



# ACTION PLAN 2022-2026



## 1 FMBG PURPOSE



Friends of the  
Melton Botanic Garden Inc.

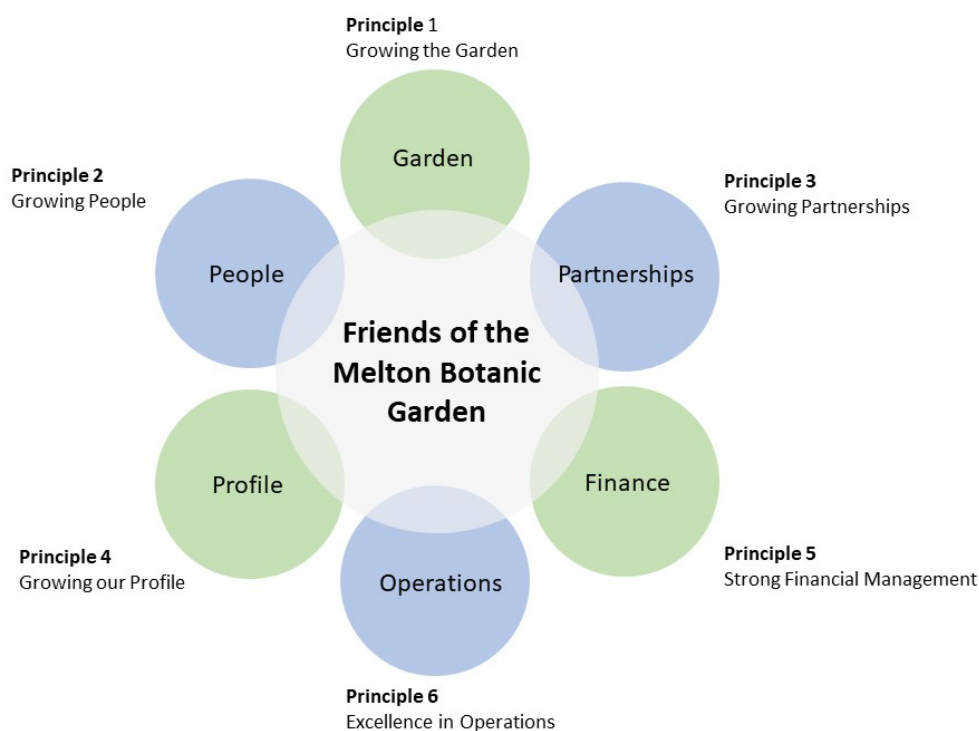
**To enrich the community and the  
environment by fostering,  
promoting and supporting the  
development and activities of the  
Melton Botanic Garden**



FMBG Patron  
Jane Edmanson OAM

## 2 BACKGROUND

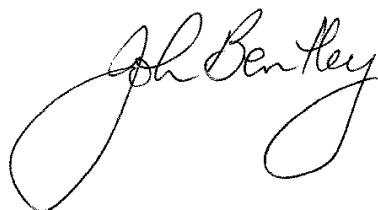
This Action Plan lists how we intend to achieve the Strategic Plan principles and objectives.



The Action Plan is formally adopted by the Friends of the Melton Botanic Garden Committee, as will any amendments made following regular reviews.

The Action Plan is an ambitious target which is dependent on volunteers, resources, funding, time and availability.

**John Bentley**  
**President of the Friends of the Melton Botanic Garden**



May 2021

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### Acknowledgement of Country

The FMBG acknowledge the Traditional Owners and Custodians of the land which has a history that began with its indigenous occupants, the Kulin Nations. We pay our respects to the Kulin Nations people, to their ancestors, to their Elders past, present and emerging and to their descendants. We honour first peoples continuous spiritual connection to land and waterways and respect the continuous commitment to care for Country. We acknowledge and pay respect to all Aboriginal people or first Nations people, who call these lands home.

### FMBG Details

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### Document Revisions

Revision	Issue Date	Description	BY	CKD	APPR'D
Issue 3	April 2024	Action Plan approved for release	JB	Comm	Comm
Draft Issue 3	January 2024	Revision of Action Plans	JB Comm	Comm	
Draft Issue 3	Nov 2021	Revision of actions to align with strategic plan and principles	JB Comm	Comm	
Previous	Prior to July 2021	All previous Action Plans were integrated in the Strategic Plan document. See Strategic Plan for these document revisions			

