

NGIOKA CENTRE

Ordering / Collecting Plants Volunteering at Ngioka

This information has been provided by Council's Parks Team to assist volunteers understand the processes around ordering and collecting plants from Ngioka, and volunteering at the Centre.

Council maintains a presence at Ngioka through the management of propagating and nursery infrastructure, and maintenance of the site. The internal of the building is leased to Endeavour Group Australia for their activities.

Park committees should consider planting requirements in advance as much as possible. Once plant orders are approved by the Parks Team, it can take 6 to 12 months for orders to be ready due to the type of plant, growth rate, season and seed availability. All plants supplied this way will be free of charge. As per Council's recommendation, and based on past history, Council will be able to supply 2,000 to 3,000 plants in total through Ngioka to be shared amongst park committees and groups. Park committees still have the option of purchasing additional plants from committee funds if unable to be provided through Ngioka.

Council appreciates the valuable contribution made to our community and the environment through the work undertaken by our volunteers, and by working cooperatively we are able to continue to deliver improved processes and make volunteering easier.

ORDERING PLANTS

Park committees should consider planting requirements in advance as much as possible. It can take 6 to 12 months for orders to be ready based on the type of plant, growth rate, season and seed availability. All plants supplied will be free of charge. Sometimes, there will be limited numbers of plants available for small projects, contact the Parks Supervisor for availability.

Steps:

1. Liaise with your Parks Supervisor on your project and proposed plant needs.
2. Fill in the attached Plant Order Form.
3. Return Form to your Parks Supervisor.
4. Your Parks Supervisor will let your committee know whether the order is achievable.

COLLECTING PLANTS

Any person collecting plants from Ngioka is required to follow the following process, as this will ensure that correct plants are taken and allow appropriate records to be maintained. Council and volunteers also need to minimise disruption to the Endeavour Group on site.

1. A Council Officer or appropriate Ngioka Volunteer (Bob Lisle) is required to be on-site when plants are collected.
2. Contact the responsible Parks Supervisor and/or Bob Lisle to arrange a suitable time to collect plants from Ngioka.

VOLUNTEERING AT NGIOKA

Volunteers who currently attend Ngioka are encouraged to continue to do so, and new volunteers are always welcome. Generally, Tuesday and Friday mornings is when volunteering happens on-site, and activities include:

- plant propagation
- re-potting
- weeding of garden beds and nursery plants
- grounds maintenance activities e.g. mulching

Volunteers continue to have use of the kitchen and bathroom facilities to enable appropriate breaks.

Council values the significant contribution made by volunteers to the running of this Centre. Clear communication and processes for volunteering on site will allow both Council and volunteers to have valuable experiences.

The following points are relevant to all people volunteering at Ngioka:

- All volunteers are required to be inducted to the site/activities through Council's 'Specific Worksite Assessment and Toolbox' form and Safe Work Method Statements, prior to the commencement of volunteering.
- No volunteers can be on-site without Council having knowledge of this i.e. if a 'regular' group needs to swap a day on occasion, then the Parks Supervisor must be informed.
- The Parks Supervisor and regular Ngioka volunteers will liaise with people volunteering at the Centre on suitable activity types and necessary jobs, ensuring all contributions are valued and recorded.
- Volunteers are required to complete the 'sign on/off' forms.
- Documenting of tasks required and tasks completed will commence soon, either through a whiteboard or work diary.
- Any risks, hazards, incidents or near misses are to be reported to the Parks Supervisor or Council immediately, and details filled out in the 'Risk Incident Hazard Report Book' in the filing cabinet.
- No access is permitted to the area occupied by Endeavour Group

To make enquiries to attend at the Ngioka Centre either as a regular or casual volunteer, contact Council's Parks Supervisor or Volunteers Coordinator.

CONTACT DETAILS

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