

Appendices

Appendix 1

Governance and organisational matters

Corporate governance

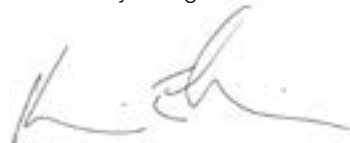
The Royal Botanic Gardens and Domain Trust is a statutory body established by the Royal Botanic Gardens and Domain Trust Act 1980. The legislation defines the objectives, powers and functions of the Trust and its Board of Trustees, and vests certain land and property in the Trust. It also governs the Regulations relating to all three Botanic Gardens and the Domain. The Trust is formally accountable to the Minister for the Environment for fulfilling its statutory requirements.

Non-executive Board members are appointed by the Governor of NSW on the recommendation of the Minister for a renewable term of up to four years. The Board's membership represents a diversity of expertise and experience in horticulture, plant sciences, commercial business, construction, tourism, finance, marketing, law, industrial relations, education and cultural and community affairs. In 2017-18 staff were employed through the Office of Environment and Heritage. The assets and programs remain the responsibility of the Trust.

Statement of responsibility

October 2018

The Royal Botanic Gardens and Domain Trust's senior management and other staff have implemented an internal control process to provide reasonable assurance regarding the achievement of the Trust's objectives. The Trust's audit function includes a program of reviews to assess these controls. This system of internal control has operated satisfactorily during 2017-18.



Kim Ellis

Executive Director
Botanic Gardens & Centennial Parklands

Legislation and legal change

There were no changes to legislation in 2017-18.

Acts administered by the Trust

The Trust administers and operates under the terms of the *Royal Botanic Gardens and Domain Trust Act 1980*.

Controlled entities

There are no controlled entities.

Significant judicial decisions

There were no significant judicial decisions in the 2017-18 year.

Privacy and personal information protection

During 2017-18 the Trust received no applications under the Privacy and Personal Information Protection Act 1998. The Gardens continues to monitor compliance with this Act.

Overseas visits

There were no overseas visits in 2017-18 that were paid for by the Royal Botanic Gardens and Domain Trust.

Public information disclosures

There was one Public Interest Disclosure in the 2017-18 year.

Reviews and appeals

There were no reviews or appeals conducted by either the NSW Ombudsman or the Administrative Decisions Tribunal.

Grants to non-government organisations

There were no grants to non-government organisations during 2017-18.

Contracting and marketing testing

New contracting and market testing during 2017-18 was undertaken with regard to visitor experience, safety management, food and beverage services, and venue services.

The Gardens' privacy policy is available on the Garden's website at: rbgsyd.nsw.gov.au

The trustees

Remuneration of Trustees is determined in accordance with the Public Service Commission's Classification and Remuneration Framework for NSW Government Boards and Committees.

Trustees and employees of the Trust are covered by the Treasury Managed Fund for any legal liability, as long as the action is not illegal or criminal or outside the scope of their duties.

In meeting the Trust objectives and setting a clear strategic direction for the organisation, the Trustees are committed to best practice in corporate governance. In 2017-18, Trustees conducted their activities with reference to the Premier's Conduct Guidelines for Members of NSW Government Boards and Committees.

Trustee attendances

TRUSTEE	TRUST MEETINGS	NOTES
Ken Boundy*	6(6)	Chair since July 2012
Sandra Hook	5(6)	-
Maria Atkinson AM	4(6)	-
Ian Breedon	0(0)	-
Jennie Churchill	6(6)	-
David Saxelby	4(6)	-
Michelle Leishman	5(6)	-
Philip Marcus Clark AM	6(6)	-

*Ken Boundy's term ended 30 June 2018

**Philip Marcus Clark's term commenced 31 July 2017

***Ian Breedon's term ended 30 July 2017

Audit and Risk Committee - BGCP combined

In 2014 the Minister for Environment and Heritage announced the operational integration between the staff of the Royal Botanic Gardens and Domain Trust and the Centennial Park and Moore Park Trust. While Trust's and legislation were not impacted by this integration, in line with NSW Treasury Guidelines, the Audit and Risk Committee has been combined as an integrated committee looking across all operations under the Botanic Gardens & Centennial Parklands portfolio.

NAME	TOTAL MEETING ATTENDANCE
Adam Boyton (Chair to 21 August 2017)	3 (5)
Tony Ryan	5 (5)
Ian Breedon (Chair from 21 August 2017)	5 (5)
Ken Boundy	2 (5)
John Hunter	5 (5)

Significant committees established or abolished

No committees were established or abolished in 2017-18

Current trust members

Chairperson

Mr Ken Boundy

MAgr Sc, MBA, FAICD

Ken is a company director and start up business investor with a keen interest in plants, conservation and technology. He is Chair or Non-Executive Director of six Australian companies. In previous executive roles, Ken headed up Tourism Australia and held senior leadership roles in private sector businesses in the wine, food and building materials industries, after starting his career as a research agronomist - where he helped develop lupins as a grain crop. He is a part owner of Corinna Wilderness Experience, an ecotourism destination in the Tarkine region of north-west Tasmania.

(Appointed Chair 1 July 2012; Reappointed 1 July 2014 and 20 July 2016. Present term expired 30 June 2018)

Other Trustees

Ms Maria Atkinson

AM

Maria is a Director, Activist, Entrepreneur, Angel Investor, and Commissioner to name a few of her roles. Prior to building a portfolio of interests, she was the Global Head of Sustainability and member of the Global Executive Team with Lend Lease. Maria is internationally recognised for her work in founding the Green Building Council of Australia and the global movement for sustainability and for her tireless work on catalysing change on the big issues that matter in society. In 2012, Maria was awarded a Member of the General Division of the Order of Australia (AM) for service to the construction and real estate sector, particularly as a leader and contributor to environmentally sustainable building development in Australia.

