



WENTWORTHVILLE COMMUNITY GARDEN



Wentworthville Community Garden Handbook

The Wentworthville Community Garden is a project of Holroyd City Council, this handbook provides the basis for garden procedure and member conduct.

Revised December 2010

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1 Definitions

In this Handbook unless the contrary intention appears:

“Annual General Meeting” means the Annual General Meeting of the Committee, which will occur in the last quarter of the calendar year.

“Committee” means the Section 355 Garden Committee which is the body that manages the Wentworthville Community Garden.

“Committee Meeting” means a meeting of the Section 355 Garden Committee, comprising Committee Members.

“Committee Member” means a Member of the Section 355 Garden Committee and includes any person acting in that capacity from time to time appointed in accordance with this Garden Handbook.

“Constitution” means the Wentworthville Community Garden Committee Constitution.

“Garden Group Membership” is available at the discretion of the Committee to Community based not for profit groups eg. Disability Support Agency, Schools.

“Garden Handbook” means this handbook detailing the day to day regulations of the Garden.

“Garden Member” means a registered, financial Member of the Garden who is at least 18 years of age.

“HCC” means the Holroyd City Council that owns the land on which the Garden is established.

“Junior Member” means a registered Member of the Garden who is younger than 18 years of age.

“Key Register” means a register of keys allocated to Members kept and maintained by a member of the Committee.

“Key Registrar” means the duties carried out by a member of the Committee.

“Life Member” means an individual appointed as a Life Member of the Garden.

“Local Area” means the Holroyd Local Government Area (LGA).

“Plot” means a Garden bed generally 2.4 m x 1.2 m in size, as shown in Appendix A.

“Probationary Member” means a new Member of the Garden committed to a four (4) month probationary period during which time, a Garden key may not be issued.

“Register” means a register of Members approved by the Committee kept and maintained.

2 Aims

Wentworthville Community Garden (referred to hereafter as “the Garden”) was established to create a space where community members and groups can come together to Garden, and to participate in other activities that encourage harmony, cooperation and a sense of belonging amongst those involved.

3 Garden Membership

- 3.1 The Garden is open to residents and ratepayers from the Holroyd Local Government Area. Applications from residents and community groups adjoining the Holroyd Local Government Area may be considered at the discretion of the Committee.
- 3.2 Junior Membership is available for adolescents who have not reached the age of eighteen who may wish to join the Garden. Junior Members do not have any voting rights.
- 3.3 All new Members must commit to a four (4) month probationary period during which time, a Garden key will not be issued. After the probationary period, if the Committee feels the Member has demonstrated the necessary responsibility, a key will be issued on payment of the key deposit.
- 3.4 New Memberships will be on the basis of admission to the Garden community and approved by the Committee. Garden plot allocation will be a separate fee.
- 3.5 Garden plots will be allocated on a “first come first serve” basis and will be allocated on the basis of one plot per household (irrespective of the number of Memberships held) once the plot fee is paid
- 3.6 Membership of the Garden is arranged by filling out a *Membership Application Form* (available from the Garden website or at the Garden), agreeing to abide by the rules in this Handbook and by paying an annual Membership fee. Membership of the Garden entitles the Member to participate in Gardening activities, request a standard sized Garden plot and to voting rights at the Annual General Meeting. A standard Garden plot is generally 2.4m x 1.2m in size.
- 3.7 Renewal of annual Garden Membership fees are to be paid to the Treasurer on or by 1 April. Any Memberships which remain unpaid after 30 April will be deemed to have expired and the Member will be asked to return their key (if one was issued) and exclude themselves from the Garden. Non-financial Members are not entitled to vote or be elected to any Committee.
- 3.8 A request for a Garden plot where applicable can be made at any time but is always subject to availability.
- 3.9 All fees are subject to review at the AGM.

4 Garden Contact Details

Should a Member have any questions or comments, the contact for the Garden is the Secretary who may be contacted using the information below or by writing a message in the *Communication and Suggestions Book* at the Garden.

Email:	wentworthvillegarden@me.com
Telephone:	0420 893 186
Mail:	The Secretary Wentworthville Community Garden Committee c/- 73 Fullagar Road Wentworthville NSW 2145
Website:	http://web.me.com/wentworthvillegarden

5 How is the Garden administered?

The Garden is a project of Holroyd City Council (HCC). HCC administers through the Committee any monies the Garden may receive, provides public liability insurance, and provides any assistance and support that may be required from time to time. Such assistance is provided under the auspices of the *Section 355 Garden Committee* and through access to Council representatives.

