

Royal Botanic Gardens Board Victoria Annual Report 2008–09

Connecting people with plants



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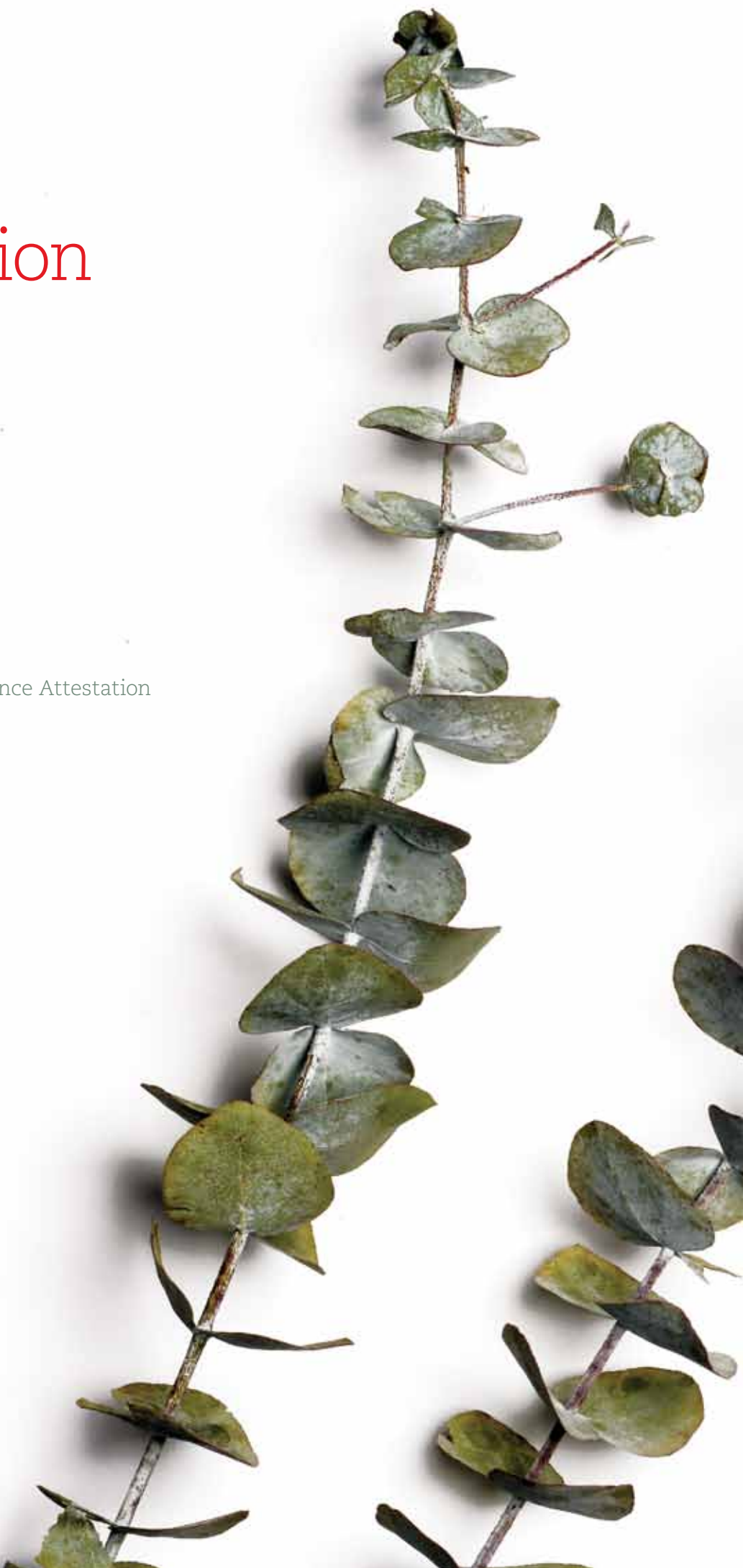
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Our Vision

To be one of the world's outstanding botanic gardens.

Our Mission

To advance knowledge, enjoyment and conservation of plants through excellence in biodiversity research and management, horticultural displays and educational programs.

Our Values

In all our dealings with Government, our sponsors, our staff and volunteers, visitors and clients, we commit to integrity, respect, team work, accountability, excellence and innovation.

Our Charter

Under the *Royal Botanic Gardens Act 1991*, the objectives of the organisation are:

- To conserve, protect and improve the botanic gardens and managed land and their collections of living plants
- To conserve and enhance the State Botanical Collection and National Herbarium of Victoria
- To provide for the use of the State Botanical Collection or plants or plant specimens at the botanic gardens or managed land for scientific or reference purposes, consistent with accepted international practice
- To increase public knowledge and awareness of plants and plant communities
- To provide for the use of the botanic gardens for education, public enjoyment and tourism
- To provide for the carrying out of and contribution to research into biodiversity and the conservation of biodiversity.

Definitions

The Royal Botanic Gardens Board Victoria is responsible to the Minister for Environment and Climate Change. The Royal Botanic Gardens Board Victoria administers the Royal Botanic Gardens Melbourne, the Royal Botanic Gardens Cranbourne, the National Herbarium of Victoria, the State Botanical Collection and the Australian Research Centre for Urban Ecology. Throughout this document the organisation will be referred to as follows:

Royal Botanic Gardens Board Victoria

– refers to the body responsible for corporate governance

Royal Botanic Gardens

– refers to the whole organisation, including the sites at South Yarra and Cranbourne, the National Herbarium of Victoria, the State Botanical Collection and the Australian Research Centre for Urban Ecology

RBG Melbourne

– refers to the site at South Yarra

RBG Cranbourne

– refers to the site at Cranbourne

Herbarium

– refers to the National Herbarium of Victoria and the State Botanical Collection at RBG Melbourne

ARCUE

– refers to the Australian Research Centre for Urban Ecology, whose office is located at The University of Melbourne

Australian Garden

– refers to the Australian Garden at RBG Cranbourne.

Chairman's foreword

As we embarked on the first year of a new three-year corporate plan, which recommitted the Royal Botanic Gardens to the theme of 'connecting people with plants', it was a time of consolidation and collaboration for the Board, management team and staff.

Projects that had been on the drawing board began to take shape and some were completed.

Construction of elements of the Australian Garden Project Stage 2 at RBG Cranbourne continued and the first of these, the Woodland Picnic Area, opened to the public in November. Meanwhile, Visitor Centre extensions for an enlarged café and new function space commenced, and the start of bulk earthworks marked out the second nine hectares of the landscape.

Guilfoyle's Volcano at RBG Melbourne, for many years hidden behind thick vegetation, was revealed when the site was cleared and work began on restoring the reservoir and constructing the hard landscape. When completed, this reservoir, built in 1876, will be a significant landscape feature and an integral part of the Gardens' water management infrastructure. On a smaller scale, but no less important, was the restoration of the Separation Tree Rest House.

Our stewardship of these two wonderful sites is guided by a range of strategic plans and, to this end, three new plans were developed and endorsed and a further one was revised.

Approval of environmental action plans was gained from the relevant agencies: a ResourceSmart Government Action Plan (Sustainability Victoria); a WaterMAP for each of RBG Melbourne and RBG Cranbourne (South East Water); and an Environment Resource Efficiency Plan (Environment Protection Authority). RBG Melbourne's Waste Wise Business Action Plan was reviewed, receiving silver accreditation from Sustainability Victoria.

The Board continued to take steps to address risks associated with managing the Gardens in dryer climatic conditions and more extreme weather events. A Strategic Tree Plan for both sites was developed to manage tree-related risks. It includes measures to close the sites, or paths and areas within the Gardens, in the event of extreme winds creating risks from falling branches. Signs were erected at each of the entry gates at RBG Melbourne warning visitors of this danger.

At RBG Cranbourne, the safety of staff and visitors also remains paramount. The entire site was closed to the public on the two extreme fire-danger days in February and partial closures of the bushland

were in place on other days. Prior to the fire season, a 6.5 hectare prescribed burn was conducted and plans for prescribed burns at four sites were developed. Trained fire-fighting staff were seconded to assist the Country Fire Authority and Department of Sustainability and Environment (DSE) during the February fires.

The importance of our scientific and horticultural work as well as the role of the Victorian Conservation Seedbank was highlighted in the aftermath of the February fires when staff collaborated with DSE and Parks Victoria to reintroduce a rare species – *Nematolepis wilsonii* – after its only wild population was destroyed during the fires. Plants were placed in new sites using stock propagated in the RBG Melbourne Nursery from the seedbank collection and cuttings.

Sharing issues in common, we also remained committed to working with our colleagues from state and regional botanic gardens and herbaria, and internationally, consolidated existing relationships with our Asian neighbours. A Memorandum of Understanding was signed to support future collaboration between the Korea National Arboretum in South Korea and the Royal Botanic Gardens, and ARCUE established links with the Centre for Urban Greenery and Ecology in Singapore.

Representation at national and international tourism trade fairs cemented the Royal Botanic Gardens' growing reputation as a key element of the local, national and international tourism industry.

The Board enjoys the support of many people in discharging its responsibilities of providing sound governance to secure the future of the Royal Botanic Gardens, its collections and landscapes.

On behalf of the Board, I thank the Director and Chief Executive, Dr Philip Moors, and his management team, the staff, volunteers, donors and supporters for their commitment to the Royal Botanic Gardens. Lastly, I would like to acknowledge the continuing support of our Patron, Dame Elisabeth Murdoch AC DBE, who celebrated her 100th birthday in February.



Elaine Canty
Chairman
Royal Botanic Gardens Board Victoria

Risk Management Compliance Attestation

RISK MANAGEMENT COMPLIANCE ATTESTATION

I, Elaine Canty, certify that the Royal Botanic Gardens Board has risk management processes in place consistent with the Australian/New Zealand Risk Management Standard and an internal control system is in place that enables the executive to understand its risk exposures. At this time, the Royal Botanic Gardens Board complies with the intent of the Australian/New Zealand Risk Management Standard in its management and control of risk exposures. During 2008–09, the Royal Botanic Gardens Board has made progress toward its aim of providing full compliance and expects this to be achieved in line with the expiry of its Corporate Plan 2008–11.

The Risk Committee verifies this assurance and that the risk profile of the Royal Botanic Gardens Board has been critically reviewed within the last 12 months.



Elaine Canty
Chairman
Royal Botanic Gardens Board

15 September 2009

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Corporate governance

The Royal Botanic Gardens Board Victoria is a statutory authority established under the *Royal Botanic Gardens Act 1991*. The Board is responsible to the Minister for Environment and Climate Change, the Hon. Gavin Jennings MLC, for fulfilling its statutory requirements under the *Royal Botanic Gardens Act 1991* and the Royal Botanic Gardens Regulations 2004. These make provision for the care, protection, management and improvement of RBG Melbourne and RBG Cranbourne, the Herbarium and ARCUE. Patron of the Royal Botanic Gardens is Dame Elisabeth Murdoch AC DBE.

The Board comprises seven members, including a Chairman and a Deputy Chairman, who are appointed by the Governor-in-Council on the recommendation of the Minister. Appointed Board members have a diversity of knowledge and expertise in the fields of botany, horticulture, business management, public administration and nature conservation. The members are appointed for a term not exceeding four years, but are eligible for re-appointment. A quorum of the Board is four members.

A member of the Board who, either directly or indirectly, has a conflict of interest or duties, or a direct or pecuniary interest in any matter before the Board, must declare the nature of the interest or conflict at a meeting of the Board. The member must not take any further part in the discussion or voting on the matter to which the declaration relates. The Board oversees the governance of the Royal Botanic Gardens and may delegate its functions and powers to a committee of the Board, the Director and Chief Executive, any of the Board's members, or any of its employees. The Director and Chief Executive has responsibility for the day-to-day management and control of the Royal Botanic Gardens.

Board meetings are held at least nine times every year. The Director and Chief Executive attends every Board meeting and the Director, Corporate Resources is the Secretary to the Board. Directors attend at least one Board meeting each year to inform the Board of key issues and outputs relevant to their Division. This enhances the Board members' knowledge of the Royal Botanic Gardens and its activities. The Board may also request external or independent advice on a particular matter.

Board and committees

Most Board members also participate in one or more Board Committees, which include:

- Finance and Audit Committee
- Australian Garden Project Control Group
- Australian Garden Fundraising Committee
- Australian Research Centre for Urban Ecology Board of Management
- Remuneration Committee
- Risk Committee.

The committees may include Board members and other persons who bring special areas of expertise to the organisation.

Finance and Audit Committee

Members of the Finance and Audit Committee in 2008–09 were Mr Michael Hamson (Committee Chairman), Ms Elaine Canty and Mrs Jay Bonnington.

Remuneration Committee

Remuneration of Board members is fixed by the Governor-in-Council under Schedule 2 of the *Royal Botanic Gardens Act 1991*. The Board appoints the Director and Chief Executive of the Royal Botanic Gardens and is responsible for the Director and Chief Executive's remuneration and performance. Members of the Remuneration Committee in 2008–09 were Mr Michael Hamson (Committee Chairman), Ms Elaine Canty and Mrs Jay Bonnington. Refer to the financial statements for further information regarding remuneration.



Dame Elisabeth Murdoch AC DBE
Patron of the Royal Botanic Gardens



Hon. Gavin Jennings MLC
Minister for Environment and Climate Change

Royal Botanic Gardens Board Victoria Members as at 30 June 2009

Ms Elaine Canty BA, LLB

Chairman – appointed 7 June 2005

Deputy Chairman – 9 April 2002 – 6 June 2005

Appointed to the Board 9 April 2002

Elaine Canty is Managing Director of Canty Communications Pty Ltd and is also the Chairman of Queen Victoria Market Pty Ltd and the Melbourne Wholesale Fish Market.

Mr Michael Hamson LLB

Deputy Chairman – appointed 9 April 2006

Appointed to the Board 11 October 2005

Michael Hamson is qualified as a Lawyer and a Chartered Accountant and is Chairman of Hamson Consultants Pty Ltd, Solar Systems Pty Ltd, Recreational Tourism Pty Limited, Technology Venture Partners Pty Limited, and a Director of Newmont Mining Inc (USA) and Genesis Emerging Markets Ltd (UK), as well as other public and private companies in Australia and New Zealand.

Ms Judy Backhouse MAgrSci, BAgSci (Hons)

Appointed to the Board 11 October 2005

Judy Backhouse is a senior executive in the Department of Sustainability and Environment. She has held senior Victorian government positions in public land policy, regional service delivery, strategic planning and corporate services.

Mrs Jay Bonnington BCom, MBA, FCPA, FAICD

Appointed to the Board 9 April 2008

Jay Bonnington began as a Chartered Accountant (NZ) and has worked in corporate finance in the United Kingdom, Europe, South Africa and Australia. She is currently a professional company director on a portfolio of boards, and holds community directorships with The Queens Fund, Prince Henry's Medical Research Institute and The Lord Mayor's Charitable Foundation.

Prof. Mark Burgman PhD, MSc (Hons), BSc (Hons)

Appointed to the Board 9 April 2006

Mark Burgman is Director, Australian Centre of Excellence for Risk Analysis, Professor in the School of Botany, The University of Melbourne, and Fellow of the Australian Academy of Science.

Mr W Rodger Elliot AM

Appointed to the Board 23 April 1996

Rodger Elliot is a recipient of the Australian Institute of Horticulture's Award for Excellence, the Australian Natural History Medallion, and the Royal Horticultural Society (London) Gold Veitch Memorial Medal, and is a Member, General Division, of the Order of Australia. He is an Honorary Life Member of the Australian Plant Society, and Deputy Chairman of the Maud Gibson Trust Advisory Committee.

Ms Linda White LLB, BCom

Appointed to the Board 9 April 2006

Linda White is Assistant National Secretary of the Australian Services Union, a solicitor, a director of legalsuper and the Community Services and Health Industry Skills Council, a Vice-President of the ACTU and a member of the Australian Social Inclusion Board.

Table 1: Board attendance figures – from July 2008 to June 2009

Board member	No. of meetings eligible to attend	No. of meetings attended
Elaine Canty	9	8
Michael Hamson	9	8
Judy Backhouse	9	8
Jay Bonnington	9	7
Mark Burgman	9	7
Rodger Elliot	9	9
Linda White	9	8

The organisation

The Royal Botanic Gardens Board Victoria administers RBG Cranbourne, RBG Melbourne, the National Herbarium of Victoria and the Australian Research Centre for Urban Ecology (ARCUE).

RBG Cranbourne

RBG Cranbourne is one of Victoria's most precious areas of remnant native bushland and offers visitors the chance to explore heathlands, wetlands and woodlands on the 363-hectare site. It is recognised as a site of State significance for flora and fauna conservation, with over 25 species listed as endangered, threatened or at risk of extinction.

Following representations by the Maud Gibson Trust, the Gardens were established in 1970 when the Victorian Government acquired the land with a view to developing it into a botanic garden that complemented RBG Melbourne through the display of native plants and ecosystems.

Today, visitors to RBG Cranbourne can enjoy a natural bushland experience and visit the Australian Garden. Facilities in the bushland include over 10 km of walking tracks, a lookout tower, and barbecues and picnic tables. There are now a range of visitor programs, as well as self-guided walks, available throughout the year. The new Woodland Picnic Area was opened to the public in November 2008, providing an ideal location for barbecue picnics with family and friends in a natural setting of large open grasslands and complemented by an all-ages playground.

The Australian Garden celebrates the beauty and diversity of Australian landscapes and features nearly 100,000 plants in the first nine hectares. With recognition by the landscape design profession and the general community with 15 awards pre- and post-opening, among them six from the Australian Institute of Landscape Architects, including one national award, it continues to attract interest as a premier tourism destination – an accolade anticipated with the receipt of the Qantas Australian Tourism Award for Best New Tourism Development not long after opening in 2006.

Complementing the Garden is a visitor centre, café, gift shop and interpretive displays. The visitor experience is supported by a suite of public and student programs, which are informed by the design themes of the garden. Construction has now commenced on the Australian Garden Stage 2, which will include an additional nine hectares of landscaped gardens and is scheduled to open to the public in late 2011. The

Woodland Picnic Area, adjacent to the Australian Garden, is the first of four components of the Australian Garden Project Stage 2 to be completed; extensions to the Visitor Centre are expected to be completed in August 2009, and will provide extended café and function facilities and an indoor education auditorium.

In 2008–09, 89,700 people visited RBG Cranbourne, including 59,808 visitors to the Australian Garden; 6,256 students participated in education programs.

RBG Melbourne

RBG Melbourne has been a treasured part of Melbourne's cultural life for over 160 years – much loved by generations of Victorians, as well as by many visitors from interstate and overseas. The Gardens are a picturesque haven for recreation and an important resource for education, conservation, science and horticulture.

RBG Melbourne extends over 38 hectares and houses a collection of over 10,000 species of plants from around the world, including amazing and diverse plant collections such as camellias, rainforest flora, succulents and cacti, roses, Californian species, herbs, perennials, cycads, plants from Southern China and, in the newly-established Rare and Threatened Species Collection, plants from south-eastern Australia.

Water management in the face of climate change presents a challenge to managing this heritage-listed site and work is currently under way to redevelop Guilfoyle's Volcano (first constructed as a reservoir in 1876) as a landscape feature and water storage for the site. The Volcano redevelopment is part of a bigger water management project – the Working Wetlands Project – that will eventually provide RBG Melbourne with sustainable water resources.

As one of Victoria's most popular tourist attractions and just a short walk from the CBD, 1,619,950 visitors enjoyed the Gardens in 2008–09. Visitor services and facilities include guided walks, interpretive signs, a visitor centre, two cafés and an award-winning retail outlet – The Gardens Shop. The Ian Potter Foundation Children's Garden, which opened in 2004, remains popular with children and attracted an estimated 165,542 visitors, including 23,890 students.

National Herbarium of Victoria

The National Herbarium of Victoria, founded in 1853 and located at RBG Melbourne, is the Victorian Government's major centre for botanical studies in plant identification, collection and classification.

The Herbarium houses the State Botanical Collection, an irreplaceable resource of approximately 1.2 million dried specimens of plants, fungi and algae from Australia and many other countries. It is one of the most historically significant collections in the world and is used by Herbarium staff and visiting botanists for scientific research. Research areas include biodiversity, classification, evolution, biogeography, molecular systematics, conservation and horticulture.

In addition, the State Botanical Collection contains the oldest and most comprehensive botanical library in Australia.

Current work at the Herbarium is directed by the *Plant Sciences and Biodiversity Division Master Plan 2008–12*, which addresses three main research themes: Victoria's biodiversity, including documenting and conserving our flora; the origin of the Australian biota, including the evolutionary history and relationship of Australian plant groups; and, Biodiversity Services, including the provision of an Identification and Information Service.

ARCUE

ARCUE was created in 1998 to increase understanding of the ecology, restoration and management of biodiversity in urban and suburban areas throughout Australia and the world.

ARCUE's activities encompass basic and applied research; undergraduate, honours and postgraduate training; long-term ecological studies; community education; policy and management advice to all levels of government; and consultancy services. In addition, ARCUE works closely with the School of Botany at The University of Melbourne (where it is located), and with the research and education programs of RBG Melbourne and RBG Cranbourne.

The implementation of a commercialisation plan in the past year has resulted in increased environmental business activities, which will continue to support the research objectives of ARCUE.

Visitor numbers

Table 2: Visitor numbers

RBG Cranbourne	
General visitors	29,892
Australian Garden visitors*	59,808
	89,700
RBG Melbourne	
	1,619,950

*Records adult and concession entry, children, City of Casey residents, and students. Figures do not include guests, companions or Royal Botanic Gardens' staff members.

Figure 1: RBG Melbourne

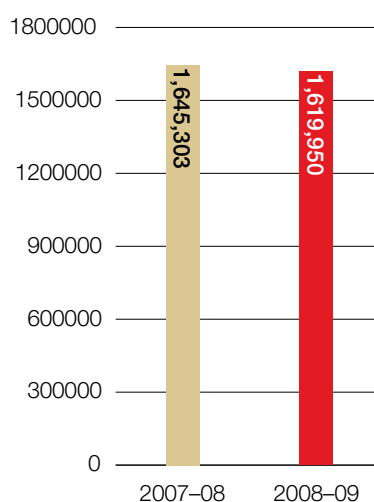
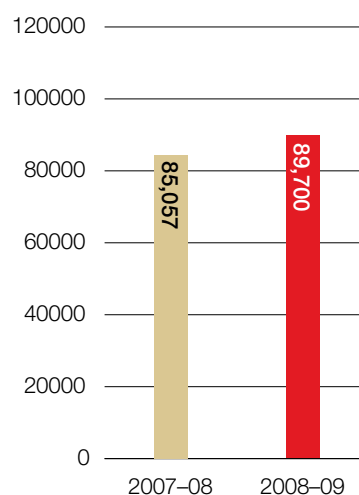


Figure 2: RBG Cranbourne



Organisation chart

DIRECTOR & CHIEF EXECUTIVE Dr Philip Moors				
		Administration Development		
PLANT SCIENCES & BIODIVERSITY Chief Botanist and Director Prof. David Cantrill Collections Library Plant Sciences	MELBOURNE GARDENS Director Richard Barley Horticulture Infrastructure Public Programs Landscape Planning	CRANBOURNE GARDENS Director Chris Russell Australian Garden Horticulture Land Management & Infrastructure Planning & Development Public Programs	CORPORATE RESOURCES Director Jenny Steinicke Australian Garden Project Stage 2 Business & Finance Human Resources Information Services Legal & Policy Marketing & Communications	ARCUE Director Assoc. Prof. Mark McDonnell Ecology Research

Corporate Management Group

as at 30 June 2009

Director and Chief Executive (1992)

Dr Philip Moors PhD, BSc (Hons)

Leads and promotes the activities of RBG Melbourne and RBG Cranbourne, the Herbarium and ARCUE in order to achieve the highest standards in horticultural, scientific and financial management and in visitor and education programs.

Dr Moors worked as an ecologist in New Zealand for 15 years, becoming Assistant Director (Research) for the Department of Conservation. Between 1989 and 1992 he was Director of the Royal Australasian Ornithologists Union (now Birds Australia) in Melbourne. He was awarded a Centenary Medal in 2003 for services to the community through conservation and the environment. He is a member of the Executive Board of the Committee for Melbourne, and national President of Botanic Gardens Australia and New Zealand (BGANZ).

Chief Botanist and Director, Plant Sciences and Biodiversity (2006)

Prof. David Cantrill PhD, BSc (Hons)

Responsible for scientific research into plant biodiversity and systematics, and management of the State Botanical Collection. As Chief Botanist, he holds statutory responsibility under the *Royal Botanic Gardens Act 1991* and the *Drugs, Poisons and Controlled Substances Act 1981*.

Prof. Cantrill worked as a senior research scientist in Europe for 15 years, first for the British Antarctic Survey in Cambridge and later at the Swedish Museum of Natural History in Stockholm. He has published over 100 scientific articles, is an editor of *Grana*, an international journal for pollen studies, and sits on a number of international editorial and scientific advisory boards. His research interests focus on integrating information from fossil and living floras to understanding the origins of patterns of diversity in the southern hemisphere. He holds an honorary professorship with the School of Botany at The University of Melbourne.

Director, ARCUE (1998)

Assoc. Prof. Mark McDonnell PhD, MSc, BA

Responsible for scientific studies of plant biodiversity and ecological processes in Australian cities and towns. Currently, his studies focus on applying ecological science to the management and preservation of biodiversity in urban and suburban environments in Victoria. Dr McDonnell is also an Associate Professor with the School of Botany at The University of Melbourne.

Director, Corporate Resources (1992)

Jenny Steinicke BA, Grad Dip Bus

Responsible for initiating and co-ordinating projects to improve corporate governance and management, including financial management and planning, human resources, marketing and communications, information services, business development and implementation, and legal, legislative and contractual issues. Ms Steinicke is also responsible for contract, financial and project management of the Australian Garden Project Stage 2 at RBG Cranbourne.

Director, Melbourne Gardens (1992)

Richard Barley BAppSc (Horticulture)

Responsible for horticultural planning and operations, including landscape planning, management and development of living collections, arboriculture, nursery operations, and management of site facilities and infrastructure at RBG Melbourne. Provides direction for the development and delivery of public programs at RBG Melbourne. Mr Barley convenes the statewide committee for BGANZ Victoria, and is a member of the Management Committee for the Garden Plant Conservation Association of Australia.

Director, Cranbourne Gardens (2001)

Chris Russell BSc (Hons), Grad Dip Land Rehab

Responsible for the management and operation of RBG Cranbourne, including the Australian Garden, horticultural planning and operations, conservation research and management, development and delivery of public programs, and landscape and infrastructure management. Also responsible for the 'on-ground' delivery of capital works projects including the Australian Garden Project Stage 2.

Environmental performance

The Royal Botanic Gardens reaffirmed its 'commitment to delivering effective and environmentally sustainable management of landscape, resources, plant collections, and built assets' (Goal 3) in the *Royal Botanic Gardens Board Victoria Corporate Plan 2008–11*.

In January, the Royal Botanic Gardens' ResourceSmart Government Strategy was submitted to Sustainability Victoria. This document outlined the Royal Botanic Gardens' focus on the sustainable management of water, waste and energy at its two sites, and outlined the Gardens' commitment to plant conservation and biodiversity. Further to this, an Environment and Resource Efficiency Plan was submitted to and accepted by the Environment Protection Authority (EPA). This plan identified actions that the Royal Botanic Gardens will take to reduce waste generation and energy and water use. Building on the Royal Botanic Gardens' strong record of sustainable water use, WaterMAPs (Water Management Action Plans) were also prepared for both sites and submitted to South East Water, our water retailer. The Royal Botanic Gardens is due to report back to the EPA and South East Water on these plans by 30 September 2009. RBG Melbourne also participated in the Waste Wise Business program with a Waste Wise Action Plan. The plan was approved with 'silver' accreditation.

The sustainable management of our living landscapes relates directly to the Royal Botanic Gardens' charter under *the Act* 'to provide for the carrying out of and contribution to research into biodiversity and the conservation of biodiversity'. The Royal Botanic Gardens' role in sustaining plant biodiversity is becoming increasingly important as plant habitats are fragmented, lost, and/or threatened by global climate change. Both RBG Cranbourne, with approximately 1,000 taxa, and RBG Melbourne, with an estimated 10,000 taxa, contribute significantly to the environmental benefits of plant conservation.

The *Royal Botanic Gardens Strategic Water Plan 2007–2011* continued to guide water management at both sites and sustainable water management remained a primary focus.

At RBG Cranbourne, a feasibility report assessing alternative water supplies for irrigating the Australian Garden was completed. Plant selection for the design of the Australian Garden Stage 2 maintained the design emphasis of minimising irrigation water

requirements by selecting low water-use plants. Ecologically sustainable development (ESD) principles also underpinned infrastructure development. Extensions to the Visitor Centre at the Australian Garden incorporated ESD technologies, and rainwater tanks were installed to supply the toilets at the new function space.

In October, a senior curator from RBG Melbourne undertook a four-week study tour, sponsored by the Friends of the Royal Botanic Gardens Melbourne, to south-western United States to investigate climate change adaptation strategies being utilised by public gardens there. Of particular relevance to the challenges facing RBG Melbourne were the insights gained into managing plant selection and changing landscapes in a predicted regime of increasing temperatures and decreasing rainfall. The tour enabled the examination of innovative technologies and the development of networks with other botanic gardens facing the same issues.

Once again, despite the low rainfall at RBG Melbourne in 2008–09 (363 mm compared with 436 mm during 2007–08) there was a slight decrease in irrigation water consumption from 125 ML to 122 ML. The period also saw a further 11 per cent reduction in domestic water use at RBG Melbourne. Trial areas managed by drip irrigation were increased at RBG Melbourne and pressure regulation programs continued to improve irrigation efficiency. In the face of the long-term dry conditions, in effect 12 years of drought, we continued to conserve water and liaise closely with South East Water. On the basis of our water management policies and successful track record, South East Water issued limited irrigation exemptions for both sites.

An increase of 17 per cent water consumption on 2008–09 figures was projected in the 2008–09 WaterMAP for RBG Cranbourne, based on increased water consumption associated with the newly-opened Woodland Picnic Area, additional planting and establishment irrigation in the carpark extension and additional stock in the Nursery associated with the Australian Garden Stage 2.

Actual water consumption was 22,751 KL against a projected 22,344 KL, representing a 1.8 per cent increase on the projections for the year. Historically, water consumption trends at RBG Cranbourne remain positive with 2008–09 consumption figures representing a 15 per cent decrease on 2006–07 figures.

Comprehensive water-use data for RBG Melbourne is available in Figures 3 and 4 below.

Collaboration with Monash University researchers continued, firstly with the Water Studies Centre to monitor lake water management and to assess stormwater quality, and secondly with the School of Geographic and Environmental Science to investigate the landscape effectiveness of rainfall under continuing climate change.

The Royal Botanic Gardens remained committed to sharing its knowledge of sustainable landscape and water management with industry and the community. In liaison with the peak industry body, Irrigation Australia, RBG Melbourne hosted two Irrigation Efficiency courses attended by industry representatives involved in irrigation management and operation. In July 2008, a seminar – *Landscape Water Management Using Smart Irrigation Technology* – was also delivered by RBG Melbourne in conjunction with Sentek Pty Ltd and The University of Melbourne.

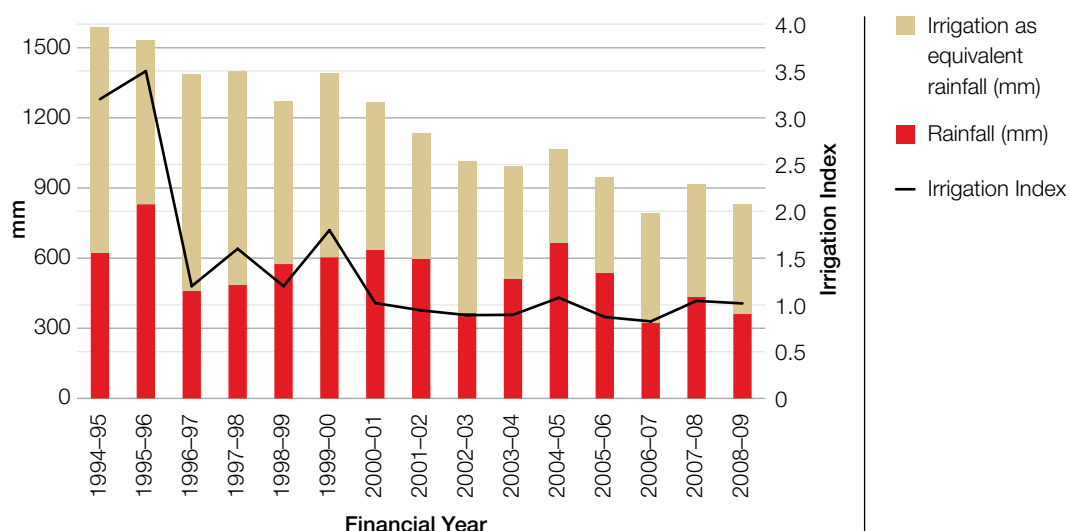
A new book, *Sustainable Gardens*, was published in March 2009 by CSIRO Publishing. Written by two Royal Botanic Gardens' horticultural botanists, this book informs the public about the environmental implications of garden design, construction and maintenance. *Growing School Community Gardens*, an eight-week professional development course for teachers and members of school communities, was delivered in conjunction with Cultivating Community, a non-government community group and The University of Melbourne's Burnley Campus.

Internationally, two ARCUE staff members were contributing editors to *The Ecology of Cities and Towns*, a Cambridge University Press publication that examines the urgent need to increase ecological understanding of human settlements.