(Appointed 26 April 2014; present term expires 21 June 2019)

Ms Sandra Hook

GAICD

Sandra Hook is a professional non-executive director and an investor in early stage digital businesses. Since 2000 she has also served on a number of Australian boards including listed, private and government organisations. She has a passion for place-making and the visitor economy and brings significant experience providing leadership to businesses impacted by technological and digital disruption.

Sandra has extensive operational, financial management, strategic and brand-building experience acquired over a 25-year executive career. She held senior executive positions within Foxtel, Federal Publishing Company, Murdoch Magazines, Fairfax, ACP and News Limited where she was CEO of NewsLifeMedia. She is currently a NED of RXP Services, Ive Group, MedAdvisor, The Sydney Fish Markets, auDA and is a Trustee of the Sydney Harbour Federation Trust

(Appointed 7 November 2015; present term expires 6 November 2018)

Jennie Churchill

BVSc Grad Dip Mktg GAICD

Jennie is an experienced non-executive director with 30 years of strategic, leadership and management experience across a range of professional fields including small business, not-for-profit organisations, government advisory roles, media, communications and writing. A veterinarian and practice Director, she has always combined her professional and business career with diverse roles in the landscaping and gardening fields. Jennie was Editor, co-author and project manager of The Royal Botanic Garden Sydney: The First 200 Years.

Jennie is the Trustee representative to the Foundation & Friends of the Botanic Gardens and has a deep knowledge of botany, plants and the gardens within the portfolio. She is also Deputy Chair of the Tasmanian Land Conservancy. Jennie brings skills in communications, marketing, fundraising, project management, stakeholder engagement and community consultation. She is widely respected among traditional stakeholders and brings progressive thought to strategic issues on botanic gardens and their role in modern society.

(Appointed 20 July 2016; present term expired 30 June 2018)

David Saxelby

B.E (Civil), MAICD

David is one of the most senior Infrastructure advisers in Australia. In a career spanning 35 years he has held CEO roles for the past decade, most recently for Lend Lease. David has extensive experience in all forms of procurement, delivery and operations of major capital projects and has been responsible for many of Australia's iconic infrastructure and building projects including the ANZAC Bridge, Darling Harbour Convention Centre, Royal Prince Alfred Hospital, Prince of Wales Hospital and recently Australia's longest tunnel, NorthConnex in Sydney.

He is currently a Board member of ARTC, Chairman of Decmil Group and Board member of the Victorian Government's Office of Projects Victoria. In his Executive career he has held senior industry board roles including Board member and President of Australian Constructors Association, Roads Australia, Infrastructure Partnerships Australia and Minerals Council of Australia.

(Appointed 2 November 2016; present term expires 26 October 2018)

Distinguished Professor Michelle Leishman

Michelle is an internationally recognised scientist with research interests in plant ecology, plant conservation biology, climate change adaptation and urban greening. She was previously the Chair of the NSW Scientific Committee and currently serves as a Councillor of the Australian Flora Foundation, Director of Bush Heritage and Deputy Director of the Biodiversity Node of the NSW Office of Environment and Heritage Adaptation Hub. She is Head of the Department of Biological Sciences, Macquarie University and Co-Leader of Macquarie University's Centre for Smart Green Cities.

(Appointed 11 January 2017; present term expires 31 December 2018)

Philip Marcus Clark AM

Philip is a member of the J P Morgan Advisory Council. He was Managing Partner and CEO of Minter Ellison and worked with that firm from 1995 until June 2005. Prior to joining Minter Ellison, Philip was Director and Head of Corporate with ABN Amro Australia and prior to that he was Managing Partner of Mallesons Stephen Jaques for 16 years. Philip now serves on a number of boards and advisory boards. His appointments include listed and private companies, government and university boards and advisory boards. His recent and current roles include chairing SCA Property Group (SCP), M&K Lawyers Holdings Limited, NSW Skills Board, CRC Advisory Committee, ATN Universities Industry Research Advisory Board and the Australian Government's 2015 Research Infrastructure Review. Philip has also worked with various organisations in the not-for-profit sector. He was appointed as a Member in the General Division of the Order of Australia in 2007 for his contribution to the development of national law firms and encouraging corporate involvement in community programs.

(Appointed 31 July 2017; Appointed Deputy Chair 2 May 2018; present term expires 30 July 2019)

Risk management

Insurance coverage and risk management

The Royal Botanic Gardens and Domain Trust insurance coverage with the NSW Treasury Managed Fund includes policies for workers compensation, public liability, motor vehicle, property and miscellaneous insurance.

The Trust continued to use the Office of Environment and Heritage (OEH) reporting system for injuries and risks across the three Gardens. All incidents were investigated and any associated maintenance issues addressed via a work request system.

The Trust's three WHS (Workplace Health and Safety) committees conducted regular workplace inspections and reviewed all incident and hazard reports. Trust

staff incorporated risk mitigation strategies into all activities, usually via safe work method statements and by requiring all contractors and licensees to address risk mitigation via key documents such as contracts and licence agreements.

In the last year business and financial risks continue to be thoroughly scrutinised. These risks range across all business areas, including risk assessments of events, review of business viability of key lessees and licensees, variety of funding sources, traffic and parking issues and safety management.

For major events, extensive stakeholder consultation is conducted. NSW Police, Ambulance and Fire Services are all participants in consultation and are often on site as needs dictate.

Reporting incidents

The Trust is committed to ensuring the safety of people including employees, contractors, visitors and tourists, with a large number of public users accessing its facilities on a daily basis.

It also incorporates management of business and reputational risks in its planning and procedures under the guidance and objectives of the Office of Environment and Heritage policies. Regular reports were provided to the Trust's Executive and appropriate remedial action was taken on individual incidents, while work is planned to address identified trends.



