

Volunteer's Record to Keep

| ECG Training / Meetings | Date | RSVP |
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Helpful Contacts

My Aged Care: 1800 200 422

Health Direct Australia: 1800 022 222

National Disability Advocacy Program: 1300 653 227
<http://finder.dss.gov.au/disability/ndap/>

Wildlife Information, Rescue & Education: 1300 094 737



www.easycaregardening.org.au



<https://agedcare.health.gov.au/>



Charity No. CFN10507 ABN 96 338 250 354

EASY CARE GARDENING INC

Volunteer Information



Hornsby, Hunters Hill, Ku-ring-gai and Ryde
Local government areas

PO BOX 5337, SOUTH TURRAMURRA, NSW 2074
 ☎ 9983 1644 FAX: 9144 4215
 Email: volunteering@easycaregardening.org.au
 Website: www.easycaregardening.org.au

Welcome to Easy Care Gardening Inc

Our Aim

To support older people who are unable to maintain their own gardens and to provide our volunteers with a sense of achievement from contributing to the community.

Easy Care Gardening Financial Support

Easy Care Gardening Inc is funded by the Federal government through the Commonwealth Home Support Program, plus donations from Councils and community groups.

Some of our Objectives

- To support older people by providing a subsidised gardening service to enable them to remain in their own homes for as long as possible.
- To assist in the conversion of gardens to 'easy care'.
- To promote inclusion with the client and volunteers.
- To increase wellness and reablement.



Volunteer Support

- We provide leaders of each team with a basic set of tools and other items as necessary. Many volunteers prefer to use their own favourite tools and gardening gloves. Please keep the tools you use properly serviced. Training is given if needed.
- Regular training sessions are held to enable volunteers to meet each other and discuss experiences.
- Volunteer expenses: Authorised out of pocket expenses are reimbursed if incurred on our behalf (receipts should be produced). Travel expenses: Please keep a note of kilometres covered or travel expenses incurred and return the appropriate form to the office at the end of each month. Do not let expenses build up beyond a month. Lifts with other team members are possible.
- Ask for help if you do not understand. Your Coordinator is available during their working days on either their mobile or the main office phone number (9983 1644) to help with any problems. If the office is unattended, a message can be left on the answering machine and your call will be returned as soon as possible.



Insurance

- ECG has an insurance that provides a level of cover for volunteers and participants in the event of an injury or against claims made by a client for accidental damages, etc.
- Motor vehicles must be comprehensively insured by the volunteer before any claim can be made against accidental damage caused while the vehicle is being used for Easy Care Gardening Inc duties.
- Basically you are covered to and from your home, providing you take a direct route to, or, back from, your voluntary work, and our insurance will pay your first year's lost no claim bonus and any excess, up to \$1500.
- We would strongly recommend that all volunteers have a current tetanus injection (ie each 10 years). This can be arranged through your local bulk billing G.P.

Orientation

- Volunteers attend an orientation session before starting any gardening visits.
- Volunteers initially train with either a staff Coordinator or a volunteer Team Leader.

Confidentiality

- Clients' details are not to be discussed outside of garden visits.
- Volunteers are required to sign a 'Confidentiality Agreement' form before commencing gardening.

Easy Care Gardening Assistance

- An Easy Care Gardening Coordinator assesses the client's garden for safety and access. Paths are cleared, and dangerous overhanging branches or vines are removed, so it does not become a health or fire hazard.
- Gardens may need to be adjusted if necessary, for easier maintenance. This is done by clearing weeds, vines and shrubs to make the garden tidy, laying newspaper and mulch to inhibit further weed growth.
- Return visits to the garden are generally limited to 2 or 3 times a year, as volunteers are available, for general maintenance, to ensure the garden remains safe. This may be after 4 months, 6 months, or 12 months, as appropriate.



How You Can Help

- Your aim as a volunteer is to provide an easy care gardening service, helping support older people, people with disability and their carers, to stay in their own homes.

Basic Responsibilities of ECG Volunteers

- Be reliable. Make definite times to help and keep these appointments. Commitment is important for both the smooth running of the organisation and to our clients. Keep in touch with your Team Leader or Coordinator.
- Respect the privacy of our clients. You are expected to not disclose any information about our clients to other volunteers, family or friends.
- Duty of Care. You need to take care with Work, Health and Safety regulations, as they apply to clients, other volunteers, ECG staff and yourself.
- Participation in training. You should be willing to participate in training sessions and meetings whenever possible.



Your Rights as a Volunteer

- The right to be treated as a co-worker, not just free help, and to be acknowledged as part of the team.
- The right to say NO to any situation or task with which you feel uncomfortable.
- The right to information, training and guidance in relation to the tasks assigned.
- The right to personal safety.
- The right to be consulted in service planning and evaluation.
- The right to complain if the above criteria are not being met or any other factors which cause problems or concern, without fear of the consequences.

Handy Tip



- ◆ It is a good idea to take a small backpack with you that you can carry your garden gloves, a bottle of water, a hat, your mobile phone and any other items you will need.

Publicity Permission.

Please advise your Coordinator if you do not want either your photo or your name published in any format in any documentation or on the ECG website.