6 How is the Garden managed?

- 6.1 The Garden is managed by the HCC Section 355 Garden Committee.
- 6.2 The Section 355 Garden Committee is made up of the Mayor and North Ward Councillors, the Chair, the Vice Chair, the Secretary / Contact Person, the Treasurer plus no more than five (5) other Members who undertake other Committee activities as and when required or directed. The Committee is responsible for dealing with Garden issues, management issues including liaison with HCC. Examples may be liaising with HCC on financial issues, defining regulations or future community projects.
- 6.3 Members should contact the Secretary to have any items of concern placed on a meeting agenda and if requested be available to attend the Committee Meeting to present the item for the Committee's consideration. Further members should be available to attend the Annual General Meeting.
- 6.4 An Annual General Meeting (AGM) is held in the last quarter of the calendar year. Meeting dates and times for the ensuing twelve (12) months will be determined at the AGM.

7 Garden Rules

- 7.1 All Garden Members and visitors must sign on and off the appropriate form when they arrive and leave the Garden. This is for safety reasons and is a mandatory insurance requirement. Non-compliance can lead to a key being recalled.
- 7.2 All Garden Members are to contribute to the weeding, watering, mowing, compost turning and general maintenance of the Garden as far as they are reasonably able to.
- 7.3 Garden Members are encouraged to share their Gardening knowledge and experience, and to assist with fundraising, eg Open Day or other activities as needed.
- 7.4 Garden tools and supplies are for use by all Garden Members. All equipment should be used safely, cleaned after use and returned to the appropriate place in the container or storage shed.
- 7.5 Personal property is not to be left at the Garden. Any equipment brought to the Garden for a particular purpose should be clearly labelled with the owner's name and when that use is finalised, it should be removed from the Garden. The Garden Committee or other Garden Members are not responsible for loss or damage of any personal property.
- 7.6 Garden Members must present their plan for new plantings in communal or shared Garden spaces to the Committee for consideration at the next Committee meeting.
- 7.7 Garden Members must not plant or cause to be planted any plants outside their allocated Garden plot nor construct any extensions to their plot that may impede the walkways. Previous Garden Management arrangements will not be recognised.
- 7.8 To ensure the garden remains a well structured pleasant and safe environment, non-standard garden material, eg plant stakes, garden bed materials and plant containers require the prior approval of the Wentworthville Community Garden Committee.
- 7.9 Garden Members must endeavour to use water efficient Gardening techniques and organic Gardening methods.

8 Code of Conduct by Garden Members

- 8.1 Gardening is to be undertaken without discrimination, bullying or harassment and in accordance with Council's Code of Conduct.
- 8.2 Participation in the Community Garden is regardless of race, religion, gender, marital status or other differences. Members should respect the cultural and other diversity present in the community and strive to build a stronger community spirit by making an effort to understand and appreciate different cultures and to work together harmoniously.
- 8.3 Personal property, plants and produce of other Gardeners are to be respected.
- 8.4 Concerns or grievances or differences of opinions are to be directed to the Committee.

9 Safety

- 9.1 Safety is a priority of the Garden and its Members. Gardeners must use safe Gardening practices in their day to day Garden plot maintenance and when undertaking general maintenance on working days and otherwise. It is recommended that Gardeners wear a hat or some other form of head covering for sun protection, gloves and strong enclosed shoes at all times. Remember to apply sunscreen and drink water on hot days.
- 9.2 Any Garden Member who undertakes mowing, “whipper snipping” or any other activity which involves mechanical or potentially hazardous equipment must do so with the appropriate level of personal protection prescribed for that equipment. All Gardeners need to be vigilant when equipment is being used to ensure their own personal safety and the safety of others.
- 9.3 Gardeners must take action to remedy hazards as they become apparent or at least to report them to the Garden Committee. Hazards which are not resolved must be isolated and reported in the *Communication and Suggestions Book* for further action.
- 9.4 Any injuries must be attended to promptly and noted in the *First Aid/Injury Register*. The First Aid Kit is stored in the container near the sign on book.
- 9.5 Garden Members should obtain advice from their Medical General Practitioner regarding the need for a tetanus injection prior to undertaking activities at the Garden.
- 9.6 All new Garden Members are to complete a Safety Induction Program in the use of machinery/equipment prior to use and all Members are advised to attend the Garden with another person.
- 9.7 Children must be supervised at all times by parent(s) or carer(s).

10 Opening Hours, Key Holder Responsibilities and Security

- 10.1 Every Garden Member is entitled to one key following a 4 month qualifying period and approval by the Committee.
- 10.2 All keys are issued by the Key Registrar on the approval of the Committee and each key holder has personal responsibility for the safekeeping of that key. Any losses or misplacements must be reported to the Key Registrar. Lost keys will be replaced on payment of a non-refundable fee set annually by the Committee. Re-occurring loss of keys by any Member will be reviewed by the Committee.
- 10.3 A Key Register is maintained by the Key Registrar. All keys to be signed in and out by the appointed Key Registrar and the Garden Member allocated or returning keys.
- 10.4 i) Garden Members with keys can access the garden during daylight hours not dawn or dusk. This would be 8:00 am to 7:00 pm during Spring and Summer and 9:00 am to 5:00 pm during Autumn and Winter.