At a local level, recycling and reuse programs continued at RBG Melbourne and RBG Cranbourne. RBG Melbourne recycled 2.67 tonnes of paper, 2.52 tonnes of cardboard and 8.32 tonnes of commingled waste during 2008–09.

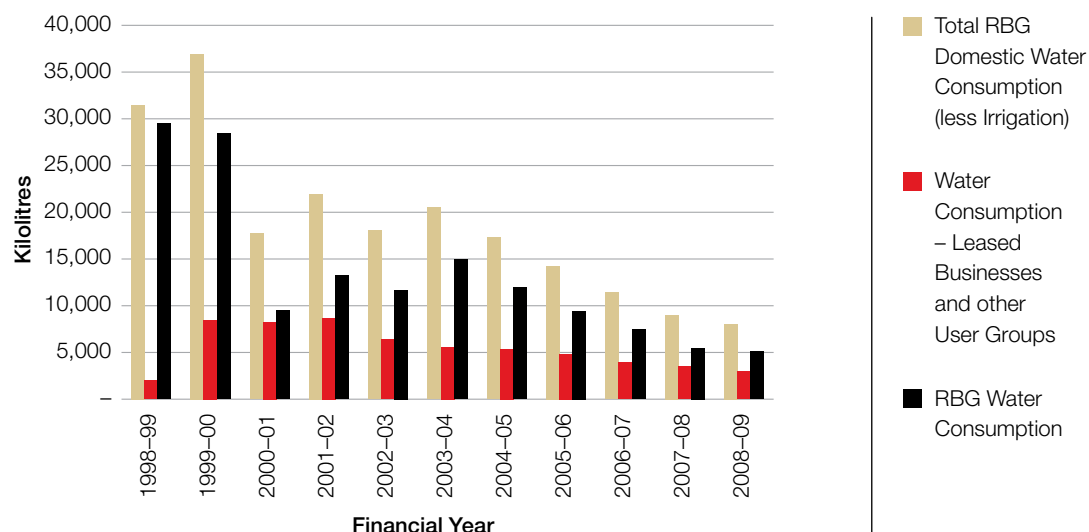
Mulching continued on garden beds at both sites to reduce moisture loss from the soil and to control weeds. At RBG Melbourne, approximately 5,400 cubic metres of green organics were processed, providing an estimated 1,100 cubic metres of mulch that was reused on garden beds.

Figure 3: RBG Melbourne rainfall–irrigation analysis 1994–2009



For 2008–09, 469 mm of irrigation was applied to supplement the second lowest financial year rainfall of 363 mm.

Figure 4: RBG Melbourne domestic water consumption



Further significant reductions in domestic water consumption are apparent. Infrastructure initiated a program to reduce water use in the toilets, contributing to water savings. More capital improvements will be needed in the future to make further significant water-use reductions.

Figure 5: RBG Melbourne Ornamental Lake levels 2002-09



The Ornamental Lake is experiencing its lowest levels since formal recording began in 2002. This is due to extended periods of drought and dryer climatic conditions. It should be noted that lake water is not supplemented by the addition of potable 'mains' water and is reliant on rainwater and run-off.

Legislation

No amendments were made to the *Royal Botanic Gardens Act 1991* in 2008–09.

Statements of compliance with Government policy

Contributing to cultural diversity, youth and Indigenous affairs

The Royal Botanic Gardens Board Victoria is committed to providing services accessible to all people to introduce and promote the history, culture, horticulture and scientific endeavours of the organisation. In 2008–09 these included:

Community development

The opening of the Woodland Picnic Area at RBG Cranbourne provided an important new facility for families within the City of Casey. The Woodland Picnic Area provides free barbecues, play structures for children, and a large mown lawn area nestled in the bushland. Since the opening of the Woodland Picnic Area in November 2008, there has been an increased number of families on site. Of particular note, is the increased number of families from a range of ethnic backgrounds visiting RBG Cranbourne.

At RBG Melbourne, a community celebration to mark NAIDOC week was held on 9 July 2008 and was attended by approximately 150 people, including staff and members of the general public.

Indigenous public programs

Public Programs focusing on Indigenous culture with the aim of raising awareness of and respect for the customs and heritage of the local Indigenous people are offered at both RBG Melbourne and RBG Cranbourne.

The Aboriginal Heritage Walk at RBG Melbourne, which introduces the rich heritage of the local Boonerwurrung and Woiewurrung people, continued to attract a great deal of interest.

At RBG Cranbourne, Indigenous programs including *Discover the Bush – Bunjil's View* and *Australian Garden Bush Foods* introduced participants to the heritage of the local Wurundjeri people.

Education programs

The Royal Botanic Gardens continued to provide access to education programs at both sites for children from all cultural and social backgrounds.

At RBG Melbourne, the Alec Prentice Sewell Gifts program, which provided a bus subsidy for school groups of children from disadvantaged backgrounds to visit the Gardens, concluded; this successful program was accessed by a total of 88 schools during its three-year duration.

National Competition Policy

The Royal Botanic Gardens Board Victoria has a commitment to implementing National Competition Policy reform initiatives as they apply to this organisation. Competitive neutrality policy seeks to ensure that where the Government's business activities involve it in competition with private sector business activities, the net competitive advantages that accrue to a government business are offset.

The Victorian Government's Competitive Neutrality Policy Victoria 2000 sets out three measures that can be taken by Government businesses to achieve competitive neutrality. These are corporatisation, commercialisation and full-cost-reflective pricing. The Royal Botanic Gardens Board Victoria adopts full-cost-reflective pricing for its business activities.

During 2008–09, the Royal Botanic Gardens Board Victoria has continued to adjust the full-cost base of each Royal Botanic Gardens' business activity to include the net costs that the business would face were it privately owned.

In addition, in accordance with National Competition Policy, the Royal Botanic Gardens Board Victoria ensures that the pricing policies of all its business activities are consistent with compliance with Part IV of the *Trade Practices Act 1974*.

Risk management

The Royal Botanic Gardens' Risk Management Plan adopts and applies a systematic process to identify, analyse, assess, treat and monitor risk in the activities and functions of the Royal Botanic Gardens so that the risk inherent in those activities and functions is reduced. Risks are examined in the context of the existing organisational controls, and the degree to which those controls are effective in managing the risk is assessed and related to the level and degree of oversight required. Results are reviewed quarterly by the Risk Committee. The Royal Botanic Gardens Board Victoria uses the Risk Management Plan and several other planning mechanisms to identify, understand and manage possible positive and negative outcomes.

There has been no material change in the risk profile of the Royal Botanic Gardens.

A Strategic Tree Plan for RBG Melbourne and RBG Cranbourne was finalised in December 2008 in order to improve management of tree-related risk and other arboricultural matters. The organisation commenced a review of its critical incident procedures. This review will be completed by the end of 2009.

The global financial crisis has affected the organisation's external revenue stream to some degree. Action by management has mitigated these effects and the organisation has continued to meet its objectives under the Act.

Victorian Industry Participation Policy Statement

The Victorian Government's Industry Participation Policy (VIPP) seeks to maximise opportunities for Australian and Victorian suppliers to compete for government business on the basis of best value for money over the life of the goods or services. The VIPP is intended to encourage growth in Victorian industry, employment and technology.

As both RBG Melbourne and RBG Cranbourne are located within metropolitan Melbourne, the Royal Botanic Gardens Board Victoria requires tenderers for projects with a value greater than \$3 million to demonstrate that they have genuinely considered the industry development implications of their tender by completing a VIPP statement as part of the tendering and evaluation process. Where there are two or more tenders that offer similar value for money, the VIPP information may be used to differentiate between the value and benefit of the tenders.

Tenderers are required to specify the level of local value added, provide details of actual new employment opportunities to be created and the proportion to be filled by people from the local community, identify opportunities for increasing the skills of Victorians and Australians, and identify the potential to undertake technology innovation, research and development.

During 2008–09, no tenders for projects at the Royal Botanic Gardens were of sufficient value to require the inclusion of a VIPP statement in the tender documentation.

Statement of availability of other information

Information relevant to the headings listed in Financial Reporting Direction 22B of the *Financial Management Act 1994* is held at the Royal Botanic Gardens Board Victoria's office and is available on request from the Director and Chief Executive, Royal Botanic Gardens, subject to the *Freedom of Information Act 1982*.

Legislative compliance

Financial Management Act 1994

Full details of the Royal Botanic Gardens Board Victoria's compliance with the *Financial Management Act 1994* are outlined in the section 'Financial Management' and in the Disclosure Index.

Freedom of Information Act 1982

Principal Officer

Dr Philip Moors, Director and Chief Executive, Royal Botanic Gardens

Authorised Officer

Dennis Renfrey, Freedom of Information Officer

The *Freedom of Information Act 1982* (FOI) allows the public a right of access to documents held by the Royal Botanic Gardens.

Categories of documents

The Royal Botanic Gardens Board Victoria maintains a corporate records management filing system. Files are separated into the categories of personal or case files, operational and policy files, files on general operational and administrative responsibilities, and correspondence files.

Access arrangements

The Royal Botanic Gardens Board Victoria has a Freedom of Information Officer to process and co-ordinate action on requests.

Requests

For the 12 months ending 30 June 2009, no requests were received.

Freedom of Information requests are made in writing describing all documents requested and including payment of the \$23.40 application fee. Further charges may be payable. FOI fees and charges are not subject to GST.

Requests are sent to the Freedom of Information Officer, Royal Botanic Gardens, Private Bag 2000, South Yarra, Victoria 3141.

Information Privacy Act 2000 and Health Records Act 2001

The *Information Privacy Act 2000* aims to increase public confidence in the Government's ability to protect and manage the personal information that it collects and stores.

The *Health Records Act 2001* aims to protect the privacy of health information and regulates the collection, handling and disposal of health information.

The Royal Botanic Gardens Board Victoria and its service providers are committed to maintaining the privacy of personal information and health records. The Royal Botanic Gardens has a Privacy Policy on the RBG website, www.rbg.vic.gov.au. A hard copy of the Policy can be obtained by contacting the Privacy Officer on 9252 2300, or by writing to the Privacy Officer, Royal Botanic Gardens, Private Bag 2000, South Yarra, Victoria 3141.

Building and maintenance provisions of the *Building Act 1993*

The Royal Botanic Gardens Board Victoria complies with the building management provisions of the *Building Act 1993*. The Royal Botanic Gardens Board Victoria ensures that all works requiring building approval have plans certified, works in progress inspected and Occupancy Permits issued by independent Building Supervisors engaged on a local job-by-job basis. It also ensures that plans for these works are lodged with the relevant local council.

The Royal Botanic Gardens Board Victoria requires all building practitioners engaged on building works to be registered and maintain registration throughout the course of the works.

Building work

At RBG Cranbourne, the Woodland Picnic Area was constructed. Facilities include two open picnic shelters, barbecues, a masonry toilet block and an all-ages playground. The work was completed in November 2008, with all relevant permits and certificates obtained. Construction of the Visitor Centre extension commenced, including an expansion to the cafe, a new function room and kitchen extension, additional toilets and an auditorium.

At RBG Melbourne, a bicycle shelter was constructed for staff use. The work was completed in September 2008 and all necessary permits and a certificate of final inspection were obtained.

Maintenance

Annual maintenance and improvement works including painting, fire equipment and security system maintenance, roof repairs and replacement of faulty fittings, were carried out on all buildings at RBG Cranbourne to ensure that they are kept in a safe and serviceable condition.

Annual maintenance and improvement works including painting, replacement of faulty fittings and minor building maintenance were carried out at RBG Melbourne. Maintenance of fire protection equipment including exit and emergency lighting, security systems and HVAC systems was carried out to ensure that they are kept in a safe and serviceable condition. Electrical equipment was tested and tagged. Regular servicing of the Herbarium lift was also undertaken. Full restoration of the Separation Tree Rest House was completed in April 2009.

Conformity

Work is continuing to ensure that buildings conform to relevant standards.

Whistleblowers Protection Act 2001

Whistleblowers Protection Act 2001 statement

During 2008–09, there were no disclosures made under the *Whistleblowers Protection Act 2001*. During the year:

- there were no disclosures made to the Royal Botanic Gardens Board Victoria
- there were no disclosures referred by the Royal Botanic Gardens Board Victoria to the Ombudsman for determination
- there were no public interest disclosures referred to the Royal Botanic Gardens Board Victoria by the Ombudsman
- there were no disclosed matters referred by the Royal Botanic Gardens Board Victoria to the Ombudsman to investigate
- there were no investigations of disclosed matters taken over by the Ombudsman from the Royal Botanic Gardens Board Victoria
- there were no requests made under section 74 to the Ombudsman to investigate disclosed matters
- there were no disclosed matters that the Royal Botanic Gardens Board Victoria declined to investigate.

Refer to Appendix One for the *Whistleblowers Protection Act 2001* procedure and details of the Royal Botanic Gardens Board Victoria's compliance with this Act.

Financial overview

Revenue generation and budgetary objectives

The Royal Botanic Gardens' income is primarily annual recurrent funding from the Victorian Government, supplemented by income generated through grants, donations, fund-generating programs, business operations and investment. The annual recurrent budget is allocated to salaries, operating costs and minor capital works.

The main budgetary objectives of the organisation are to:

- provide for the operational growth of RBG Cranbourne associated with the development of the Australian Garden
- improve the curation of the State Botanical Collection
- identify and implement new business opportunities that build on the Royal Botanic Gardens' brand, while fostering the expansion of current revenue sources
- achieve a consistent growth in corporate, community and philanthropic contributions of at least 10 per cent per annum.

Victorian Government income

Securing ongoing funding to meet growing asset replacement requirements has been a long-term budgetary challenge for the Royal Botanic Gardens.

This challenge is not unique to the Royal Botanic Gardens, but is exacerbated by the advanced age of much of the infrastructure and the number of heritage assets under the Royal Botanic Gardens' management. During 2008–09, annual funding provided by the Department of Sustainability and Environment enabled the repair or replacement of the most urgent of those assets requiring attention, including roof gutter replacement for the Herbarium, completion of the boundary fence at RBG Cranbourne and reinstatement of sections of the boundary fence at RBG Melbourne. Work was also undertaken to upgrade the security access and control system at RBG Cranbourne and to commence a similar upgrade for RBG Melbourne.

In addition, capital funding was received from the Department of Sustainability and Environment to continue construction of the Australian Garden Project Stage 2. Of the Project's four components, the Woodland Picnic Area was completed during 2008–09 and significant progress was made on the Visitor Centre extension, which was completed by August 2009.

Table 3: Financial results for 2008–09

	2008–09 \$
Government funding	
State Government	
– Recurrent grant	10,647,000
– Other grants	177,600
Commonwealth Government	143,697
Sponsorship	4,638,694
General Revenue	5,629,437
Total Expenses	(17,544,288)
Operating Surplus/(Deficit)	3,683,114

Comparison of financial results

Comparison of financial performance and position

In the financial year ending 30 June 2009, the Royal Botanic Gardens' operating result was significantly affected by the receipt of sponsorship and donations for a number of large capital projects, including the Australian Garden Project Stage 2. The corresponding expenditure on these projects is predominantly reflected as an increase in the Royal Botanic Gardens' total assets and not in its operating expenses.

With respect to the Royal Botanic Gardens' financial position, the increase in cash and deposits balances as at 30 June 2009 is largely due to the unspent revenue for the Australian Garden Project Stage 2, the costs for which are expected to be incurred over the next two years. In addition, a managerial revaluation of property, plant and equipment has increased the value of assets held by the Royal Botanic Gardens at the end of the period. The increase in equity for the year ended 30 June 2009 is due both to the revaluation and to the government funding for the Australian Garden Project Stage 2 being received as contributed capital.

Table 4: Five-year comparison of financial results

	2008–09 \$	2007–08 \$	2006–07 \$	2005–06 \$	2004–05 \$
Government Funding					
State Government					
– Recurrent grant	10,647,000	10,219,000	9,689,000	9,253,000	8,522,000
– Other grants	177,600	155,299	422,940	414,145	2,740,143
Commonwealth Government	143,697	356,753	158,817	364,785	165,987
Sponsorship	4,638,694	3,976,510	2,847,718	1,568,370	2,392,386
General Revenue	5,629,437	5,102,561	4,007,596	3,515,257	3,664,922
Total Expenses	(17,544,288)	(17,856,205)	(16,324,161)	(15,149,089)	(15,242,132)
Operating Surplus	3,683,114	1,953,918	801,910	(33,532)	2,243,307
Net cash flow from operating activities	4,294,535	3,011,652	1,835,828	437,856	4,326,796
Total assets	260,206,038	225,999,403	153,671,997	149,785,759	99,832,120
Total liabilities	3,649,391	3,493,337	3,380,336	3,447,014	3,722,974

Consultancies

Table 5: Consultancies

Consultancies during the year are summarised as follows:

	No. of Engagements	Operating Expenses	Costs Capitalised	Total
Consultancies less than \$100,000	57	429,759	247,960	677,719
Consultancies more than \$100,000	Nil	Nil	Nil	Nil
Total	57	429,759	247,960	677,719



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Employee profile

The Royal Botanic Gardens Board Victoria is committed to applying merit and equity principles when appointing staff. The selection processes ensure that applicants are assessed and evaluated fairly and equitably, on the basis of the key selection criteria and other accountabilities, without discrimination.

Table 6: Comparative employee profile for the past four years

As at 30 June 2009, employee numbers totalled 228.

	30 June 2009	30 June 2008	30 June 2007	30 June 2006
Full-time	122	128	134	121
Part-time	48	43	30	31
Casual	58	55	49	48
TOTAL EMPLOYEES	228	226	213	200

Table 7: Employee numbers as at 30 June 2009

Detailed employee data as at 30 June 2009, including numbers of full-time, part-time and casual staff by gender and Division.

	FULL-TIME			PART-TIME			CASUAL			TOTAL			FTE		
	Male	Female	S/T	Male	Female	S/T	Male	Female	S/T	Male	Female	Total	Male	Female	Total
Directorate	3	0	3	0	3	3	0	0	0	3	3	6	3.0	1.5	4.5
Corporate Resources	13	13	26	1	10	11	1	3	4	15	26	41	14.0	19.5	33.5
Melbourne Gardens	27	10	37	6	10	16	18	25	43	51	45	96	39.0	27.5	66.5
Plant Sciences & Biodiversity	10	10	20	2	4	6	1	1	2	13	15	28	11.5	12.5	24.0
Cranbourne Gardens	15	16	31	3	7	10	2	6	8	20	29	49	17.5	22.5	40.0
ARCUE	3	2	5	0	2	2	0	1	1	3	5	8	3.0	3.5	6.5
TOTAL	71	51	122	12	36	48	22	36	58	105	123	228	88.0	87.0	175.0

Profile includes: employees seconded from other agencies.

Profile excludes: a) employees seconded to other agencies, b) employees on extended leave, e.g. maternity leave, and c) Jobskills trainees.

FTE: Full Time Equivalent – to obtain the full time equivalent data, casual and part-time employees are added together and divided by two.

Apprentices: the Royal Botanic Gardens now employs contract apprentices through Apprenticeships Plus at RBG Melbourne, and Link Employment and Training at RBG Cranbourne.

As at 30 June 2009, this involved two male apprentices and one female apprentice. However, as contractors, it is not appropriate to include them in this table.

As at 30 June 2009, the Royal Botanic Gardens' workforce comprised approximately 54 per cent full-time, 21 per cent part-time and 25 per cent casual staff, with the Full Time Equivalent (FTE) number being 175. The workforce gender ratio was 46 per cent male to 54 per cent female.

Table 8: Age profile of Royal Botanic Gardens' employees for the past two years

Age bracket (years)	% of RBG employees	
	As at 30 June 2009	As at 30 June 2008
<25	0.9	1.8
25 – 34	25.3	24.8
35 – 44	25.7	27.4
45 – 54	28.8	27.4
55 – 64	16.4	15.0
>64	2.9	3.6

Employee support and development

The Royal Botanic Gardens Board Victoria is committed to the development of a skilled and professional workforce, and to providing safe and equitable working conditions for all.

HR Strategic Plan 2008–11

The Human Resources (HR) Strategic Plan 2008–2011 was developed in 2008 to align with the new *Royal Botanic Gardens Corporate Plan 2008–11* and committed the Royal Botanic Gardens to a strategy of 'Preparing for Future Challenges'. Key initiatives from the HR Strategic Plan that were completed during 2008–09 included:

- reviewing the Co-ordinator, Workforce Planning position to determine the most appropriate position structure to meet the needs of the Royal Botanic Gardens
- sourcing and appointing an external under-performance coach to provide support to line managers
- sourcing an independent investigation services provider to ensure prompt and thorough investigations of any serious misconduct.

Project management course

With various major capital and non-capital projects under way, the Royal Botanic Gardens identified a need for development of project management skills in those employees closely involved with projects. In order to address this need, in early 2009 a Diploma of Project Management course was launched in partnership with Chisholm Institute. The course runs until November 2009, with 12 employees participating.

Australian Compensation Services

Australian Compensation Services was engaged to review the WorkCover premiums and claims history with the Royal Botanic Gardens' insurer, CGU Workers Compensation (VIC) Limited (CGU). As a result of this review, approximately \$15,000 was recovered from CGU. This sum mainly related to the re-classification of ARCUE, which substantially reduced the relevant annual WorkCover premium.

Occupational Health and Safety (OHS)

As an initiative to improve health and productivity, the Royal Botanic Gardens Board Victoria again offered all employees the opportunity to receive free influenza vaccinations, which were provided with the generous assistance of CSL Biotherapies; 39 employees were vaccinated as part of this program.

The annual SunSmart program was again held at RBG Melbourne. Given the high numbers of staff who work outdoors, this is an important OHS program for the Royal Botanic Gardens.

The OHS Committee conducted a number of 'hazard hunts' across the organisation to identify potential OHS risks. Refresher training was provided for relevant First Aid Officers. First Aid incidents reported and WorkCover claims lodged in 2008–09 are reported in Table 9, on page 26, along with comparable data for the preceding three years.

Table 9: Work Cover incidents

In 2008–09, 13 new WorkCover claims were received.

	2008–09	2007–08	2006–07	2005–06
First Aid Incidents (no medical costs incurred)	32	51	28	49
WorkCover Claims (new)	13	23	22	32

The OHS Committee continued to monitor all WorkCover incidents and claims.

The OHS Committee, in conjunction with consultants ResolutionsRTK, launched a Management System Review Project to review the Royal Botanic Gardens' OHS systems and practices. Phase one involved a systems audit of the existing OHS management system, which found that the Royal Botanic Gardens complies with OHS legislation. Future phases involve enhancement of current systems and practices.

Equal Employment Opportunity (EEO)

The EEO Committee arranged two information sessions for EEO awareness. These sessions are compulsory for all new employees and optional for existing employees who want to attend a refresher program. Branch attendance occurs on a rotating system to ensure all employees attend a refresher every 2.5 years.

Professional development

The 2008–09 Professional Development Program included workshops such as EEO, SunSmart, OHS and Performance Review System. Employees also attended conferences, seminars, field-trips and technical training appropriate to their respective roles.

Employee Assistance Program

The Royal Botanic Gardens Board Victoria has an agreement with International Psychological Services (IPS) to provide an Employee Assistance Program for employees and members of their households. In 2008–09, Royal Botanic Gardens' employees continued to make use of this confidential counselling service that is available 24 hours a day, seven days a week.

Employee relations

During 2008–09, 51 appointments were made to Royal Botanic Gardens' positions. An average of 2.7 interviews was held per vacancy, and the average time taken to fill each vacancy was 38.2 calendar days.

Employee recognition

Guilfoyle Awards

The Guilfoyle Awards, named after William Guilfoyle, the second Director of the Royal Botanic Gardens who took up his position in 1873, recognise excellence and achievement of both individual employees and teams of employees in contributing to the activities of the Royal Botanic Gardens. In 2008–09, awards were presented to the following employees:

Individual Awards

Philip Bowyer-Smyth

In recognition of outstanding performance in irrigation management and research.

Jill Burness

In recognition of outstanding performance in overseeing the Australian Garden landscape completion design process.

Trevor Gallagher

In recognition of outstanding performance in planning the 2008 NAIDOC celebration at RBG Melbourne.

Warren Worboys

In recognition of outstanding performance in quality controlling the Australian Garden landscape completion design.

Team Award

ThankQ Implementation Project Team

In recognition of outstanding team performance in planning and carrying out the ThankQ Implementation Project.

Green Guilfoyle Award

***Sustainable Gardens* Publication Team**

In recognition of outstanding team performance in planning and carrying out the *Sustainable Gardens* Publication Project.



Our achievements



- 31 Goal 1: Enhancing on-site and online experiences and providing programs for a broader spectrum of our community
- 51 Goal 2: Strengthening the impact and utilisation of our scientific research through the development and implementation of a high quality, integrated research program
- 62 Goal 3: Delivering effective and environmentally sustainable management of landscapes, resources, plant collections, and built assets.



The *Royal Botanic Gardens Act 1991* requires that the Royal Botanic Gardens Board Victoria prepares a Corporate Plan outlining the strategies the Board intends to adopt to achieve the objectives of the Act and the priorities and targets of the Board. The *Royal Botanic Gardens Board Victoria Corporate Plan 2008–11 – Connecting people with plants* sets out the Board’s strategic goals and associated priorities, and the actions to be undertaken in the planning period to achieve the objectives of the Act.

The Corporate Plan is a strategic planning document from which the Royal Botanic Gardens Board Victoria Business Plan 2008–09 stems, adopting its structure of strategic goals and setting out detailed Specific Outcomes for the reporting period.

The following section – Our achievements – reports in detail against the Specific Outcomes identified in the 2008–09 Business Plan and further reports against ongoing work that relates to the Corporate Plan Strategic Priorities and Actions. This financial year saw the beginning of a new three-year corporate

planning cycle, building on the achievements of the previous Corporate Plan and identifying new Strategic Priorities.

The Business Plan sets out the budget allocation for achieving each strategic goal and includes key performance indicators to measure the Royal Botanic Gardens’ performance against Business Plan Specific Outcomes. A report against each Key Performance Measure for 2008–09 appears at the end of each strategic goal.

Goal 1: Enhancing on-site and online experiences and providing programs for a broader spectrum of our community

The Royal Botanic Gardens is one of Melbourne's premier leisure and tourist attractions, offering a vibrant visitor experience through its Melbourne and Cranbourne sites. We will continually enrich and improve the experiences of our visitors and remain responsive to their needs.

We aim to connect people of all ages, cultures, abilities and backgrounds with plants by developing new gardens and collections, through innovative visitor and education programs and by engagement with the media. We will reach a wider audience through our online programs, with an emphasis on educational services. By connecting with a more diverse audience, we will increase community awareness of the Royal Botanic Gardens' scientific and horticultural research and the importance of plant life and of conserving biodiversity.

Strategic Priority 1a

To be aware of and responsive to the diverse needs of the community by delivering stimulating and innovative recreational and educational programs

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 1 (<i>relating to Action 1 in the Corporate Plan 2008–11</i>)</p> <p>Deliver diverse, high quality educational programs throughout RBG Melbourne and RBG Cranbourne. Programs will focus on The Ian Potter Foundation Children's Garden, the Australian Garden and the newly-opened Woodland Picnic Area at RBG Cranbourne. Current programs will be monitored and reviewed based on analysis of feedback from program participants during 2007–08.</p>	<p>RBG Cranbourne Public Programs staff continued to deliver a range of education programs on a fee-for-service basis informed by themes that underpin the Australian Garden design. The delivery of education programs remained a priority, with 6,256 students completing and 831 parents and teachers attending programs. In addition, a further 1,037 students and teachers visited the Australian Garden.</p> <p>Visitor programs also remained popular at RBG Cranbourne and 4,996 visitors participated in 43 different programs during 2008–09. Visitor feedback received from evaluation forms confirmed a high level of satisfaction with the programs offered.</p> <p>At RBG Melbourne, literature and music continued to underpin a number of new visitor programs developed for presentation by Public Programs staff in The Ian Potter Foundation Children's Garden. Programs such as <i>Pumpkin Soup</i> and <i>The Music Tree</i> incorporated stories from popular children's books to engage young audiences. Responding to feedback received in 2007–08, more input from Indigenous guides was incorporated into the Aboriginal Resource Trail, resulting in increased bookings for this program.</p> <p>The evaluation of education programs at both sites continues to inform the review and development of programs. Evaluation is conducted using a standard teacher feedback form and informal student feedback is also sought and recorded. Approximately 100 program evaluation forms were received for both sites, the vast majority of which favourably reviewed the services provided.</p>

**Business Plan Specific Outcomes
(and associated Corporate Plan Actions)**
Progress against Specific Outcomes and Actions

**Specific Outcome 2 (relating to Actions 3 and 4 in
the Corporate Plan 2008–11)**

Continue the development of our co-ordinated education program by providing a professional development program for external teachers as well as curriculum support materials. Review and evaluate all curriculum-based educational services and products to ensure that the Royal Botanic Gardens continues to meet the needs of its education service clients:

- the RBG education service at both RBG Cranbourne and RBG Melbourne will deliver a pilot teacher professional development program aimed at supporting teachers to develop sustainable schools gardening programs. This program will run over eight sessions and will be delivered in partnership with Cultivating Community
- RBG Cranbourne will deliver a pilot sustainable gardening program targeting the adult education market
- RBG Cranbourne will work in partnership with the City of Casey to provide a Horticultural Development Officer who will promote sustainable gardening practices to developers working in new housing areas in the City of Casey
- RBG Melbourne will use funds from the George Alexander Foundation to provide an education outreach program focussing on rare and threatened plants. Through the program, schools from targeted regional areas will participate in programs at RBG Melbourne and our scientific and horticultural employees will work with students in their own region
- RBG Melbourne will build on the work of previous years and continue to provide School Partnership Programs in 2008–09. This program generates opportunities for long-term, ongoing learning experiences for schools by participating students and teachers developing continuing relationships with RBG employees and volunteers, and learning about real-world environmental challenges and how to use tools and resources to find solutions.

The Royal Botanic Gardens remained committed to providing a range of professional development and education programs at RBG Cranbourne and RBG Melbourne, and was again successful in receiving Department of Education and Early Childhood Development triennial funding (January 2009 – December 2011) to support the delivery of these programs.

Growing School Community Gardens was piloted over Terms Three and Four. This eight-week program was designed to provide individuals with the skills and knowledge to create, maintain and utilise school gardens, and was delivered in partnership with Royal Botanic Gardens' staff from both sites, The University of Melbourne (Burnley Campus) and Cultivating Community, a non-government community organisation.

Thirty-one teachers, parents and other school community members successfully completed the course. Evaluation conducted throughout the course, and after its completion, showed a very high level of satisfaction. Building on its success, planning commenced for a similar course to be held in late 2009–10. In all, a total of 283 teachers participated in professional development activities at RBG Melbourne.

At RBG Cranbourne, a trial program – *Sustainable Gardening* – was offered for adult learners in spring 2008. This program, developed by the Horticulture and Public Programs branches, was attended by nine participants. Exit interviews indicated that participants were satisfied with the program content and delivery.

Collaboration with the City of Casey Botanic Development Officer began in May 2009, with the aim of engaging the local community in the work of RBG Cranbourne and encouraging residents and developers to use native plants. By working strategically with the Botanic Development Officer it is believed that RBG Cranbourne can more effectively target home gardeners with information about sustainable gardening practices, thereby increasing the effectiveness of programs delivered on-site.

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
Specific Outcome 2 (continued)	<p>Five schools from the bio-regions featured in the Rare and Threatened Species Collection at RBG Melbourne – the High Country, Grampians, Gippsland, Mallee and the Volcanic Plains – participated in a tailored on-site education program that was sponsored by the George Alexander Foundation. As part of this program, Herbarium staff developed and delivered tours and information sessions on the role of the Victorian Conservation Seedbank, threatened Victorian plant species, and the reasons for threatening processes and their importance in Victorian ecosystems and environments. The programs also provided opportunities for hands-on practical planting activities led by staff. Stage Two of this program will be delivered in the 2009–10 financial year and will involve Royal Botanic Gardens' staff visiting each of these schools.</p> <p>Presentation College (Year 11) and Carrum Downs Secondary College (Year 9) students participated in the RBG Melbourne School Partnership Program. As part of this program, the students worked closely with Horticulture Branch staff and volunteers in the Children's Garden to plant, mulch and harvest.</p>
Specific Outcome 3 Develop an Interpretation, Information and Education Plan for the second stage of the Australian Garden.	An Interpretation, Information and Education Plan was developed for implementation in the Australian Garden Stage 2. Staff from across the organisation contributed to its development and the plan was signed-off by the Australian Garden Executive Group in November 2008.