### 3 ACTION PLANS FOR EACH PRINCIPLE

#### PRINCIPLE 1: GARDEN - growing the garden

Strategies	Actions	Responsibility	Comments/Measures	Timing	Achievements
1.1 Develop, maintain, and enhance the garden.	a. Establish best practice in garden management based on BGCI Botanic Garden Manual	<ul style="list-style-type: none"> <li>Project Managers and teams</li> </ul>	<ul style="list-style-type: none"> <li>BGCI and BGANZ resources available</li> <li>Group structure reviewed</li> <li>Teams are using BGCI Manual and resources</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>2022 BGCI Manual circulated to Project Managers and others</li> </ul>
	b. Apply for Botanic Garden accreditation status with BGCI	<ul style="list-style-type: none"> <li>FMBG Committee</li> </ul>	<ul style="list-style-type: none"> <li>Application submitted</li> </ul>	Dec 2024	<ul style="list-style-type: none"> <li>Requirements reviewed 2023</li> </ul>
	c. Document plants in IrisBG and improve document and images for release in Garden Explorer	<ul style="list-style-type: none"> <li>Collection Records Officers</li> </ul>	<ul style="list-style-type: none"> <li>Plants documented ASAP following delivery/planting</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Planting Record Sheets being used and email</li> </ul>
	d. Review opportunities to enhance garden areas	<ul style="list-style-type: none"> <li>FMBG Committee and Project Managers</li> </ul>	<ul style="list-style-type: none"> <li>List of enhancements from Project Managers</li> </ul>	Ongoing	
	e. Revise MOU with Melton City Council	<ul style="list-style-type: none"> <li>FMBG Committee</li> </ul>	<ul style="list-style-type: none"> <li>New MOU signed</li> </ul>	July 2024	
	f. Develop and manage the garden as per the Master Plan Review	<ul style="list-style-type: none"> <li>FMBG Committee</li> </ul>	<ul style="list-style-type: none"> <li>Monitor management</li> </ul>	Ongoing	
	g. Establish a Committee of Management as per the Master Plan Review	<ul style="list-style-type: none"> <li>FMBG Committee with MCC</li> </ul>	<ul style="list-style-type: none"> <li>COM established</li> </ul>	Dec 2024	
	h. Ensure that all project teams are working effectively and cooperatively	<ul style="list-style-type: none"> <li>FMBG Committee</li> </ul>	<ul style="list-style-type: none"> <li>Monitor teams and reports</li> </ul>	Ongoing	
	i. Operate plant nursery for production of plants for the garden and for sale	<ul style="list-style-type: none"> <li>Nursery Manager</li> </ul>	<ul style="list-style-type: none"> <li>Monitor reports and sales</li> </ul>	Ongoing	
	j. Maintain and further develop	<ul style="list-style-type: none"> <li>Nursery Team</li> </ul>	<ul style="list-style-type: none"> <li>Developed and</li> </ul>	Ongoing	



Strategies	Actions	Responsibility	Comments/Measures	Timing	Achievements
	procedures for propagation of plants.		updated business plans, and guidelines		
	<b>k.</b> Maintain recording and labelling systems for nursery plants – consider IrisBG	• Nursery Manager	• Review of system undertaken	Ongoing	
<b>1.2</b> Create a framework for review of all garden projects.	<b>a.</b> Review the Working Party. Committee recommendations	FMBG Committee	• Working Party Review established July 2021	Nov 2021	Review completed 2023
	<b>b.</b> Establish a Garden Management Group comprising project managers and others with major project input	FMBG Committee	• Regular reviews of garden progress including successes, failures, and other issues (garden and human resources) requiring resolution • Terms of Reference	June 2024	
	<b>c.</b> Report on all projects, including garden construction, depot management, nursery operation and administrative activity	FMBG Committee	• Reports received at FMBG Meeting and Committee	Ongoing	• Standing item on meeting agendas • Monthly calls for reports
<b>1.3</b> Develop, maintain, and enhance signage within the garden.	<b>a.</b> Develop more informational signage for garden areas	• Project Managers and FMBG Committee	• List of signage installed	Ongoing	• 2023 Sensory Garden and Pollinator Signs produced • 2024 Pollinator signs installed
	<b>b.</b> Ensure that signage meets a consistent format	• Project Managers and FMBG Committee	• Monitor signage development	Ongoing	
<b>1.4</b> Enhance Collections and Records Management Systems.	<b>a.</b> Maintain the database of all garden plants and audit plants in the database with plants in garden beds	• Records Management Team with info supplied by Project Managers	• Plant reports • Update reports at Committee Meetings	Ongoing	• Limited audits have been done