Risk management

Internal Audit and Risk Management Attestation Statement for the 2017-2018 Financial Year for Royal Botanic Gardens and Domain Trust

I, the Trust, and the Board of the Royal Botanic Gardens and Domain Trust have had audit and risk management processes operated that are compliant with the applicable requirements set out in the *Internal Audit and Risk Management Policy for the RBG&DT*, for the following:

Core Requirements		For each requirement, please specify whether compliant, non-compliant or in breach ¹⁰
Risk Management Framework		
1.1	The agency has a clearly responsible and accountable person for managing risk management	Compliant
1.2	An approved risk framework that is appropriate to the agency has been established and adopted and the framework is consistent with AS/NZS ISO 31000:2009	Compliant
Internal Audit Function		
2.1	An internal audit function has been established and is operating	Compliant
2.2	The scope of the internal audit function is consistent with the standards set by the Professional Institute of Internal Auditing	Compliant
2.3	The governance of the internal audit function is consistent with the content of the Model Charter	Compliant
Audit and Risk Committee		
3.1	An independent Audit and Risk Committee with adequate independence has been established	Compliant
3.2	The Audit and Risk Committee is an advisory body for the Board and has access to the agency head or the agency's governing authorities, the management and the internal audit function and is not a body reporting to the agency head	Compliant
3.3	The Audit and Risk Committee has a Charter that is consistent with the content of the Model Charter	Compliant

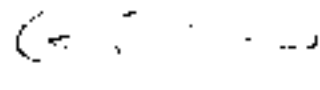
Membership

The current members of the Audit and Risk Committee are:

- Independent Chair: Alan Boyce, 2013 - 2017 & Independent Member: 2018
- Independent Chair: Andrew Burt, 2017 - 2020 Independent Member: 2018 - 2019
- Independent Chair Member: 2017 - 2018
- Independent Chair Member: 2017 - 2019
- Independent Chair: Ryan, 2018 - 2019



Alan Boyce
Independent Director
24 September 2018



Denise O'Connell
Chief Audit Executive
Director, Strategy and Finance
21 September 2018



Multicultural policies and services program

We are committed to the principles of multiculturalism, encouraging participation of people from diverse cultural and linguistic backgrounds in all events and visitor programs. Multicultural issues are included in our staff induction program and flexible, inclusive consultation processes are included in our planning processes. As part of the integration between the Royal Botanic Gardens and Domain Trust and Centennial Parklands, multicultural policy matters are being developed and rolled out across all parks and gardens to ensure consistency across all sites.

Workplace diversity

In 2016-17 we continued our commitment to cultural and linguistic diversity, consistent with the Workplace Diversity program. The focus of our work in this area has been in broadening the visitor profile, accessibility and opportunities available to support a culturally inclusive destination, however much work has gone into ensuring this is not only for visitors, but staff as well. In 2016-17 we rolled out a number of workplace diversity activities and events,

most notably during NAIDOC Week and on Harmony Day.

The Volunteer Program also proactively developed and recruited multilingual speakers to provide visitor services and tours for visitors to our site.

Shared services

Our corporate services – finance, human resources and information technology – are outsourced to the Office of Environment and Heritage. Our employees have access to human resource and workplace health and safety (WHS) services, either by telephone, email or through regular visits by the service provider. Employees are also able to access payroll and leave data via the online payroll and employee portal.

Implementing equal employment opportunity strategies

We strive to ensure that its work places are free of discrimination and harassment, and that the Trust's practices and behaviour do not disadvantage people because they belong to a particular group. Staff members are encouraged to take advantage of flexible working

arrangements and leave options to help them maintain an effective work and life balance.

Disability plans

Representatives from Botanic Gardens & Centennial Parklands participate in the NSW Government's committee on the Disability Inclusion Action Plan 2015-2019.

During the year we reported on the following disability inclusion achievements:

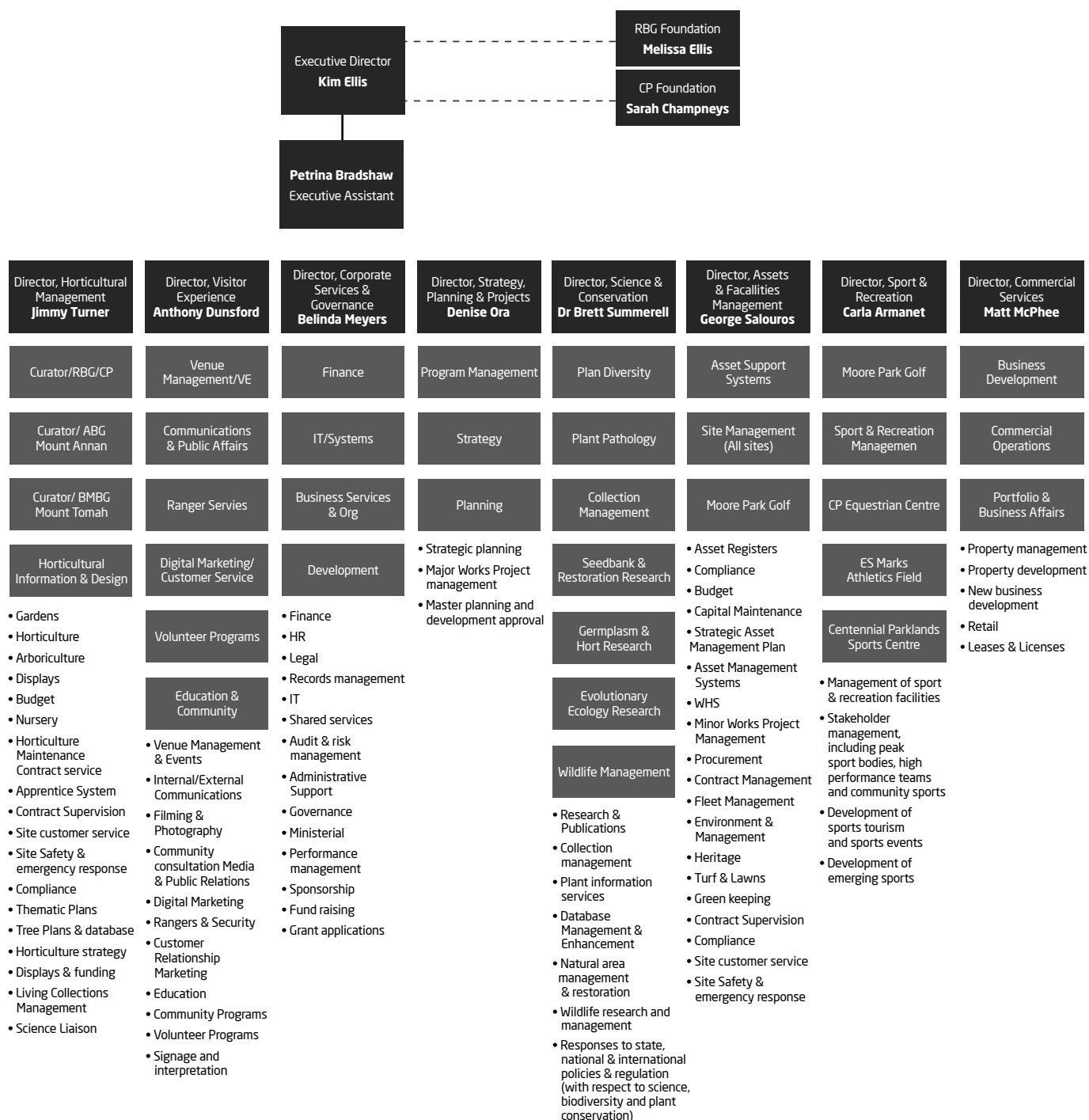
- Blue Mountains Botanic Garden
 - new handrail installed on internal stairs within Visitor Centre (January 2017)
- Royal Botanic Garden Sydney
 - hearing loop installed in Joseph Maiden Theatre
- Community Education
 - developing and delivering best-practice inclusive holiday programs for families with children who have special needs
- National Toilet Map project
 - a new accessible toilet has been installed at Blue Mountains Botanic Garden and the existing accessible toilet was upgraded to be compliant.