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Action 1</p> <p>Develop new and refine existing recreational and educational programs and services to meet the needs of under-represented user or visitor groups. Explore and develop new avenues of communicating with new generations about plants.</p>	<p>A partnership program was developed between RBG Cranbourne and Cranbourne Secondary College. Eight Year 8 students from the College's <i>Boys Business Program</i> completed a five-week program at RBG Cranbourne involving the Public Programs (Education), Horticulture, and Land Management and Infrastructure branches. These students were identified by Cranbourne Secondary College as 'disadvantaged'; that is, those students who would not generally enjoy success in normal school programs. This pilot program was successfully completed with good outcomes for the students, RBG Cranbourne and the College.</p> <p>RBG Melbourne secured funding from the Lord Mayor's Charitable Trust to subsidise education program fees for schools from low socio-economic areas. This funding resulted in marginalised students accessing education programs free of charge, with 1,342 students from 29 schools benefitting from the scheme.</p>
<p>Action 2</p> <p>Enhance the content, relevance, quality and consistency of our online information services to promote our work and broaden our appeal to those who access our services using the internet.</p>	<p>An Australian Garden blog went live in February 2009. This blog provided e-visitors with a monthly update on flowering plants in the Australian Garden and was developed by the Horticulture and Public Programs branches. It attracted an average of 50 e-visitors per day.</p>

Strategic Priority 1b

To actively promote the essential role that plants play in sustaining life on earth and the pressing need to conserve biodiversity

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 4</p> <p>Continue to develop the Royal Botanic Gardens' Community Engagement Program, which aims to:</p> <ul style="list-style-type: none"> • achieve a broader community understanding of the essential relevance of plants to people and life on earth • increase community knowledge of and commitment to the conservation of native plants and habitats, and • increase knowledge of the importance of preserving biodiversity in the face of global climate change <p>by:</p> <ul style="list-style-type: none"> • developing an adult education program, focusing on sustainable gardening at both RBG Cranbourne and RBG Melbourne • delivering programs focused on increasing community understanding of the importance of remnant bushland at RBG Cranbourne through the Spring Wildflower Festival and Eucalypt Festival • developing an interactive visitor kiosk located at the RBG Melbourne Visitor Centre to give visitors access to a variety of online plant research in addition to the online census of all plants at RBG Melbourne (featuring maps, bed locations, geographic details and links to other information sources), and • delivering a new visitor experience entitled <i>Living on the Edge</i> which will focus on the importance of preserving biodiversity and the role of the Royal Botanic Gardens in preserving rare and threatened species. This new guided walk by the RBG Melbourne Voluntary Guides will also highlight the need to conserve native plants and habitats. 	<p>The Information Services and Public Programs branches worked together to commission an interactive visitor kiosk in the foyer of the RBG Melbourne Visitor Centre. The kiosk provides visitors with immediate access to the online plant census featuring RBG Melbourne's plant locations and a variety of online plant research sites. Plants can be searched in both botanical and common-name formats.</p> <p>RBG Cranbourne continued its program of seasonal festivals. Spring remains a popular time for visitors, with 19,417 people visiting the Australian Garden. Of these, 8,839 visited during the Wildflower Festival, which ran from 22 September to 4 October 2008.</p> <p>In autumn, the Eucalypt Festival attracted 5,242 visitors from 4 to 19 April 2009, with 2,359 visitors attending four featured activity days.</p> <p>Plant Sciences staff gave a series of 11 lectures and five practical classes at the School of Botany (The University of Melbourne), and 40 public talks and lectures to general audiences. Horticultural Botanists Rob Cross and Roger Spencer finished a new book, <i>Sustainable Gardens</i>, which was published by CSIRO Publishing in January 2009. This book informs the public about the environmental implications of garden design, construction and maintenance.</p> <p>A program titled <i>California Dreaming</i> was developed for adult gardeners with a focus on plants that are well-suited to Melbourne conditions. Sixty visitors participated in this program, which incorporated a guided walk led by RBG Melbourne Voluntary Guides and a presentation by the Curator of the California Collection.</p> <p>Staff from the Plant Sciences and Public Programs branches continued to collaborate in the development and delivery of programs including the <i>Living on the Edge</i> program, which involved tours of the newly developed Rare and Threatened Species Collection. This program was funded by the George Alexander Foundation.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
Specific Outcome 4 (continued)	<p>Funding was also provided by Botanic Gardens Conservation International (BGCI) for programs on Plant Conservation Day. A <i>Seeds for Survival</i> guided walk was offered free of charge to the public. This walk was researched and developed by RBG Melbourne Voluntary Guides and also involved presentations from key Royal Botanic Gardens' staff. A total of 22 visitors participated in this walk as part of the BGCI Plant Conservation Day program of international activities on 18 May 2009.</p>
<p>Specific Outcome 5</p> <p>Improve accessibility to the unique collections, research and expertise of the Royal Botanic Gardens by:</p> <ul style="list-style-type: none"> • continuing to develop and conduct Royal Botanic Gardens Open Days, maintaining a yearly program providing free access to a range of collections and showcasing the operational side of the Royal Botanic Gardens • providing capacity for users of the Victorian Conservation Seedbank collection to extract or process these data in real time • designing the Cranbourne Living Collection database as a single RDMS (Relational Database Management System) for the Australian Garden, which will allow daily synchronisation of core information, such as family name, genus name, species name, synonyms and references, with the RBG Melbourne Living Collections Database • continuing development of the online census of all RBG Melbourne living collection plants with maps, bed locations, geographic details and links to other information sources • continuing to expand promotion of achievements of the Royal Botanic Gardens using the website, with links to water conservation information, seminars, achievements/awards and fungi information • continuing work with HISCOM (Herbarium Information Standards Committee) and TDWG (Biodiversity Information Standards Working Group) to develop protocols, codes of practice and standards for the transfer of biodiversity information via Australia's Virtual Herbarium and other (future) online products. 	<p>In October 2008, Spring Open Day at RBG Melbourne saw 372 visitors enjoy free behind-the-scenes tours of areas including the Nursery and Herbarium, arboriculture demonstrations and Children's Garden programs.</p> <p>One of the most popular tours, <i>Secrets of the Herbarium</i>, was conducted by Voluntary Guides with the assistance of Curation staff. The tour provided visitors with an insight into the role of the Herbarium and an opportunity to view a selection of historically and scientifically significant herbarium specimens, and books and illustrations in the State Botanical Collection. A total of 8,380 people attended Spring Open Day.</p> <p>During the year, the Victorian Conservation Seedbank database was integrated into the Living Plant Database, thereby completing the project and allowing users real-time access to species data.</p> <p>Database users can query information about collected species that have seed in storage, the number of seeds, collection details, seed viability and germination protocols. The integration of the Victorian Conservation Seedbank database into the Living Plant Database allows users to access important species information such as synonyms or plant distribution. Progress was also made in synchronising core information from various datasets of the Australian Garden into the duplicate Living Plant Database, which resides on the RBG Cranbourne server.</p> <p>Development of the online census also continued, with data regularly updated with species information, reflecting changes in RBG Melbourne's living collections as they are entered into the Living Plant Database. The online census setup allows exclusion of specific families or species that the Royal Botanic Gardens does not wish to highlight (such as species known to be targeted for theft).</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
Specific Outcome 5 (continued)	<p>Work with HISCOM, TWDG and on upgrading Australia's Virtual Herbarium (AVH) also continued, with part three of the AVH project to be launched in 2009–10.</p> <p>A variety of positive media coverage relating to the Royal Botanic Gardens' collections, research expertise and public programs was gained throughout the year. Subscriptions to <i>News@RBG</i> continued to increase, with 1,484 subscribers as at 30 June 2009. This email publication has been expanded to include information on events and activities at RBG Melbourne and RBG Cranbourne.</p> <p>Work progressed on the redevelopment of the Royal Botanic Gardens' website across the organisation. The Plant Sciences and Biodiversity Division established a web working group to finalise priority areas for attention as part of their component of the redevelopment project. Implementation of the new website is expected to take place in late 2009.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 6 (<i>relating to Action 7 in the Corporate Plan 2008–11</i>)</p> <p>Expand interpretive signs and visitor information systems, highlighting the Royal Botanic Gardens' Community Engagement Program goals of Sustainable Gardening and People, Plants and Cultures, by:</p> <ul style="list-style-type: none"> • developing interpretive signs for the Woodland Picnic Area at RBG Cranbourne, which focus on the diversity of habitats at RBG Cranbourne and highlight seasonal changes in flora and fauna for visitors • continuing visitor evaluation of interpretive signs within the Australian Garden to assist with the development of signs for the Australian Garden Stage 2 • developing interpretive signs for the Rare and Threatened Species Collection at RBG Melbourne and the Australian Forest Walk (to reflect the collection's change of focus) • completing the sign replacement program at RBG Melbourne and RBG Cranbourne to replace out of date and damaged signs with new vinyl wrap technology, and distributing 20 temporary interpretive signs focussing on the Royal Botanic Gardens' water conservation. 	<p>Display panels erected as part of the main shelter in the Woodland Picnic Area focus on the diversity of habitats at RBG Cranbourne and highlight seasonal changes in plants and animals most likely to be seen on site. Illustrations for these panels were provided by the Wildlife Artists Society and have proved to be a popular feature with families, who then try to spot these animals and plants when walking through the bushland. New directional signs were also placed at RBG Cranbourne in time for the opening of the Woodland Picnic Area. These signs direct visitors from main visitor nodes towards key destinations including the Visitor Centre, Trig Point, and the Stringybark and Woodland picnic areas.</p> <p>The Information Services Branch undertook research with a view to developing an automated process for producing the many plant labels which will be required for the Australian Garden landscape completion. Plant Sciences staff continued to check and provide authoritative determinations on the names of plants, and their natural distributions, using data from Australia's Virtual Herbarium (AVH), for use on Australian Garden Stage 1 and Stage 2 plant labels.</p> <p>In addition, visitor evaluation of existing Australian Garden interpretive signs was conducted as part of the Eucalypt Festival in autumn 2009. Feedback received indicated a preference for more plant labels and text-based signs. This feedback will be used to inform the development of signs for the Australian Garden Stage 2.</p> <p>The development and production of interpretive signs for the Rare and Threatened Species Collection, originally planned for 2008–09, was deferred to align this activity with the development of interpretive signs for Guilfoyle's Volcano. Concurrent development of signs for these two areas is expected to result in significant savings in direct costs and staff time. New interpretive signs for the Australian Forest Walk were researched, designed and installed. Production of these signs employs a vinyl wrap technology that will increase their durability.</p> <p>Efforts to promote the sustainable use of water continued at RBG Melbourne and included the positioning of 20 temporary signs to provide information to visitors on RBG Melbourne's water conservation achievements and strategies.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Action 5</p> <p>Tailor our publications and education/visitor programs to educate the community about the particular role of the Royal Botanic Gardens, and botanic gardens in general, in conserving biodiversity in the face of accelerating global climate change.</p>	<p>The Climate Change Schools Program was expanded in 2008–09 to run at RBG Melbourne as well as RBG Cranbourne, where it was first introduced. Education programs presented at both sites continued to incorporate learning that promotes sustainable use of resources and protection of biodiversity values.</p> <p>At RBG Melbourne, a total of 140 students participated in this program. It will be offered on an on-going basis as part of the suite of education programs available to schools at both sites.</p> <p>The Royal Botanic Gardens also contributed to the development of a National Schools Climate Change Program in conjunction with other Australian capital-city botanic gardens. This pilot project is auspiced by the Australian National Botanic Garden.</p>
<p>Action 6</p> <p>Increase the accessibility of our unique collections at the Royal Botanic Gardens, striking a balance between our obligation as custodian of precious and rare collections and sharing them with both our online and on-site visitors.</p>	<p><i>Hidden in plain view – the forgotten flora</i>, the Royal Botanic Gardens' first touring exhibition, continued its national tour with exhibitions at the Queen Victoria Museum and Art Gallery (Launceston) and the Gordon Gallery (Geelong). The exhibition continued to draw strong interest from diverse groups in the community including researchers, educators, field naturalists, students and artists. Approximately 32,000 people attended the exhibition over its 13-week showing in Launceston, with good attendances also recorded during its six weeks in Geelong. Herbarium staff presented a series of floor talks at both venues.</p> <p>The Collections Branch at the Herbarium continued to collaborate with other scientific institutions as part of its loans and exchange program, which is essential for ongoing work in plant taxonomy and systematics. As part of this program, 22,125 specimens were processed in 288 separate transactions; 31 herbarium loans were sent to other scientific institutions, including 13 to overseas institutions; and 39 loans were received for study by botanists and students.</p> <p>A total of 51 researchers (taxonomic botanists, weed researchers, ecologists, students, botanical historians and artists, and museum curators), including three from international institutions, visited the Collections on 232 occasions. Sampling of material from herbarium specimens for botanists continued to increase. Twenty-six sampling requests were approved, predominately for DNA analysis. Twenty-five requests for digital images of herbarium specimens were also serviced by Curation staff. The provision of digital images of the specimens improves accessibility and helps to protect and preserve the dried specimens.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
Action 6 (continued)	<p data-bbox="655 477 1155 714">Library staff continued to facilitate access to the State Botanical Collection and supplied 1,921 loans and photocopies to Royal Botanic Gardens' staff, and to staff from the Department of Sustainability and Environment (DSE), the Department of Primary Industries (DPI), external organisations and the general public; similarly, they answered 1,440 enquiries.</p> <p data-bbox="655 734 1182 1032">Databasing of the Herbarium Collection has provided greater accessibility to information about this invaluable resource. A total of 76 requests for electronic information were serviced and 118 plant distribution maps was generated for taxonomic publications, conference presentations and to support submissions to government agencies. Online, there was a total of 288,473 'hits' on the Australia's Virtual Herbarium section of the Royal Botanic Gardens' website.</p> <p data-bbox="655 1055 1182 1263">Curation staff continued to promote the relevance and importance of the Herbarium Specimen Collection through tours and presentations for a range of interest groups, government agencies and the wider public, including DSE, DPI, The Burke and Wills Historical Society Inc., and the Australian Institute for the Conservation of Cultural Materials.</p> <p data-bbox="655 1285 1182 1464">The Herbarium Specimen Collection was also the inspiration for <i>Plant Matter NeoEden, Melbourne</i>, an exhibition held at Domain House from 29 November to 13 December 2008 by Su-Chen Hsu, an Asialink Arts reciprocal artist-in-residence who was hosted by the Royal Botanic Gardens.</p>

Strategic Priority 1c

To foster social inclusion by promoting strategic community relationships, involvement and participation in the Royal Botanic Gardens' work and activities

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 7 (<i>relating to Action 13 in the Corporate Plan 2008–11</i>)</p> <p>Develop and diversify the volunteer program and continue to increase volunteer opportunities at both RBG Melbourne and RBG Cranbourne, including:</p> <ul style="list-style-type: none"> • continuing to develop the Volunteer Master Gardener program at RBG Cranbourne to change community perceptions of Australian plants, by fostering opportunities for visitors to interact informally with knowledgeable, trained and passionate gardeners • delivering a Children's Club for RBG Cranbourne — Grubby the Garden Grub Kids' Club — which aims to facilitate the enjoyment and access of children aged 5 to 10 years of age to the Australian Garden site at RBG Cranbourne • increasing volunteer opportunities, where appropriate, with a focus on the Practical Placement Program in association with the Burnley College campus of The University of Melbourne, where horticulture students volunteer at RBG Melbourne to obtain practical and relevant work-based experience • expanding our volunteer intake and increasing Children's Garden volunteer involvement in education programs • implementing an assessment program for existing RBG Melbourne Voluntary Guides aimed at identifying training needs and areas for improvement with the voluntary guide program • continuing to work with volunteers from the Australasian Native Orchid Society who provide significant support to the horticultural curation and development of the RBG Cranbourne native orchid collection • expanding the successful volunteer program commenced in August 2007 whereby several Friends of the Royal Botanic Gardens Melbourne carry out horticultural maintenance at E Gate Lodge. 	<p>The Volunteer Master Gardeners at RBG Cranbourne played an important role at the Australian Garden and staffed the Information Station for a total of 2,019 hours, providing visitors with an opportunity to learn more about gardening with Australian plants. Visitors also benefitted from the work of RBG Cranbourne Volunteer Guides, who spent 313 hours conducting tours in the Australian Garden.</p> <p>The Garden Grub Kids' Club was officially launched at RBG Cranbourne on 23 November 2008. Membership of the Kids' Club grew steadily in the first eight months of operation, recording 100 Garden Grub members, 11 of whom attended specially-focussed Kids' Club school holiday programs. Four seasonal newsletters and five stickers were sent to members, and two member competitions were run; as well, special emails were sent to members on their birthdays.</p> <p>A variety of marketing collateral to support and promote the Club was developed by the Marketing and Communications Branch. The program was successfully integrated into the Booking and Ticketing system, following some additional programming by Information Services Branch.</p> <p>The Practical Placement Program did not run at RBG Melbourne during 2008–09 due to changed priorities at Burnley College.</p> <p>Volunteers at The Ian Potter Foundation Children's Garden expanded their involvement in school partnership programs and led activities with students from Presentation College and Carrum Downs Secondary College. This program also saw students working with younger primary school-aged students in the garden. As well, Children's Garden volunteers carried out tasks related to regular education programs and general up-keep of the garden. A new intake of volunteers was deferred, due in part to the exceptional retention rate of existing volunteers.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
Specific Outcome 7 (continued)	<p>As a commitment to support the work of volunteers, a new Personal Achievement Review process was implemented for RBG Melbourne Voluntary Guides. This comprehensive review provided an opportunity for volunteers and staff to review goals, celebrate achievements and identify areas for learning and development. This review process will become an ongoing activity as part of volunteer management at RBG Melbourne.</p> <p>The Australasian Native Orchid Society (ANOS) assisted with the curation of the RBG Cranbourne Orchid Collection through 187 hours of volunteer support. ANOS members also recommended improvements to growing conditions for the collection and contributed to an Orchid Undercroft planning workshop.</p> <p>Helping Hands group volunteers from the Friends of RBG Melbourne undertook horticultural development and maintenance work at E Gate Lodge, RBG Melbourne. Over the past 12 months, the E Gate Lodge program was consolidated and expanded to take in the grounds of Eastern Lodge, with a second intake of volunteers undertaking horticultural improvement and maintenance works.</p>
Specific Outcome 8 Continue to foster and expand the Royal Botanic Gardens' strategic community relationships to promote the essential role of plants and the importance of conserving biodiversity by being an active member of the Garden Plant Conservation Association of Australia, which aims to promote and encourage the establishment, development and maintenance of collections of cultivated garden plants.	<p>The Director, Melbourne Gardens and Branch Manager, Horticulture shared the role of Royal Botanic Gardens' representative on the Garden Plant Conservation Association of Australia (GPCAA) Committee of Management. The GPCAA undertook a re-branding exercise to ensure its relevance in the industry, and during 2008–09 developed a strategic planning document to assist the Committee in achieving its key objectives.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 9</p> <p>Continue the implementation and assessment of programs as part of the Royal Botanic Gardens' Community Engagement Program under the four streams – Sustainable Gardening; People, Plants and Cultures; Climate Change; and the Scientific Role of the Royal Botanic Gardens. These programs seek to:</p> <ul style="list-style-type: none"> a) encourage sustainable gardening practices for five target groups (schools, vocational groups, tertiary groups, adults and visitors); b) improve the understanding of and respect for the natural, scientific and cultural heritage of the Royal Botanic Gardens; and c) increase the community's understanding of climate-change related issues, by <ul style="list-style-type: none"> • offering subsidised bus travel to disadvantaged schools to facilitate access to education programs at RBG Melbourne • offering programs and activities at RBG Cranbourne in partnership with external community organisations as part of a range of activities on National Tree Planting Day • expanding professional development programs for teachers focussing on sustainable gardens and developing skills for teachers to use in Victorian school gardens • expanding the RBG Melbourne program of activities as part of the 2009 NAIDOC week of celebrations • expanding on the hugely successful 2007–08 planting day when students and horticultural staff worked side by side planting indigenous plants as part of World Environment Day • continuing involvement by the RBG Cranbourne Horticulture Branch in Public Programs delivery. 	<p>At RBG Cranbourne, staff from the Horticulture and Public Programs branches collaborated on the planning and delivery of activities and five adult education programs were developed. These included: <i>The Hyperactive Winter Garden</i>, <i>Sustainable Gardening for Intermediates</i>, <i>Plant for Your Kids</i>, <i>Large Trees and Drought</i> and <i>Makeover Your Autumn Garden</i>. A successful trial of <i>Sustainable Gardening</i> was conducted.</p> <p>In addition, the Horticulture and Public Programs branches delivered one-off visitor programs including <i>Drought-proofing Your Garden</i> and <i>Shady Dry Gardens</i> for 17 and 22 participants respectively.</p> <p>On-site, the Horticulture Branch delivered lectures and field trips for 12 horticulture students from The University of Melbourne's Burnley Campus, and 20 and 12 students respectively from Chisholm Institute's Cranbourne and Rosebud campuses. In addition to programs supported on-site, the Branch delivered off-site presentations to a number of horticultural clubs and groups such as the Inaugural Buda Horticultural Lecture Series, the Glen Iris Garden Club, the Prahran Garden Club, the Mooroopna and District Garden Club, the Ferny Creek Horticultural Society, the Australian Plant Society at Wilson Botanic Park and the Rhododendron Society of Victoria.</p> <p>Schools education programs remained a priority at both sites. In July 2008, 90 students from Devon Meadows Primary School participated in Planet Ark's National Tree Planting Day. This event was run in partnership with Parks Victoria and saw 2,000 plants introduced in the buffer zone on the south-eastern corner of RBG Cranbourne.</p> <p>At RBG Melbourne, 2,390 students participated in the <i>Sustainable Gardening</i> program. The basic skills of sustainable gardening practice were taught during this hands-on program, which explored water conservation, organic gardening methods, composting and worm farming. Students considered ideas for designing or developing their own gardens by exploring the RBG Melbourne landscapes.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
Specific Outcome 9 (continued)	<p data-bbox="655 477 1158 622">Teacher professional development programs were delivered at both sites, including a full-day program facilitated in partnership with South East Water, Melbourne Water and Yarra Valley Water, which was attended by 46 teachers.</p> <p data-bbox="655 645 1150 824">This full-day professional development workshop explored water conservation topics and provided hands-on practical sessions including propagation techniques, links to school curriculum, how to keep vegetables alive, creating riparian habitat, water sampling and plant selection.</p> <p data-bbox="655 846 1158 931">The highly successful <i>Growing School Community Gardens</i> program (see Strategic Priority 1a, Specific Outcome 2 above) was also delivered at both sites.</p> <p data-bbox="655 954 1171 1133">In addition, a number of irrigation workshops for industry professionals were conducted. These workshops provided an opportunity for Royal Botanic Gardens' staff to share with industry participants their experience and success in water conservation management for large landscapes.</p> <p data-bbox="655 1155 1171 1335">RBG Melbourne offered free <i>Garden Discovery Walks</i> twice daily (except Mondays) throughout the year. These walks, led by Voluntary Guides, give an introduction to the Gardens as a scientific institution and heritage landscape for all visitors. A total of 1,375 visitors participated in these walks during 2008–09.</p> <p data-bbox="655 1357 1179 1536">A new Climate Change Education Program was developed, with 140 students participating during 2008–09. A total of 30 schools from low socio-economic areas accessed the Royal Botanic Gardens' program for subsidised transport to participate in education programs at the Gardens.</p> <p data-bbox="655 1559 1142 1671">NAIDOC celebrations were held on 9 July 2008, with a variety of free activities for visitors, including live music, wood burning, ochre face painting and traditional string making.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 10 <i>(relating to Actions 9 and 11 in the Corporate Plan 2008–11)</i></p> <p>Continue to share information with and provide mentoring support to smaller and regional botanic gardens to enhance their growth and development, with a focus on fostering the development of the Victorian Regional Botanic Gardens Network, by:</p> <ul style="list-style-type: none"> • providing executive support to the Victorian Branch of BGANZ through their quarterly meetings and regional workshops • sending employees to the BGANZ meetings and facilitating site visits and networking opportunities as they arise with regional members of BGANZ • continuing involvement with and mentorship of regional botanic gardens. 	<p>The Royal Botanic Gardens continued to provide support and direction to Botanic Gardens Australia and New Zealand (BGANZ) Victoria. The role of Convenor (previously Chair) of the state committee was undertaken by the Director, Melbourne Gardens. Membership of the Executive Committee of BGANZ Victoria was provided from both the Cranbourne and Melbourne Gardens divisions, in addition to administrative support. The 2008 BGANZ Victorian Plants Forum held in Geelong in September 2008 attracted 160 delegates, with organising support and speakers provided by both RBG Cranbourne and RBG Melbourne. The Royal Botanic Gardens' Director and Chief Executive continued to serve as national President of BGANZ.</p> <p>Membership of both the Dandenong Ranges Gardens and Karwarra Australian Gardens advisory groups was provided from Cranbourne Gardens Division, strengthening our relationship with these two important community-based groups.</p> <p>Melbourne Gardens Division provided support and advice to various regional botanic gardens including Sale, Colac, Bendigo (at White Hills), Benalla and St Kilda botanic gardens. This assistance was provided with the aim of achieving planning and management improvements at these gardens.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Action 9</p> <p>Foster and enhance existing relationships with Government, community organisations, educational institutions, and industry bodies. Increase our focus on programs and projects with a high level of community engagement and an emphasis on responsible resource management, in particular the protection of Australia's biodiversity.</p>	<p>Practical and strategic issues continued to inform the Royal Botanic Gardens' relationships at a local and international level.</p> <p>Work experience places were offered to tertiary students at RBG Cranbourne and four placements were accommodated during the year. A Careers Day program was again offered in partnership with the South Eastern Local Learning and Employment Network (SELLEN) and Fleming's Nursery. This program accommodated 63 students considering careers in horticulture and land management.</p> <p>The RBG Cranbourne Education Co-ordinator represented RBG Cranbourne on the Department of Education and Early Childhood Development's Strategic Partnership Program Advisory Panel until December 2008.</p> <p>RBG Cranbourne played a pivotal role in supporting the City of Casey in the recruitment, induction and work planning for a Botanic Development Officer position. This included assistance with the preparation of the position description and a strategic partnership agreement between the Royal Botanic Gardens and the City of Casey for workshops and planning sessions to determine a project plan and priorities for the position, and discussions on co-branding for a range of sustainable gardening information and materials for developers and the Casey community.</p> <p>RBG Melbourne was an official partner in Botanic Gardens Conservation International's Plant Conservation Day activities. On 18 June 2009, 22 visitors participated in free <i>Seeds for Survival</i> walks, which incorporated presentations from Royal Botanic Gardens' staff working on the Victorian Conservation Seedbank as part of the global Millennium Seed Bank Project and a tour of the new Rare and Threatened Species Collection.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Action 10</p> <p>Foster our relationships with, and support the activities of, our Friends and other support groups.</p>	<p>The Royal Botanic Gardens continued fruitful representation on the committees of both the Melbourne and Cranbourne Friends groups. A variety of activity groups associated with the Cranbourne Friends continued active use of the RBG Cranbourne site and facilities.</p> <p>Joint promotion and co-operation regarding Friends' activities and programs at both sites occurred throughout the year. Many Friends are involved in volunteer activities at both sites, including guiding, horticultural assistance, and specialist plant advice.</p> <p>During the year, the Information Services Branch continued to provide technical assistance to the Friends and other support groups by managing their network and email accounts, hosting their websites and providing training on how to use the website content management system.</p> <p>The Marketing and Communications Branch negotiated a reciprocal relationship for the period for members of the Melbourne and Cranbourne Friends groups with the Friends of the National Gallery of Victoria (NGV). The arrangement provided NGV members with a 10 per cent discount at The Gardens Shop and concessional prices for tours at RBG Melbourne and entry to the Australian Garden. Friends' group members from both sites received a 10 per cent discount on NGV shop purchases and 10 per cent off all new NGV memberships. Importantly, this arrangement promoted both sites to the extensive NGV membership.</p>
<p>Action 12</p> <p>Expand our collaborative relationships with Indigenous communities, especially in relation to educational and visitor programs.</p>	<p>The development of a Cultural Heritage Management Plan for the Australian Garden Stage 2 involved consultation with local Indigenous community leaders. RBG Cranbourne continued to be an active member of the Inter-Council Aboriginal Consultative Committee community networking forums.</p> <p>At RBG Melbourne, a review of the Aboriginal Resources Trail education program resulted in greater involvement from Indigenous guides. The program increased in popularity, with 2,664 students participating this year. An expanded NAIDOC celebration involving the Indigenous community was held at RBG Melbourne (refer Specific Outcome 9).</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Action 14</p> <p>Expand the promotion and sale of Royal Botanic Gardens-branded merchandise, through our strategic partnerships, our on-site retail outlets and our online services.</p>	<p>A variety of Australian Garden tourism products, also incorporating the Royal Botanic Gardens' <i>Gardens Table</i> branded merchandise, were developed for groups, free and independent travellers, and conference and incentive market visitors.</p> <p>Development of online sales from The Gardens Shop through the Royal Botanic Gardens' website was completed, with sales commencing during 2008–09.</p> <p>Further development of the Australian Native Plant component of the Royal Botanic Gardens' plant collection was undertaken. A shortlist of plants for inclusion in the program was developed with potential commercial partners. Propagation protocols and field trialling of selections will be undertaken in this phase of the project.</p>

Key performance measures

Measure	Result		
Total number of visitors to the Royal Botanic Gardens	A total of 1,709,650 people enjoyed a visit to either RBG Melbourne or RBG Cranbourne during the year.		
Total number of 'hits' and visits to the Royal Botanic Gardens website	2008–09	2007–08	Increase/Decrease
	Visits	Visits	
	267,333	140,239	+90.63%
	New visits	New Visits	
	75.62%	78.25%	-3.36%
	Hits	Hits	
The number of participants in Royal Botanic Gardens' public programs (measured against previous years)	906,911	504,074	+79.92%
	At RBG Cranbourne, 4,996 visitors participated in general programs, a 123% increase from 2,241 in 2007–08.		
	A total of 931 children participated in school holiday programs, a 10% increase from the 848 participants in 2007–08.		
	Forty-five visitor groups were return visitors for 2008–09, compared with 20 for 2007–08, an increase of 125%.		
	At RBG Melbourne, 2,391 visitors participated in <i>Garden Discovery Walks</i> in 2008–09. This figure includes 69 group bookings. This compares with 61 groups and a total of 2,568 visitors participating in this walk in 2007–08.		
	Free programs were offered as part of Spring Open Day, with 372 visitors participating in these programs. This represents an increase in participants compared with 2007–08, when 305 visitors participated in programs.		
	In all, 9,785 visitors participated in RBG Melbourne visitor programs in 2008–09, compared with 9,790 visitors in 2007–08.		
	Education programs offered at RBG Melbourne during 2008–09 saw 23,890 students participating, representing a decrease of 2,582 students compared with the previous year.		
	RBG Cranbourne recorded 54 return visits from schools in 2008–09 compared with 38 return visits in 2007–08, resulting in a 42 per cent increase.		
The number of schools or groups who return to undertake either the same or a different program the following year			

Measure	Result
The number of students who undertake courses, study programs or work at RBG Cranbourne or RBG Melbourne (measured against previous years)	<p>Two Industry Placement students completed 160 hours in total with the Land Management and Infrastructure Branch at RBG Cranbourne.</p> <p>RBG Cranbourne's Horticulture Branch delivered lectures and field trips to horticulture students from The University of Melbourne's Burnley Campus (12 students), Chisholm Institute's Cranbourne Campus (20 Students) and Chisholm Institute's Rosebud Campus (12 students). Public Programs staff delivered one lecture and field trip to Tourism students from Monash University's Berwick Campus.</p>
Number of adult visitors involved in the sustainable gardening program (measured against previous years)	<p>Sustainable Gardening programs were not conducted for general visitors at RBG Melbourne in 2008–09. This is as a result of a decision to focus on tourism-related programs. A range of programs have been developed for delivery to tourism markets in 2009–10.</p> <p>An education short-course – <i>Growing School Community Gardens</i> – was developed and delivered for participants from schools and school communities.</p>
Total number of participants using the Royal Botanic Gardens' tour/program booking system	<p>At RBG Cranbourne, there were 696 individual bookings made through the booking system compared with 827 made in 2007–08, a decrease of 19%. As there has been an increase in both visitation and visitors on programs, this may indicate more group bookings.</p> <p>At RBG Melbourne, 23,890 students participated in education programs, all of which were booked through the booking system.</p>
Total number of volunteers who provide assistance and support to programs run at RBG Melbourne and RBG Cranbourne	<p>At RBG Cranbourne, 50 Volunteers – including Volunteer Master Gardeners and Volunteer Guides – contributed their time in a range of capacities.</p> <p>At RBG Melbourne, 51 Voluntary Guides contributed 4,438 hours and 17 volunteers in The Ian Potter Foundation Children's Garden contributed 876 hours.</p>

Goal 2: Strengthening the impact and utilisation of our scientific research through the development and implementation of a high quality, integrated research program

The Royal Botanic Gardens plays a vital role in documenting plant biodiversity across Australia, especially in Victoria, and provides valuable support to Government in conserving threatened species and ecosystems and in the identification of plants. Working closely with Government, universities, industry bodies and other botanical and environmental institutions, our scientific research programs focus on systematics and taxonomy and how this information can be applied to new and innovative conservation methodologies. Our

areas of expertise range from taxonomy (the naming and classification of plants) and systematics (the study of relationships between groups of plants) to conservation botany, urban ecology and horticulture. We will deliver excellence in our scientific results and increase scientific knowledge and public awareness of our research through publications, lectures, online information, interpretive signage and educational and visitor programs.