Strategies	Actions	Responsibility	Comments/Measures	Timing	Achievements
	<b>b.</b> Keep records of successes and deaths of plants in the garden	<ul style="list-style-type: none"> <li>Project Managers to supply information to Records Management Team</li> </ul>	<ul style="list-style-type: none"> <li>Recording happens</li> </ul>	Ongoing	
	<b>c.</b> Develop a Collection and Records Management Procedure Manual	<ul style="list-style-type: none"> <li>Records Management Team</li> </ul>	<ul style="list-style-type: none"> <li>Produce a Manual</li> </ul>	July 2024	<ul style="list-style-type: none"> <li>Draft produced 2022</li> </ul>
	<b>d.</b> Investigate adding more modules to IrisBG, such as the Mapping Module and Garden Explorer	<ul style="list-style-type: none"> <li>FMBG Committee</li> </ul>	<ul style="list-style-type: none"> <li>Investigation undertaken and recommendations made</li> </ul>	Dec 2024	<ul style="list-style-type: none"> <li>Garden Explorer installed 2022</li> </ul>
<b>1.5</b> Create and enhance a library of garden resources.	<b>a.</b> Compile existing and produce additional brochures and booklets on various garden aspects and areas	<ul style="list-style-type: none"> <li>Project Managers</li> </ul>	<ul style="list-style-type: none"> <li>Review of materials and list produced</li> <li>Updated materials</li> </ul>	Ongoing	
	<b>b.</b> Enhance and review current brochures and booklets	<ul style="list-style-type: none"> <li>FMBG Committee</li> <li>Admin Team</li> </ul>	<ul style="list-style-type: none"> <li>Listed and reviewed all flyers and booklets</li> </ul>	June 2024	<ul style="list-style-type: none"> <li>Updated MBG brochure March 2023 produced</li> <li>Brochure holders installed in MBG</li> </ul>

## PRINCIPLE 2: PEOPLE - growing people

Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
<b>2.1</b> Nurture FMBG members and volunteers through a variety of opportunities to increase health and safety, education, networking and improving self-confidence.	<b>a.</b> Actively explore ways to enable members to maintain and improve OH&S training, skills training, and education.	FMBG Committee Project Managers	<ul style="list-style-type: none"> <li>Financial support of the activities from grants and FMBG funds.</li> <li>Provision to support these in the FMBG budget.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Education and Training added into 2022/23 budget</li> </ul>
	<b>b.</b> Actively provide opportunities and support for members to attend seminars, workshops and talks by organisations such as BGANZ and MCC Venture Melton to educate and network with other groups and each other.	FMBG Committee and Project Managers	<ul style="list-style-type: none"> <li>Events participated in by FMBG members</li> <li>Summary reports</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Hosted 38<sup>th</sup> Western region Garden Clubs Conference</li> </ul>
	<b>c.</b> Continue to provide a variety of activities so all people of any ability can feel valued and have a positive involvement.	FMBG Committee	<ul style="list-style-type: none"> <li>Members are participating in activities to their ability</li> <li>Survey of members</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Field Trip to visit VVP grasslands 2023</li> </ul>
<b>2.2</b> Ensure membership is available to all and promote the benefits of FMBG membership.	<b>a.</b> Promote affordability of membership by adding signage in the MBG with information about membership.	FMBG Committee and members Admin Team	<ul style="list-style-type: none"> <li>Free BBQ at Rotundas to engage public and promote benefits of membership and the MBG by increasing financial members.</li> <li>More tours for the public.</li> <li>Use social and other media to increase membership and the benefits for</li> </ul>	Ongoing	



Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
			<p>individuals and the environment.</p> <ul style="list-style-type: none"> <li>• Benefits of membership, volunteering may include physical and mental well-being, new friendships, and social opportunities. This can be done by promoting FMBG Calendar with variety of activities for all abilities.</li> <li>• Promote MBG as an affordable free space for all to be involved in activities or to enjoy nature.</li> </ul>		
	<b>b.</b> Review membership categories. Consider Life Membership and criteria.	FMBG Committee	<ul style="list-style-type: none"> <li>• Categories Reviewed</li> </ul>	Aug 2024	
	<b>c.</b> Actively seek more discounts and benefits for FMBG members.	FMBG Committee	<ul style="list-style-type: none"> <li>• Number of discounts</li> <li>• Promote discounts</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• FMBG Nursery discount revised 2023</li> </ul>
	<b>d.</b> Have a membership drive to increase membership to 400.	FMBG Committee	<ul style="list-style-type: none"> <li>• Emails and social media</li> </ul>	2023	Held in 2023 – membership reached 470 (30/6/23)
	<b>e.</b> Continue to promote opportunity to join different groups and areas of the garden as a volunteer.	FMBG Committee	<ul style="list-style-type: none"> <li>• Emails and social media</li> <li>• Employment Agencies</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Distributed flyers in 2022/2023</li> </ul>
	<b>f.</b> Promote the benefits of membership and volunteering to encourage more participation.	FMBG Committee	<ul style="list-style-type: none"> <li>• Reviewing membership and new volunteers</li> <li>• Flyers and conversations</li> </ul>	Ongoing	

Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
	<b>g.</b> Emphasise that members do not need to be experienced gardeners to be involved in volunteering at the garden.	FMBG Committee	<ul style="list-style-type: none"> <li>Flyers and conversations</li> </ul>	Ongoing	
	<b>h.</b> Promote benefits of membership for families.	FMBG Committee	<ul style="list-style-type: none"> <li>Flyers, email, and social media</li> </ul>	Ongoing	
	<b>i.</b> Support Education Group to provide activities for children.	FMBG Committee	<ul style="list-style-type: none"> <li>Financial, resources and volunteers</li> </ul>	Ongoing	
	<b>j.</b> Emphasise our existing and planned environmental sustainability focus.	FMBG Committee	<ul style="list-style-type: none"> <li>Promotion of sustainable practices in the garden.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>In the processes of preparing three signs.</li> <li>Participation in the National Sustainability Festival</li> </ul>
<b>2.3</b> Create opportunities to ensure FMBG is welcoming and inclusive.	<b>a.</b> Actively educate FMBG members to be all inclusive.	FMBG Committee	<ul style="list-style-type: none"> <li>Promote the MBG relevant features.</li> <li>Community-recognised accreditations, e.g., dementia friendly, Rainbow Tick, visual/tactile aids.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Inclusion covered in the volunteer induction.</li> </ul>
	<b>b.</b> Work to provide a safe environment for all.	FMBG Committee	<ul style="list-style-type: none"> <li>SOPs, Toolbox Talks, OHS monitoring</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Safety Committee in place.</li> <li>Regular Workplace Inspections</li> <li>Regular Evacuation Drills</li> </ul>
	<b>c.</b> Continue to provide and enhance a variety of activities that are physical, social, and informative.	FMBG Committee	<ul style="list-style-type: none"> <li>Events and activities</li> <li>Improved well-being of volunteers</li> </ul>	Ongoing	

### PRINCIPLE 3: PARTNERSHIPS - growing partnerships

Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
<b>3.1</b> Nurture and improve a strong relationship with the MCC.	<b>a.</b> Continue to invite MCC CEO, Councillors and staff to visit the garden and MBG events on a regular basis.	FMBG Committee FMBG President	<ul style="list-style-type: none"> <li>• Include aspects in MOU</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Mayor opened the 38<sup>th</sup> WRGCC.</li> </ul>
	<b>b.</b> Continue regular FMBG meetings with MCC MBG Liaison Officer.	FMBG Reps	<ul style="list-style-type: none"> <li>• Meetings and minutes distributed to Committee and Project Managers</li> </ul>	Monthly	Established
	<b>c.</b> Report to the MCC on progress and planning of the MBG on a regular basis, at least annually	FMBG President	<ul style="list-style-type: none"> <li>• Report submitted</li> <li>• Included in MOU</li> </ul>	Yearly	<ul style="list-style-type: none"> <li>• Report on MCC budget expenditure</li> </ul>
	<b>d.</b> Request meeting with MCC Mayor annually to update on MBG	FMBG President	<ul style="list-style-type: none"> <li>• Meeting occurred</li> </ul>	Yearly	
<b>3.2</b> Establish a Committee of Management to guide the strategic direction of the MBG.	<b>a.</b> Continue to work with MCC to establish COM in line with Masterplan Review and draft Terms of Reference. Actively seek to be involved in this process.	FMBG Committee	<ul style="list-style-type: none"> <li>• Include in MOU</li> </ul>	Ongoing	
<b>3.3</b> Establish and nurture long term mutually beneficial relationships with organisations to assist with FMBG objectives.	<b>a.</b> Actively seek out networking opportunities with like-minded groups to build contacts.	FMBG Committee	<ul style="list-style-type: none"> <li>• Networking, public and other events attended</li> <li>• Follow up of contacts</li> </ul>	Ongoing	
	<b>b.</b> Actively engage in activities to encourage relationships with organisations to assist with FMBG objectives.	FMBG Committee	<ul style="list-style-type: none"> <li>• Relationships established and listed</li> </ul>	Ongoing	
<b>3.4</b> Continue and expand activities for the public, groups and schools	<b>a.</b> Be open to opportunities to work with school and community groups in activities in the garden.	FMBG Committee and delegated representatives.	<ul style="list-style-type: none"> <li>• Number of groups engaged</li> </ul>	Ongoing	

Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
	<b>b.</b> Actively work to encourage and develop a guiding group	FMBG Committee	<ul style="list-style-type: none"> <li>• Seek Guides Coordinator</li> <li>• Commenced regular tours for the public, see 2.2</li> </ul>	Sep 2024	
	<b>c.</b> Encourage and support the Education Group.	FMBG Committee	<ul style="list-style-type: none"> <li>• Support an Education Co-ordinator</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Barbara Frampton appointed as Education Co-ordinator 2022</li> </ul>
<b>3.5</b> Foster and strengthen relationships and involvement with cultural and community groups which are compatible with the MBG and FMBG.	<b>a.</b> Identify and strengthen lines of communication with cultural and community groups which are compatible with the MBG and FMBG.	FMBG Committee	<ul style="list-style-type: none"> <li>• Presentations to these groups on FMBG and MBG</li> <li>• Specific activities for cultural groups</li> <li>• Invite groups to participate in Open Day events</li> </ul>	Ongoing	
<b>3.6</b> Establish and nurture relationships with businesses and Corporate Members to support the development and promotion of the FMBG and MBG.	<b>a.</b> Continue to attend Venture Melton events to strengthen business connections.	FMBG Committee	<ul style="list-style-type: none"> <li>• Meetings attended</li> </ul>	Ongoing	
	<b>b.</b> Invite Corporate Members to an evening visit to the MBG with a guided tour in appreciation of their support.	FMBG Committee	<ul style="list-style-type: none"> <li>• At least one tour per year</li> </ul>	Dec 2024	
	<b>c.</b> Invite local businesses to a guided tour to showcase the MBG and the benefits of corporate membership.	FMBG Committee	<ul style="list-style-type: none"> <li>• At least one tour per year</li> </ul>	Dec 2024	
<b>3.7</b> Provide opportunities for research at the Melton Botanic Garden.	<b>a.</b> Encourage and support research by universities and students.	FMBG Committee Project Managers	<ul style="list-style-type: none"> <li>• Projects undertaken</li> </ul>	Ongoing	
	<b>b.</b> Seek research projects that can be undertaken by FMBG in partnership with organisations	FMBG Committee Project Managers	<ul style="list-style-type: none"> <li>• Projects undertaken</li> </ul>	Ongoing	

#### PRINCIPLE 4: PROFILE - growing our profile

Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
4.1 Create and maintain a strong identity, brand, image and awareness for the FMBG.	a. Actively seek awards, events, and opportunities for external recognition.	FMBG Committee	<ul style="list-style-type: none"> <li>Awards, events, external recognition received</li> </ul>	Ongoing, Annual review/report	
	b. Attend appropriate activities to promote the Friends.	FMBG Committee	<ul style="list-style-type: none"> <li>Promotional activities by FMBG e.g., Identification of members when in garden or at events - uniform/badges/name tags</li> </ul>	Ongoing	
	c. Encourage FMBG members to always present a noticeable and positive image.	FMBG Committee	<ul style="list-style-type: none"> <li>Behaviour of volunteers and members</li> </ul>	Ongoing	
	d. Participate in external promotions that acknowledge and highlight MBG volunteers' work.	FMBG Committee	<ul style="list-style-type: none"> <li>Participation in external events</li> </ul>	Ongoing	
	e. Enhance our image of being a socially responsible and inclusive organisation.	FMBG Committee	<ul style="list-style-type: none"> <li>Working with people from diverse backgrounds and people with special needs.</li> <li>Added an Acknowledgment of Country to web sites, social media platforms and print material.</li> <li>Positive responses to being a child safe organisation.</li> <li>Safety</li> </ul>	Ongoing	

Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
			communications in newsletters and on other digital platforms.		
	<b>f.</b> Ensure we present as a safety conscious organisation.	FMBG Committee Safety Committee	<ul style="list-style-type: none"> <li>Keep safety signage and information up to date</li> </ul>	Ongoing	
<b>4.2</b> Create and maintain a strong identity for the Garden as a place to visit, use and enjoy.	<b>a.</b> Actively seek awards and external recognition.	FMBG Committee	<ul style="list-style-type: none"> <li>Awards, events, external recognition obtained</li> </ul>	Ongoing, Annual review/report	
	<b>b.</b> Promote our sustainability credentials/achievements	FMBG Committee	<ul style="list-style-type: none"> <li>Guided tours</li> </ul>	Ongoing	
	<b>c.</b> Attend appropriate activities to promote the MBG.	FMBG Committee	<ul style="list-style-type: none"> <li>Djerriwarrh Festival, Bunnings</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>DJ Festival 2022, 2023</li> <li>Bunnings Family nights 2022, 2023</li> </ul>
	<b>d.</b> Identify opportunities to inform the community of the Garden and what is available	FMBG Committee Project Managers	<ul style="list-style-type: none"> <li>Promote nationally registered collections of plants and other plant collections</li> <li>Presentations to other groups given</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Newspaper articles on MBG in local paper</li> </ul>
	<b>e.</b> Identify opportunities to activate the Garden	FMBG Committee Project Managers External organisations	<ul style="list-style-type: none"> <li>Art activities and displays, Storytime, Storywalk, weddings, food trucks, events, markets, walking/bird watching groups.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>The Edge April-July 2023</li> <li>Storywalk 2022 and 2023</li> <li>Street Library installed 2023</li> </ul>
	<b>f.</b> Develop FMBG Nursery sales opportunities and activities to attract the public and stimulate interest in the Garden	Nursery Manager	<ul style="list-style-type: none"> <li>Including Nursery signage in public car park and Nursery Sales area</li> <li>Propagation or other</li> </ul>	Ongoing	



Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
			classes		
	<b>g.</b> Liaise with local organisations to cross promote and support each other	FMBG Committee	• Friends' groups	Ongoing	
	<b>h.</b> Work with council and the local state MP to provide direct public transport access to the Garden and Nursery	FMBG Committee	• Local environment groups, external plant sales, tourism operators, and others	Ongoing	
	<b>i.</b> Improve directional signage both internal and external to the garden	FMBG Committee MCC, Vic Roads	• Internal directional signage • External direction signage	Ongoing	
<b>4.3</b> Enhance and develop a range of communications tools and channels to support the above.	<b>a.</b> Seek out a media manager to oversight media activities	FMBG Committee	• Seek and appoint a Media Manager	Ongoing	
	<b>b.</b> Use electronic and social media as the primary point for information	FMBG Committee	• Social and electronic media enhanced	Ongoing	
	<b>c.</b> Update the design and content of the FMBG web site. Nominate a web site manager and support.	FMBG Committee Web Manager	• Assess existing social pages. Audit for usage, uptake, posting & duplication	Dec 2024	
	<b>d.</b> Explore setting up a YouTube channel	Social Media Manager	• YouTube set up	Dec 2024	
	<b>e.</b> Reinvigorate the Friends Newsletter	Newsletter Editor	• Seek and appoint an editor	Sept 2023	Newsletter published Spring 2023 as a Quarterly
	<b>f.</b> Develop a communications plan to ensure messages and channels are consistent and regularly utilised	FMBG Committee	• Investigate addition to FMBG web site of a consumer /visitor page separate to the Friend's information page (eg Visit Vic and VV corporate)	Dec 2024	
	<b>g.</b> Prepare an MBG Marketing Plan	FMBG Committee	• Ensure that there is clear definition of the MBG vs FMBG and	Dec 2024	

Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
			when each are used		
	<b>h.</b> Provide feedback avenues for visitors and encourage participants to submit reviews	FMBG Committee	<ul style="list-style-type: none"> <li>• Monitor Facebook and Google reviews</li> <li>• Conduct a visitor survey</li> <li>• Install a visitor counter</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Facebook and Google reviews regularly received</li> </ul>
	<b>i.</b> Signage within the garden to promote the Friends group and how to support them.	FMBG Committee Admin Team	<ul style="list-style-type: none"> <li>• Signs developed and installed</li> <li>• Active monitoring of all noticeboards</li> </ul>	Ongoing as required	<ul style="list-style-type: none"> <li>• Public carpark noticeboard installed 2023</li> </ul>
<b>4.4</b> Ensure the MBG is an experience that visitors enjoy and share with others.	<b>a.</b> Promote the use of Garden Explorer	FMBG Committee	<ul style="list-style-type: none"> <li>• Statistics</li> </ul>	Ongoing	
	<b>b.</b> Monitor social media for comments	Social Media Manager	<ul style="list-style-type: none"> <li>• Monitor comments</li> </ul>	Ongoing	