Consultants

Thresholds	Engagements	Cost
<i>Consultants equal to or more than \$50,000</i>		
Deloitte Access Economics - economic valuation of the Royal Botanic Gardens and Domain	1	\$70,000
SGS Economics and Planning Pty Limited - review of business case for Centre for Innovation in Plant Sciences	2	\$57,200
Total Consultancies equal to or more than \$50,000		\$127,200
<i>Consultants less than \$50,000</i>		
Management services	8	\$169,463
Information technology	1	\$7,963
Total Consultancies less than \$50,000		\$177,425
TOTAL	12	\$304,625

Appendix 2 Organisational matters

BOTANIC GARDENS & CENTENNIAL PARKLANDS ORGANISATIONAL STRUCTURE



With the establishment of the Botanic Gardens & Centennial Parklands, a new operational structure for staff has been implemented. The above chart highlights the Executive Level team and provides information on the responsibilities of each department.

From a day-to-day perspective, the management of the three Gardens and the Domain is led by the Executive Director who works within the parameters of the Act, reports to the Trustees, and is also responsible to the Chief Executive Officer of the Office of Environment and Heritage for administrative issues.

For certain approvals and actions, the Executive Director is responsible to the Minister for Environment and Heritage.

Executive team

Botanic Gardens & Centennial Parklands

Kim Ellis

Executive Director
BA (MIL), Grad Dip HRM,
MBA, FCILT, GAICD

Denise Ora

Director Strategy and Projects
Grad Dip Marketing, Dip
PM, Cert KAM

Dr Brett Summerell

Director Science and Conservation
BScAgr (Hons), PhD

Anthony Dunsford

Director Visitor Experience
BBus (Marketing)

George Salouros

Director, Assets and
Facilities Management

Dr Jo White

Director Science and Conservation
BAppSc, GradDipBus 13 June
till 13 December 2018

Belinda Meyers

Director Corporate Services
and Governance
BA, B.Ec, M.Acc, CPA

Carla Armanet

Director Sport and Recreation
BA Sport Studies

Jimmy Turner

Director Horticulture Management
BScAgr(Hons) MSc

Matthew McPhee

Director Commercial Services
MBA (Maj Law)

Senior executive service

As a result of recent amendments in the *Annual Reports (Statutory Bodies) Regulation 2010* relating to reporting on senior executives within the organisation, the following table is provided to comply with NSW Public Service Commission disclosure requirements.

It should be noted that the table provides remuneration package data relating to work across the entire Botanic Gardens & Centennial Parklands entity, not just Centennial Parklands.

Band	2017-18		Average remuneration package
	Male	Female	
1	6	3	\$213,210.00
2	1	-	\$328,898.00
3	-	-	-

Workforce diversity

In 2014 the Centennial Park and Moore Park Trust and the Royal Botanic Gardens and Domain Trust operations were integrated. Operational staff are shared across the Trusts which remain as separate legal entities. As a result, it is not possible to separate the results of the Diversity Reports by Trust. The statistics shown here related to the integrated operation, known as Botanic Gardens & Centennial Parklands.

Current selections

Cluster	Reporting Entity
Planning & Environment	Centennial Park and Moore Park Trust
Planning & Environment	Royal Botanic Gardens and Domain Trust

1. Size of Agency (Headcount)

	2016	2017	2018	% Change 2017 to 2018
Headcount at Census Date	286	323	312	-3.4%

2. Workforce Diversity Survey Response Rate (Non-casual Headcount at Census Date)

	2016	2017	2018
Non-casual Headcount at Census Date	269	274	280
Non-casual Workforce Diversity Survey Respondents at Census Date	184	185	202
Response Rate	68.4%	67.5%	72.1%

Note: Survey Respondents are employees who have provided an answer for any of the Workforce Diversity questions, whether they have chosen to withdraw their response or not. In other words, a respondent is an employee with at least one non-missing value for the set of Workforce Diversity questions.