Strategic Priority 2a

To advance knowledge in the fields of conservation, taxonomy, systematics, horticulture and urban ecology nationally and internationally

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 11</p> <p>Continue to implement the <i>Plant Sciences and Biodiversity Division Master Plan 2008–12</i>, which provides a clear institutional focus and direction for the Royal Botanic Gardens' research programs.</p>	<p>The <i>Plant Sciences and Biodiversity Division Master Plan 2008–12</i> identified three main research themes: 1) Victoria's biodiversity, including documenting and conserving our flora; 2) origin of the Australian biota, including the evolutionary history and relationship of Australian plant groups; and, 3) Biodiversity Services, including provision of an Identification and Information Service.</p> <p>These research themes provided the focus for publication of peer-reviewed research on a range of topics including <i>Eucalyptus</i>, <i>Acacia</i>, Rutaceae and Proteaceae, conservation botany and genetics of rare and threatened Victorian plants, and molecular identification of plants.</p> <p>In addition, a <i>Collection Development Policy</i> (CDP) and <i>Collection Development Strategy 2009–2012</i> (CDS), were prepared for the Herbarium Collection. The CDP sets out the overarching policy and guiding principles for the future development and enrichment of the Collection. The CDS details how the acquisition priorities outlined in the CDP will be achieved and how the existing Collection will be enriched.</p> <p>As a commitment to raising public awareness of the science and research undertaken at the Herbarium, a project manager was appointed and a project team was established to commence work on the Herbarium Interpretive Pathway project. The project is expected to be completed in the coming year.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 12</p> <p>Implement the <i>Australian Research Centre for Urban Ecology Strategic Plan 2008–2011</i>.</p>	<p>During 2008–09, the Australian Research Centre for Urban Ecology (ARCUE) appointed a Manager, Ecological Services and an Ecologist. These appointments provided ARCUE with the necessary staff resources to support the growth of ARCUE, as outlined in the <i>Australian Research Centre for Urban Ecology Strategic Plan 2008–2011</i>.</p> <p>A proposal for the development of Best Practice Guidelines for Urban Ecological Management was developed and presented to the Minister for Environment and Climate Change. Plans for a scoping study of the Guidelines are being drawn up in collaboration with the Department of Sustainability and Environment (DSE), with a view to this work being undertaken in 2009–10.</p>
<p>Specific Outcome 13</p> <p>Foster scientific research partnerships that fulfill the <i>Plant Sciences and Biodiversity Division Master Plan 2008–12</i> and the <i>Australian Research Centre for Urban Ecology Strategic Plan 2008–2011</i> through Australian Research Council Linkage Grants.</p>	<p>Two successful Australian Research Council (ARC) Linkage Grants were approved in May 2009. These ARCUE-linked research partnerships are entitled: 'Optimal management of threatened amphibian metapopulations in urbanising landscapes', and 'Creating fauna-friendly cities and towns – the ecology and conservation of insectivorous bats in Melbourne'. These grants will be administered through The University of Melbourne.</p> <p>Staff from the Plant Sciences Branch undertook plant population genetic analyses for a third ARC Linkage Grant. Hosted by Monash University, the project was entitled: 'The role of dispersal in sustaining aquatic plant biodiversity in landscapes'.</p> <p>A post-doctoral fellow, co-hosted by RBG Melbourne, undertook molecular analyses of legumes as part of a fourth ARC Linkage Grant. This research aims to develop 'A predictive phylogenetic classification for Australian acacias and their tropical legume relatives worldwide'.</p> <p>Lastly, an ARC Linkage Grant was funded, in collaboration with Swinburne University, for biochemical fingerprinting of Australian plants for sustainable farm forestry. This project, which focuses on wattles north of Bendigo, began in 2009 and is due for completion in 2011.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 14</p> <p>Undertake scientific research projects in partnership with external bodies and research institutions such as VicRoads, Parks Victoria, the Department of Sustainability and Environment (DSE), Melbourne Water, Monash University and The University of Melbourne.</p>	<p>ARCUE continued to undertake scientific research projects in partnership with external research institutions including the Victorian Environmental Assessment Council, the Universities of Melbourne and Western Australia, DSE, the Department of Climate Change, Melbourne Water, Port Phillip & Westernport Catchment Management Authority, and the Royal Botanic Gardens Sydney.</p> <p>The Victorian Conservation Seedbank continued its successful collaboration with the Royal Botanic Gardens, Kew as part of the Millennium Seed Bank Project. This work was supported by DSE.</p> <p>Herbarium staff co-supervised 20 post-graduate students from the Australian National University, Deakin University, La Trobe University, RMIT University, The University of Melbourne, the University of Tasmania, Monash University and Victoria University of Technology.</p> <p>Plant Sciences staff took part in collaborative projects with organisations including Landscape Protection and Weed Sciences at the Department of Primary Industries (DPI), DSE, Museum Victoria, and all Australian State Herbaria.</p>
<p>Specific Outcome 15 (<i>relating to Action 18 in the Corporate Plan 2008–11</i>)</p> <p>Raise awareness of the environmental effects of horticultural practices by writing the book <i>Sustainable Gardens</i>, which will provide gardeners with information that enables informed choices when designing, constructing and maintaining gardens.</p>	<p><i>Sustainable Gardens</i> was published by CSIRO Publishing in January 2009. Written by Roger Spencer and Rob Cross of the Plant Sciences Branch, <i>Sustainable Gardens</i> raises awareness of the environmental effects of horticultural practices. It provides information that enables gardeners to make informed choices when designing, constructing and maintaining gardens.</p> <p><i>Sustainable Gardens</i> was CSIRO's sixth-highest-selling publication in June 2009, with over 1,800 copies sold since its release.</p>
<p>Action 16</p> <p>Develop and implement a new science plan for ARCUE to reflect emerging research priorities in urban ecology and associated business opportunities.</p>	<p>The <i>Australian Research Centre for Urban Ecology Strategic Plan 2008–2011</i>, together with the Best Practice Guidelines for Urban Ecological Management, detail a flexible approach to developing and applying world-leading research in the field of urban ecology.</p> <p>Research collaborations with Government organisations, both in Australia and overseas (for example, the Centre for Urban Greenery and Ecology in Singapore), provided excellent opportunities to match research priorities with business opportunities.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
Action 17 Maximise the research capacity of the Royal Botanic Gardens by attracting high-quality research staff and students, and by strengthening collaboration with other key scientific and academic institutions.	<p>ARCUE continued to attract high-quality research staff and undertook collaborative research with several scientific and academic institutions (refer to Specific Outcome 14 above).</p> <p>ARCUE continued the temporary contracts of two current Research Assistants and also appointed two new Research Assistants on a temporary basis.</p>
Action 19 Deliver research projects on the ecology and conservation of plant and animal biodiversity in urban areas and the relationships between animals and plants on the lands managed by the Royal Botanic Gardens.	<p>ARCUE delivered 17 research projects on the ecology and conservation of plant and animal biodiversity in urban areas, which resulted in total grant funding of \$459,780 (including GST).</p>

Strategic Priority 2b

To make the Royal Botanic Gardens' contributions to plant biodiversity research and plant conservation accessible to a wider audience

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 16</p> <p>Complete the interpretive component of the Rare and Threatened Species Collection on Central Lawn at RBG Melbourne, which concentrates on plants from south-eastern Australia.</p>	<p>An interactive visitor display was installed at the RBG Melbourne Visitor Centre as part of the interpretive component of the Rare and Threatened Species Collection. Visitors can now access plant information from the Royal Botanic Gardens website while at the Gardens.</p> <p>To date, five regional schools have participated in education programs focussing on rare and threatened plants from their local area.</p> <p>The interpretive component of the Rare and Threatened Species Collection will be completed by the end of 2009 (refer Specific Outcome 6 above).</p>
<p>Action 20</p> <p>Expand and increase the effectiveness of our partnerships with key academic and scientific institutions, community groups, land managers and industry bodies, and engage with the Department of Sustainability and Environment and Government generally to gain better utilisation of the Royal Botanic Gardens' scientific and conservation programs and expertise.</p>	<p>Plant Sciences Branch staff worked in collaboration with the Department of Primary Industries on a project to combat the biosecurity threat posed by introduced stipoid grasses. Staff used morphological and molecular tools to identify these grasses and uncover diagnostic characters.</p> <p>Staff at RBG Melbourne teamed with the Department of Sustainability and Environment and Parks Victoria to regenerate a rare species – <i>Nematolepis wilsonii</i> – whose only wild population was destroyed during the Black Saturday bushfires.</p> <p>Approximately 150 <i>Nematolepis wilsonii</i> specimens produced at the RBG Melbourne Nursery from cuttings collected prior to the fire and from seed stored in the Victorian Conservation Seedbank were translocated to four sites in the Yarra Ranges National Park, which had been untouched by the fires.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Action 21</p> <p>Enhance and expand ARCUE's environmental business activities by implementing the ARCUE Commercialisation Plan 2006.</p>	<p>ARCUE's environmental business activities and client base have increased since implementing the Commercialisation Plan recommendations. The appointment of an Environmental Business Development Manager, as well as the adoption of a pricing strategy that is appropriate to the marketplace and for the service lines offered, has helped develop and expand commercial activities.</p> <p>More structured and transparent financial management, as well as the use of more formal procedures and systems for implementing project work, have also assisted in managing ARCUE's environmental business activities.</p> <p>The commercial work continues to support and enhance the research objectives and academic output of ARCUE's work.</p>
<p>Action 22</p> <p>Seek funding for an electronic flora product, featuring an online Census of Vascular Plants of Victoria that provides plant descriptions, distributions, images and the conservation status of Victorian plants, and commence work on building this product.</p>	<p>An investment proposal for funding of an electronic Victorian Flora (detailed identification guide to Victoria's plants) was submitted in March 2009 for the 2009–10 funding round from <i>Caring for our Country</i>, the Australian Government's natural resource management initiative.</p> <p>Programming commenced to enable a version of the Census of Vascular Plants of Victoria to go online in late 2009.</p>

Strategic Priority 2c

To be a leading organisation in conserving Victoria's indigenous plants

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 17 (<i>relating to Action 24 in the Corporate Plan 2008–11</i>)</p> <p>In collaboration with state and federal agencies, guide the implementation of recovery plans and action statements for Victorian threatened species.</p>	<p>Staff from ARCUE and the Plant Sciences and Biodiversity Division prepared a submission for the Department of Sustainability and Environment (DSE) in relation to the <i>White Paper: Biodiversity at a time of climate change</i>.</p> <p>Staff from the Plant Sciences and Biodiversity Division also participated in the Sambar Deer Working Group and several recovery teams, including those for: <i>Borya mirabilis</i>, <i>Pimelea spinescens</i>, <i>Diuris fragrantissima</i>, <i>Diuris basaltica</i>, <i>Grevillea williamsonii</i>, <i>Asterolasia asteriscophora</i> subsp. <i>albiflora</i>, Southern Wimmera Threatened Species, and the Helmeted Honeyeater.</p> <p>Material produced by the RBG Melbourne Horticulture Branch is being used in translocation and population reinforcement projects for some of the above and other threatened Victorian species.</p>
<p>Specific Outcome 18</p> <p>Establish germination protocols for threatened Victorian species, so they may be used in <i>ex situ</i> and/or <i>in situ</i> translocation for the restoration and augmentation of threatened species populations.</p>	<p>Over 100 species were collected for the Victorian Conservation Seedbank (VCS) and all were routinely tested for germination.</p> <p>In addition, 50 rare and threatened species were targeted in a project that aimed to optimise germination protocols for these particular species. Funded by the Floriscience Foundation, this project resulted in the discovery of new and untried methods to promote seed germination in these plant species, which, in turn, could lead to improved restoration efforts.</p>
<p>Specific Outcome 19</p> <p>Interpret the Victorian Conservation Seedbank Project for visitors to RBG Melbourne and RBG Cranbourne.</p>	<p>Staff working on the VCS developed and presented <i>Living on the Edge</i>, in conjunction with RBG Melbourne Public Programs staff, as part of the Rare and Threatened Species Collection schools program during 2008–09.</p> <p>These programs included visits to the VCS facility in the Herbarium and the Research Collection at RBG Melbourne Nursery. VCS staff also presented talks to Australian Plant Society groups and the Melbourne and Geelong Field Naturalists Clubs.</p> <p>Twenty-two visitors participated in free <i>Seeds for Survival</i> walks as part of Botanic Gardens Conservation International's Plant Conservation Day on 18 May 2009. The walks included demonstrations by Royal Botanic Gardens staff working on the VCS project.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 20</p> <p>Display wild-collected Victorian plant species to benefit conservation and community awareness and to conserve water resources by reducing irrigation through use of indigenous species.</p>	<p>More than 2,000 plants were propagated from seed collected by Plant Sciences Branch staff for the VCS project, including some propagated in the RBG Melbourne Nursery. These plants were utilised in the Rare and Threatened Species Collection, Conifer Border and the Australian Forest Walk.</p> <p>At RBG Melbourne, Horticulture Branch staff assisted Plant Sciences and Biodiversity Division staff in the collection of indigenous plant seeds as part of the Millennium Seed Bank Project (MSBP). This served as a professional development opportunity for staff and also expanded the range of rare and threatened species in the RBG Melbourne landscape.</p>
<p>Specific Outcome 21</p> <p>Continue implementation of the RBG Cranbourne remnant vegetation management program, including weed management and prescribed burns covering six hectares.</p>	<p>Weed management focussed on grassy woodland weeds, burn-site follow up, and controlling small populations of highly invasive weeds such as Gorse and Blackberry.</p> <p>A prescribed burn covering 6.5 hectares was successfully conducted at Possum Gully prior to the bushfire season. In addition, four prescribed burn sites were prepared and burn plans were completed and approved.</p>
<p>Specific Outcome 22</p> <p>Implement the ARCUE Business Plan focusing on the nature and extent of services to be offered in expert conservation, scientific advice and other services.</p>	<p>ARCUE continued diversifying its income sources, as recommended by the Commercialisation Plan, and has developed partnerships with external organisations to fulfil this goal. In 2008–09, ARCUE completed contracted research to the value of \$300,000. ARCUE also received Australian Research Council grants and research grants from other funding sources.</p>
<p>Specific Outcome 23</p> <p>In partnership with DSE and the Australasian Native Orchid Society, implement the <i>Caladenia robinsonii</i> (Frankston Spider Orchid) translocation project at RBG Cranbourne.</p>	<p>In a co-operative program, RBG Melbourne Nursery staff in conjunction with DSE, the Australasian Native Orchid Society and Plant Sciences staff collected, propagated and cultivated the threatened orchid <i>Caladenia robinsonii</i>. The project achieved 100 per cent success in flowering, pollination and capsule collection for the planted individuals. Further planting occurred in June 2009. All the plants from 2008 will be allowed to set seed during spring 2009.</p>
<p>Action 23</p> <p>Review and update the Royal Botanic Gardens' Policy for Conservation of Plant Biodiversity.</p>	<p>Review of the policy was deferred to the 2009–10 financial year.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Action 25</p> <p>Complete the Rare and Threatened Species Collection project at RBG Melbourne, and develop further living collections that promote conservation themes.</p>	<p>The horticulture component of the Rare and Threatened Species Collection was completed in 2008–09. As a result, many new species were introduced into the RBG Melbourne landscape.</p> <p>This achievement was a team effort: Information Services Branch completed detailed mapping of the Collection and verified all plant names to enable plant labels to be produced, Plant Sciences Branch provided plants and species lists, and the Horticulture Branch oversaw the project.</p> <p>Horticulture staff will monitor the new species carefully to assess and, if necessary, enhance the growing conditions on-site.</p>
<p>Action 26</p> <p>Advance the integrated conservation of plant biodiversity, with an emphasis on management and eradication of, and education about, environmental weeds.</p>	<p>Plant Sciences Branch began a collaborative project with the Department of Primary Industries (DPI) that aims to provide identification tools to assist with management of weedy stipoid and festucoid grasses. These grasses pose a serious biosecurity threat for Australia. Morphological and molecular tools were used to identify unknown specimens and provide diagnostic characters for use by DPI officers.</p> <p>As with any botanic garden, the control and management of environmental weeds is an ongoing task at RBG Melbourne.</p>
<p>Action 27</p> <p>Work closely with botanic gardens and State, Territory and Federal Governments to make a significant contribution to Australia's achievement of the targets set out in the Global Strategy for Plant Conservation, a strategy arising from the International Convention on Biological Diversity.</p>	<p>Plant Sciences and Biodiversity Division staff continued to provide priority identifications for the Weed Alert program which, in collaboration with DPI, aims to monitor the spread of new and emerging non-indigenous plant species.</p>
<p>Action 28</p> <p>Continue our partnership with the Royal Botanic Gardens, Kew in working on the Millennium Seed Bank Project and focus locally on the Victorian Conservation Seedbank initiative to ensure the long-term preservation of seed from Victoria's rare and threatened plant species.</p>	<p>The VCS database was completed during 2008–09. It eliminates duplication of effort by integrating information into the Living Plant Database. This program is used mainly to manage seed germination trials prior to sending Victorian seed to the MSBP at the Royal Botanic Gardens, Kew. Horticulture staff at RBG Cranbourne participated in seed collection field trips in support of this project.</p> <p>The VCS sent 255 seed lots including 155 new species to the MSBP. The VCS also contributed duplicate collections for long-term storage at RBG Melbourne. Strategic planning has commenced to enable the VCS to continue beyond phase one of the MSBP, which is due to end on 1 December 2009.</p>

Key performance measures

Measure	Result
Survival and vigour of Rare and Threatened Species Collection	<p>The survival of plants in the Rare and Threatened Species Collection continued to be monitored following the planting of 240 individual species in autumn 2008. Although all species are outside their normal growing environments, very few have failed since being planted.</p> <p>The health and vigour has been encouraging, particularly of those from Victorian Alpine areas. Some eucalypts have also performed well and are now over two metres tall, particularly <i>Eucalyptus alaticaulis</i>, <i>E. crenulata</i> and <i>E. saxitalis</i>.</p>
Number of threatened native species and communities for which specifically targeted conservation measures are in place	<p>The species listed below were collected and placed into long-term storage in the Victorian Conservation Seedbank, with duplicates sent to the Millennium Seed Bank Project, Royal Botanic Gardens, Kew. Germination protocols were established or are being investigated. All collections aimed to ensure genetically diverse seed collections. At least 4,000 seeds of each species have been banked and in some cases, up to 22,000 seeds. Herbarium vouchers for these have been lodged at the Melbourne and Kew herbaria, accompanied by detailed notes of locality, population size, habitat and potential threats.</p> <ul style="list-style-type: none"> • <i>Lachnagrostis adamsonii</i>, Adamson's Bent. Vulnerable in Victoria and Australia; Endemic to Victoria. • <i>Monotoca oreophila</i>, Mountain Broom-heath. Rare in Victoria and Australia; Endemic to Victoria. • <i>Ozothamnus adnatus</i>, Winged Everlasting. Vulnerable in Victoria. • <i>Poa physocline</i>, Tussock Grass. Vulnerable in Victoria and Australia; Endemic to Victoria. • <i>Pomaderris oraria</i> subsp. <i>calcicola</i>, Limestone Pomaderris. Rare in Victoria and Australia; Endemic to Victoria. • <i>Prasophyllum diversiflorum</i>, Gorae Leek-orchid, Endangered in Victoria and Australia; Endemic to Victoria.

Measure	Result
Number of threatened native species and communities for which specifically targeted conservation measures are in place (<i>continued</i>)	<ul style="list-style-type: none"> • <i>Prasophyllum subbisectum</i>, Pomonal Leek-orchid, Endangered in Victoria and Australia; Endemic to Victoria. • <i>Pterostylis chlorogramma</i>, Green-striped Greenhood. Vulnerable in Victoria and Australia; Endemic to Victoria. • <i>Pterostylis tunstallii</i>, Granite Greenhood; Vulnerable in Victoria. • <i>Pterostylis</i> sp. aff. <i>bicolor</i>, Woorndoo Greenhood. Endangered in Victoria and Australia; Endemic to Victoria. • <i>Pultenaea daltonii</i>, Hoary Bush-pea. Rare in Victoria and Australia; Endemic to Victoria. • <i>Pultenaea weindorferi</i>, Swamp Bush-pea. Rare in Victoria and Australia; Endemic to Victoria. • <i>Senecio longicollaris</i>, Groundsel. Vulnerable in Victoria and Australia. • <i>Swainsona pyrophila</i>, Yellow Swainson-pea. Vulnerable in Victoria and Australia. • <i>Tasmannia xerophila</i> subsp. <i>robusta</i>, Errinundra Pepper. Rare in Victoria and Australia; Endemic to Victoria.
Number of species for which seed has been collected as part of the Victorian Conservation Seedbank (measured against previous years)	In 2008–09, the Victorian Conservation Seedbank collected seed of 195 species, 100 of which were new to the Millennium Seed Bank. This compares with seed from 116 species, of which 87 were new to the Seed Bank, in 2007–08.

Goal 3: Delivering effective and environmentally sustainable management of landscapes, resources, plant collections, and built assets

As custodians of lands that are rich in plant and animal life, beauty and heritage, and of the State Botanical Collection, we have the capability to deliver innovative resource management programs. As we face the accelerating impacts and challenges of global climate change, we will maintain our landscapes

sustainably, enhancing and improving our assets, and we will ensure that excellent environmental practices inform everything we do. We will continue our focus on strategic and effective fundraising to ensure that, combined with State Government support, we have sufficient capital to protect and maintain our assets.

Strategic Priority 3a

To manage our assets and resources efficiently and effectively so that they are protected and enhanced for future generations

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 24</p> <p>Continue the upgrade of servers and other computer network equipment to ensure the effective functioning of the Royal Botanic Gardens' operations and the successful communication and dissemination of its plant biodiversity research outcomes, by:</p> <ul style="list-style-type: none"> installing a new Point of Sale redundancy server at RBG Cranbourne setting up a new SAN (Storage Area Network) at RBG Melbourne further consolidating internet servers decommissioning three old internet servers. 	<p>The Point of Sale Redundancy Server was installed at RBG Cranbourne in 2007 and proved its worth during 2008–09 when the site suffered several power outages. Using redundancy mode, the new server allowed the Visitor Centre and The Gardens Shop to continue operating as normal during these outages.</p> <p>In April 2009, the Storage Area Network (SAN) was set up at RBG Melbourne and integrated into the Royal Botanic Gardens' network. Most of the data was migrated from the older servers to the SAN, allowing the retirement of some older servers. Consolidation of servers commenced during the year and will continue over the next twelve months.</p> <p>The main RBG Cranbourne server was successfully replaced with a virtualised system called VMware ESXi in February 2009. This new system will make it easier for the Information Services Branch to add extra computing resources (both hardware and software) in the future. In addition, two old servers were decommissioned and their functions moved to the new virtualised system.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 25</p> <p>Monitor and assess the performance of the first nine hectares (Stage 1) of the Australian Garden at RBG Cranbourne, including the Visitor Centre. Work with the community to raise awareness and appreciation of RBG Cranbourne as a world-class tourism destination, by:</p> <ul style="list-style-type: none"> • continuing the Public Programs Branch's assessment and monitoring of the success of Stage 1 • purchasing the Victorian postcode dataset to map where visitors to the Australian Garden come from • continuing use of the further enhanced Booking and Ticketing System, which now manages all the public and school education programs, and all advance bookings for public and education programs and provides important statistical reports to different levels of management in real time. The System will be expanded to manage all roster and program allocation for sessional teachers, employees and volunteers • continuing to assess and monitor the progress of the Australian Garden (Stage 1) plant establishment and taking remedial action to ensure that plants continue to grow and thrive • developing and marketing products which assist the Royal Botanic Gardens in accessing the inbound tourism market • continuing the evaluation of visitor expectations and experience of RBG Cranbourne using exit survey tools. 	<p>The Information Services Branch continued to provide monthly visitation maps using information collected at Point of Sale in the Visitor Centre at RBG Cranbourne. These maps depict the number of visitors to the Australian Garden by Victorian postcode and provided a way to accurately gauge the success of campaigns and programs during 2008–09.</p> <p>The Booking and Ticketing System was fully operational at both RBG Cranbourne and RBG Melbourne. It has been expanded to manage all roster and program allocations for sessional teachers, employees and volunteers.</p> <p>Tourism was a continued focus for the Marketing and Communications Branch, which developed and promoted a variety of tourism products for inbound tourism markets. Staff from the Marketing and Communications Branch represented the Royal Botanic Gardens at tourism trade events, including Australian Tourism Exchange; Tourism Australia New Product Workshop; Australian Tourism Export Council Symposium; Tourism Australia Corroboree UK/Europe.</p> <p>Participation at these trade events plays a vital role in developing industry awareness of tourism products at both RBG Melbourne and RBG Cranbourne.</p> <p>The Marketing and Communications Branch worked closely with the Business and Finance Branch to review components of The Gardens Shop inventory so that they were more closely aligned with the growing tourism market at the Royal Botanic Gardens. These components included purchasing logistics, customer service standards, business rules and booking processes. In addition, systems and processes were developed to enable tourism products to be invoiced via the finance system. This allowed staff to accurately record and report the activities undertaken for each product component.</p> <p>In April 2009 a leading day-tour operator commenced daily visits to the Australian Garden. It is anticipated that this initiative will bring an extra 5,000 to 8,000 visitors to RBG Cranbourne and the Australian Garden each year.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
Specific Outcome 25 (continued)	<p>The Development Branch continued to communicate the progress and success of RBG Cranbourne and the Australian Garden to existing and prospective donors via submissions to philanthropic trusts and foundations, detailed progress reports to grantor organisations, guided tours of the Australian Garden for major prospective supporters, and publication of a <i>Supporter Update</i> for private donors.</p>
<p>Specific Outcome 26</p> <p>Implement the Australian Garden Project Stage 2 Project Plan by:</p> <ul style="list-style-type: none"> • completing the Car Park extension works by December 2008 • completing the bulk earthworks for the Australian Garden landscape completion by March 2009 • commencing the main landscape works by June 2009 • continuing fundraising for Stage 2 of the Australian Garden Project to position the Australian Garden for international recognition and acclaim. 	<p>Extensions to the Australian Garden car park were completed in December 2008, doubling its capacity to 16 buses and 382 cars.</p> <p>Finalisation of the landscape tender package and the bulk earthworks took longer than originally expected, due to the need to have fully-resolved design solutions and be prudent with expenditure. As a result, the bulk earthworks for the Australian Garden commenced in May 2009 and will be completed by September 2009.</p> <p>This delay meant that the Request For Tender for the Australian Garden landscape completion works was also slightly delayed until 10 July 2009, with landscaping works to commence immediately following completion of the bulk earthworks.</p> <p>The Development Branch and the Australian Garden Fundraising Committee continued working together to raise funds for the Australian Garden Stage 2, securing sufficient grants and pledges to fund the large majority of the project.</p> <p>Major grant instalments were received from The Ian Potter Foundation and the John T. Reid Charitable Trusts, while significant new grants were received from The Hugh Williamson Foundation, the Limb Family Foundation and generous private donors. Regular progress reports were provided to Australian Garden Stage 2 funding partners during the year to comply with grant requirements, secure grant instalments and maintain important support relationships.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 27 <i>(relating to Action 32 in the Corporate Plan 2008–11)</i></p> <p>Open the Woodland Picnic Area at RBG Cranbourne to the public by December 2008.</p>	<p>The Woodland Picnic Area at RBG Cranbourne was successfully completed in November 2008 and formally opened by the Royal Botanic Gardens Board Chairman, Ms Elaine Canty, on 23 November 2008. The opening achieved excellent local media coverage and drew more than 300 visitors to this new community facility.</p> <p>Visitor counting reports for 2008–09 revealed that the Woodland Picnic Area has proven popular, attracting an average of 629 visitors per month between October (from the time of the 'soft' opening) and June 2009, with 5,660 visitors recorded for this period.</p>
<p>Specific Outcome 28</p> <p>Substantially complete the building works for the Australian Garden Visitor Centre extension by June 2009.</p>	<p>Building works for the Visitor Centre extension commenced in January 2009 and will be completed by the end of July 2009.</p> <p>The outdoor café was completed in March 2009 and handover occurred as per the schedule, enabling its use and enjoyment by both the public and the tenant prior to completion of the building extension.</p>
<p>Specific Outcome 29</p> <p>Continue the strategic planning process for the RBG Cranbourne Depot upgrade.</p>	<p>Strategic planning for the Depot commenced in February 2009. A Project Plan was compiled, which allowed stakeholders to confirm the scope and objective of the project.</p> <p>A preliminary review of the needs of the whole site in the medium-term was also completed in preparation for future plans.</p>
<p>Specific Outcome 30</p> <p>Secure sponsorship and funding for the restoration of RBG Melbourne's pavilions and rest houses. Restore structures and modify associated landscaping as funding becomes available. Complete the restoration of the Separation Tree Rest House, which has been funded by private donors, with the prior approval of Heritage Victoria.</p>	<p>The restoration of the Separation Tree Rest House was completed in April 2009, with Horticulture staff completing landscape works once the restoration works were complete.</p> <p>The landscape works included adjusting soil levels, rockwork, plant selection, planting and mulching. Plant selection was guided by historical photographs of the Rest House, the species suitability to the site, and their ability to grow with minimal irrigation.</p> <p>The Development Branch hosted the private donors who funded the restoration of the Rest House for a viewing during the refurbishment works. These donors have been acknowledged on a recognition sign installed at the site.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
Specific Outcome 31 Control the Ornamental Lake levels and prevent saline water flow from the Yarra River into the Lake by rebuilding the Lake outlet control structure.	Plans are in place to reconstruct the lake outlet as part of the Working Wetlands project. Work will proceed when the Working Wetlands project is fully funded.
Specific Outcome 32 Seek funding from donors to supply and install up to seven drinking fountains at selected locations in RBG Melbourne.	Funding was obtained from a private donor to install a new drinking fountain close to E Gate.
Specific Outcome 33 Complete the review and implement an access control system for RBG Melbourne to replace the existing mechanical key system.	The security and access control system for RBG Melbourne was reviewed and a preferred contractor appointed. Phase one of the project, upgrading of the mechanical key system, will be completed by the end of September 2009.
Specific Outcome 34 Undertake RBG Cranbourne's annual feral animal control program, including the control of foxes and rabbits.	Rabbit-control measures in the Australian Garden included trapping, netting, and a dogging program, which contributed to a significant reduction in rabbit numbers. Across the site, foxes took 63 poison baits during six baiting events and 271 free-feed baits. Bait and sand-pad data were collected and analysed throughout the year, resulting in estimates of six or fewer foxes on-site at any one time. A total of 110 rabbits were culled during 15 shooting events.
Specific Outcome 35 Complete upgrade of RBG Cranbourne's perimeter feral-proof fence.	The upgrade of the feral animal-proof fence was completed in April 2009. As part of the upgrade, a rabbit-proof skirt was installed at the base of the fence. The fence upgrade has had a positive impact on reducing the number of foxes entering the site, however, it is one of a number of measures influencing the fox population, including the frequency and effectiveness of baiting and shooting.
Specific Outcome 36 Implement Year Two of RBG Cranbourne's Grassy Woodland weed control program.	External contractors were engaged to assist in the completion of the RBG Cranbourne Woodland weed control program. The program produced a reduction in the cover and abundance of the target species.
Specific Outcome 37 Complete the Request For Tender process for the RBG Cranbourne cleaning contract and appoint the successful tenderer as a service provider.	Appointment of the new cleaning contractor is scheduled for July 2009.