## PRINCIPLE 5: FINANCE - strong financial management

Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
<b>5.1</b> Maintain a cash positive position with optimum financial management processes.	<b>a.</b> Ensure a high accounting standard is followed that complies with government, GST and charity status requirements.	Treasurer, FMBG Committee	• Monitoring of accounts and standards	Ongoing	• Submitted all required reports for 2023
	<b>b.</b> Invest unallocated funds in interest bearing accounts.	Treasurer, FMBG Committee	• Funds invested	Ongoing	• 2023 New Term Deposit added
<b>5.2</b> Develop programs to deliver positive growth in membership.	<b>a.</b> Attend community gatherings and place the FMBG and its intentions in high profile wherever possible.	FMBG Committee FMBG Members	• Events attended	Ongoing	
	<b>b.</b> Advertise achievements.	FMBG Committee	• Local newspaper • Social media	Ongoing	• Local newspaper articles appear several times per year
	<b>c.</b> Encourage current FMBG members to seek out new members.	FMBG Committee	• Emails, meetings, notices	Ongoing	
	<b>d.</b> Target 400 membership campaign	FMBG Committee	• Target achieved	June 2023	Target 400 in FY 2022-2023
<b>5.3</b> Investigate diversification of funding streams.	<b>a.</b> Committee to investigate fund raising activities by similar organisations to find ways to maximise grants and find alternative sources of funding.	Treasurer, FMBG Committee	• Grants and sponsorships etc obtained	Ongoing	• FMBG registered as a Container Deposit Scheme recipient. Container bin installed at the Depot
	<b>b.</b> Seek FMBG Deductible Gift Recipient (DGR) status for donations and some grants.	Treasurer	• See BGANZ and other BGs • Application	Dec 2024	
	<b>c.</b> Nursery to review new income possibilities	Nursery Manager and team	• Propagating plants for other organisations or projects	Ongoing	
	<b>d.</b> Investigate EFT donation options in the MBG	Treasurer, FMBG Committee	• See Friends of Ballarat Botanical Gardens and Geelong BG	Ongoing	
	<b>e.</b> Encourage bequests	Treasurer	• Flyer created	June 2025	

Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
<b>5.4</b> Develop clear guidelines to select and fund projects.	<b>a.</b> Review grants to date	Treasurer, FMBG Committee	<ul style="list-style-type: none"> <li>See previous priority list</li> </ul>	Review annually	
	<b>b.</b> Prepare grant guidelines and priority lists for grants	Treasurer, FMBG Committee	<ul style="list-style-type: none"> <li>Guidelines and priority list prepared</li> </ul>	Dec 2024	

## PRINCIPLE 6: OPERATIONS - excellence in operations

Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
<b>6.1</b> Develop, document and improve governance, management processes and succession planning.	<b>a.</b> Develop relevant policies and Management Plans that set out good management practises and meet legal obligations.	FMBG Committee	<ul style="list-style-type: none"> <li>The strategies to introduce management processes are under way and will be an ongoing activity.</li> </ul>	Ongoing improvement of systems and records	<ul style="list-style-type: none"> <li>Policies in place: Anti-discrimination and harassment policy, Child Safe Policy.</li> <li>2024 WWCC Register updated</li> </ul>
	<b>b.</b> Provide safe workplace guidelines and management principles.	FMBG Committee	<ul style="list-style-type: none"> <li>Safe Operating Procedures in place and being read</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>2024 SOP folders in Depot</li> </ul>
	<b>c.</b> Set up a central repository for documentation which is accessible to the FMBG executive and members as appropriate. Investigate TidyHQ as a possibility.	FMBG Committee	<ul style="list-style-type: none"> <li>Promote ongoing awareness of where to find repository</li> <li>Repository established</li> </ul>	Ongoing	
	<b>d.</b> Document processes to assist with succession planning.	FMBG Committee	<ul style="list-style-type: none"> <li>Processes documented</li> </ul>	Ongoing	
<b>6.2</b> Streamline administrative processes within the FMBG.	<b>a.</b> Develop and streamline an internal process for triggering reminders, deadlines, agendas, and the like.	FMBG Committee	<ul style="list-style-type: none"> <li>Internal processes developed</li> </ul>	Ongoing	
	<b>b.</b> Establish and maintain a schedule and objectives for each	FMBG Secretary and	<ul style="list-style-type: none"> <li>Schedule developed</li> <li>Circulated in advance</li> </ul>	Ongoing	

Strategies	Actions	Responsibility	Comments/Measures	Due Date	Achievements
	FMBG Meeting.	President	of meetings		
<b>6.3</b> Improve communication channels within the FMBG.	<b>a.</b> Refine the processes for keeping members and appropriate groups informed.	FMBG Committee	<ul style="list-style-type: none"> <li>Processes developed and documented</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Monthly Activity sheet</li> </ul>
	<b>b.</b> Timely distribution of publications and internal documents.	FMBG Committee	<ul style="list-style-type: none"> <li>Documents distributed</li> </ul>	Ongoing	
<b>6.4</b> Create a communication protocol for dealing and interacting with external organisations.	<b>a.</b> Develop/maintain a communication protocol that delegates an appropriately experienced or skilled person to the relevant organisation.	FMBG Committee	<ul style="list-style-type: none"> <li>Clear written protocol</li> </ul>	Ongoing	
<b>6.5</b> Update and review information and processes for new members to improve recruitment and retention of members.	<b>a.</b> Provide information for new members.	FMBG Committee.	<ul style="list-style-type: none"> <li>MBG Brochure 2023</li> </ul>	Ongoing	
	<b>b.</b> Review and update Volunteer Handbook	Handbook Coordinator	<ul style="list-style-type: none"> <li>Volunteer Handbook released May 2016.</li> </ul>	Review and update every 6 months	
	<b>c.</b> Maintain guided walk schedule. Provide an annual report of tours to council.	Guides Coordinator	<ul style="list-style-type: none"> <li>Guide Notes are 2017 version</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Events, Tours, Presentation List – updates ongoing.</li> </ul>
<b>6.6</b> Continue an active volunteer's program, systems and a framework for FMBG volunteers.	<b>a.</b> Maintain standard guidelines for the volunteer use.	FMBG Committee/ Team Leaders, MCC as required	<ul style="list-style-type: none"> <li>Encourage volunteer participation with personal approaches.</li> <li>Appoint a Volunteer Officer</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Well advanced with program.</li> </ul>
	<b>b.</b> Continue to develop and communicate a range of suitable activities for volunteer participation.	Volunteer Officer	<ul style="list-style-type: none"> <li>Update volunteer flyer</li> </ul>	Ongoing	
	<b>c.</b> Network with other organisations to share knowledge and promote volunteer activities	Volunteer Officer	<ul style="list-style-type: none"> <li>Volunteer Officer</li> </ul>	Ongoing	