3. Workforce Diversity Actual Staff Numbers (Non-casual Headcount at Census Date)

Remuneration Level of Substantive Position	2018									
	Actual					Estimated				
	Total Staff (Men, Women & Unspecified)	Respondents	Men	Women	Unspecified Gender	Aboriginal & Torres Strait Islanders	People from Racial, Ethnic, Religious Minority Groups	People whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment
\$0 - \$46,945	15	12	10	5	0	1	1	3	0	0
\$46,945 - \$61,658	20	17	13	7	0	0	0	1	0	0
\$61,658 - \$68,929	60	44	38	22	0	1	3	5	1	0
\$68,929 - \$87,225	77	56	35	42	0	1	4	9	3	0
\$87,225 - \$112,797	60	45	25	35	0	2	6	9	1	1
\$112,797 - \$140,996	35	19	23	12	0	1	1	2	1	0
\$140,996 > (Non SES)	3	3	2	1	0	0	1	0	0	0
\$140,996 > (SES)	10	6	6	4	0	0	1	1	0	0
Total	280	202	152	128	0	6	17	30	6	1

Note: "Unspecified Gender" incorporates unknown, withdrawn, and indeterminate/intersex values.

Workforce diversity statistics

4. Workforce Diversity Actual and Estimated Staff Numbers (Non-casual Headcount at Census Date)

2018											
Remuneration Level of Substantive Position	Actual					Estimated					
	Total Staff (Men,Women & Unspecified)	Respondents	Men	Women	Unspecified Gender	Aboriginal & Torres Strait Islanders	People from Racial, Ethnic, Religious Minority Groups	People whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment	
\$0 - \$46,945	15	12	10	5	0	1	1	4	0	0	0
\$46,945 - \$61,658	20	17	13	7	0	0	0	1	0	0	0
\$61,658 - \$68,929	60	44	38	22	0	1	4	7	1	0	0
\$68,929 - \$87,225	77	56	35	42	0	1	6	12	4	0	0
\$87,225 - \$112,797	60	45	25	35	0	3	8	12	1	1	1
\$112,797 - \$140,996	35	19	23	12	0	2	2	4	2	0	0
\$140,996 > (Non SES)	3	3	2	1	0	0	1	0	0	0	0
\$140,996 > (SES)	10	6	6	4	0	0	2	2	0	0	0
Total	280	202	152	128	0						

Note 1: Estimated figures are only provided for agencies with a response rate greater than 65%. For agencies with a response rate less than 65%, actual figures are reported in all instances.

Note 2: Estimated figures are calculated for each salary band by taking the number of employees who have responded "yes" to the Workforce Diversity question as a proportion of the total number of employees who have responded to the Workforce Diversity survey, multiplied by the total number of staff. E.g., Estimated number of People with a Disability in Salary Band 1 = (Actual number of People with a Disability in Salary Band 1 / Total number of Survey Respondents in Salary Band 1) * Total number of Staff in Salary Band 1.

4a. Workforce Diversity Actual and Estimated Staff Numbers (Non-casual Headcount at Census Date) as Percentage

2018											
Remuneration Level of Substantive Position	Actual						Estimated				
	Total Staff (Men, Women & Unspecified)	Respondents	Men	Women	Unspecified Gender	Aboriginal & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment	
\$0 - \$46,945	15	80.0%	66.7%	33.3%	0.0%	8.3%	8.3%	25.0%	0.0%	0.0%	
\$46,945 - \$61,658	20	85.0%	65.0%	35.0%	0.0%	0.0%	0.0%	5.9%	0.0%	0.0%	
\$61,658 - \$68,929	60	73.3%	63.3%	36.7%	0.0%	2.3%	6.8%	11.4%	2.3%	0.0%	
\$68,929 - \$87,225	77	72.7%	45.5%	54.5%	0.0%	1.8%	7.1%	16.1%	5.4%	0.0%	
\$87,225 - \$112,797	60	75.0%	41.7%	58.3%	0.0%	4.4%	13.3%	20.0%	2.2%	2.2%	
\$112,797 - \$140,996	35	54.3%	65.7%	34.3%	0.0%	5.3%	5.3%	10.5%	5.3%	0.0%	
\$140,996 > (Non SES)	3	100.0%	66.7%	33.3%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	
\$140,996 > (SES)	10	60.0%	60.0%	40.0%	0.0%	0.0%	16.7%	16.7%	0.0%	0.0%	
Total	280	72.1%	54.3%	45.7%	0.0%						

Note: Table 4a presents the figures in Table 4 as percentages. E.g., Estimated % of People with a Disability in Salary Band 1 = (Estimated number of People with a Disability in Salary Band 1 / Total number of Staff in Salary Band 1) * 100. Estimated figures are only provided for agencies with a response rate greater than 65%. For agencies with a response rate less than 65%, actual figures are reported in all instances.

5 Parliamentary Annual Report Tables

5a. Trends in the Representation of Workforce Diversity Groups

Workforce Diversity Group	Benchmark/ Target	2016	2017	2018
Women	50%	44.6%	45.3%	45.7%
Aboriginal and/or Torres Strait Islander People	3.3%	2.8%	2.9%	3.0%
People whose First Language Spoken as a Child was not English	23.2%	9.5%	14.2%	14.8%
People with Disability	5.6%	3.1%	3.0%	3.1%
People with Disability Requiring Work-Related Adjustment	N/A	1.1%	0.5%	0.5%

Note 1: The benchmark of 50% for representation of women across the sector is intended to reflect the gender composition of the NSW community.

Note 2: The NSW Public Sector Aboriginal Employment Strategy 2014 – 17 introduced an aspirational target of 1.8% by 2021 for each of the sector's salary bands. If the aspirational target of 1.8% is achieved in salary bands not currently at or above 1.8%, the cumulative representation of Aboriginal employees in the sector is expected to reach 3.3%.