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Action 29</p> <p>Continue to manage RBG Melbourne's and RBG Cranbourne's botanical, horticultural and landscape resources to the highest curatorial standards, so as to conserve the biodiversity, horticultural and heritage values in the face of climate change.</p>	<p>A Strategic Tree Plan was developed and adopted in December 2008. This document, the first for the Royal Botanic Gardens, guides tree management with a particular focus on risks associated with the maturing tree populations at RBG Melbourne and RBG Cranbourne.</p>
<p>Action 31</p> <p>Re-develop the historic reservoir precinct at RBG Melbourne (Guilfoyle's Volcano).</p>	<p>Detailed design documentation was completed, works tendered and a contractor appointed for the Guilfoyle's Volcano redevelopment project. Hard landscaping commenced in May 2009; work is expected to be completed and the site opened to the public in early 2010.</p>
<p>Action 34</p> <p>Secure funding to maintain and improve the Royal Botanic Gardens' buildings and capital infrastructure, in accordance with Government standards and visitor expectations.</p>	<p>As part of its 2009 Commemorative Grants Programme, The Myer Foundation committed a major grant to Working Wetlands, the second stage of the Integrated Water Plan (IWP) at RBG Melbourne.</p> <p>This innovative project is designed to harvest and recycle local storm water to increase the level of the Gardens' Lakes and reduce blue-green algae. Working Wetlands will be connected to the first stage of the IWP, Guilfoyle's Volcano, which is currently under construction.</p> <p>Following The Myer Foundation's commitment of a grant of \$1.2 million over three years to the Guilfoyle's Volcano redevelopment, a detailed progress report was presented to a meeting of the Foundation's Sustainability and the Environment Funding Program Committee in September 2008.</p> <p>The Foundation accepted the report and made the second of three annual grants in June 2009. The Royal Botanic Gardens was grateful to receive the generous support of local residents for the remaining cost of the project through personal donations totalling over \$200,000.</p>
<p>Action 35</p> <p>Refine and implement asset management strategies for both RBG Melbourne and RBG Cranbourne.</p>	<p>A preferred supplier for the Royal Botanic Gardens' asset management system was nominated following a Request For Tender process. The new asset management system must fulfil both the financial compliance needs and the operational needs of RBG Melbourne and RBG Cranbourne.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
Action 36 Implement the 2007 Review of IT Systems Architecture.	<p>The Disaster Recovery Plan has been drafted and will form part of the Critical Incident Response Framework.</p> <p>A separate ADSL internet connection and wireless distribution system was established as a basic Disaster Recovery measure. This new connection also provides on-demand internet access for meetings and conferences in outlying buildings.</p> <p>The Enterprise Image Database (EID) project, which will enable the Royal Botanic Gardens to catalogue and manage its extensive photo library, began in early 2009. The first step was to initiate a Request For Information process to seek out suitable EID vendors. A vendor will be selected in late 2009.</p> <p>A trial version of the Herbarium Collection Management System has been developed and is being tested. This system will replace MELISR during 2009–10.</p>
Action 37 Initiate concept planning for Observatory Gate Stage 2, including investigating the business case for restoring the Great Melbourne Telescope to its original building on the Observatory Site, with associated public access and programs.	<p>The Royal Botanic Gardens, the Astronomical Society of Victoria and Museum Victoria formed a partnership to investigate the feasibility of restoring the Great Melbourne Telescope and reinstating it in its original building at the Observatory site.</p> <p>The remaining parts of the telescope have been recovered from Mt Stromlo Observatory, where they were damaged by wildfire in 2003, and transported to Museum Victoria.</p>
Action 38 Increase the Royal Botanic Gardens' capacity to generate revenue to facilitate the development of new resource management initiatives.	<p>The Development Branch completed the development of business rules, system configuration and data testing for the recently installed relationship management database. Further testing was conducted and procedures to perform core administration, reporting and relationship management processes were developed.</p> <p>A test direct-mail campaign to acquire new Foundation donors was successfully undertaken. The campaign has provided information from which to project potential returns from planned future campaigns.</p> <p>A new Foundation Officer was appointed to further develop future income through bequests and major gifts.</p>

Strategic Priority 3b

To employ the highest standards of curatorial practice in maintaining and enhancing the State Botanical Collection

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 38</p> <p>Continue to conserve and enhance the State Botanical Collection, with a focus on:</p> <ul style="list-style-type: none"> • continuing the process of mounting the foreign plant specimens in the State Botanical Collection • implementing a consistent and responsive system for monitoring pest insects within the State Botanical Collection. 	<p>During 2008–09, foreign material from five vascular families (Betulaceae, Casuarinaceae, Fagaceae, Phytolaccaceae and Rhamnaceae) was mounted as part of the State Botanical Collection.</p> <p>Herbarium staff also began the mounting of another three vascular families (Nyctaginaceae, Fabaceae, and <i>Chara</i> spp. in the algal family Characeae). A total of 4,394 foreign vascular specimens were mounted in 2008–09.</p> <p>Work continued on the Integrated Pest Management (IPM) program, which involved freezing batches of specimens at minus 23°C for seven days. The annual release of domestic-grade Insect Control Bombs, now incorporated into the IPM program, and regular inspections of the Collection both provided additional levels of protection for the Collection.</p>
<p>Action 39</p> <p>Continue to contribute to the implementation of Australia's Virtual Herbarium Project.</p>	<p>Curation staff and botanists continued to database contemporary Australian specimens, contributing 9,005 records to Australia's Virtual Herbarium (AVH) during 2008–09.</p> <p>A total of 8,031 Australian or cultivated specimens and 974 foreign specimens were added to the database. This brought the total number of Australian and foreign specimens recorded on the database to 795,542.</p> <p>In addition, 15,359 records were edited. Data quality is checked regularly and maintained in accordance with defined project standards. This ensures that high quality biodiversity information is provided to AVH and other external clients.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Action 40</p> <p>Continue to conserve and enhance the collections of the National Herbarium of Victoria and the Royal Botanic Gardens' Library, striking a balance between our role as custodian of unique and priceless collections and the desire to make them more accessible to researchers.</p>	<p>Conservation and enhancement of the collections of the Royal Botanic Gardens has included the mounting of specimens from the Victorian and Horticultural Reference sets, the Victorian Conservation Seedbank project, R.A. Black project, foreign vascular families and the remounting of 'flimsies' (specimens mounted on non-archival paper) from 17 Australian vascular families. The curation of Australian cryptogams (fungi, mosses, and lichens) also continued.</p> <p>A total of 10,664 vascular specimens, including 89 Type specimens, were mounted and 6,531 cryptogams curated.</p> <p>Conservators were engaged to complete preservation work on a nationally significant collection of Characeae specimens, including 18 Type collections, burnt in 1958 whilst on external loan.</p> <p>Work also continued on the State Botanical Collection with 572 items (primarily books and original artwork) added to the Library collections, plus 1,513 periodical issues. The Library's catalog database (including records for annual reports) was maintained with 883 records added and 1,794 records updated. To relieve overcrowding in some sections of the Library the program of moving the periodicals collection (including annual reports) was completed.</p>
<p>Action 41</p> <p>Complete mounting and seek funding to database the foreign plant specimens in the State Botanical Collection.</p>	<p>Thousands of foreign plant specimens in the State Botanical Collection require mounting, a project that will continue for many years. During 2008–09, the Herbarium Volunteers continued to work systematically towards this goal, beginning with the mounting of foreign Fabaceae specimens.</p> <p>Funding is currently being sought for a pilot project to database the Herbarium's collection of 19th century foreign specimens from the legume family Fabaceae.</p>

Strategic Priority 3c

To lead the community in sustainable environmental policies and practices for the management and conservation of resources

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
Specific Outcome 39 Develop ecologically sustainable development (ESD) guidelines for use in Royal Botanic Gardens' operations and projects.	The Royal Botanic Gardens continued to work in accordance with the State Government ESD guidelines in undertaking projects and operations.
Specific Outcome 40 Develop a planning document and project brief (including costings) to improve Nursery water management across both RBG Melbourne and RBG Cranbourne. Engage a consultant to prepare a specification to cost the installation of rainwater collecting tanks, control systems, pumps and overhead irrigation nozzles in the RBG Melbourne Nursery.	A consultant was engaged, costings provided and specifications completed. The initial concept has been altered to maximise irrigation water flowing into the lake system at RBG Melbourne. Funding is now being sought for the installation of an overhead irrigation system and associated controller. Planning commenced for nursery water management initiatives at RBG Cranbourne and will continue during 2009–10.
Specific Outcome 41 Continue to implement the Strategic Water Plan (2007–2011) that has been developed to encompass all aspects of water across the RBG Melbourne and RBG Cranbourne sites, including strategies for long-term management of the RBG Melbourne lake environment.	Replacement of domestic water fittings and fixtures to reduce water consumption continued, with the installation of time-controlled flushing in all urinals and 4-star WELLS-rated toilet suites. At RBG Cranbourne, water management initiatives included procurement of an Automated Weather Station (AWS) to assist with efficient irrigation management, funded by the Royal Botanic Gardens Foundation. The AWS will be installed in the Australian Garden during 2010. Water tanks for buildings in the works depot were installed and funded by a government grant to the Friends of RBG Cranbourne. Harvested water will be used for washing vehicles and toilet flushing. A feasibility study and options analysis to assess an alternative water supply, storage and treatment for irrigation of the Australian Garden was completed.

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Specific Outcome 42</p> <p>Participate in programs designed to foster and encourage responsible management of resources, including Resource Smart Government – for Agencies, Waste Wise Business Accreditation, WaterMap and Environmental Resource Efficiency Plan. Each program requires reporting of resource usage (for example, water, electricity, gas, petroleum), preparation of action plans to manage and reduce the use of resources, and reporting on the Royal Botanic Gardens' progress.</p>	<p>During 2008–09, the Royal Botanic Gardens developed and submitted four important environmental action plans:</p> <ul style="list-style-type: none"> • the Royal Botanic Gardens' ResourceSmart Government action plan was submitted to Sustainability Victoria and approved • the WaterMAP for each of RBG Melbourne and RBG Cranbourne was submitted to South East Water and approved • the Environment Resource Efficiency Plan (EREP) was submitted to the Environment Protection Authority and approved • the WasteWise Business Action Plan for RBG Melbourne was reviewed, updated, submitted and approved by Waste Wise. It was granted 'silver' accreditation.
<p>Specific Outcome 43</p> <p>Design and (if funds are available) commence implementation of infrastructure to ensure improved water quality and volume for the RBG Melbourne Ornamental Lake; continue investigations and planning for a secure supply of non-mains water for irrigation at RBG Melbourne.</p>	<p>A bid for half the funds to build the Working Wetlands project was submitted to the Department of Sustainability and Environment through the Stormwater and Urban Recycling Fund (SURF) program.</p> <p>A reference panel was set up to review the concept designs and help progress the project to the detailed design and documentation stage. Discussion and investigation continues to secure water supplies that will reduce the Gardens' reliance on potable water for irrigation.</p>
<p>Action 42</p> <p>In the face of global climate change and diminishing water supplies, maintain and protect our worldclass gardens through the ecologically and socially responsible use of water and the implementation of the Royal Botanic Gardens Strategic Water Plan (2007–2011).</p>	<p>RBG Melbourne landscapes continued to be managed within stringent irrigation allowances. Irrigation water use was reduced to 122,171 KL (125,243 KL in 2007–08), despite receiving lower rainfall than the previous year (363 mm in 2008–09, 436 mm in 2007–08). The total irrigation and rainfall equivalent was 841 mm, compared to 925 mm in the previous year.</p> <p>Planning continued for increased water salvage and the reuse of water continued, particularly within the Working Wetlands project.</p> <p>The principles of water sustainability are central to the planning of projects such as Guilfoyle's Volcano, which is due for completion in early 2010.</p>

Business Plan Specific Outcomes (and associated Corporate Plan Actions)	Progress against Specific Outcomes and Actions
<p>Action 43</p> <p>Through Working Wetlands and other projects, develop the Royal Botanic Gardens' capacity to use non-potable water for irrigation and deliver water quality improvements in lakes at RBG Melbourne and RBG Cranbourne.</p>	<p>Planning for the stormwater capture phase of the Working Wetlands project has progressed and part-funding has been received. Detailed design and documentation is to be sponsored by Melbourne Water, with completion of plans expected by November 2009. Pending confirmation of the remaining funding, works are expected to commence in 2010. Options for an alternative irrigation water source continue to be investigated.</p>
<p>Action 44</p> <p>Continue to engage with and educate industry and land managers in relation to sustainable water management practices for large landscapes.</p>	<p>RBG Melbourne continued to make a positive contribution to industry awareness and understanding of sustainable water management practices by conducting on-site tours and presentations and hosting training courses, such as the Irrigation Efficiency Course in association with Irrigation Australia. Interpretive signs within the Gardens provide advice regarding responsible water use, and various education programs focus on water issues.</p>
<p>Action 45</p> <p>Apply ecologically sustainable development guidelines to the materials, design, implementation and management of all works undertaken by the Royal Botanic Gardens and its contractors.</p>	<p>Design of capital developments continued to focus on ecologically sustainable development. This was particularly evident at RBG Cranbourne, with wet composting toilets installed at the Woodland Picnic Area and geothermally-assisted heating and cooling installed as part of the Visitor Centre extension.</p> <p>The environmentally-friendly geothermal system operates via 17 boreholes drilled up to 100 metres deep. Coolant is passed through the boreholes keeping it at a constant temperature of about 13°C, thereby requiring minimal additional artificial heating or cooling to achieve a comfortable temperature. The system uses approximately 70 per cent less energy than a conventional heating and cooling system.</p>

Key performance measures

Measure	Result
Completion of major projects on time, within budget and in accordance with principles of ecologically sustainable development	<p>The Woodland Picnic Area at RBG Cranbourne was successfully completed within budget and opened to the public, ahead of schedule, on 23 November 2008.</p> <p>Building works for the Australian Garden Visitor Centre extension commenced in January 2009 and will be completed on schedule and to budget by the end of July 2009. Handover of the outdoor café occurred, as programmed, in early March 2009.</p> <p>Ecologically-sustainable design aspects of these projects include wet composting toilets at the Woodland Picnic Area and a geothermally-assisted heating and cooling system for the Visitor Centre extension.</p>
Number of specimens mounted and databased from the State Botanical Collection (measured against previous years)	<p>In 2008–09, a total of 10,664 vascular specimens were mounted and 6,531 cryptogams curated. By comparison, in 2007–08 a total of 11,301 vascular specimens were mounted and 14,303 cryptogams curated.</p> <p>In 2008–09, a total of 9,005 specimens were databased and 15,359 records edited. By comparison, 16,847 specimens were databased and 16,102 records were edited in 2007–08.</p> <p>The higher mounting, curating and databasing figures for 2007–08 were due to additional Curation Officers working then on the now-completed CSIRO wood-rot fungi project and the R.A. Black project.</p>
Annual irrigation water use, measured against water budget targets, and/or irrigation management index and/or irrigation sustainability indicators	<p>Irrigation water use was managed carefully at both sites.</p> <p>RBG Cranbourne:</p> <ul style="list-style-type: none"> • Irrigation Consumption Target – 18,619 KL • Irrigation Consumption Actual – 19,711 KL <p>Irrigation water consumption at RBG Melbourne saw a slight decrease from 125 ML in 2007–08 to 122 ML in 2008–09.</p> <p>Further explanation for both sites is provided in the Environmental Performance section of this report.</p>
Continuation of the heritage landscape fabric and its agreed amenity values	<p>At RBG Melbourne, heritage values continued to inform all maintenance and restoration works and new developments to ensure the continuation of the heritage landscape. The Separation Tree Rest House was restored.</p>
Domestic water use measured against previous years, and taking into account differing annual rainfall	<p>Both sites experienced a reduction in domestic water use.</p> <p>RBG Cranbourne:</p> <ul style="list-style-type: none"> • Domestic Water Consumption Target – 3,725 KL • Domestic Water Consumption Actual – 2,179 KL <p>At RBG Melbourne, an 11% reduction in domestic water use from the previous year was recorded.</p> <p>Further explanation for both sites is provided in the Environmental Performance section of this report.</p>

Our supporters

- 76 Generous financial support
- 77 Royal Botanic Gardens Foundation Victoria
- 78 Director's Circle
- 79 Friends of the Royal Botanic Gardens Cranbourne Inc.
- 79 Friends of the Royal Botanic Gardens, Melbourne Inc.
- 80 Maud Gibson Trust
- 80 Plant Craft Cottage
- 81 Herbarium Volunteers
- 82 RBG Cranbourne Volunteers
- 83 RBG Melbourne Volunteers
- 84 Honorary Associates
- 84 Organisations that have provided research support



Generous financial support

The Royal Botanic Gardens would like to sincerely thank the businesses, community groups, individuals, trusts and foundations that generously supported its work in 2008–09.

The financial support received by the Royal Botanic Gardens plays an important role in helping the organisation achieve its strategic priorities. Continuing support from our generous donors has contributed to a range of exciting developments during 2008–09.

Donations received throughout the year went to projects including: the Australian Garden Project Stage 2, of which the Woodland Picnic Area was completed; Working Wetlands, the project to capture and treat stormwater for the Ornamental Lake at RBG Melbourne; Guilfoyle's Volcano redevelopment and the Herbarium Interpretive Path project at RBG Melbourne; access for disadvantaged schools to our education programs; conservation of antiquarian books in the Library; and the forthcoming *BotanicAsia* botanical art exhibition. Donations were also received for the tree and seat sponsorship programs and for special projects through the Director's Circle Program.

Those organisations that provided research grants are acknowledged on page 84 of this report.

This list records contributions of \$1,000 and over in the 2008–09 financial year.

Anonymous (4)

Sir David Akers-Jones GBM KBE

Anonymous Fund

M. Attwood

Australian Biological Resources Study

Australian Research Council

Mrs Samantha Baillieu

Mr Andrew Beveridge

Mrs Sheila Bignell

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Mr John Calvert-Jones AM and Mrs Janet Calvert-Jones AO

Catholic Education Commission of Victoria

Mr Murray Collins & Mr Rob Grant

Commonwealth Department of the Environment, Water, Heritage and the Arts

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Plant Craft Cottage Group Inc

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Mr Brian Snape AM and Mrs Diana Snape

Ms Sarah Steenson

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Mr Daniel Vaughn

Victorian Government

Victorian Opera

Mrs Lorraine Williams

Royal Botanic Gardens Foundation Victoria

The Royal Botanic Gardens Foundation was established in May 2001, with the goal of providing the Royal Botanic Gardens with a secure source of future income from the investment of bequests, seat sponsorships, Director's Circle donations, and general donations.

The Royal Botanic Gardens Foundation has Deductible Gift Recipient status as an ancillary fund.

During the year, the Royal Botanic Gardens Foundation continued to increase the size of its capital base, enhancing its capacity to provide long-term financial support to maintain and develop the Royal Botanic Gardens.

As well as building its strength and capacity, the Foundation has continued to disburse funding grants for current projects, serving to continually improve the Gardens' public amenities, collections and science programs.

The Foundation greatly values and appreciates the commitment and contributions of all of its supporters. In addition to all those listed on the previous page under Generous Financial Support, the Foundation wishes to acknowledge the following people and their significant contributions during 2008–09:

Anonymous (3)
Mr J G Donaldson AO
Mrs Jean Hedges
Dr Ian Ross and Mrs Margaret Ross AM
Mrs Rosemary Simpson
Mr Adrian Turley
Mr Frank Van Straten OAM
Mrs Moyna and the late Mr Frank Willson
Dr Elizabeth Xipell

Director's Circle

The Director's Circle Program is a vehicle for avid supporters of the Royal Botanic Gardens to pledge their annual, unrestricted contributions to help protect the Gardens for future generations by developing the Royal Botanic Gardens Foundation, while also supporting vital projects that improve the landscapes, or the research or educational programs of the Gardens.

The Royal Botanic Gardens sincerely thanks the following Director's Circle supporters for their vision and generosity:

Patron

Dr Philip Moors

Acacia

Anonymous (1)

Dr Tony Berger and Ms Marita Quinn

Mr John Calvert-Jones AM

and Mrs Janet Calvert-Jones AO

Mrs Margaret Darling AM

Dunmoore Foundation

Mr Michael Hamson and Mrs Susie Hamson

Mr Ken Harrison and Mrs Jill Harrison

Mr Graeme Holt and Mrs Judy Holt

Mr Peter Jopling QC

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Mr Lynton Morgan and Mrs Susan Morgan

Dame Elisabeth Murdoch AC DBE

Mr Richard Oliver AM

Dr Ian Ross and Mrs Margaret Ross AM

Mr Greg Shalit and Ms Miriam Faine

Dr Elizabeth Xipell

Banksia

Anonymous (7)

Mr David Adam and Mrs Judy Adam

Mr Graeme Baker and Mrs Lee Baker

Mr Lionel Berkowitz and Mrs Elaine Berkowitz

Mr Marc Besen AO and Mrs Eva Besen AO

Mr Russell Board and Ms Narelle Invers

Mr Philip Brass and Mrs Vivien Brass

Ms Sally Browne

Mr Peter Canet and Mrs Ivanka Canet

Ms Elaine Canty and Mr Roy Masters

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Mr Bruce Echberg and Mrs Kerry Echberg

Mr Brendan Egan and Mrs Jan Egan

Mr Rodger Elliot AM and Mrs Gwen Elliot AM

Mr Ian Endersby and Mrs Margaret Endersby

Dr Helen Ferguson

Mrs Robin Ferry OAM

Mr Robert Green and Mrs Jan Green

Mrs Lesley Griffin

Mr Andrew Grummet AM and Mrs Margaret Grummet

Mrs Sarah Guest

Mrs Cathy Hains

Ms Kirsty Hamilton and Mr Harrison Young

Mrs Marie Jo Herpe

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Mr Frank Hook and Mrs Sheryl Hook

Mrs Gillian Hund and Mr Michael Hund

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Mr David Kennedy and Dr Trudy Kennedy

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Mr Tom Latham and Mrs Marianne Latham

Mr Peter Lovell and Mr Michael Jan

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Mr Frank Mahlab and Mrs Eve Mahlab AO

Mrs Anne Miller

Mr Ross Milne-Pott and Mrs Judy Milne-Pott

Dr Philip Moors and Dr Debbie Moors

Mrs Diana Morgan

Mr Baillieu Myer AC and Mrs Sarah Myer

Mr George Pappas and Mrs Jillian Pappas

Mr Tom Park and Mrs Cathy Park

Mr Ron Pearce and Mrs Lorna Pearce

Lady Potter AC

Mr John Ralph AC and Mrs Barbara Ralph

Mrs Carolyn Rayner and Mr Mark Rayner

Mr Ian Reid and Mrs Julie Reid

Dr Max Richards AM and Mrs Maggie Richards

Mr Damian Robertson and Mrs Lisa Robertson

Mr Ken Roche and Mrs Gail Roche

Mrs Barbara Shearer

Mr Brian Snape AM and Mrs Diana Snape

Lady Southey AC

The Late Mr Christopher Stewart AM

and Mrs Judy Ann Stewart

Mr Colin Trumble and Mrs Joanne Trumble

Mrs Carolyn Williams

Mr John Wyld and Mrs Anne Wyld

Friends of the Royal Botanic Gardens Cranbourne Inc.

Membership of the Friends of the Royal Botanic Gardens Cranbourne Inc. continued to grow, with almost 600 individual members registered at the end of the 2008–09 financial year.

Another strong program of activities was available to Friends including the popular lecture series, one-day seminars at RBG Cranbourne, Discovery Days visits to venues around Melbourne and a four-day trip to Mildura over the Queen's Birthday weekend.

The Friends received a \$16,000 grant as part of the Community Water Grants scheme. This funding allowed the Friends to install rainwater tanks in the depot at Cranbourne. These tanks now collect rainwater from sheds to use for vehicle wash-down and toilet flushing, saving many litres of mains water.

The Friends library was officially opened and is available to all Friends and Royal Botanic Gardens' staff. A large number of books were generously donated to the library and a small number were purchased as a result of fundraising efforts.

The Growing Friends held a series of very successful plant sale weekends and sales for members and staff. These initiatives were again responsible for significant income for the Friends, which enabled the funding of projects and purchases at the Gardens.

The Botanical Illustrators produced many fine artworks depicting local plants and insects and were involved in exhibitions of their work. The Press Gang continued to collect, identify, press and mount plants found at RBG Cranbourne, turning its attention to the fungi collection in the winter months.

The Botanical Fabricators produced a large range of fabric-based items which were sold in The Gardens Shop, donated to the Annual Dinner raffles, and sold from trade tables at other Friends events.

Funds raised by the Friends were donated to RBG Cranbourne for a number of activities and purchases.

Friends of the Royal Botanic Gardens, Melbourne Inc.

The Friends were pleased to be able to make grants in excess of \$100,000 to the Royal Botanic Gardens Melbourne during 2008–09. This included the Friends' Scholarships, which were offered for the second year and are used to aid the professional development of staff employed by the Royal Botanic Gardens Board. Scholarships totaling \$7,275 were awarded to Helen Jolley (Plant Sciences and Biodiversity Division), Wayne Gebert (Plant Sciences and Biodiversity Division) and Philip Bowyer-Smyth (Melbourne Gardens Division).

Grants totaling \$52,000 were approved for the Fern Gully Irrigation System as part of the Water Works, Water Wise funding program. An exhibition held by the Friends in November 2008, *The Art of Botanical Illustration*, was a great success, with four paintings valued at \$5,330 gifted to the Royal Botanic Gardens Melbourne. The exhibition raised approximately \$39,000, with 170 paintings selected from over 400 entries. A grant of \$30,100 was approved for the Herbarium Interpretive Walk, along with a General Purpose Grant of \$6,500.

Helping Hands, a collaborative scheme between RBG Melbourne's Horticulture Branch staff and volunteer members of the Friends, expanded to include more volunteers to work in the garden at Eastern Lodge.

The Friends conducted classes in Botanical Illustration over four terms during the year, with an average of 101 students per term. A new weekly class with Helen Burrows began in April 2009. Ten specialist workshops were held during the year.

The Growing Friends group held two successful public plant sales to the general public, raising \$44,241.

Membership increased by approximately 3.5 per cent, a good result in the current economic climate. Multi-year memberships for two and three years were introduced in June and have proven popular.

A varied seasonal program of events, illustrated lectures, walks and excursions was well attended by members and the public. Highlights of the program included two guest speakers from Britain – Jekka McVicar (known as the English 'Queen of Herbs') gave an all-day presentation; and the Dowager Marchioness of Salisbury gave a sold-out lecture in Mueller Hall to launch her new book.

The Maud Gibson Trust

The Maud Gibson Trust was established in 1945 with a donation from Miss Maud Gibson for the maintenance, development, or otherwise for the benefit of the Botanic Gardens. The Trust facilitated the initial purchase of land to establish RBG Cranbourne and has continued to take an influential role in the development of that site, including the creation of the multi-award-winning Australian Garden. It has also encouraged and financially supported botanical research and educational programs for many years at RBG Melbourne.

Sadly, two past members of the Maud Gibson Trust Advisory Committee died during 2008–09. Hon Peter Howson CMG was a member from 1961 until his retirement in 2000, including being Chairman during 1986–2000. His energy and great success in gaining external philanthropic funding brought lasting benefits to the Royal Botanic Gardens and its visitors. His achievements are honoured in the naming of Howson Hill, a major topographic feature in the Australian Garden. Lady Carnegie served on the Committee from 1990 until 2003, giving her enthusiasm and extensive horticultural experience to the Trust's programs at both RBG Melbourne and RBG Cranbourne.

The Trust made its Year-Two grant of \$20,000 for RBG Melbourne's contribution as the Industry Partner in an ARC Linkage grant for research into the systematics of the diverse plant family Rutaceae. This is a three-year joint project with The University of Melbourne, and is producing important new data on the evolutionary relationships within the family and the Gondwanan links between Australia and New Caledonia. The second and concluding grant of \$8,750 was provided for the repair and conservation of antiquarian botanical reference books in the Library of the State Botanical Collection at the National Herbarium of Victoria.

Support for RBG Cranbourne continued with a grant of \$24,300 for audiovisual and other equipment for the auditorium and education room in the newly extended Visitor Centre. This multi-purpose space will accommodate school groups, meetings of the Friends and other community groups, and be available for public programs linked to the Australian Garden.

Information about the Maud Gibson Trust is accessible via the website www.trust.com.au of the Trust Company Limited, which acts as the trustee for Miss Gibson's Settlement.

Plant Craft Cottage

The Plant Craft groups, with the Roster and Garden groups, have enthusiastically embraced the year. We were pleased to welcome 22 new members at the Members' morning tea in April 2009. This was followed by the annual RBG Gardeners' lunch in May, which provided an excellent opportunity for members to engage with the gardeners.

Spring Open Day was a great success, with many visitors to the Plant Craft Cottage enjoying activities with our members. The 'Fantastic Friends' workshop for children, which was set up opposite the Children's Garden, also attracted many new participants.

School holiday workshops for children were well attended; however, there was a slight drop in the number of adults taking part in workshops and programs throughout the year, which can perhaps be attributed to the financial crisis.

The Shibori workshops presented by the Natural Dye Group were a great success, with two sold-out workshops in March and April. In March, three members of the Natural Dye Group were invited to present an Indigo-dye workshop at Craft Victoria. This invitation involved collaborating with 'Chicks on Speed', a feature of the cultural program at the L'Oréal Melbourne Fashion Festival 2009.

Sylvia Churchill's inspiring address to the Annual General Meeting in November 2008 led to a 'Think Tank' in February, which was attended by 30 members of the Cottage. This provided an opportunity for members to discuss new ideas and start planning future activities for craft enthusiasts of all ages.

During the year, the President and Vice-President met with Dr Philip Moors for a general discussion. These meetings will be ongoing and provide an opportunity to discuss plans for the future. The President also continued to attend bi-monthly meetings with the Friends' Operations Committee.

As part of ongoing maintenance plans, the Cottage's bathrooms were upgraded with new toilets and flooring. With Dr Moors' approval, the donation originally intended for the Royal Botanic Gardens was used to fund these works. The Plant Craft Cottage looks forward to providing gifts for the Gardens in the future.

Herbarium Volunteers

The Herbarium Volunteers, once again, significantly contributed to the work of the Herbarium during 2008–09. Freely giving of their time and diverse range of skills, our volunteers provide invaluable assistance to the conservation, research and curation efforts of the Collections of the National Herbarium of Victoria and the Royal Botanic Gardens Library.

Volunteers worked on many and varied tasks during 2008–09, including:

- mounting contemporary Australian specimens for the State Botanical Collection, including specimens from the Raleigh Black Collection, Victorian Conservation Seedbank Collection and the Victorian and Horticultural Reference Sets
- mounting five vascular families of the Foreign Collection
- curation of contemporary fungi collections and the Ilma Stone Moss Collection
- databasing Type collections
- germination trials, data entry, collection, cleaning and counting of seeds for the Victorian Conservation Seedbank
- *in vitro* symbiotic germination of terrestrial orchids for the Victorian Orchid Conservation Program
- preliminary cataloguing of the bound reprints collection
- Library databases including the Ian McCann and Bob Withers slide collections and the Bill Woelkerling collection of algal reprints
- assisting with re-shelving Library materials
- translating and editing letters for the Mueller Correspondence Project.

In 2008–09, Collections volunteers added 16,689 mounted and/or curated specimens to the State Botanical Collection and 794 specimens to the MELISR database.

Volunteers contributed more than 4,298 hours of work to the Herbarium Collections Branch and over 1,000 hours to the Library Branch.

We thank the following volunteers for their contribution to this work during the year:

Marina Albert	Anna Long
Isobel Allan	Jennifer Lund
Rosemary Anderson	Brian Monger
Neil Anderton	Pauline Morrison
Olga Bartak	Tom Morton
Margaret Berlin	Margaret Murfett
Jenepher Beudel	Gillian Newnham
Merell Browne	Graham Patterson
Sally Bufe	Colleen Peele
John Carpenter	Jane Petch
Wendy Cook	Diana Plant
Heather Eather	Elizabeth Pollard
Alwynne Fairweather	Laraine Proctor
Radinka Faranov	Kath Ralston
Francis Faul	Jennifer Ross
Katherine Flynn	Svetlana Smart
Paul George	Catherine Taylor
Margaret Gordon	Joan Thomas
Mary Gregory	Dick Thomson
Robert Hare	Elizabeth Turnbull
Mary Hills	Jennie Vaughan
Elizabeth Howcroft	Nancy Wallace
Heather Hudson	Ann Walsham
Vicki Jaeger	Carol Watson
Meran Jennings	Monika Wells
Yasmin Kelsall	Betty Whitehand
Geoffrey Lay	
Jannie Lay	
Geoffrey Le Page	

RBG Cranbourne volunteers

Volunteers at RBG Cranbourne contributed many hours during the past year. Voluntary contributions include working as Voluntary Master Gardeners and as Volunteer Guides in the Australian Garden, and as volunteers with the Horticulture and Land Management and Infrastructure branches at RBG Cranbourne.

Some individuals volunteered in more than one capacity at RBG Cranbourne, for which we are grateful. In these instances, we acknowledge them in each of their roles.

Volunteer Guides

Robin Allison
Trevor Blake
Margaret Brookes
Ruth Caple
Margaret (Marg) Clarke
Jane Forsterling
Sue Galbally
Faye Hobby
Eleanor Hodges
Amanda Keely
Marie Kehoe
Helen Kennedy
Sue Keon-Cohen
Susan (Smack) Mackintosh
Judy Mallinson
Max Officer
Alex Smart
Laurie Stephens
Clare Vivian
John Webb
Pat Webb
Jim Williams

Volunteer Master Gardeners

Jill Anderson
John Armstrong
Margaret Barnes
Trevor Blake
Ruth Caple
Margaret (Marg) Clarke
Margaret Cromb
Elaine Cuthbertson
Derek De Korte
Carol Ferguson
Jane Forsterling
Sue Gray
Hazel Green
Faye Hobby
Eleanor Hodges
Katherine Ingram
Rae Jones-Evans
Dorothy Kay
Amanda Keely
Marie Kehoe
Helen Kennedy
George Klempfner
Anne Lang
Susan (Smack) Mackintosh
Judy Mallinson
Jim Manning
Rosie McMahon
Gerard Morrissey
Jonathan O'Donohue
Adele Plummer
Carol Price
Verena Reich
Charles Saffroy
Laurie Stephens
John Steward
Leanne (Lee) Thistlewaite
Barbara Thraves
Georgina (Georgie) Till
Myrna Unthank
Clare Vivian
Jim Williams

Horticulture Volunteers

Andrew Dilley
Stan Harper
Laurie Stephens
Heather Stewart

Land Management and Infrastructure Volunteer

Dawn Neylan

RBG Melbourne volunteers

Voluntary Guides

A total of 52 Voluntary Guides contributed 4,438 hours to RBG Melbourne during 2008–09.

Jill Bartlett
Noel Bennett
Lorraine Brock
Jasmine Brunner
Sheila Butler
Pamela Carder
Susan Chandler
Brien Cook
Syd Crawcour
Anna Denton
Robert Gower
Kate Grinter
Kay Hall
Jenny Happell
Ruth Harris
Virginia Heywood
Margaret Hilditch
Malcolm Hobday
John Johnson
Marlies Johnson
Suzanne Katz
Terri Kay
Scott Kerr
Ann Knowles
David Kuhlmann
Jenny Lang
Elizabeth MacAvoy
Ian McMutrie
Margaret Mann
Christine Mitchell
Janet Morgan
Gary Nelson
Jenny Nicholas
John Nicholas
Brian O'Halloran
Donna Osbourne
David Plant
Ian Polmear
Margaret Polmear
Lynsey Poore
Faye Retchford
Jayne Salmon
Francesca Shelton
Helen Smyth
June Tyrrell

Geraldine Wade
Lesley Wallace
Mary Ward
Marge Watson
Jill Williams
Jocelyn Wilson
Judy Woodfull

Horticulture Volunteers

Geoffrey Kneebone
Sam Lawrence

Eastern Lodge Helping Hands

Elizabeth Crowther
Claire Hill
Jane Sandow
Maurice Waingold

E Gate Lodge Helping Hands

Rosemary Cotter
Suzan Hoare
Rose Knapp
Geoffrey Kneebone
Lay-Hoon Lee
Carolyn Nette
Irwin Newman

Southern China Collection

Meg Bentley

The Ian Potter Foundation Children's Garden

Seventeen volunteers in The Ian Potter Foundation Children's Garden contributed 876 hours during 2008–09.