## Appendix 1 Melton Botanic Garden Map

# Melton Botanic Garden





## GLOSSARY

Term	Meaning
Associate Member	Is for 'friends' of the FMBG who share a likeminded interest or where normal membership may result in a conflict of interest or they are unable to join as a member or corporate member. Associate members foster and support the work the FMBG. If the associate membership is for a group only one person from that group may be nominated, which is usually the Secretary or President of the group. Associate Members encourage their individual members to join as direct members. Examples of Associate Members include: other clubs, community groups, public or government organisations and schools
BGANZ	Botanic Gardens of Australia and New Zealand. BGANZ is a 'not for profit' peak industry body formed to build and maintain links with relevant national and international bodies, to benefit our member gardens across Australia and New Zealand. <a href="https://www.bganz.org.au">https://www.bganz.org.au</a>
BGCI	Botanic Gardens Conservation International (BGCI). BGCI is a membership organisation, representing botanic gardens in more than 100 countries around the world. It is an independent UK charity established in 1987 to link the botanic gardens of the world in a global network for plant conservation. <a href="https://www.bgci.org">https://www.bgci.org</a>
Community Group	A group or organisation works for the public benefit or service to the community, usually in the local community or City of Melton. Examples include Melton Residents Association, sports clubs, church groups.
Corporate Member	Businesses who are members of the FMBG and through their membership may provide direct support, sponsorship or discounts to FMBG or the garden
FMBG	Friends of the Melton Botanic Garden. <a href="https://fmbg.org.au">https://fmbg.org.au</a>
FMBG Committee	Individual members nominated and elected to provide oversight of all aspects of FMBG
FMBG Executive	Comprises of the FMBG members elected to the elective positions of : President, Vice-President, Secretary and Treasurer. The Executive can make decisions to ensure FMBG functions. This ability normally granted by the Committee.
FMBG Network	Any group, organisation or person which FMBG engages with and shows interest in FMBG to be contacts that are potentially beneficial in developing the garden or supporting FMBG.
IrisBG	The botanic database used by FMBG to record the plant collection and associated plant management. <a href="https://www.irisbg.com">https://www.irisbg.com</a>
Member	Has fully paid their membership fee in the current financial year. All membership applications are approved or rejected at a Committee Meeting.
MBG	Melton Botanic Garden - the physical space and grounds on/from which the FMBG operate. The Friends manage and develop the garden
MCC	Melton City Council

MCC MBG Liaison Officer	A council officer who is the initial point of contact for Melton City Council for matters relating to the Melton Botanic Garden
MEG	Melton Environment Group
Partner	Any organisation that FMBG has entered into a formal agreement with
Strategic opportunism	Is the ability to remain focused on long-term objectives while being flexible enough to evaluate and incorporate new opportunities
Service Club or Group	Rotary, Lions, Scouts etc.
Sponsor	Contributes funds or material to the Friends
Supporter	Organisation, group or person who promotes and supports the work of the Friends
Volunteer	Someone who willingly gives their time to help the FBMG. There are a number of types of volunteers: 1. An FMBG member who regularly helps and has completed the FMBG Induction and has a current Working With Children. 2. one-off volunteer who helps at an FMBG activity 3. People in organisations who help at an FMBG activity such as school groups and community groups as a group activity. <a href="https://www.fmbg.org.au/volunteer.htm">https://www.fmbg.org.au/volunteer.htm</a>
Working Party	Was a group set up in 2010 to direct and feedback on the development of the Eucalyptus Arboretum. Was expanded to incorporate all garden projects. Working Party ceased to be a functioning group in 2020.

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