign this Induction Document. After completion it will be filed in the FGBG Office and details recorded on the FGBG database.*