Sandra Allender
Moir Bainbridge
Mary Becker
Billie de Bondi
Pamm Brittain
Lorraine Brock
Prue Clark
Liz Crawford
Leanora Levy
Sally Mason
Anna Priester
Margaret Smith
Helen Smyth
Margaret Spicer
Maggie Troup
Geraldine Wade
Max Watson

Honorary Associates

Honorary Associates are appointed by the Royal Botanic Gardens Board Victoria on the recommendation of the Director and Chief Executive for a fixed term of up to three years, with the option of reappointment by mutual agreement.

Honorary Associates are individuals who possess expertise in areas that supplement or complement our Royal Botanic Gardens' employees. They contribute greatly to the achievement of the Royal Botanic Gardens' goals by conducting research on various angiosperm plant families and bryophytes, fungi, lichens and algae, through studies in urban ecology, or by curating the Herbarium collections. Others add to the value of the Herbarium's collections by collecting specimens, including undescribed plants and fungi, from areas that employees are unable to survey. The Library also benefits from the input of a number of Honorary Associates to the Mueller Correspondence Project.

Dr Peter Adams, School of Botany,
The University of Melbourne
Ms Barbara Archer, Esperance, Western Australia
Ms Helen Aston, retired, RBG Melbourne
Dr Karen Beckmann, Kallista, Victoria
Mr Geoff Carr, Ecology Australia (Victoria)
Mr Ian Clarke, Bentleigh, Victoria
Dr Fiona Coates, Department of Sustainability
and Environment
Mr Lawrence Cohn, Doncaster, Victoria
Dr Tom Darragh, Williamstown, Victoria
Prof. Rod Home, Department of History and
Philosophy of Science, The University of Melbourne
Dr Alison Kellow, Department of Botany, La Trobe
University
Prof. Pauline Ladiges, School of Botany,
The University of Melbourne
Dr Sheryl Lawson, School of Botany, The University
of Melbourne
Dr Simone Louwhoff, The University of Melbourne
Dr Sara Maroske, Department of History and
Philosophy of Science, The University of Melbourne
Mrs Enid Mayfield, Geelong, Victoria
Dr Michael McCarthy, School of Botany,
The University of Melbourne
Mr Bill Molyneux, Yarra Glen, Victoria

Dr Kirstin Parris, School of Botany, The University
of Melbourne
Mr Kevin Rule, Nunawading, Victoria
Ms Katrina Syme, Denmark, Western Australia
Dr Monika Wells, Department of History and the
Philosophy of Science, The University of Melbourne
Dr Nicholas Williams, Burnley Campus, The University
of Melbourne

Organisations that have provided research grants

Australian Research Council
Department of Primary Industries
Department of Sustainability and Environment
Maud Gibson Trust
Royal Botanic Gardens Foundation Victoria
Royal Botanic Gardens, Kew
Department of Environment, Water,
Heritage and the Arts
Australian Biological Resources Study
Cybec Foundation
GAM Scott Research Award
Hermon Slade Foundation
Holsworth Wildlife Research Endowment
Australian Pacific Science Foundation
Marsden Foundation
Alcoa
Northern Territory Government

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Victorian Auditor-General's Office

INDEPENDENT AUDITOR'S REPORT

To the Members of the Board, Royal Botanic Gardens Board

The Financial Report

The accompanying financial report for the year ended 30 June 2009 of the Royal Botanic Gardens Board which comprises the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the accountable officer's, chief finance officer's and board's declaration has been audited.

The Board Member's Responsibility for the Financial Report

The Board Members of the Royal Botanic Gardens Board are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the financial reporting requirements of the *Financial Management Act 1994*. This responsibility includes:

- establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Board Members, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

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Auditing in the Public Interest

VAGO

Victorian Auditor-General's Office

Independent Auditor's Report (continued)

Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial report published in both the annual report and on the website of the Royal Botanic Gardens Board for the year ended 30 June 2009. The Board Members of the Royal Botanic Gardens Board are responsible for the integrity of the website. I have not been engaged to report on the integrity of the website. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the Royal Botanic Gardens Board website.

Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

Auditor's Opinion

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Royal Botanic Gardens Board as at 30 June 2009 and its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations), and the financial reporting requirements of the *Financial Management Act 1994*.

MELBOURNE
22 September 2009

T. D. H.
for
D D R Pearson
Auditor-General

2

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Auditing in the Public Interest

Accountable Officer's, Chief Finance Officer's and Board's declaration

We certify that the attached financial statements for the Board have been prepared in accordance with Standing Direction 4.2 of the *Financial Management Act 1994*, applicable Financial Reporting Directions, Australian accounting standards and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and notes to and forming part of the financial statements, presents fairly the financial transactions during the year ended 30 June 2009 and financial position of the Board as at 30 June 2009.

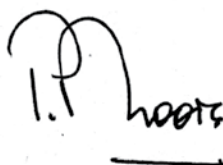
We are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

We authorise the attached financial statements for issue on 22 September 2009.



Elaine Canty
Chairman
Royal Botanic Gardens Board

Melbourne
22 September 2009



Dr Philip Moors
Director and Chief Executive
Royal Botanic Gardens Board

Melbourne
22 September 2009



Lola Makdissi
Chief Finance Officer
Royal Botanic Gardens Board

Melbourne
22 September 2009

Comprehensive operating statement

for the financial year ended 30 June 2009

	Note	2009 \$	2008 \$
Income from transactions			
Grants	2(a)	10,968,297	10,731,052
Sponsorships and donations	2(b)	4,638,694	3,976,510
Sales of goods and services	2(c)	3,011,803	2,804,488
Fair value of assets and services received free of charge or for nominal consideration	2(d)	728,880	679,989
Interest	2(e)	782,347	524,645
Other income	2(f)	1,106,407	1,093,440
Total income from transactions		21,236,428	19,810,124
Expenses from transactions			
Employee benefits	3(a)	(10,915,542)	(10,851,110)
Supplies and services	3(d)	(4,964,895)	(5,126,160)
Depreciation and amortisation	3(c)	(867,321)	(952,989)
Interest expense	3(b)	(32,703)	(32,388)
Other operating expenses ⁽ⁱ⁾	3(e)	(763,827)	(805,956)
Total expenses from transactions		(17,544,288)	(17,768,603)
Net result from transactions (net operating balance)		3,692,140	2,041,521
Other economic flows included in net result			
Net gain/(loss) on non-financial assets ⁽ⁱⁱ⁾	4(a)	(7,357)	(87,603)
Net gain/(loss) on financial instruments and statutory receivables/payables ⁽ⁱⁱⁱ⁾	4(b)	(1,669)	-
Total other economic flows included in net result		(9,026)	(87,603)
Net result		3,683,114	1,953,918
Other economic flows - other non-owner changes in equity			
Changes in physical asset revaluation reserve	19(a)	22,659,417	67,340,487
Financial assets available-for-sale reserve - loss taken to equity ^(iv)	19(b)	(471,950)	-
Total other economic flows - other non-owner changes in equity		22,187,467	67,340,487
Comprehensive result		25,870,581	69,294,405

This comprehensive operating statement should be read in conjunction with the accompanying notes included on pages 93 to 121.

Notes:

- (i) Other operating expenses include bad debts from transactions - refer to definition of 'transactions' in Note 23.
- (ii) Net gain/(loss) on non-financial assets includes unrealised and realised gains/(losses) from revaluations, impairments and disposals of all physical assets, except where these are taken through the asset revaluation reserve.
- (iii) Net gain/(loss) on financial instruments includes bad and doubtful debts from other economic flows, unrealised and realised gains/(losses) from revaluations, impairments and reversals of impairments and disposals of financial instruments, except when these are taken through the financial assets available-for-sale reserve.
- (iv) The loss taken to equity includes unrealised losses from the revaluation of available-for-sale financial assets to their market value at reporting date.

Balance sheet

as at 30 June 2009

	Notes	2009 \$	2008 \$
Assets			
Financial assets			
Cash and deposits	17, 18	12,113,309	5,403,229
Receivables	5, 17	1,127,633	584,513
Investments	6	1,028,050	1,500,000
Total financial assets		14,268,992	7,487,742
Non-financial assets			
Inventories	7	314,086	386,383
Non financial assets classified as held for sale	9	14,781	58,017
Prepayments		30,907	28,461
Property, plant and equipment	8	245,577,272	218,038,801
Total non-financial assets		245,937,046	218,511,662
Total assets		260,206,038	225,999,404
Liabilities			
Payables	10, 17	658,517	642,695
Interest bearing liabilities	11, 17	404,283	426,072
Provisions	12	2,571,853	2,364,713
Liabilities directly associated with assets held for sale	9	14,738	59,858
Total liabilities		3,649,391	3,493,338
Net assets		256,556,647	222,506,066
Equity			
Accumulated surplus		16,864,770	13,181,656
Reserves	19	165,872,148	143,684,681
Contributed capital		73,819,729	65,639,729
Total equity		256,556,647	222,506,066
Contingent assets and contingent liabilities	16		
Commitments for expenditure	15		

This balance sheet should be read in conjunction with the accompanying notes included on pages 93 to 121.

Statement of changes in equity

for the financial year ended 30 June 2009

	Note	Equity at 1 July 2008	Total comprehen- sive result	Transactions with owners in their capacity as owners	Equity at 30 June 2009
		\$	\$	\$	\$
Accumulated surplus		13,181,656	3,683,114	-	16,864,770
Contribution by owners		65,639,729	-	-	65,639,729
Capital grants		-	-	8,180,000	8,180,000
		65,639,729	-	8,180,000	73,819,729
Physical asset revaluation reserve	19(a)	143,684,681	22,659,417	-	166,344,098
Financial assets revaluation reserve	19(b)	-	(471,950)	-	(471,950)
Total equity at end of financial year		222,506,066	25,870,581	8,180,000	256,556,647

	Note	Equity at 1 July 2007	Total comprehen- sive result	Transactions with owners in their capacity as owners	Equity at 30 June 2008
		\$	\$	\$	\$
Accumulated surplus		11,227,738	1,953,918	-	13,181,656
Contribution by owners		62,719,729	-	-	62,719,729
Capital grants		-	-	2,920,000	2,920,000
		62,719,729	-	2,920,000	65,639,729
Physical asset revaluation reserve	19(a)	76,344,194	-	67,340,487	143,684,681
Financial assets revaluation reserve	19(b)	-	-	-	-
Total equity at end of financial year		150,291,661	1,953,918	70,260,487	222,506,066

This statement of changes in equity should be read in conjunction with the accompanying notes included on pages 93 to 121.

Cash flow statement

for the financial year ended 30 June 2009

	Note	2009 \$	2008 \$
Cash flows from operating activities			
Receipts			
Receipts from Government		10,968,297	10,731,052
Receipts from other entities		9,992,075	8,600,340
Goods and Services Tax received from the ATO		393,624	238,159
Interest received		579,009	524,645
Total receipts		21,933,005	20,094,196
Payments			
Payments to suppliers and employees		(16,669,387)	(15,912,671)
Goods and Services Tax paid to the ATO		(936,143)	(1,137,486)
Interest and other costs of finance paid		(32,940)	(32,388)
Total payments		(17,638,470)	(17,082,545)
Net cash flows from/(used in) operating activities	18(b)	4,294,535	3,011,652
Cash flows from investing activities			
Proceeds from sale of non-financial assets		7,283	6,951
Payments for non-financial assets		(5,657,886)	(2,224,602)
Net cash flows from/(used in) investing activities		(5,650,603)	(2,217,651)
Cash flows from financing activities			
Owner contributions by State Government		8,180,000	2,920,000
Repayment of finance leases		(113,852)	(205,261)
Net cash flows from/(used in) financing activities		8,066,148	2,714,739
Net increase/(decrease) in cash and cash equivalents		6,710,080	3,508,740
Cash and cash equivalents at the beginning of financial year		5,403,229	1,894,489
Cash and cash equivalents at the end of financial year	18(a)	12,113,309	5,403,229

This cash flow statement should be read in conjunction with the accompanying notes included on pages 93 to 121.

Notes to the financial statements

for the financial year ended 30 June 2009

Note 1. Summary of accounting policies

(a) *Statement of compliance*

This financial report is a general purpose financial report which has been prepared on an accrual basis in accordance with the *Financial Management Act 1994*, applicable Australian Accounting Standards and interpretations (AASs). AASs include Australian equivalents to the International Reporting Standards.

In complying with the AASs, the Board has, where relevant, applied those paragraphs applicable to not-for-profit entities.

(b) *Basis of preparation*

These financial statements have been prepared on an historical cost basis, except for the revaluation of certain non-current assets and financial instruments. Cost is based on the fair value of the consideration given in exchange for assets.

In the application of AASs, management is required to make judgments, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgments. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and in future periods, if the revision affects both current and future periods.

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

The accounting policies set out below have been applied in preparing the financial statements for the year ended 30 June 2009 and the comparative information presented for the year ended 30 June 2008.

(c) *Scope and presentation of financial statements*

Early adoption of AASB 101 (September 2007)

As a result of a state wide policy to improve consistency in public sector reporting, the Board has revised the presentation of its complete set of financial statements to align with the AASB1049 presentation format, used in the Financial Report for the State and the general government sector. In addition, the Board has also early adopted the September 2007 version of AASB 101.

In keeping with AASB 101 (September 2007) this complete set of financial statements includes the following changes:

- (a) the notion of :
 - 'a complete set of financial statements' rather than using 'financial report';
 - 'changes in equity' rather than 'movements in equity'; and
 - 'transactions with owners in their capacity as owners' rather than 'transactions with owners as owners'
- (b) references to equity holders as *owner*.

Some of the changes applied to the financial statements and notes as a result of alignment to AASB 1049 that are allowable under AASB 101 (September 2007) include the following:

- extended operating statement incorporating non-owner changes in equity, which is now referred to as comprehensive operating statement;
- items being presented by liquidity order in the balance sheet;

Notes to the financial statements

for the financial year ended 30 June 2009

Note 1. Summary of accounting policies (*continued*)

- the inclusion of a limited number of Government Finance Statistics (GFS) classifications, such as income or expense from transactions, and other economic flows; and
- a glossary of terms included in the notes explaining certain terms, including GFS terms adopted.

Comprehensive operating statement

The comprehensive operating statement includes items previously included in the statement of changes in equity.

Income and expenses in the comprehensive operating statement are separated into either 'transactions' or 'other economic flows'.

Balance sheet

Items of assets and liabilities in the balance sheet are:

- ranked in liquidity order;
- aggregated into financial and non-financial assets;
- classified according to GFS terminology, but retain measurement and disclosure rules under existing accounting standards applicable to the Board; and
- current and non-current assets and liabilities as disclosed in the notes where relevant.

Statement of changes in equity

The statement of changes in equity presents reconciliations of each non-owner and owner equity opening balance at the beginning of the year to the closing balance at the end of the year, showing separately movements due to amounts recognised in the comprehensive result and amounts recognised in equity related to transactions with owners in their capacity as owners.

Cash flow statement

The cash flow statement classifies flows from operating, investing and financing activities in accordance with AASB 107 *Cash Flow Statements*. There were no significant changes due to the alignment of the Board's financial statement presentation formats to AASB 1049.

(d) Reporting entity

The financial statements cover the Royal Botanic Gardens Board (the Board) as an individual reporting entity which administers the operations of the Royal Botanic Gardens Melbourne, the Royal Botanic Gardens Cranbourne, the National Herbarium of Victoria and the Australian Research Centre for Urban Ecology. The Board is a statutory authority of the State of Victoria, established under the *Royal Botanic Gardens Act 1991*.

Its principle address is:

Royal Botanic Gardens
Birdwood Avenue
South Yarra VIC 3141

The Royal Botanic Gardens Foundation Victoria (the Foundation) is a separate legal entity and, accordingly, its activities are not reflected in the Board's financial statements. Under the terms of the Foundation's Trust Deed, the Trustee may provide funding as deemed appropriate for specific projects undertaken by the Royal Botanic Gardens Melbourne or the Royal Botanic Gardens Cranbourne, both of which are Named Institutions under the Foundation's Trust Deed.

(e) Events after reporting date

Assets, liabilities, income or expenses arise from past transactions or other past events. Where the transactions result from an agreement between the Board and other parties, the transactions are only recognised when the agreement is irrevocable at or before balance date. Adjustments are made to amounts recognised in the financial statements for events which occur after the reporting date and before the date the statements are authorised for issue, where those events provide information about conditions which existed at the reporting date. Note, disclosure is made about events between the balance date and the date the statements are authorised for issue where the events relate to conditions which arose after the reporting date and which may have a material impact on the results of subsequent years.

Note 1. Summary of accounting policies (*continued*)

(f) **Goods and services tax**

Income, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities, which are recoverable from or payable to the taxation authority, are presented as operating cash flow.

(g) **Income from transactions**

Income is measured at the fair value and amounts disclosed as income are net of returns, trade allowances, duties and taxes paid.

Grants

Grants from third parties are recognised as revenue in the reporting period in which the Board gains control over the underlying assets.

Revenue from sale of goods

Revenue from the sale of goods is recognised by the Board when:

- the significant risks and rewards of ownership of the goods have transferred to the buyer;
- the Board retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of the revenue can be reliably measured;
- it is probable that the economic benefits associated with the transaction will flow to the Board; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Revenue from the rendering of services

Revenue arising from the provision of services is recognised when the following conditions have been satisfied:

- the amount of the revenue and transaction costs incurred can be reliably measured; and
- it is probable that the economic benefits associated with the transaction will flow to the Board.

Revenue from sponsorships and donations

Donations and sponsorships which are non-reciprocal in nature are recognised by the Board upon receipt of the revenue.

Fair value of assets and services received free of charge or for nominal consideration

Contributions of resources received free of charge or for nominal consideration are recognised at their fair value when the transferee obtains control over them, irrespective of whether restrictions or conditions are imposed over the use of the contributions. Contributions in the form of services are only recognised when a fair value can be reliably determined and the services would have been purchased if not donated.

Other revenue

Amounts disclosed as revenue are, where applicable, net of returns, allowances and duties and taxes. Revenue is recognised for each of the Board's major activities as follows:

Notes to the financial statements

for the financial year ended 30 June 2009

Note 1. Summary of accounting policies (*continued*)

Rental revenue

Rental income in relation to the leasing of the Board's assets is recognised when received or receivable under the terms of the lease agreement.

Interest revenue

Interest revenue includes interest on bank term deposits and is recognised on a time proportionate basis that takes into account the effective yield on the financial asset.

Royalty revenue

Revenue from royalties is recognised when received or receivable in accordance with the substance of the licensing agreements.

(h) **Expenses from transactions**

Employee benefits

Employee benefits expenses include all costs related to employment including wages and salaries, leave entitlements, redundancy payments and superannuation contributions. These are recognised when incurred.

Depreciation and amortisation

Depreciation is provided on property, plant and equipment, including freehold buildings but excluding:

- land;
- the State Botanical Collection on the basis that its value will appreciate due to its unique nature; and
- some antique furniture and equipment items of cultural significance.

Depreciation is generally calculated on a straight-line basis so as to write off the net cost or other revalued amount of each asset over its expected useful life to its estimated residual value. The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period.

Details of estimated useful lives of assets used in calculation of depreciation rates are included in Note 8.

Interest expense

Interest expenses are recognised in the period in which they are incurred and mainly relate to finance lease charges.

Supplies and services

Supplies and services generally represent cost of goods sold and the day-to-day running costs, including maintenance costs and losses on disposal of property, plant and equipment, which have been incurred in the normal operations of the Board. These items are recognised as an expense in the reporting period in which they are incurred. The carrying amount of any inventories held for distribution is expensed when distributed.

(i) **Other economic flows included in net result**

Other economic flows measure the change in volume or value of assets or liabilities that do not result from transactions.

Net gain/(loss) on non-financial assets

Net gain/(loss) on non-financial assets and liabilities includes realised and unrealised gains and losses from revaluations, impairments, and disposals of all physical assets.

Disposal of non-financial assets

Any gain or loss on the sale of non-financial assets is recognised at the date that control of the asset is passed to the buyer and is determined after deducting from the proceeds the carrying value of the asset at that time.

Note 1. Summary of accounting policies (*continued*)

Impairment of non-financial assets

All assets are assessed annually for indications of impairment except for:

- inventories (refer Note 1(k));
- financial assets (refer Note 1(j));
- non-current physical assets held for sale (refer Note 1(k)); and
- assets arising from construction contracts (refer Note 1(k)).

If there is an indication of impairment, the assets concerned are tested as to whether their carrying value exceeds their possible recoverable amount. Where an asset's carrying value exceeds its recoverable amount, the difference is written off by a charge to the operating statement except to the extent that the write-down can be debited to an asset revaluation reserve amount applicable to that class of asset.

It is deemed that, in the event of the loss of an asset, the future economic benefits arising from the use of the asset will be replaced unless a specific decision to the contrary has been made. The recoverable amount for most assets is measured at the higher of depreciated replacement cost and fair value less costs to sell. Recoverable amounts for assets held primarily to generate net cash inflows is measured at the higher of the present value of future cash flows expected to be obtained from the asset and fair value less costs to sell.

Net gain/(loss) on financial instruments

Net gain/(loss) on financial instruments includes impairment and reversal of impairment of financial instruments measured at amortised cost and disposals of financial assets.

Impairment of financial assets

Bad and doubtful debts are assessed on a regular basis. Those bad debts considered as written off by mutual consent are classified as a transaction expense. The allowance for doubtful receivables and bad debts not written off by mutual consent are adjusted as 'other economic flows'.

Other gains/(losses) from other economic flows

Other gains/(losses) from other economic flows include the gains or losses from reclassifications of amounts from reserves and/or accumulated surplus to net result, and from the revaluation of the present value of the long service leave liability due to changes in the bond interest rates.

(j) Financial assets

Cash and deposits

Cash and deposits, including cash equivalents, comprise cash on hand, deposits at call and highly liquid investments with an original maturity of three months or less, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value.

For the cash flow statement presentation purposes, cash and cash equivalents include bank overdrafts, which are included as current interest bearing liabilities on the balance sheet.

Receivables

Receivables consist predominantly of debtors in relation to goods and services, accrued investment income and GST input tax credits recoverable.

Receivables are recognised initially at fair value and subsequently measured at amortised cost, using the effective interest rate method, less any accumulated impairment.

A provision for doubtful receivables is made when there is objective evidence that the debts will not be collected. Bad debts are written off when identified (refer Note 1(i)).

Notes to the financial statements

for the financial year ended 30 June 2009

Note 1. Summary of accounting policies (*continued*)

Investments

The Board classifies its investments into the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition.

The Board assesses at each balance sheet date whether a financial asset or group of financial assets is impaired.

Available-for-sale Investments

Investments held by the Board are classified as being available-for-sale and are stated at fair value. Gains and losses arising from changes in fair value are recognised directly in equity until the investment is disposed of or is determined to be impaired, at which time the cumulative gain or loss previously recognised in equity is included in the profit or loss for the period. Fair value is determined in the manner described in Note 17.

(k) Non-financial assets

Inventories

Inventories include goods held for sale in the ordinary course of business operations and are measured at the lower of cost and net realisable value.

The cost of inventory is measured on the basis of weighted average cost.

Non-current physical assets classified as held for sale, including disposal group assets

Non-current assets (and disposal group assets) classified as held for sale are measured at the lower of carrying amount and fair value less costs to sell, and are not subject to depreciation.

Non-current assets and disposal group assets, related liabilities and financial assets are classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within twelve months from the date of classification.

Property, plant and equipment

All non-current physical assets are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment.

Non current physical assets such as Crown land and heritage assets are measured at fair value with regard to the property's highest and best use after due consideration is made for any legal or constructive restrictions imposed on the asset, public announcements or commitments made in relation to the intended use of the asset. Theoretical opportunities that may be available in relation to the asset are not taken into account until it is virtually certain that the restrictions will no longer apply.

The fair value of cultural assets and collections, heritage assets and other non-current physical assets that the State intends to preserve because of their unique historical, cultural or environmental attributes, is measured at the replacement cost of the asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset and any accumulated impairment.

Although the value of the Crown land located at South Yarra and Cranbourne has been included in the balance sheet, it should be noted that under the provisions of the *Royal Botanic Gardens Act 1991*, the Board is only responsible for the management of the land and does not own these properties.

Note 1. Summary of accounting policies (*continued*)

Restrictive nature of cultural and heritage assets, Crown land and infrastructures

During the reporting period, the Board may hold cultural assets, heritage assets, Crown land and infrastructures which are deemed worthy of preservation because of the social, rather than financial, benefits they provide to the community. Consequently, there are certain limitations and restrictions imposed on their use and/or disposal.

Revaluations of non-current physical assets

Non-current physical assets measured at fair value are revalued in accordance with the FRDs issued by the Minister for Finance. This revaluation process normally occurs every five years, based upon the asset's Government Purpose Classification. Revaluation increments or decrements arise from differences between carrying value and fair value.

Revaluation increases are credited directly to equity in the revaluation reserve, except that, to the extent that an increase reverses a revaluation decrease in respect of that class of asset previously recognised as an expense (other economic flows) in the net result, the increase is recognised as income (other economic flows) in determining the net result.

Revaluation decreases are recognised immediately as expenses (other economic flows) in the net result, except that, to the extent that a credit balance exists in the revaluation reserve in respect of the same class of property, plant and equipment, they are debited to the revaluation reserve.

Revaluation increases and decreases relating to individual assets within a class of property, plant and equipment, are offset against one another within that class but are not offset in respect of assets in different classes.

Revaluation reserves are not normally transferred to accumulated surplus on de-recognition of the relevant asset.

Leased non-current physical assets

Leases of property, plant and equipment are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

Finance leases are recognised as assets and liabilities at amounts equal to the fair value of the lease property or, if lower, the present value of the minimum lease payment, each determined at the inception of the lease. The lease asset is depreciated over the shorter of the estimated useful life of the asset or the term of the lease.

Minimum lease payments are allocated between the principal component of the lease liability, and the interest expense calculated using the interest rate implicit in the lease, and charged directly to the operating statement. Contingent rentals associated with finance leases are recognised as an expense in the period in which they are incurred.

Operating lease payments, including any contingent rentals, are recognised as an expense in the operating statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset.

Non-current physical assets constructed by the Board

The cost of non-current physical assets constructed by the Board includes the cost of all materials used in construction, direct labour on the project, and an appropriate proportion of variable and fixed overheads.

(I) **Liabilities**

Payables

Payables represent liabilities for goods and services provided to the Board that are unpaid at the end of the financial year. Payables are initially measured at fair value, being the cost of the goods and services, and then subsequently measured at amortised cost.

Interest bearing liabilities

Interest bearing liabilities are recorded initially at fair value, net of transaction costs.

Notes to the financial statements

for the financial year ended 30 June 2009

Note 1. Summary of accounting policies (*continued*)

Subsequent to initial recognition, interest bearing liabilities are measured at amortised cost with any difference between the initial recognised amount and the redemption value being recognised in profit and loss over the period of the interest bearing liability using the effective interest rate method.

Provisions

Provisions are recognised when the Board has a present obligation, the future sacrifice of economic benefits is probable, and the amount of the provision can be measured reliably.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at reporting date, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows.

Employee benefits

(i) Wages and salaries, annual leave and sick leave

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulating sick leave expected to be settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employees' services up to the reporting date, classified as current liabilities and measured at their nominal values.

Those liabilities that are not expected to be settled within 12 months are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

(ii) Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Current liability – unconditional LSL (representing seven or more years of continuous service for Board employees including executives) is disclosed as a current liability even where the Board does not expect to settle the liability within 12 months because the Board will not have the unconditional right to defer the settlement of the entitlement should an employee take leave within 12 months.

The components of this current LSL liability are measured at:

- Present value – the component that the Board does not expect to settle within 12 months; and
- Nominal value – the component that the Board expects to settle within 12 months.

Non-current liability – conditional LSL (representing less than seven years of continuous service for Board employees including executives) is disclosed as a non-current liability. There is an unconditional right to defer the settlement of the entitlement until the employee has completed the requisite years of service.

This non-current LSL liability is measured at present value. Gain or loss following revaluation to present value of non-current LSL liability due to changes in bond interest rates is recognised as an other economic flow (refer to Note 1(i)).

Employee benefits on-costs

Employee benefits on-costs (payroll tax, workers compensation, superannuation, annual leave and LSL accrued while on LSL taken in service) are recognised and included with LSL employee benefits.

(m) **Commitments**

Commitments which include those operating, capital and other outsourcing commitments arising from non-cancellable contractual or statutory sources are disclosed at their nominal value and inclusive of GST payable.

Note 1. Summary of accounting policies (*continued*)

(n) *Contingent assets and contingent liabilities*

Contingent assets and contingent liabilities are not recognised in the balance sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

(o) *Equity - Contributions by owners*

Additions to net assets which have been designated as contributions by owners are recognised as contributed capital. Other transfers that are in the nature of contributions or distributions have also been designated as contributions by owners.

Transfers of net assets arising from administrative restructurings are treated as distributions to or contributions by owners.

(p) *Functional and presentation currency*

The functional currency of the Board is the Australian dollar, which has also been identified as the presentation currency of the Board.

(q) *Rounding of amounts*

Amounts in the financial statements have been rounded to the nearest dollar, unless otherwise stated.

(r) *New accounting standards and interpretations*

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2009 reporting period. The Department of Treasury and Finance assesses the impact of these new standards and advises departments and other entities of their applicability and early adoption where applicable.

As advised in Note 1(c) the Board has early adopted the September 2007 version of AASB 101.

As at 30 June 2009, a number of standards and interpretations had been issued but were not mandatory for the financial year ending 30 June 2009. The Board has not, and does not intend to, adopt these standards early.

(s) *Comparative amounts*

Consistent with the requirements of AASB 139 *Financial Instruments: Recognition and Measurement*, two of the investments held at bank have been reclassified from cash and deposits to available-for-sale financial assets. Accordingly, the prior year comparative cash and deposits balance has decreased by \$1.5 million and the investments balance has been increased by \$1.5 million.

Notes to the financial statements

for the financial year ended 30 June 2009

Note 2. Income from transactions

	2009 \$	2008 \$
(a) Grants		
Department of Sustainability and Environment	10,695,600	10,243,545
Other public bodies	272,697	487,507
	10,968,297	10,731,052
(b) Sponsorships and donations		
Contributions from non public bodies and individuals	4,638,694	3,976,510
	4,638,694	3,976,510
(c) Sales of goods and services		
Sale of goods	1,432,382	1,506,044
Rendering of services	1,579,421	1,298,444
	3,011,803	2,804,488
(d) Fair value of assets and services received free of charge or for nominal consideration		
Services and donated supplies	728,880	679,989
	728,880	679,989
(e) Interest		
On bank deposits	737,040	393,216
Other miscellaneous interest income	45,307	131,429
	782,347	524,645
(f) Other income		
Rental	921,644	934,134
Royalties	156,756	152,044
Other	28,007	7,262
	1,106,407	1,093,440

Note 3. Expenses from transactions

	2009 \$	2008 \$
(a) Employee benefits		
Salary and wages	8,439,101	8,295,052
Superannuation	910,507	893,128
Annual leave and long service leave expense	975,355	1,054,565
Other on-costs	590,579	608,365
	10,915,542	10,851,110
(b) Interest expense		
Interest on finance leases	32,703	32,388
	32,703	32,388

Note 3. Expenses from transactions (continued)

	2009 \$	2008 \$
(c) Depreciation and amortisation		
Buildings	234,445	232,030
Infrastructure	261,030	243,617
Plant and equipment	108,076	202,168
Furniture and fittings	26,990	31,951
Motor vehicles	111,355	114,603
Office equipment	125,425	126,678
Cultural assets	-	1,942
	867,321	952,989
(d) Supplies and services		
Contract costs	1,541,239	1,676,649
Garden and office equipment and supplies	493,658	569,494
Building and equipment maintenance and operation costs	431,727	461,717
Consultancy fees	429,759	408,065
Advertising and promotion	403,005	381,942
Cleaning and waste disposal costs	346,801	285,568
Computer expenses	143,829	200,742
Motor vehicle expenses	225,894	177,653
Water charges	188,820	154,316
Postage and communication expenses	46,531	131,408
Books, periodicals and subscriptions	152,389	131,861
Travel expenses	121,648	119,185
Staff training and development	86,776	82,064
Insurance costs	84,085	84,022
Catering costs	51,520	72,316
Security	57,808	54,533
Legal costs	38,969	32,353
Other	120,437	102,272
	4,964,895	5,126,160
(e) Other operating expenses		
Cost of goods sold	709,511	756,837
Minimum lease payments	54,316	49,119
	763,827	805,956

Note 4. Other economic flows included in net result

	2009 \$	2008 \$
(a) Net gain/(loss) on non-financial assets		
(Gain)/loss on disposal of property, plant and equipment	(5,593)	76,118
Write down of inventory to net realisable value	12,950	11,485
	7,357	87,603
(b) Net gain/(loss) on financial and statutory		
Impairment of loans and receivables	1,669	-
	1,669	-

Notes to the financial statements

for the financial year ended 30 June 2009

Note 5. Receivables

	2009 \$	2008 \$
Contractual		
Trade receivables ⁽ⁱ⁾	303,720	411,299
Financial receivables	670,471	87,216
	974,191	498,515
Statutory		
GST input tax credit recoverable	153,442	85,998
	153,442	85,998
Total receivables ⁽ⁱⁱ⁾	1,127,633	584,513

Notes:

(i) The average credit period on sales of goods is 30 days. No interest has been charged on trade receivables. No allowance for doubtful debts has been recognised as all amounts have been determined recoverable by reference to past default experience.

