

NGIOKA CENTRE

Ordering Plants and Volunteering

August 2020

This information is provided assist volunteers understand the processes around ordering and collecting plants from the Ngioka Centre, as well as volunteering at the Centre. Council maintains a presence at Ngioka through the management of propagating and nursery infrastructure, and maintenance of the site.

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

Council volunteer groups 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. Council will be able to supply 2,000 to 3,000 plants in total through Ngioka to be shared with groups.

Sometimes there may be a limited number of plants available for small projects, contact the Parks Supervisor for availability. Park groups still have the option of obtaining additional plants through the Resource Request process if unable to be provided through Ngioka.

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 Group know whether the order is achievable.

COLLECTING PLANTS

Any person collecting plants from Ngioka is required to follow process to ensure the correct plants are taken and appropriate records to be maintained.

1. A Council Officer or appropriate Ngioka Volunteer is required to be on-site to collect plants.
2. Plant collection times are **Tuesday and Friday mornings 8am – 10am**.
3. If you need to collect plants outside the above times, contact your Parks Supervisor to arrange an alternative time.

VOLUNTEERING AT NGIOKA

Volunteers who currently attend Ngioka are encouraged to continue to do so, and new volunteers are always welcome. Tuesday and Friday mornings is when volunteering usually 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.

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.

ATTENDING THE CENTRE

The following points are relevant to all people attending or the centre:

- You are not able to 'drop in' to the centre as it is not staffed full time.
- No attendance is permitted at the facility unless prior arrangement with Council is made. This is due to COVIDSafe requirements and the use of the centre by another organisation.
- If a 'regular' group needs to swap a day on occasion, then the Parks Supervisor must be informed.
- All people volunteering on-site are required to be inducted through Council's 'Specific Worksite Assessment and Toolbox' form and Safe Work Method Statements, prior to the commencement of volunteering.
- 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.

CONTACTS

To enquire about attending or volunteering at the centre, contact Council's Parks staff.

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