Note 3: A benchmark from the Australian Bureau of Statistics (ABS) Census of Population and Housing has been included for People whose First Language Spoken as a Child was not English. The ABS Census does not provide information about first language, but does provide information about country of birth. The benchmark of 23.2% is the percentage of the NSW general population born in a country where English is not the predominant language.

Note 4: In December 2017 the NSW Government announced the target of doubling the representation of people with disability in the NSW public sector from an estimated 2.7% to 5.6% by 2027. More information can be found at: Jobs for People with Disability: A plan for the NSW public sector. The benchmark for 'People with Disability Requiring Work-Related Adjustment' was not updated.

Workforce diversity statistics

5b. Trends in the Distribution of Workforce Diversity Groups

Workforce Diversity Group	Benchmark/ Target	2016	2017	2018
Women	100	110	108	104
Aboriginal and/or Torres Strait Islander People	100	N/A	N/A	N/A
People whose First Language Spoken as a Child was not English	100	99	90	100
People with a Disability	100	N/A	N/A	N/A
People with a Disability Requiring Work-Related Adjustment	100	N/A	N/A	N/A

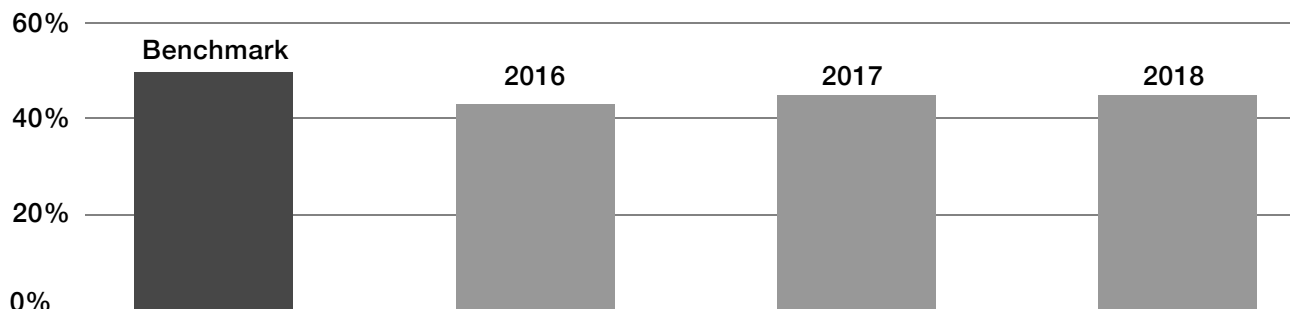
Note 1: A Distribution Index score of 100 indicates that the distribution of members of the Workforce Diversity group across salary bands is equivalent to that of the rest of the workforce. A score less than 100 means that members of the Workforce Diversity group tend to be more concentrated at lower salary bands than is the case for other staff. The more pronounced this tendency is, the lower the score will be. In some cases, the index may be more than 100, indicating that members of the Workforce Diversity group tend to be more concentrated at higher salary bands than is the case for other staff.

Note 2: The Distribution Index is not calculated when the number of employees in the Workforce Diversity group is less than 20 or when the number of other employees is less than 20.

6. Representation of Workforce Diversity Groups - Graphs

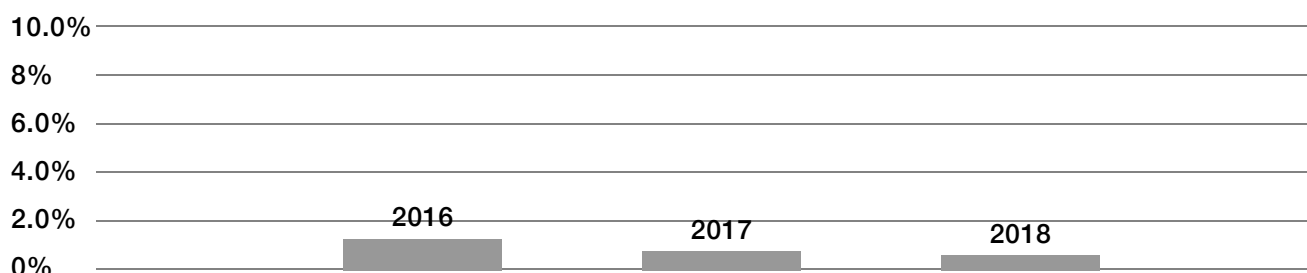
Workforce Diversity Group	Benchmark/ Target	2016	2017	2018
Women	50%	44.6%	45.3%	45.7%

Trends in Workforce Diversity Group Women



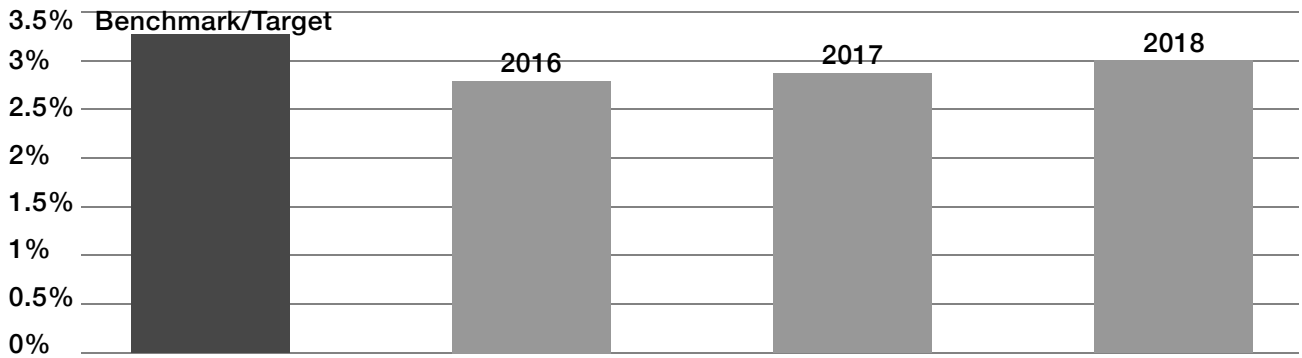
Workforce Diversity Group	Benchmark/ Target	2016	2017	2018
People with a Disability Requiring Work-Related Adjustment	N/A	1.1%	0.5%	0.5%