(ii) All receivables balances held at reporting date are classified as current.

For details of ageing analysis of contractual receivables and the nature and extent of risk arising from contractual receivables, please refer to Note 17.

Note 6. Investments

	2009 \$	2008 \$
Floating rate notes ⁽ⁱ⁾	1,028,050	1,500,000
Total investments ⁽ⁱⁱ⁾	1,028,050	1,500,000

Notes:

(i) This balance comprises two floating rate note investments, the first of which was made in March 2006 at nominal value of \$500,000. Interest is paid on a quarterly basis at the Bank Bill Rate plus 1.5%. The note will be repaid at its nominal value on maturity in March 2013 with earlier redemption possible at the prevailing market rate.

The second investment was made in February 2007 at a nominal value of \$1,000,000. Due to the occurrence of a credit event during the year, interest is no longer payable at the original Bank Bill Rate plus 0.85%. The note will be repaid at its nominal value on maturity in November 2011 with earlier redemption possible at the prevailing market rate.

(ii) All investment balances held at reporting date are classified as non-current.

For details of the nature and extent of risk arising from investments, please refer to Note 17.

Note 7. Inventories

	2009 \$	2008 \$
Goods held for sale		
- At cost	314,086	386,383
Total inventories ⁽ⁱ⁾	314,086	386,383

Note (i): All inventory balances held at reporting date are classified as current.

Note 8. Property, plant and equipment

(a) Carrying amounts ('Public Safety and Environment' Purpose Group ⁽ⁱ⁾)

	2009 \$	2008 \$
Land		
At fair value - 2009 valuation ⁽ⁱⁱ⁾	129,285,601	-
At fair value - 2006 valuation ⁽ⁱⁱⁱ⁾	-	108,670,000
	<u>129,285,601</u>	<u>108,670,000</u>
Buildings		
At fair value - 2009 valuation ⁽ⁱⁱ⁾	16,871,737	-
At fair value - 2006 valuation ⁽ⁱⁱⁱ⁾	-	8,353,697
At cost	-	15,308,629
Less accumulated depreciation	-	(8,599,960)
	<u>16,871,737</u>	<u>15,062,366</u>
Total land and buildings	<u>146,157,338</u>	<u>123,732,366</u>
Infrastructure		
At fair value - 2006 valuation ⁽ⁱⁱⁱ⁾	2,821,886	2,821,886
At cost	14,826,514	14,435,700
Less accumulated depreciation	(3,388,434)	(3,127,405)
	<u>14,259,966</u>	<u>14,130,181</u>
Plant and equipment		
At cost	2,715,640	2,654,516
Less accumulated depreciation	(2,109,316)	(2,009,755)
	<u>606,324</u>	<u>644,761</u>
Furniture and fittings		
At cost	689,844	702,366
Less accumulated depreciation	(513,321)	(496,691)
	<u>176,523</u>	<u>205,675</u>
Motor vehicles		
At cost	637,103	583,933
Less accumulated amortisation	(238,886)	(165,022)
	<u>398,217</u>	<u>418,911</u>
Office equipment		
At cost	856,135	770,695
Less accumulated depreciation	(634,577)	(562,063)
	<u>221,558</u>	<u>208,632</u>
Cultural assets		
At fair value - 2007 valuation ^(iv)	7,200,000	7,200,000
At fair value - 2008 valuation ^(v)	67,482,540	67,482,540
	<u>74,682,540</u>	<u>74,682,540</u>
Total plant and equipment	<u>90,345,128</u>	<u>90,290,699</u>

Notes to the financial statements

for the financial year ended 30 June 2009

Note 8. Property, plant and equipment (*continued*)

	2009 \$	2008 \$
Capital works under construction	9,074,806	4,015,735
Total property, plant and equipment	245,577,272	218,038,801

Notes:

- (i) Property, plant and equipment are classified primarily by the 'purpose' for which the assets are used based upon Government Purpose Classifications (GPC). The Board's Purpose Group according to the GPC is 'Public Safety and the Environment'. All assets within a Purpose Group are further subcategorised according to the asset's 'nature' (i.e. buildings, plant and equipment, etc), with each subcategory being classified as a separate class of asset for financial reporting purposes.
- (ii) In accordance with FRD103D Non-Current Physical Assets, a management revaluation was performed to determine the fair value of land and buildings. The fair value has been determined by reference to the compounded movement in the relevant indicators since the last scheduled revaluation. The effective date of the valuation is 30 June 2009.
- (iii) An independent valuation of the Board's land, buildings and infrastructure assets was performed by the Valuer-General to determine their fair values. The valuation was determined by reference to the amounts for which assets could be exchanged between knowledgeable and willing parties in an arm's length transaction. The effective date of the valuation is 30 June 2006.
- (iv) An independent valuation of the Board's library monograph and periodical collections was performed by Barbara Hince of Kenneth Hince Old & Fine Books Pty Ltd to determine their fair value. The valuation was determined by reference to the cost expected to be incurred if the Board was deprived of the service potential of future economic benefits of these collections at the reporting date (that is the deprival value of the collections). The effective date of the valuation is 30 June 2007.
- (v) Independent valuations of the Board's State Botanical Collection and other cultural assets were performed by the Australian Valuation Office and the Dominion Group (acting as an agent for the Valuer-General) respectively to determine their fair value. The State Botanical Collection was recognised in the Board's Balance Sheet for the first time in the 2007-08 reporting period, its value being determined by reference to the cost expected to be incurred to replace the asset's remaining future service potential. The valuation of the other cultural assets was determined by reference to the amounts for which the assets could be exchanged between knowledgeable and willing parties in an arm's length transaction. The effective dates of the valuations are 30 June 2008.

All independent valuations were conducted in accordance with Australian Valuation Standards.

The following useful lives of assets are used in the calculation of depreciation and amortisation:

	2009 Years	2008 Years
Buildings	5 -100	5 -100
Infrastructure	5 -100	5 -100
Plant and equipment	5-10	5-10
Furniture and fittings	5-10	5-10
Motor vehicles	1-3	1-3
Office equipment	4	4
Cultural assets	5	5

Restricted assets

The Board holds \$8.5 million worth of properties listed as heritage assets (2008 - \$8.6 million). These heritage assets cannot be modified nor disposed of without Ministerial approval.

Note 8. Property, Plant and Equipment (continued)

(b) Movements in carrying amounts ('Public Safety and Environment' Purpose Group)

	Land		Buildings		Infrastructure		Plant and equipment		Furniture and fittings	
	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening balance	108,670,000	108,670,000	15,062,366	15,193,570	14,130,181	14,237,313	644,761	741,443	205,675	138,799
Additions	-	-	-	-	50,210	18,328	29,253	60,102	-	85,135
Disposals	-	-	-	(77,959)	-	-	-	(4,197)	(2,161)	-
Net revaluation	20,615,601	-	2,043,816	-	-	-	-	-	-	-
increments/ (decrements)										
Transfers between classes	-	-	-	178,785	340,605	118,157	40,386	49,581	-	13,692
Transfers to assets	-	-	-	-	-	-	-	-	-	-
classified as held for sale	-	-	-	-	-	-	-	-	-	-
Transfers to operating	-	-	-	-	-	-	-	-	-	-
expenses	-	-	-	-	-	-	-	-	-	-
Depreciation/ amortisation	-	-	(234,445)	(232,030)	(261,030)	(243,617)	(108,076)	(202,168)	(26,991)	(31,951)
expense										
Closing balance	129,285,601	108,670,000	16,871,737	15,062,366	14,259,966	14,130,181	606,324	644,761	176,523	205,675

	Motor vehicles		Office equipment		Cultural assets		In course of construction		Total	
	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening balance	418,911	490,224	208,632	262,206	74,682,540	7,341,727	4,015,735	2,299,198	218,038,801	149,374,480
Additions	122,608	154,365	6,625	11,448	-	-	5,571,801	2,401,690	5,780,497	2,731,068
Disposals	(46,758)	(111,075)	(12)	-	-	-	-	-	(48,931)	(193,231)
Net revaluation	-	-	-	-	-	67,340,487	-	-	22,659,417	67,340,487
increments/ (decrements)										
Transfers between classes	-	-	131,739	61,656	-	2,268	(512,730)	(424,139)	-	-
Transfers to assets	14,811	-	-	-	-	-	-	-	14,811	-
classified as held for sale	-	-	-	-	-	-	-	(261,014)	-	(261,014)
Transfers to operating	-	-	-	-	-	-	-	-	-	-
expenses	-	-	-	-	-	-	-	-	-	-
Depreciation/ amortisation	(111,355)	(114,603)	(125,426)	(126,678)	-	(1,942)	-	-	(867,323)	(952,989)
expense										
Closing balance	398,217	418,911	221,558	208,632	74,682,540	74,682,540	9,074,806	4,015,735	245,577,272	218,038,801

Notes to the financial statements

for the financial year ended 30 June 2009

Note 9. Non-current assets classified as held for sale and directly associated liabilities

	2009 \$	2008 \$
Non-current assets		
Leased motor vehicles held for sale ⁽ⁱ⁾	14,781	58,017
	14,781	58,017
Liabilities		
Finance lease liabilities	14,738	59,858
	14,738	59,858

Note (i) The Board holds a leased motor vehicle which it intends to sell in the next 12 months.

Note 10. Payables

	2009 \$	2008 \$
Contractual		
Trade Creditors ⁽ⁱ⁾	626,738	615,617
	626,738	615,617
Statutory		
Taxes payable	31,779	27,078
	31,779	27,078
Total Payables ⁽ⁱⁱ⁾	658,517	642,695

Notes:

(i) The average credit period is 30 days. No interest is charged on late payments.

(ii) All payables balances at reporting date are classified as current.

For maturity analysis and nature and extent of risks arising from payables, refer to Note 17.

Note 11. Interest bearing liabilities

	2009 \$	2008 \$
Current		
Finance lease liabilities ⁽ⁱ⁾	270,726	201,594
	270,726	201,594
Non-Current		
Finance lease liabilities ⁽ⁱ⁾	133,557	224,478
	133,557	224,478
Total interest bearing liabilities	404,283	426,072

Note (i) Secured by the assets leased.

For maturity analysis and nature and extent of risks arising from interest bearing liabilities, refer to Note 17.

Note 12. Provisions

	2009 \$	2008 \$
Current		
Employee benefits ⁽ⁱ⁾ (Note 12(a))		
Unconditional and expected to be settled within 12 months ⁽ⁱⁱ⁾	856,776	681,064
Unconditional and expected to be settled after 12 months ⁽ⁱⁱⁱ⁾	1,200,918	1,206,264
	2,057,694	1,887,328
Provisions related to employee benefit on-costs		
Unconditional and expected to be settled within 12 months ⁽ⁱⁱ⁾	116,753	89,584
Unconditional and expected to be settled after 12 months ⁽ⁱⁱⁱ⁾	190,550	188,724
	307,303	278,308
Total current provisions	2,364,997	2,165,636
Non-current		
Employee benefits	178,529	172,660
Provisions related to employee benefit on-costs	28,327	26,417
Total non-current provisions	206,856	199,077
Total provisions	2,571,853	2,364,713

Notes:

- (i) Provisions for employee benefits consists of annual leave and long service leave accrued by employees, not including on-costs.
- (ii) The amounts disclosed are nominal amounts.
- (iii) The amounts disclosed are discounted to present value.

(a) Employee benefits and related on-costs ⁽ⁱ⁾

	2009 \$	2008 \$
Current employee benefits		
Annual leave entitlements	729,816	681,064
Unconditional long service leave entitlements	1,327,878	1,206,264
	2,057,694	1,887,328
Non-current employee benefits		
Conditional long service leave entitlements	178,529	172,660
	178,529	172,660
Total employee benefits	2,236,223	2,059,988
Current on-costs	307,303	278,308
Non-current on-costs	28,327	26,417
	335,630	304,725
Total employee benefits and related on-costs	2,571,853	2,364,713

Note (i): Provisions for employee benefits consists of annual leave and long service leave accrued by employees, not including on-costs.

Notes to the financial statements

for the financial year ended 30 June 2009

Note 12. Provisions (continued)

(b) Movement in provisions

	2009 \$
Opening balance	304,725
Additional provision recognised	42,525
Reductions arising from payments/other sacrifices of future economic benefits	(9,050)
Reductions resulting from re-measurement or settlement without cost	(2,570)
Closing balance	335,630

Note 13. Superannuation

Employees of the Board are entitled to receive superannuation benefits and the Board contributes to both defined benefit and defined contribution plans. The defined benefit plans provide benefits based on years of service and final average salary.

The Board does not recognise any defined benefit liability in respect of the plans because the entity has no legal or constructive obligation to pay future benefits relating to its employees; its obligation is to pay superannuation contributions as they fall due.

However, superannuation contributions paid or payable for the reporting period are included as part of the employee benefits in the Operating Statement of the Board.

The name and details of the major employee superannuation funds and contributions made by the Board are as follows:

Fund Name	Number of Employees		Contribution rate % ⁽ⁱ⁾		Contribution amount \$ ⁽ⁱⁱ⁾	
	2009	2008	2009	2008	2009	2008
Defined benefit plans						
State Superannuation Fund						
Revised Scheme	2	2	17	17	25,103	23,570
New Scheme	21	21	7.3 - 10.2	7.5 - 10.5	105,945	107,323
Defined contribution plans						
MLC Superannuation Fund	39	43	9	9	158,006	161,835
VicSuper Pty Ltd	170	166	9	9	483,633	488,208
Uni Super Management Pty Ltd	3	1	9	9	9,676	7,779
Superwrap	1	1	9	9	93,557	96,200
Vision Super	2	1	9	9	7,998	962
Host Plus Super	2	0	9	9	5,016	-
Australian Super	3	0	9	9	6,824	-
Other	11	4	9	9	16,806	2,170
Total paid contributions for the year					912,564	888,047
Contributions outstanding at year end					-	-

Notes:

(i) The bases for contributions are determined by the various schemes.

(ii) The amounts were measured as at 30 June of each year or, in the case of employer contributions, they relate to the years ended 30 June.

Note 14. Leases

(a) Finance leases

Leasing arrangements

Finance leases relate to motor vehicles with lease terms of between 1 and 3 years. The Board has the option to purchase the vehicles for a nominal amount at the conclusion of the lease agreements.

	Minimum lease payments ⁽ⁱ⁾		Present value of minimum future lease payments	
	2009 \$	2008 \$	2009 \$	2008 \$
Not longer than 1 year	291,162	225,197	270,726	201,594
Longer than 1 year and not longer than 5 years	141,736	237,595	133,557	224,478
Minimum lease payments	432,898	462,792	404,283	426,072
Less: future finance charges	(28,615)	(36,720)	-	-
Present value of minimum lease payments	404,283	426,072	404,283	426,072
Included in the financial statements as:				
Current interest bearing liabilities (Note 11)			270,726	201,594
Non-current interest bearing liabilities (Note 11)			133,557	224,478
			404,283	426,072

Note (i) Minimum future finance lease payments include the aggregate of all lease payments and any guaranteed residual.

For maturity analysis and nature and extent of risks arising from finance lease liabilities, refer to Note 17.

(b) Operating leases

Leasing arrangements - Board as Lessee

Operating leases mainly relate to office equipment with a lease term of 5 years. All operating lease contracts contain market review clauses in the event that the Board exercises its option to renew. The Board does not have an option to purchase the leased asset at the expiry of the lease period.

	2009 \$	2008 \$
Not longer than 1 year	77,175	45,952
Longer than 1 year and not longer than 5 years	112,286	109,215
	189,461	155,167

Leasing arrangements - Board as Lessor

Operating leases mainly relate to the provision of catering and function and event management in the Gardens with lease terms of between 3 and 10 years with options to extend for a further 0 to 10 years. All operating lease contracts contain market review clauses in the event that the lessee exercises its option to renew. The lessees do not have an option to purchase the leased asset at the expiry of the lease period.

	2009 \$	2008 \$
Not longer than 1 year	802,198	699,754
Longer than 1 year and not longer than 5 years	2,777,306	1,493,363
Longer than 5 years	827,104	1,012,674
	4,406,608	3,205,791

Notes to the financial statements

for the financial year ended 30 June 2009

Note 15. Commitments for expenditure

The following capital commitments have not been recognised as liabilities in the financial statements:

	2009 \$	2008 \$
Capital Commitments		
Within 1 year	1,198,597	2,261,782
Later than 1 year but not later than 5 years	-	2,008,774
Total capital expenditure commitments	1,198,597	4,270,556

Note 16. Contingent assets and contingent liabilities

	2009 \$	2008 \$
Contingent assets		
Contract claim ⁽ⁱ⁾	750,000	750,000
	750,000	750,000
Contingent liabilities		
Contract claims ^{(i), (ii)}	200,000	225,000
	200,000	225,000

Notes

- (i) The Board is continuing negotiations over a contractual dispute with a supplier in relation to the adequacy of the design work performed under the contract and is seeking to recover design fees and associated costs in the order of \$0.75 million. A contingent liability also exists as a result of this dispute and is estimated to be in the vicinity of \$0.2 million, however it is expected that this amount will be offset to a degree as a consequence of settlement of the related cost recovery claim.
- (ii) A minor dispute arising in the reporting period ended 30 June 2008 between the Board and a contractor in relation to past works estimated in the order of \$25,000 has been resolved in the current reporting period.

Unquantifiable contingent asset and liability

A dispute has arisen between the Board and one of its tenants in relation to a rental valuation effective 11 March 2009 which, under the terms of the lease agreement, requires a second independent valuation to be undertaken in order to resolve the issue. The financial impact of the second valuation, which may result in either the Board having to repay the tenant (in the case of a lower valuation) or the tenant having to repay the Board (in the case of a higher valuation) the amount equal to the difference between the two rental valuations, cannot be reliably estimated at the reporting date.

Note 17. Financial instruments

(a) Financial risk management objectives and policies

The Board's principal financial instruments comprise:

- cash assets;
- term deposits;
- receivables (excluding statutory receivables);
- floating rate notes;
- payables (excluding statutory payables); and
- finance lease payables.

Note 17. Financial instruments (*continued*)

Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset, financial liability and equity instrument, are disclosed in Note 1 to the financial statements.

The main purpose in holding financial instruments is to prudentially manage the Board's financial risks within the requirements of the *Royal Botanic Gardens Act 1991* and the Government's policy parameters.

The carrying amounts of the Board's financial assets and liabilities by category are as follows:

	Carrying Amount	
	2009 \$	2008 \$
Financial assets		
Cash and deposits	12,113,309	5,403,229
Loans and receivables	974,191	498,515
Available-for-sale	1,028,050	1,500,000
Total financial assets ⁽ⁱ⁾	14,115,550	7,401,744
Financial liabilities		
Payables	626,738	615,617
Interest bearing liabilities	404,283	426,072
Total financial liabilities ⁽ⁱⁱ⁾	1,031,021	1,041,689

Notes:

- (i) The total amount of financial assets disclosed here excludes statutory receivables (i.e. GST input tax credit recoverable).
- (ii) The total amount of financial liabilities disclosed here excludes statutory payables (i.e. taxes payable).

The Board's net holding gains on financial assets and liabilities by category are as follows:

	2009 \$	2008 \$
Financial assets		
Cash and deposits	737,040	393,217
Available-for-sale	45,307	131,428
Total financial assets ⁽ⁱ⁾	782,347	524,645
Financial liabilities		
Interest bearing liabilities	(32,703)	(32,388)
Total financial liabilities ⁽ⁱⁱ⁾	(32,703)	(32,388)

- (i) The total amount of financial assets disclosed here excludes statutory receivables (i.e. GST input tax credit recoverable).
- (ii) The total amount of financial liabilities disclosed here excludes statutory payables (i.e. taxes payable).

The net holding gains or losses disclosed above are determined as follows:

- for cash and cash equivalents, loans or receivables and available-for-sale financial assets, the net gain or loss is calculated by taking the interest revenue, plus or minus losses arising from revaluation of the financial assets and minus any impairment recognised in the net result; and
- for financial liabilities measured at amortised cost, the net gain or loss is equal to the interest expense incurred during the reporting period.

Notes to the financial statements

for the financial year ended 30 June 2009

Note 17. Financial instruments (*continued*)

(b) Credit Risk

Credit risk arises from the financial assets of the Board, which comprise cash and cash equivalents, trade and other receivables and available-for-sale financial assets. The Board's exposure to credit risk arises from the potential default of counter parties on their contractual obligations resulting in financial loss to the Board. Credit risk is measured at fair value and is monitored on a regular basis.

Credit risk associated with the Board's financial assets is minimal because it is the Board's policy to only deal with entities with high credit ratings. In addition, the Board does not engage in hedging for its financial assets and mainly obtains financial assets that are on fixed interest.

Provision of impairment for financial assets is calculated based on past experience, and current and expected changes in client credit ratings.

The carrying amount of financial assets recorded in the financial statements, net of any allowances for losses, represents the Board's maximum exposure to credit risk without taking account of the value of any collateral obtained.

Financial assets that are either past due or impaired

Currently, the Board does not hold any collateral as security nor credit enhancements relating to any of its financial assets.

As at reporting date, there are no events to indicate that a provision for impairment is required on the Board's financial assets. An impairment loss on loans and receivables of \$1,669 (2008 - \$0) has been recognised in the Board's operating statement (refer to Note 4).

There are no financial assets that have had their terms renegotiated so as to prevent them from being past due or impaired, and they are stated at the carrying amounts as indicated. The only financial assets held by the Board at reporting date that are past due but not impaired are trade receivables.

The ageing analysis of the trade receivable balances which are past due but not impaired are as follows:

	2009 \$	2008 \$
Past due but not impaired		
Less than one month	46,529	44,293
More than 1 but less than 3 months	8,825	102,259
More than 3 months but less than 1 year	3,464	92,274
More than 1 year but less than 5 years	733	1,703
Total	59,551	240,529
Not past due and not impaired	244,168	170,770
Total carrying amount ⁽ⁱ⁾	303,719	411,299

Note (i): Ageing analysis excludes statutory financial assets.

(c) Liquidity risk

Liquidity risk arises when the Board is unable to meet its financial obligations as they fall due. The Board continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets and dealing in highly liquid markets.

The Board's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk. Cash for unexpected events is generally sourced from its cash and cash equivalents balance.

Maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the Balance Sheet.

Note 17. Financial instruments (*continued*)

The contractual maturity analysis for the Board's financial liabilities is as follows:

2009	Carrying amount	Nominal amount	Maturity dates ⁽ⁱ⁾			
			Less than 1 month	1- 3 months	3 months - 1 year	1 - 5 years
	\$	\$	\$	\$	\$	\$
Payables	626,738	626,738	616,475	-	10,263	-
Interest bearing liabilities	404,283	447,636	68,359	21,552	215,989	141,736
Total	1,031,021	1,074,374	684,834	21,552	226,252	141,736

2008	Carrying amount	Nominal amount	Maturity dates ⁽ⁱ⁾			
			Less than 1 month	1- 3 months	3 months - 1 year	1 - 5 years
	\$	\$	\$	\$	\$	\$
Payables	615,617	615,617	602,778	-	12,839	-
Interest bearing liabilities	426,072	462,792	12,196	24,392	188,609	237,595
Total	1,041,689	1,078,409	614,974	24,392	201,448	237,595

Note (i): The amounts disclosed are the contractual undiscounted cash flows of each class of financial liabilities.

(d) Market risk

The Board's exposures to market risk are primarily through interest rate risk.

Interest rate risk may arise primarily through the Board's floating rate bank deposits, floating rate notes that are available-for-sale, and its floating rate interest bearing liabilities. However, the Board's exposure to this risk is insignificant due to its policy to minimise risk by mainly undertaking fixed rate or non-interest bearing financial instruments with relatively even maturity profiles.

The carrying amounts of financial assets and financial liabilities that are exposed to interest rates are as follows:

2009	Weighted average effective interest rate	Carrying amount	Interest rate exposure		
			Fixed interest rate	Variable interest rate	Non-interest bearing
	%	\$	\$	\$	\$
Financial assets					
Cash and deposits	3.19	12,113,309	9,319,101	2,778,726	15,482
Receivables	-	974,191	-	-	974,191
Investments	0.70	1,028,050	-	1,028,050	-
		14,115,550	9,319,101	3,806,776	989,673
Financial liabilities					
Payables	-	626,738	-	-	626,738
Interest bearing liabilities	7.04	404,283	404,283	-	-
		1,031,021	404,283	-	626,738

Notes to the financial statements

for the financial year ended 30 June 2009

Note 17. Financial instruments (continued)

2008	Weighted average effective interest rate	Carrying amount	Interest rate exposure		
			Fixed interest rate	Variable interest rate	Non-interest bearing
	%	\$	\$	\$	\$
Financial assets					
Cash and deposits	7.48	5,403,229	618,295	4,775,550	9,384
Receivables	-	498,515	-	-	498,515
Investments	8.95	1,500,000	-	1,500,000	-
		7,401,744	618,295	6,275,550	507,899
Financial liabilities					
Payables	-	615,617	-	-	615,617
Interest bearing liabilities	6.84	426,072	426,072	-	-
		1,041,689	426,072	-	615,617

Sensitivity disclosure analysis

Taking into account past performance, future expectations and economic forecasts, the Board believes that a parallel shift of +1 per cent and -1 per cent in market interest rates is 'reasonably possible' over the next 12 months.

The impact on net result and equity for each category of financial instrument held by the Board at year end if the above movements were to occur is as follows:

2009	Carrying amount	Interest rate risk			
		+ 100 basis points		-100 basis points	
		Net result	Available-for-sale reserve	Net result	Available-for-sale reserve
	\$	\$	\$	\$	\$
Financial assets					
Cash and deposits ⁽ⁱ⁾	12,113,309	121,133	-	(121,133)	-
Investments ⁽ⁱⁱ⁾	1,028,050	-	10,281	-	(10,281)
	13,141,359	121,133	10,281	(121,133)	(10,281)
Financial liabilities					
Interest bearing liabilities ⁽ⁱⁱⁱ⁾	404,283	4,043	-	(4,043)	-
	404,283	4,043	-	(4,043)	-

2008	Carrying amount	Interest rate risk			
		+ 100 basis points		-100 basis points	
		Net result	Available-for-sale reserve	Net result	Available-for-sale reserve
	\$	\$	\$	\$	\$
Financial assets					
Cash and deposits ⁽ⁱ⁾	5,403,229	54,032	-	(54,032)	-
Investments ⁽ⁱⁱ⁾	1,500,000	-	15,000	-	(15,000)
	6,903,229	54,032	15,000	(54,032)	(15,000)
Financial liabilities					
Interest bearing liabilities ⁽ⁱⁱⁱ⁾	426,072	4,261	-	(4,261)	-
	426,072	4,261	-	(4,261)	-

Notes:

(i) Sensitivities of floating rate cash and cash equivalents are as follows:

- 2009 - sensitivity impact on net result due to a +/- 100 basis points movement in market interest rates is \$12.1 million x [2.16% - 4.16%] = +/- \$121,133.
- 2008 - sensitivity impact on net result due to a +/- 100 basis points movement in market interest rates is \$5.4 million x [6.48% - 8.48%] = +/- \$54,03.

Note 17. Financial instruments (continued)

- (ii) A +100/-100 basis points change in market interest rates is equivalent to a 1% change in the fair value of the floating rate notes. Therefore, sensitivities of these investments are as follows:
- 2009 - sensitivity impact on the available-for-sale reserve due to a +/- 100 basis points movement in market interest rates is \$1.0 million x 1% = +/- \$10,281.
 - 2008 - sensitivity impact on the available-for-sale reserve due to a +/- 100 basis points movement in market interest rates is \$1.5 million x 1% = +/- \$15,000.
- (iii) Sensitivities of finance lease liabilities are as follows:
- 2009 - sensitivity impact on net result due to a +/- 100 basis points movement in market interest rates is \$404,283 x 1% = +/- \$4,043.
 - 2008 - sensitivity impact on net result due to a +/- 100 basis points movement in market interest rates is \$426,072 x 1% = +/- \$4,261.

(e) Fair value

The fair values and net fair values of financial assets and financial liabilities are determined as follows:

- the fair value of financial assets and financial liabilities with standard terms and conditions and traded in active liquid markets is determined with reference to quoted market prices; and
- the fair value of other financial assets and financial liabilities is determined in accordance with generally accepted pricing models based on discounted cash flow analysis.

The Board considers the carrying amount of financial assets and financial liabilities recorded in the financial statements to be a fair approximation of their fair values, because of the short-term nature of the financial instruments and the expectation that they will be paid in full.

Note 18. Cash flow information

	2009 \$	2008 \$
(a) Reconciliation of cash and cash equivalents		
Cash at bank and on hand	2,794,208	627,679
Term deposits	9,319,101	4,775,550
	12,113,309	5,403,229
(b) Reconciliation of the net result for the period to net cash flows from operating activities		
Net result for the period	3,683,114	1,953,918
Non cash movements		
(Gain)/loss on sale of property, plant and equipment	(5,593)	76,118
Depreciation and amortisation	867,321	952,989
Movements in assets and liabilities		
(Increase)/decrease in current receivables	(543,120)	(112,553)
(Increase)/decrease in current inventories	72,297	(11,018)
(Increase)/decrease in other current assets	(2,446)	27,243
Increase/(decrease) in current payables	15,822	(331,692)
Increase/(decrease) in current provisions	199,361	631,034
Increase/(decrease) in non-current provisions	7,779	(174,387)
Net cash from operating activities	4,294,535	3,011,652

Notes to the financial statements

for the financial year ended 30 June 2009

Note 19. Reserves

	2009 \$	2008 \$
(a) Physical asset revaluation reserve ⁽ⁱ⁾		
Balance at beginning of financial year	143,684,681	76,344,194
Revaluation increments/(decrements)	22,659,417	67,340,487
Balance at end of financial year	166,344,098	143,684,681
(b) Financial assets available-for-sale reserve ⁽ⁱⁱ⁾		
Balance at beginning of financial year	-	-
Valuation loss/gain recognised	(471,950)	-
Balance at end of financial year	(471,950)	-
Net change in reserves	165,872,148	143,684,681

Notes:

(i) The asset revaluation reserve arises on the revaluation of land, buildings, infrastructure and cultural assets.

(ii) The financial assets available-for-sale revaluation reserve arises on the revaluation of available-for-sale financial assets. Where a revalued financial asset is sold, that portion of the reserve which relates to that financial asset, and is effectively realised, is recognised in profit and loss. Where a revalued financial asset is impaired, that proportion of the reserve which relates to that financial asset is recognised in profit and loss.

Note 20. Responsible persons

In accordance with the Ministerial Directions issued by the Minister for Finance under the *Financial Management Act 1994*, the following disclosures are made regarding responsible persons for the reporting period.

Names

The persons who held the positions of Ministers and Accountable Officers in the Royal Botanic Gardens Board are as follows:

Minister

Minister for Environment and Climate Change	The Hon. Gavin Jennings MLC	1 July 2008 to 30 June 2009
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Governing Board

Chairman	Ms Elaine Canty	1 July 2008 to 30 June 2009
Deputy Chairman	Mr Michael Hamson	1 July 2008 to 30 June 2009
Member	Mr Rodger Elliot	1 July 2008 to 30 June 2009
Member	Ms Judy Backhouse	1 July 2008 to 30 June 2009
Member	Prof Mark Burgman	1 July 2008 to 30 June 2009
Member	Ms Linda White	1 July 2008 to 30 June 2009
Member	Mrs Jay Bonnington	1 July 2008 to 30 June 2009

Accountable Officer

Director and Chief Executive	Dr Philip Moors	1 July 2008 to 30 June 2009
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Note 20. Responsible persons (*continued*)

Remuneration

The number of responsible persons, other than Ministers, and their total remuneration in connection with the management of the Royal Botanic Gardens during the reporting period are shown in the first two columns in the table below in their relevant income bands. The base remuneration of responsible persons is shown in the third and fourth columns. Base remuneration is exclusive of bonus payments, long-service leave payments, redundancy payments and retirement benefits.

The Accountable Officer received a bonus payment during the year. This bonus payment was based on the terms of the individual employment contract, which provides for an annual bonus payment.

Income Band	Total Remuneration		Base Remuneration	
	2009 No.	2008 No.	2009 No.	2008 No.
\$0 – 10,000	7	7	7	7
\$220,000 – 229,999	0	0	1	1
\$230,000 – 239,999	1	0	0	0
\$240,000 – 249,999	0	1	0	0
Total numbers	8	8	8	8
Total amount	\$291,063	\$296,776	\$277,791	\$271,067

Amounts relating to Ministers are reported in the financial statements of the Department of Premier and Cabinet.

Other Transactions

Other related transactions and loans requiring disclosure under the Ministerial Directions issued by the Minister for Finance have been considered and there are no matters to report.

Note 21. Remuneration of executives

The number of executive officers, other than Ministers and Accountable Officers, and their total remuneration during the reporting period are shown in the first two columns in the table below in their relevant income bands. The base remuneration of executive officers is shown in the third and fourth columns. Base remuneration is exclusive of bonus payments, long-service leave payments, redundancy payments and retirement benefits.

Several factors have affected total remuneration payable to executive officers over the year. A number of employment contracts were completed during the year and renegotiated and a number of executive officers received bonus payments during the year. These bonus payments are based on the terms of individual employment contracts, which provide for an annual bonus payment.

Income Band	Total Remuneration		Base Remuneration	
	2009 No.	2008 No.	2009 No.	2008 No.
\$110,000 – 119,999	0	0	0	2
\$120,000 – 129,999	0	1	1	1
\$130,000 – 139,999	1	2	2	1
\$140,000 – 149,999	1	1	0	0
\$150,000 – 159,999	1	0	2	1
\$160,000 – 169,999	1	0	0	0
\$170,000 – 179,999	0	1	0	0
\$180,000 – 189,999	1	0	0	0
Total numbers	5	5	5	5
Total amount	\$770,902	\$713,429	\$708,852	\$649,944

Notes to the financial statements

for the financial year ended 30 June 2009

Note 22. Remuneration of auditors

	2009 \$	2008 \$
Victorian Auditor-General's Office		
Audit or review of the financial statements	16,200	14,700
	16,200	14,700

Note 23. Glossary of terms

Comprehensive result

Total comprehensive result is the change in equity for the period other than changes arising from transactions with owners. It is the aggregate of net result and other non-owner changes in equity.

Commitments

Commitments include those operating, capital and other outsourcing commitments arising from non-cancellable contractual or statutory sources.

Employee benefits expense

Employee benefits expenses include all costs related to employment including wages and salaries, leave entitlements, redundancy payments and superannuation contributions.

Financial asset

A financial asset is any asset that is:

- (a) cash;
- (b) an equity instrument of another entity;
- (c) a contractual right:
 - to receive cash or another financial asset from another entity; or
 - to exchange financial assets or financial liabilities with another entity under conditions that are potentially favourable to the entity; or
- (d) a contract that will or may be settled in the entity's own equity instruments and is:
 - a non derivative for which the entity is or may be obliged to receive a variable number of the entity's own equity instruments; or
 - a derivative that will or may be settled other than by the exchange of a fixed amount of cash or another financial asset for a fixed number of the entity's own equity instruments.

Financial statements

Depending on the context of the sentence where the term 'financial statements' is used, it may include only the main financial statements (i.e. comprehensive operating statement, balance sheet, cash flow statements, and statement of changes in equity); or it may also be used to replace the old term 'financial report' under the revised AASB 101 (Sept 2007), which means it may include the main financial statements and the notes.

Interest expense

Costs incurred in connection with the borrowing of funds. Interest expenses include interest on bank overdrafts and short term and long term borrowings, amortisation of discounts or premiums relating to borrowings, the interest component of finance leases repayments, and the increase in financial liabilities and non-employee provisions due to the unwinding of discounts to reflect the passage of time.

Interest revenue

Interest revenue includes interest received on bank term deposits, interest from investments, and other interest received.

Note 23. Glossary of terms (*continued*)

Net acquisition of non-financial assets (from transactions)

Purchases (and other acquisitions) of non-financial assets less sales (or disposals) of non-financial assets less depreciation plus changes in inventories and other movements in non-financial assets. Includes only those increases or decreases in non-financial assets resulting from transactions and therefore excludes write offs, impairment write downs and revaluations.

Net result

Net result is a measure of financial performance of the operations for the period. It is the net result of items of revenue, gains and expenses (including losses) recognised for the period, excluding those that are classified as 'other non-owner changes in equity'.

Net result from transactions/net operating balance

Net result from transactions or net operating balance is a key fiscal aggregate and is revenue from transactions minus expenses from transactions. It is a summary measure of the ongoing sustainability of operations. It excludes gains and losses resulting from changes in price levels and other changes in the volume of assets. It is the component of the change in net worth that is due to transactions and can be attributed directly to government policies.

Non-financial assets

Non-financial assets are all assets that are not 'financial assets'.

Other economic flows

Other economic flows are changes in the volume or value of an asset or liability that do not result from transactions. It includes gains and losses from disposals, revaluations and impairments of non-current physical and intangible assets; actuarial gains and losses arising from defined benefit superannuation plans; fair value changes of financial instruments and agricultural assets; and depletion of natural assets (non-produced) from their use or removal. In simple terms, other economic flows are changes arising from market re-measurements.

Payables

Includes short and long term trade debt and accounts payable, grants and interest payable.

Receivables

Includes short and long term trade credit and accounts receivable, grants, taxes and interest receivable.

Sales of goods and services

Refers to revenue from the direct provision of goods and services and includes fees and charges for services rendered, sales of goods and services, fees from regulatory services and work done as an agent for private enterprises. It also includes rental income under operating leases and on produced assets such as buildings and entertainment, but excludes rent income from the use of non-produced assets such as land. User charges includes sale of goods and services revenue.

Supplies and services

Supplies and services generally represent cost of goods sold and the day-to-day running costs, including maintenance costs, incurred in the normal operations of the Board.

Transactions

Transactions are those economic flows that are considered to arise as a result of policy decisions, usually an interaction between two entities by mutual agreement. They also include flows within an entity such as depreciation where the owner is simultaneously acting as the owner of the depreciating asset and as the consumer of the service provided by the asset. Taxation is regarded as mutually agreed interactions between the government and taxpayers. Transactions can be in kind (e.g. assets provided/given free of charge or for nominal consideration) or where the final consideration is cash. In simple terms, transactions arise from the policy decisions of the government.

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Appendix One

Whistleblowers Protection Act 2001

Statement of support to whistleblowers

The Royal Botanic Gardens is committed to the aims and objectives of the *Whistleblowers Protection Act 2001* (Vic) (the Act). The Royal Botanic Gardens will not tolerate improper conduct by its employees, executives, officers or members nor the taking of reprisals against those who come forward to disclose such conduct.

The Royal Botanic Gardens recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

The Royal Botanic Gardens is committed to taking all reasonable steps to protect people who make such disclosures from any detrimental action or reprisal for making a disclosure of improper conduct. It will also afford natural justice to the person who is the subject of the disclosure.

The Royal Botanic Gardens will thoroughly investigate any disclosure of improper conduct and take appropriate remedial action should the allegation be found proven.

Procedure

1. Background and Objectives

The *Whistleblowers Protection Act 2001* (the Act) commenced operation on 1 January 2002. The objective of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies. The Act provides protection for whistleblowers that make disclosures in accordance with the Act and establishes a system for the matters disclosed to be investigated and for rectifying action to be taken.

The purpose of this Procedure is to establish a system for reporting disclosures of improper conduct or detrimental action by the Royal Botanic Gardens or its employees or officers. The Royal Botanic Gardens is required by the Act to establish whistleblowers procedures and to make available a copy of those procedures to each employee, officer and member. This document establishes a procedure for handling disclosures, facilitates the making of disclosures of improper conduct and protects whistleblowers from reprisals or detrimental action due to the making of a protected disclosure.

2. Definitions

Key concepts in the reporting system are protected disclosures, public interest disclosures, improper conduct, corrupt conduct and detrimental action.

A “**protected disclosure**” is a disclosure about improper conduct or detrimental action made to the Ombudsman or to the correct public body. It may be made orally, in writing, electronically or anonymously. It must be made by an individual and must relate to the conduct of a public body or officer acting in their official capacity. The person making the disclosure must have reasonable grounds for believing the alleged conduct has occurred. When all of these grounds are satisfied, the person making the disclosure is protected from detrimental action or reprisals due to the making of the disclosure.

A “**public interest disclosure**” is a protected disclosure which shows or tends to show that the public officer to whom the disclosure relates:

- has engaged, is engaging or proposes to engage in improper conduct in his or her capacity as a public officer; or
- has taken, is taking or proposes to take detrimental action in reprisal for the making of a protected disclosure.

“**Improper conduct**” means:

- corrupt conduct;
- a substantial mismanagement of public resources;
- conduct involving substantial risk to public health or safety; or
- conduct involving substantial risk to the environment.

Examples of improper conduct:

- To avoid closure of a town's only industry, an environmental health officer ignores or conceals evidence of illegal dumping of waste.
- An agricultural officer delays or declines to impose a quarantine to allow a financially distressed farmer to sell diseased stock.
- A building inspector tolerates practices and structural defects in the work of a leading local builder.

“**Corrupt conduct**” means:

- conduct of any person (whether or not a public officer) that adversely affects the honest performance of a public officer's or public body's functions;
- the performance of a public officer's functions dishonestly or with inappropriate partiality;
- conduct of a public officer, former public officer or a public body that amounts to a breach of public trust;
- conduct of a public officer, former public officer or a public body that amounts to the misuse of information or material acquired in the course of the performance of their official functions; or
- a conspiracy or attempt to engage in the above conduct.

The definition of “corrupt conduct” contemplates dishonesty, a lack of probity, a disposition to deceive, defraud or steal.

Examples of corrupt conduct:

- A public officer takes a bribe or receives a payment other than his or her wages or salary in exchange for the discharge of a public duty.
- A public officer favours unmeritorious applications for jobs or permits by friends and relatives.
- A public officer sells confidential information.

“**Detrimental Action**” includes:

- action causing injury, loss or damage;
- intimidation or harassment; and
- discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

The Act creates an offence for a person to take detrimental action against a person who has made a protected disclosure.

Examples of detrimental action:

- A public body refuses a deserved promotion of a person who has made a disclosure.
- A public body demotes, transfers, isolates in the workplace or changes the duties of a whistleblower due to the making of a disclosure.
- A person threatens, abuses or carries out other forms of harassment directly or indirectly against the whistleblower, his or her family or friends.
- A public body discriminates against the whistleblower or his or her family and associates in subsequent applications for jobs, permits or tenders.

3. Outline and Detail of Procedure

3.1 Purpose of Procedure

This Procedure establishes a system for reporting disclosures of improper conduct or detrimental action by the Royal Botanic Gardens or its employees, officers, members or executives. The system enables such disclosures to be made to a Protected Disclosure Officer or the Protected Disclosure Co-ordinator. Disclosures may be made by employees or by members of the public.

This Procedure is designed to complement normal communication channels between supervisors and employees. Employees are encouraged to continue to raise appropriate matters at any time with their supervisors. As an alternative, employees may make a disclosure of improper conduct or detrimental action under the Act in accordance with this Procedure.

3.2 Reporting a Disclosure

Disclosures of improper conduct or detrimental action by the Royal Botanic Gardens or its employees may be made to the following **Protected Disclosure Officers**:

- Catherine Gallagher
Protected Disclosure Officer
Royal Botanic Gardens Melbourne
Birdwood Avenue
Private Bag 2000
SOUTH YARRA VIC 3141
Ph: 9252 2300
- Lynn Klavins
Protected Disclosure Officer
Royal Botanic Gardens Cranbourne
1000 Ballarto Road
CRANBOURNE VIC 3977
Ph: 5990 2200

The Protected Disclosure Co-ordinator for the Royal Botanic Gardens is:

- Dr Philip Moors
Director and Chief Executive
Royal Botanic Gardens
Birdwood Avenue
Private Bag 2000
SOUTH YARRA VIC 3141
Ph: (03) 9252 2304

3.3 How to Make a Disclosure

An oral disclosure under the Act to a public body must be made by telephone or in person in private to a Protected Disclosure Officer. A written disclosure under the Act to a public body must be made by addressing the disclosure to a Protected Disclosure Officer, and sending or delivering the disclosure to or leaving the disclosure at the office of the Protected Disclosure Officer.

A person may make an anonymous disclosure.

All correspondence, phone calls and emails from internal or external whistleblowers will be referred to the Protected Disclosure Co-ordinator. Where a person is contemplating making a disclosure and is concerned about approaching a Protected Disclosure Officer in the workplace, he or she can call the relevant officer and request a meeting in a discreet location away from the workplace.

3.4 Alternative Contact Persons

A disclosure about improper conduct or detrimental action by the Royal Botanic Gardens or its employees may also be made directly to the Ombudsman:

- The Ombudsman Victoria
North Tower, Level 9
459 Collins Street
MELBOURNE VIC 3000
(DX 210174)
Internet: www.ombudsman.vic.gov.au
Email: ombudvic@ombudsman.vic.gov.au
Ph: (03) 9613 6222
Toll Free (regional only): 1800 806 314
Ombudsman: Mr George Brouwer
Ph: (03) 9613 6222

The following table sets out where disclosures about persons other than employees of the Royal Botanic Gardens should be made:

Person who is the subject of the disclosure	Person/body to whom the disclosure must be made
Employee of a public body	That public body or the Ombudsman
Member of Parliament (Legislative Assembly)	Speaker of the Legislative Assembly
Member of Parliament (Legislative Council)	President of the Legislative Council
Councillor	The Ombudsman
Chief Commissioner of Police	The Ombudsman or Deputy Ombudsman
Member of the police force	The Ombudsman, Deputy Ombudsman or Chief Commissioner of Police

3.5 Roles and Responsibilities

Employees

Employees are encouraged to report known or suspected incidences of improper conduct or detrimental action in accordance with this Procedure.

All employees of the Royal Botanic Gardens have an important role to play in supporting those who have made a legitimate disclosure. They must refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. Furthermore, they should protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.

Protected Disclosure Officers

Protected Disclosure Officers will:

- be a contact point for employees and members of the public for general advice on whistleblower matters;
- give general advice about the making of disclosures under the Act;
- make arrangements for a disclosure to be made privately and discreetly and, if necessary, away from the workplace;
- receive any disclosure made orally or in writing (from internal and external whistleblowers);
- commit to writing any disclosure made orally;
- impartially assess the allegation and determine whether it is a disclosure made in accordance with Part 2 of the Act (that is, 'a protected disclosure');
- take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential;
- forward all disclosures and supporting evidence to the Protected Disclosure Co-ordinator.

Protected Disclosure Co-ordinator

The Protected Disclosure Co-ordinator has a central 'clearinghouse' role in the internal reporting system. He or she will:

- receive all disclosures forwarded from the Protected Disclosure Officers;
- receive all phone calls, emails and letters from members of the public or employees seeking to make a disclosure;
- impartially assess each disclosure to determine whether it is a protected disclosure or a public interest disclosure;

- refer all public interest disclosures to the Ombudsman;
- be responsible for carrying out, or appointing an Investigator to carry out, an investigation referred to the public body by the Ombudsman;
- be responsible for overseeing and co-ordinating an investigation where an investigator has been appointed;
- appoint a Welfare Manager to support the whistleblower and to protect him or her from any reprisals or detrimental action;
- keep the whistleblower informed on the progress of an investigation into the disclosed matter;
- establish and manage a confidential filing system;
- collate and publish statistics on disclosures made;
- take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential.

Investigator

The Investigator is responsible for carrying out an internal investigation into a disclosure where the Ombudsman has referred a matter to the public body. An investigator may be a person from within an organisation or a consultant engaged for that purpose.

Welfare Manager

The Welfare Manager is responsible for looking after the general welfare of the whistleblower. The Welfare Manager will:

- examine the immediate welfare and protection needs of a whistleblower and, where that person is an employee, seek to foster a supportive work environment;
- advise the whistleblower of the legislative and administrative protections available to him or her under the Act;
- receive and respond to any disclosures of detrimental action in reprisal for making the disclosure (eg harassment, intimidation or victimisation); and
- ensure that the whistleblower's expectations of the process and outcomes are realistic.

The Royal Botanic Gardens will appoint a contractor to provide welfare services to a person who makes a protected disclosure.

3.6 Confidentiality

The Act requires that the confidentiality of a whistleblower is protected. This is crucial to ensuring reprisals are not made against a whistleblower. The Royal Botanic Gardens will take all reasonable steps to protect the identity of the whistleblower.

The Act prohibits the disclosure of information received in relation to a protected disclosure except in certain limited circumstances. Disclosure of information in breach of section 22 of the Act constitutes an offence punishable by a maximum fine of 60 penalty units (\$7,009.20) or six months imprisonment or both.

The circumstances in which a person may disclose information obtained about a protected disclosure include:

- where exercising the functions of the public body under the Act;
- when making a report or recommendation under the Act (reports or recommendations must not disclose particulars likely to identify a whistleblower);
- when publishing statistics in the annual report of a public body; and
- in criminal or disciplinary proceedings for certain offences under the Act.

It is the responsibility of all staff involved in receiving or handling a disclosure, including those who manage hard copy correspondence, to maintain confidentiality in accordance with the Act. It is also the responsibility of whistleblowers to keep their disclosure confidential. If the whistleblower repeats the disclosure to an unauthorised person, he or she will lose the protections that would otherwise be afforded to them under the Act. For example, if a whistleblower repeats a disclosure to the media, he or she will not be protected from actions in defamation for any allegations that are reported.

The Royal Botanic Gardens will ensure that all files, whether paper or electronic, are kept in a secure room and can only be accessed by the Protected Disclosure Co-ordinator, a Protected Disclosure Officer, the Investigator or the Welfare Manager (in relation to welfare matters). All printed material will be kept in files that are clearly marked as a Whistleblowers Protection Act matter, and warn of the criminal penalties that apply to any unauthorised divulging of information concerning a protected disclosure.

All electronic files will be produced and stored on a stand-alone computer and be given password protection. Backup files will be kept on CD-Rom or floppy disc. All materials relevant to an investigation, such as tapes from interviews, will also be stored securely with the whistleblower files.

The Royal Botanic Gardens will not email documents relevant to a whistleblower matter and will ensure all phone calls and meetings are conducted in private. If documents are faxed, they will be sent to a secure area with the recipient standing by. Additionally, hard copy documents for transmission will be placed in two successive windowless envelopes which are sealed and marked "private and confidential" and "to be opened by the addressee only" and personally delivered wherever possible.

3.7 Receiving and Assessing Disclosures

A disclosure must contain the essential elements of a protected disclosure

To be a protected disclosure, it must satisfy the following criteria:

- it is made by a natural person (an individual rather than a corporation);
- it relates to conduct of a public body or public officer acting in their official capacity;
- the alleged conduct is either improper conduct or detrimental action taken against a person in reprisal for making a protected disclosure; and
- the person making a disclosure has reasonable grounds for believing the alleged conduct has occurred.

A disclosure must be made in accordance with Part 2 of the Act

Only 'protected disclosures' made in accordance with the requirements of Part 2 of the Act attract the protections offered to people making disclosures. Where a disclosure has been received, the Protected Disclosure Co-ordinator will assess whether the disclosure has been made in accordance with Part 2 of the Act and is, therefore, a protected disclosure.

Where a disclosure is assessed not to be a protected disclosure, the matter does not need to be dealt with under the Act. The Protected Disclosure Co-ordinator will decide how the matter should be dealt with.

The Protected Disclosure Co-ordinator will determine whether the disclosure is a public interest disclosure which must be referred to the Ombudsman for investigation.

A disclosure must be made to the appropriate person

Disclosures of improper conduct or detrimental action by the Royal Botanic Gardens or its employees may be made to a Protected Disclosure Officer or to the Ombudsman. The Royal Botanic Gardens cannot respond to disclosures which do not relate to the Royal Botanic Gardens or its officers. However, the table in section 3.4 provides guidance as to the correct person or body to whom a disclosure should be directed. If the disclosure has been made anonymously, it should be referred to the Ombudsman.

A person who is contemplating making a disclosure should be encouraged to make their disclosure to a Protected Disclosure Officer or to the Ombudsman.

Employees who are consulted by a person who wishes to make a disclosure should direct that person to a Protected Disclosure Officer or to the Ombudsman.

It is important to follow this Procedure to ensure that the disclosure is a protected disclosure and that the protections offered to a person who makes a protected disclosure apply.

Is the disclosure a public interest disclosure?

Where a Protected Disclosure Officer or Co-ordinator has received a disclosure that has been assessed to be a protected disclosure, the Protected Disclosure Co-ordinator must determine whether the disclosure amounts to a public interest disclosure. This assessment must be made within 45 days of the receipt of the disclosure.

In determining whether a protected disclosure is a public interest disclosure, the Protected Disclosure Co-ordinator will consider whether the disclosure **shows**, or **tends to show**, that the public officer to whom the disclosure relates:

- has engaged, is engaging or proposes to engage in **improper conduct** in his or her capacity as a public officer; or
- has taken, is taking or proposes to take **detrimental action** in reprisal for the making of the protected disclosure.

Where the Protected Disclosure Co-ordinator concludes that the disclosure amounts to a public interest disclosure, he or she must, within 14 days:

- notify the person who made the disclosure of that conclusion; and
- refer the disclosure to the Ombudsman for formal determination as to whether it is indeed a public interest disclosure.

Where the Protected Disclosure Co-ordinator concludes that the disclosure is not a public interest disclosure, he or she must, within 14 days:

- notify the person who made the disclosure of that conclusion and the reasons for that decision; and
- advise that person that he or she may request the public body to refer the disclosure to the Ombudsman for a formal determination as to whether the disclosure is a public interest disclosure, and that this request must be made within 28 days of the notification.

If the whistleblower requests this referral, the Royal Botanic Gardens must immediately refer the matter to the Ombudsman for determination of whether the matter is a public interest disclosure. Where appropriate, the Royal Botanic Gardens may also refer a person to an alternate avenue for redress.

Notification to the whistleblower is not possible where the disclosure has been made anonymously.

3.8 Investigations

The Ombudsman may refer a disclosure to a public body to investigate if the disclosure relates to an employee of that public body. If the Ombudsman refers a public interest disclosure to the Royal Botanic Gardens for investigation, the Protected Disclosure Co-ordinator will appoint an Investigator to carry out the investigation.

The objectives of an investigation are to:

- collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment;
- consider the information collected and to draw conclusions objectively and impartially;
- maintain procedural fairness in the treatment of witnesses and the person who is the subject of the disclosure; and
- make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.

Terms of Reference

Before commencing an investigation, the Protected Disclosure Co-ordinator will draw up terms of reference for the investigation. The terms of reference will set a date by which the investigation report is to be concluded, and will describe the resources available to the Investigator to complete the investigation within the time set. The Protected Disclosure Co-ordinator may approve, if reasonable, an extension of time

requested by the Investigator. The terms of reference will require the Investigator to make regular reports to the Protected Disclosure Co-ordinator who, in turn, is to keep the Ombudsman informed of general progress.

Investigation Plan

The Investigator will prepare an investigation plan for approval by the Protected Disclosure Co-ordinator. The plan will list the issues to be substantiated and describe the avenue of inquiry. It will address the following issues:

- what is being alleged?
- what are the possible findings or offences?
- what are the facts in issue?
- how is the inquiry to be conducted?
- what resources are required?

At the commencement of the investigation, the whistleblower should be:

- notified by the Investigator that he or she has been appointed to conduct the investigation;
- asked to clarify any matters; and
- asked to provide any additional material he or she might have.

The Investigator must be sensitive to the whistleblower's possible fear of reprisals and will be aware of the statutory protections provided to the whistleblower.

Procedural Fairness

The principles of procedural fairness must be followed in any investigation of a public interest disclosure. The principles of procedural fairness ensure that a fair decision is reached by an objective decision maker. Maintaining procedural fairness protects the rights of individuals and enhances public confidence in the process.

The Royal Botanic Gardens will have regard to the following issues in ensuring procedural fairness:

- the person who is the subject of the disclosure is entitled to know the allegations made against him or her and must be given the right to respond. (This does not mean that the person must be advised of the allegation as soon as the disclosure is received or the investigation has commenced);

- if the Investigator is contemplating making a report adverse to the interests of any person, that person should be informed of the substance of the proposed adverse findings and given the opportunity to put forward further material that may influence the outcome of the report and that person's defence should be fairly set out in the report;
- all relevant parties to a matter should be heard (whether in person or by written submission) and all submissions should be considered;
- a decision should not be made until all reasonable inquiries have been made;
- the Investigator or any decision maker should not have a personal or direct interest in the matter being investigated;
- all proceedings must be carried out fairly and without bias. Care should be taken to exclude perceived bias from the process; and
- the Investigator must be impartial in assessing the credibility of the whistleblower and any witnesses. Where appropriate, conclusions as to credibility should be included in the investigation report.

Conduct of the Investigation

The Investigator must make contemporaneous notes of all discussions and phone calls, and all interviews with witnesses will be taped. All information gathered in an investigation will be stored securely. Interviews will be conducted in private and the Investigator will take all reasonable steps to protect the identity of the whistleblower. Where disclosure of the identity of the whistleblower cannot be avoided, due to the nature of the allegations, the Investigator will warn the whistleblower and his or her Welfare Manager.

It is in the discretion of the Investigator to allow any witness to have legal or other representation or support during an interview. If a witness has a special need for legal representation or support, permission should be granted. Costs associated with legal or other representation will be the responsibility of the party engaging that representation.

Referral of an Investigation to the Ombudsman

The Protected Disclosure Co-ordinator will make a decision regarding the referral of an investigation to the Ombudsman where, on the advice of the Investigator the investigation has revealed conduct that may constitute a criminal offence.

If the Protected Disclosure Co-ordinator considers that the investigation is being obstructed, the Royal Botanic Gardens must refer the investigation to the Ombudsman.

Reporting Requirements

The Protected Disclosure Co-ordinator will ensure the whistleblower is kept regularly informed concerning the handling of a protected disclosure and an investigation. The Protected Disclosure Co-ordinator will report to the Ombudsman about the progress of an investigation.

Where the Ombudsman or the whistleblower requests information about the progress of an investigation, that information will be provided within 28 days of the date of the request.

3.9 Action Taken After an Investigation

Investigator's Final Report

At the conclusion of the investigation, the Investigator will submit a written report of his or her findings to the Protected Disclosure Co-ordinator.

The report will contain:

- the allegation/s;
- an account of all relevant information received and, if the Investigator has rejected evidence as being unreliable, the reasons for this opinion being formed;
- the conclusions reached and the basis for them; and
- any recommendations arising from the conclusions.

Where the Investigator has found that the conduct disclosed by the whistleblower has occurred, recommendations made by the Investigator will include:

- the steps that need to be taken by the Royal Botanic Gardens to prevent the conduct from continuing or occurring in the future; and
- any action that should be taken by the Royal Botanic Gardens to remedy any harm or loss arising from the conduct. This action may include bringing disciplinary proceedings against the person responsible for the conduct, and referring the matter to an appropriate authority for further consideration.

The report will be accompanied by:

- the transcript or other record of any oral evidence taken, including tape recordings; and
- all documents, statements or other exhibits received by the Investigator and accepted as evidence during the course of the investigation.

Where the Investigator's report includes an adverse comment against any person, that person will be given the opportunity to respond and his or her defence will be fairly included in the report.

The report will not disclose particulars likely to lead to the identification of the whistleblower.

Action to be Taken

If the Protected Disclosure Co-ordinator is satisfied that the investigation has found that the disclosed conduct has occurred, he or she will recommend to the Royal Botanic Gardens Board Victoria the action that must be taken to prevent the conduct from continuing or occurring in the future.

The Protected Disclosure Co-ordinator may also recommend that action be taken to remedy any harm or loss arising from the conduct.

The Protected Disclosure Co-ordinator will provide a written report to the Ombudsman and the whistleblower setting out the findings of the investigation and any remedial steps to be taken.

Where the investigation concludes that the disclosed conduct did not occur, the Protected Disclosure Co-ordinator will report these findings to the Ombudsman and to the whistleblower.

3.10 Managing the Welfare of the Whistleblower

The Royal Botanic Gardens is committed to the protection of people who make protected disclosures from detrimental action taken in reprisal for the making of that disclosure. The Protected Disclosure Co-ordinator is responsible for ensuring whistleblowers are protected from direct and indirect detrimental action, and that the culture of the workplace is supportive of protected disclosures being made.

The Protected Disclosure Co-ordinator will appoint a Welfare Manager for any whistleblowers who have made a protected disclosure.

It is an offence for a person to take or to threaten to take detrimental action in reprisal for a protected disclosure. The maximum penalty is a fine of 240 penalty units (\$28,036.80) or two years imprisonment or both. The taking of detrimental action in breach of this provision can also be grounds for making a disclosure under the Act and can result in an investigation.

3.11 Keeping the Whistleblower Informed

The Protected Disclosure Co-ordinator will ensure the whistleblower is kept informed of action taken in relation to his or her disclosure, and the timeframes that apply. The whistleblower will be informed of the objectives of an investigation, the findings of an investigation, and the steps taken by the Royal Botanic Gardens to address any improper conduct that has been found to have occurred. The whistleblower will be given reasons for decisions made by the Royal Botanic Gardens in relation to a protected disclosure. All communication with the whistleblower will be in plain English (or other language as appropriate).

3.12 Occurrence of Detrimental Action

If a whistleblower reports an incident of harassment, discrimination or adverse treatment that would amount to detrimental action taken in reprisal for the making of the disclosure, the Welfare Manager will:

- record details of the incident;
- inform the whistleblower of his or her rights under the Act; and
- advise the Protected Disclosure Co-ordinator of the detrimental action.

The taking of detrimental action in reprisal for the making of a disclosure can be an offence under the Act as well as grounds for making a further disclosure. Where such detrimental action is reported, the Protected Disclosure Co-ordinator will assess the report as a new disclosure under the Act. Where the Protected Disclosure Co-ordinator is satisfied that the disclosure is a public interest disclosure, he or she will refer it to the Ombudsman. If the Ombudsman subsequently determines the matter to be a public interest disclosure, the Ombudsman may investigate the matter or refer it to another body for investigation as outlined in the Act.

3.13 Whistleblowers Implicated in Improper Conduct

Where a person who makes a disclosure is implicated in misconduct, the Royal Botanic Gardens will handle the disclosure and protect the whistleblower from reprisals in accordance with the Act, the Ombudsman's guidelines and this Procedure.

The Royal Botanic Gardens acknowledges that the act of whistleblowing should not shield whistleblowers from the reasonable consequences flowing from any involvement in improper conduct. Section 17 of the Act specifically provides that a person's liability for his or her own conduct is not affected by the person's disclosure of that conduct under the Act. However, in some circumstances, an admission may be a mitigating factor when considering disciplinary or other action.

The Director and Chief Executive will make the final decision as to whether disciplinary or other action will be taken against a whistleblower. Where disciplinary or other action relates to conduct that is the subject of the whistleblower's disclosure, the disciplinary or other action will only be taken after the disclosed matter has been appropriately dealt with.

In all cases where disciplinary or other action is being contemplated against a whistleblower in relation to a disclosure, the Director and Chief Executive must be satisfied that it has been clearly demonstrated that:

- the intention to proceed with disciplinary action is not causally connected to the making of the disclosure (as opposed to the content of the disclosure or other available information);
- there are good and sufficient grounds that would fully justify action against any non-whistleblower in the same circumstances; and
- there are good and sufficient grounds that justify exercising any discretion to institute disciplinary or other action.

The Protected Disclosure Co-ordinator will thoroughly document the process including recording the reasons why the disciplinary or other action is being taken, and the reasons why the action is not in retribution for the making of the disclosure. The Protected Disclosure Co-ordinator will advise the whistleblower in writing of the proposed action to be taken, and of any mitigating factors that have been taken into account.

3.14 Management of the Person Against Whom a Disclosure Has Been Made

The Royal Botanic Gardens recognises that employees against whom disclosures are made must also be supported during the handling and investigation of disclosures. The Royal Botanic Gardens will take all reasonable steps to ensure the confidentiality of the person who is the subject of the disclosure during the assessment and investigation process.

Where investigations do not substantiate disclosures, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the disclosure will remain confidential.

The Protected Disclosure Co-ordinator will ensure the person who is the subject of any disclosure investigated by or on behalf of a public body:

- is informed as to the substance of the allegations;
- is given the opportunity to answer the allegations before a final decision is made;
- is informed as to the substance of any adverse comment that may be included in any report arising from the investigation; and
- has his or her defence set out fairly in any report.

Once the allegations in a disclosure have been investigated, the Protected Disclosure Co-ordinator will formally advise the person who is the subject of the disclosure of the outcome of the investigation.

The Royal Botanic Gardens will give its full support to a person who is the subject of a disclosure where the allegations contained in a disclosure are clearly wrong or unsubstantiated. If the matter has been publicly disclosed, the Director and Chief Executive will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.

3.15 Criminal Offences

The Royal Botanic Gardens will ensure officers appointed to handle protected disclosures and all other employees are aware of the following offences created by the Act:

- It is an offence for a person to take detrimental action against a person in reprisal for a protected disclosure being made. The Act provides a maximum penalty of a fine of 240 penalty units (\$28,036.80) or two years imprisonment or both.
- It is an offence for a person to divulge information obtained as a result of the handling or investigation of a protected disclosure without legislative authority. The Act provides a maximum penalty of 60 penalty units (\$7,009.20) or six months imprisonment or both.
- It is an offence for a person to obstruct the Ombudsman in performing his responsibilities under the Act. The Act provides a maximum penalty of 240 penalty units (\$28,036.80) or two years imprisonment or both.

- It is an offence for a person to knowingly provide false information under the Act with the intention that it be acted on as a disclosed matter. The Act provides a maximum penalty of 240 penalty units (\$28,036.80) or two years imprisonment or both.

3.16 Collating and Publishing Statistics

The Protected Disclosure Co-ordinator will establish a secure register to record the information required to be published in the annual report, and to keep account of the status of whistleblower disclosures. The register will be confidential and will not include any information which may identify the whistleblower.

The register will contain the following information:

- the number and types of disclosures made to the Royal Botanic Gardens during the year;
- the number of disclosures referred to the Ombudsman for determination as to whether they are public interest disclosures;
- the number and types of disclosed matters referred to the Royal Botanic Gardens by the Ombudsman for investigation;
- the number and types of disclosures referred by the Royal Botanic Gardens to the Ombudsman for investigation;
- the number and types of investigations taken over from the Royal Botanic Gardens by the Ombudsman;
- the number of requests made by a whistleblower to the Ombudsman to take over an investigation by the Royal Botanic Gardens;
- the number and types of disclosed matters that the Royal Botanic Gardens has declined to investigate;
- the number and types of disclosed matters that were substantiated upon investigation and the action taken on completion of the investigation; and
- any recommendations made by the Ombudsman that relate to the Royal Botanic Gardens.

4. Review

This Procedure will be reviewed two years after the approval of the Corporate Management Group to ensure it meets the objectives of the Act and accords with the Ombudsman's guidelines.