Trends in Workforce Diversity Group
People with a Disability Requiring Work-Related Adjustment



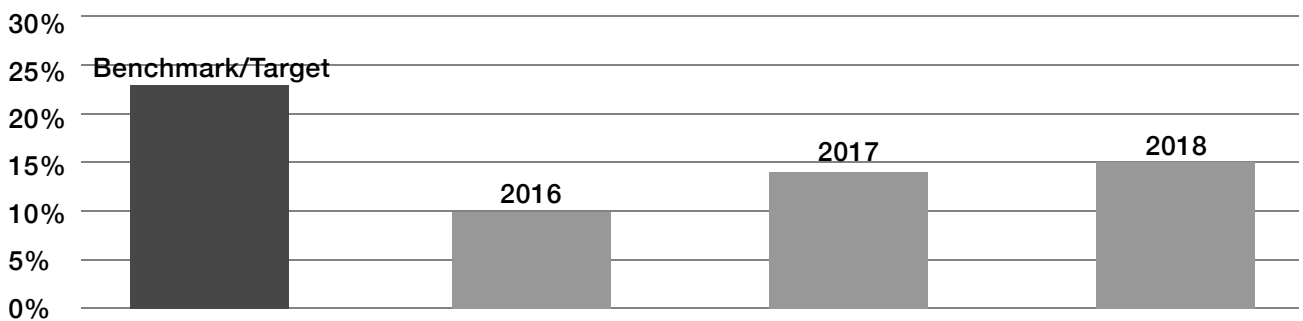
Workforce Diversity Group	Benchmark/Target	2016	2017	2018
Aboriginal and/or Torres Strait Islander People	3.3%	2.8%	2.9%	3.0%

Trends in Workforce Diversity Group
Aboriginal and/or Torres Strait Islander People



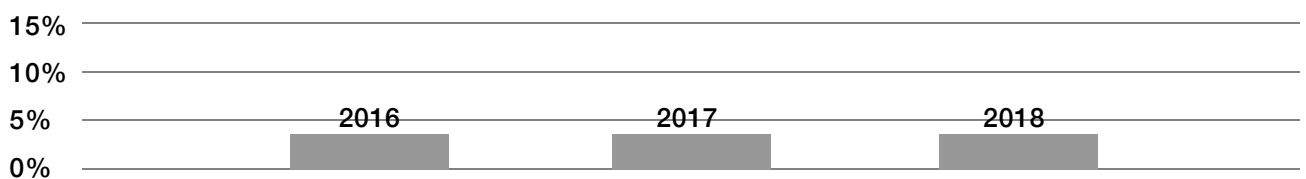
Workforce Diversity Group	Benchmark/Target	2016	2017	2018
People whose First Language Spoken as a Child was not English	23.2%	9.5%	14.2%	14.8%

Trends in Workforce Diversity Group
People whose First Language Spoken as a Child was not English



Workforce Diversity Group	Benchmark/Target	2016	2017	2018
People with a Disability	N/A	3.1%	3.0%	3.1%

Trends in Workforce Diversity Group
People with a Disability



Workplace health and safety

The Trust as part of the Botanic Gardens and Centennial Parklands implemented an organisation wide Safety Management System in October 2016 and maintains active WHS Committee at each of the sites. The committees met regularly to proactively identify and discuss risks and reports. The committees ensure that the organisation complies with all safety and SafeWork NSW workplace requirements. Training was also provided to other staff members to assist, and promote awareness and technical expertise in implementing, the Trust safety management system. There were no SafeWork NSW prosecutions involving the Trust during the financial year.

Digital information security policy attestation

Digital Information Security Annual Attestation & Evidence of Certification Statement for the 2017-2018 Financial Year for the Royal Botanic Gardens and Domain Trust and the Centennial Park and Moore Park Trust.

I, Kim Ellis, am of the opinion that the Royal Botanic Gardens and Domain Trust and the Centennial Park and Moore Park Trust had an Information Security Management System in place via Planning and Environment Cluster Corporate Services during the 2017-2018 financial year that is consistent with the core requirements set out in the NSW Government Digital Information Security Policy.

The controls in place to mitigate identified risks to the digital information and digital information systems of the Royal Botanic Gardens and Domain Trust and the Centennial Park and Moore Park Trust are adequate.

There is no agency under the control of the either trust which is required to develop an independent ISMS in accordance with the NSW Government Digital Information Security Policy.

Planning and Environment Cluster Corporate Services has maintained certified compliance with ISO 27001 Information technology - Security techniques - Information security management systems - Requirements by an Accredited Third Party (BSI) during the 2017-2018 financial year (Certificate Number IS 645082)



Kim Ellis
Executive Director
Botanic Gardens and Centennial Parklands

Date: 14 October 2018

Government Information (Public Access)

The Government Information (Public Access) Act 2009 (NSW) (GIPA Act) focuses on making government information more readily available. In accordance with our obligations under the Act, the annual report includes information on the release of information and the total number of valid access applications received by the Trust.

Structure and functions

The primary responsibility of the Trust is to ensure the sustainable management of botanic gardens, scientific research and the use and enjoyment of the Trust lands on behalf of the people of NSW. Our Strategic Plan 2015-2020 has been developed to help meet these objectives.

Effect of functions on members of the public

We have a direct effect on the public by encouraging the use and enjoyment of these public spaces. The principal objects of the Trust are to maintain the Trust lands, the National Herbarium and the living collections, to increase and disseminate knowledge with respect to plant life in Australia and NSW, and to encourage the use and enjoyment by increasing the recreational, historical, scientific, educational, cultural and environmental value of the lands.

Public participation in policy development

The public can participate in policy development through regular public consultation opportunities, through formal channels such as the Science Committee, the Friends & Foundation and at any of our on-site visitor information service booths or visitor centres.

Categories of documents held by the Trust

The categories of documents held include:

- policy documents and correspondence, including memoranda and circulars
- policy and planning documents which assist the Trust.

Accessing and amending Trust documents

Policy documents, annual reports and brochures may be obtained by contacting the Trust. Applications for access to these documents under GIPA should be accompanied by a \$30 application fee and sent to:

GIPA Officer
Royal Botanic Gardens
Mrs Macquaries Road
Sydney NSW 2000

Applications to amend documents relating to an individual's personal affairs may also be made to this address. Arrangements can be made to obtain copies of documents or to inspect them by contacting the GIPA and Privacy Officer (02) 9231-8008 or emailing:
feedback@rbgsyd.nsw.gov.au

Applications under the *Government Information (Public Access) Act 2009*

During the reporting period, our agency received a total of one formal access application (including withdrawn applications but not invalid applications).

Details of internal review results

No internal reviews were undertaken in 2016-17.

Details of applications that were refused

During the reporting period, our agency did not refuse any access applications.

Statistical information about access applications - Clause 7(d) and Schedule 2

Table A: Number of applications by type of applicant and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	1	0	0	0	0	0	0	0

*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	1	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

*A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

PLEASE NOTE: The total number of decisions in Table B should be the same as Table A.

Table C: Invalid applications

Reason for invalidity	No of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

*More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate	0
Freedom of Information legislation	0

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	1
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	1

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

*Table A: Number of applications by type of applicant and outcome**

Table B: Number of applications by type of application and outcome

Table C: Invalid applications

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

Table F: Timeliness

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

Table H: Applications for review under Part 5 of the Act (by type of applicant)

Index

A		G		R	
About Royal Botanic Gardens and Domain Trust	4	Governance	83	Research Grants	20
Accounts payable	40	Government information (Public Access) Act	99	Risk management	87
Acknowledgement	2	Grants	83	Royal Botanic Garden Sydney	5
Australian Botanic Garden Mount Annan	5	H		S	
Apprenticeship Program	27	Horticultural improvements	24	Science and Conservation Performance	14
B		I		Senior Executive Service	92
Blue Mountains Botanic Garden Mount Tomah	5	Independent Audit Report	44	Social performance	28
C		Infrastructure Program	27	Key Achievements	11-12
Chairman's report	6	Investment performance	41	Strategic Plan	8
Community Outreach	34	J		Statement by Trustees	43
Community Served, The	29	Judicial decisions	83	Statement of Cash Flows	49
Consultants	90	L		Statement of Changes in Equity	48
Contracting and market testing	83	Letter to Minister inside front cover		Statement of Comprehensive Income	46
Controlled entities	83	LIVING Strategic Plan	8	Statement of Financial Position	47
D		Legislation and Legal Change	83	Support	36
Digital Attestation Statement	98	M		Sustainable Resource Management	23
Diversity	93	Managing our Living Collection	24	T	
Disability Plans	90	Managing Resources for Sustainability	23	Trustees	84
Domain, The	5	O		Trust Attendances	84
E		Organisational matters	91	V	
Education	33	Organisational structure	91	Visitation	29
Energy management	23	Our lands	5	Venue Management	35
Environmental performance	22	Our thanks	37	Volunteering	32
Executive Director's report	7	P		W	
Executive team	92	Privacy and personal information protection	83	Waste management	23
F		R		Water management	23
Financial Performance	40	S		Workforce Diversity Statistics	93
Financial statements	42	T		W	
Financial summary	9	V		Waste management	23
		W		Water management	23
		R		Workforce Diversity Statistics	93

Credits

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www.rbg Syd.nsw.gov.au
Royal Botanic Gardens Office

Production notes

This Annual Report is printed on Precision paper. Australian Paper sources fibrous raw materials for the manufacturer of Precision from suppliers who practice sustainable management of forests in line with strict international standards. All suppliers operate under ISO 14001 or FSC certified environmental systems.

Water: All water usage and waste water emissions are tracked, quantified and are well under stringent Department of Primary Industries Water and Environment (DPIWE) regulations. The mill uses less than their allowance of water. There is continuous monitoring in conjunction with environmental regulators, to ensure ecosystem protection.

Air: Emissions are well under stringent Department of Primary Industries Water and Environment (DPIWE) regulations.

Solid waste land filled: The primary form of solid waste is clarifier sludge. This material is a non-hazardous cellulose material. This waste is being used as a medium for compost/revegetation material. Ongoing research is being undertaken on its suitability as a boiler fuel and or as rehabilitation cover. Each year, the mill uses more than 70,000 tonnes of waste paper that would otherwise go to landfill.





ACCESS DIRECTORY

The Royal Botanic Garden Sydney

Mrs Macquarie's Road, Sydney 2000

Ph (02) 9231 8111

- Garden offices and reception
8.30 am – 5 pm Monday to Friday

The Australian Botanic Garden Mount Annan

Mount Annan Road, Mount Annan 2567

Ph (02) 4634 7900

- Open all year round 10 am – 5 pm except Christmas Day
- Visitor Centre open 10 am – 4:30 pm
- Free guided tours most days, leaving from the Visitor Centre

The Blue Mountains Botanic Garden Mount Tomah

Bells Line of Rd, Mount Tomah, NSW 2758

Ph (02) 4567 3000

- Open all year round except Christmas Day
9 am – 5.30 pm Monday to Friday
9:30 am – 5:30 pm Saturday, Sunday & public holidays
- Visitor Centre open:
9.00 am – 5.00 pm Monday to Friday
9:30 am – 5:00 pm Saturday, Sunday & public holidays

Tours: self-guided and guided tours including volunteer guided tours, Garden Shuttle Tour and audio tours.



The Royal
BOTANIC GARDENS
& Domain Trust