- ii) Probationary Members (Members who have not completed 4 months qualifying period) will access the Garden at times set by the Committee subject to seasonal variation, normally Wednesday PM, Saturday AM and PM and Sunday PM.
- 10.5 The responsibility for opening and closing the Garden facilities is the personal responsibility of the Garden Member(s).
- 10.6 Members attending the Garden during times when it is permissible to water using Sydney Water resources need to arrange with all Gardeners present to assist with watering of the individual and shared Gardens as indicated.
- 10.7 When Garden Members vacate the Garden site, the last Member must ensure that the Garden container, shed and gates are locked and all tools and equipment are returned to the Garden container.
- 10.8 Should a Garden Member resign or otherwise leave the Garden Membership for whatever reason, the key must be returned to the Key Registrar.
- 10.9 Garden keys remain the personal responsibility of the Garden Member assigned to that key. The key must not in any circumstances be transferred to another person whether a Member of the Garden or not.

11 Parking and Toilet Facilities

- 11.1 Toilets are located in the adjoining tennis court grounds. The key to access the toilet facility is kept on a hook behind the right door of the container along with the key to the Garden shed and must be returned after use.
- 11.2 Parking is available on the street in Fullagar Road and in the tennis court parking area.
- 11.3 Access via Lane Street gate is only available for delivery of bulky or voluminous items not easily carried from the above parking areas.

12 Individual Gardens

- 12.1 Garden Members are not automatically entitled to a Garden plot. There is an additional fee for Garden plots above that of Garden Membership.
- 12.2 Individual Garden plots are allocated on a 'first come, first serve' basis (following receipt of fee), and with one standard sized Garden plot being allocated per household. Garden Members from the same household are not permitted to hold more than one Garden plot.
- 12.3 Garden Group Members may at the Wentworthville Community Garden Committee's discretion be allocated two (2) standard sized Garden plots if Garden plots are available.

- 12.4 A waiting list for Garden plots is maintained by the Garden Secretary, with those Garden Members requiring a Garden plot listed. As a Garden plot becomes available, the next person on the waiting list will be offered that Garden plot.
- 12.5 Unallocated standard sized individual Garden plots may be used as shared / community Gardens until required by individual or group Members.
- 12.6 Individual Garden plots must be reasonably maintained in a neat and tidy fashion by the designated Garden Member. To ensure the garden remains a well structured pleasant and safe environment, non-standard garden material, eg plant stakes, garden bed materials and plant containers require the prior approval of the Wentworthville Community Garden Committee.
- 12.7 Any diseased or rotting fruits or vegetables are to be removed and disposed of appropriately. Should the Garden Member not attend the Garden for whatever reason, any diseased or rotting fruit may be removed by the attending Garden Members on working days.
- 12.8 If any Garden Member is unable to tend their Garden for a short or specified period of time but wish to retain it, they are to notify the Committee with details of the nominated replacement Garden Member selected to look after the Garden until the Garden Member returns (eg illness or holidays).
- 12.9 Notwithstanding the previous point, any Garden plots not tended for two months may be forfeited following written notice by the Secretary to the Garden Member. The Member must return to tend their Garden plot on an ongoing basis within two (2) weeks of the written notification being sent or forfeit the Garden. Fees are not refundable in such situations.

13 Chemical Use

- 13.1 Garden Members must use organic methods and products to the manufacturer's specifications.
- 13.2 If problems such as weeds, diseases or pests are not able to be resolved using organic methods, the Garden Members must seek approval from the Wentworthville Community Garden Committee to use an alternative product. A short factual report about the suggested alternative product must be provided to the Committee. The report should include location and type of plants to be treated, overview of organic methods used previously, cost, safety precautions, toxicity levels and residual effects. The decision of the Committee is final.

14 Watering

- 14.1 Current Sydney Water watering restrictions must be followed and watering of Gardens should not be excessive.
- 14.2 Each Garden Member is responsible for the watering of their Garden plot or requesting others to do so if they are unable to do so, for a short period of time.

- 14.3 If Garden Members do not wish their Garden plots to be watered by others, they must place a red topped pole in each corner of their Garden plot. These red poles can be used on a permanent basis but also can be used on a temporary basis to indicate that a Garden Member does not wish that their Garden plot be watered for a short period of time such as if a Garden Member has applied a treatment to their Garden plot to ensure that it does not wash off.
- 14.4 Garden plots should be mulched to reduce evaporation and water saving methods used at all times.

15 Communication and Suggestions Book

A *Communication and Suggestions Book* is maintained in the Garden container for those Garden Members who may wish to record activities in the Garden, hazards and any suggestions for future development.

16 Reimbursement of Out of Pocket Expenses

The Garden Treasurer will reimburse a Garden Member for any monies expended on items required by the Garden upon presentation of a receipt on the following provisions:

- For the purchase of an item to the value of \$20.00;
- Where the value of an item(s) is greater than \$20.00 in value and the purchase has the prior approval of the Garden Committee.

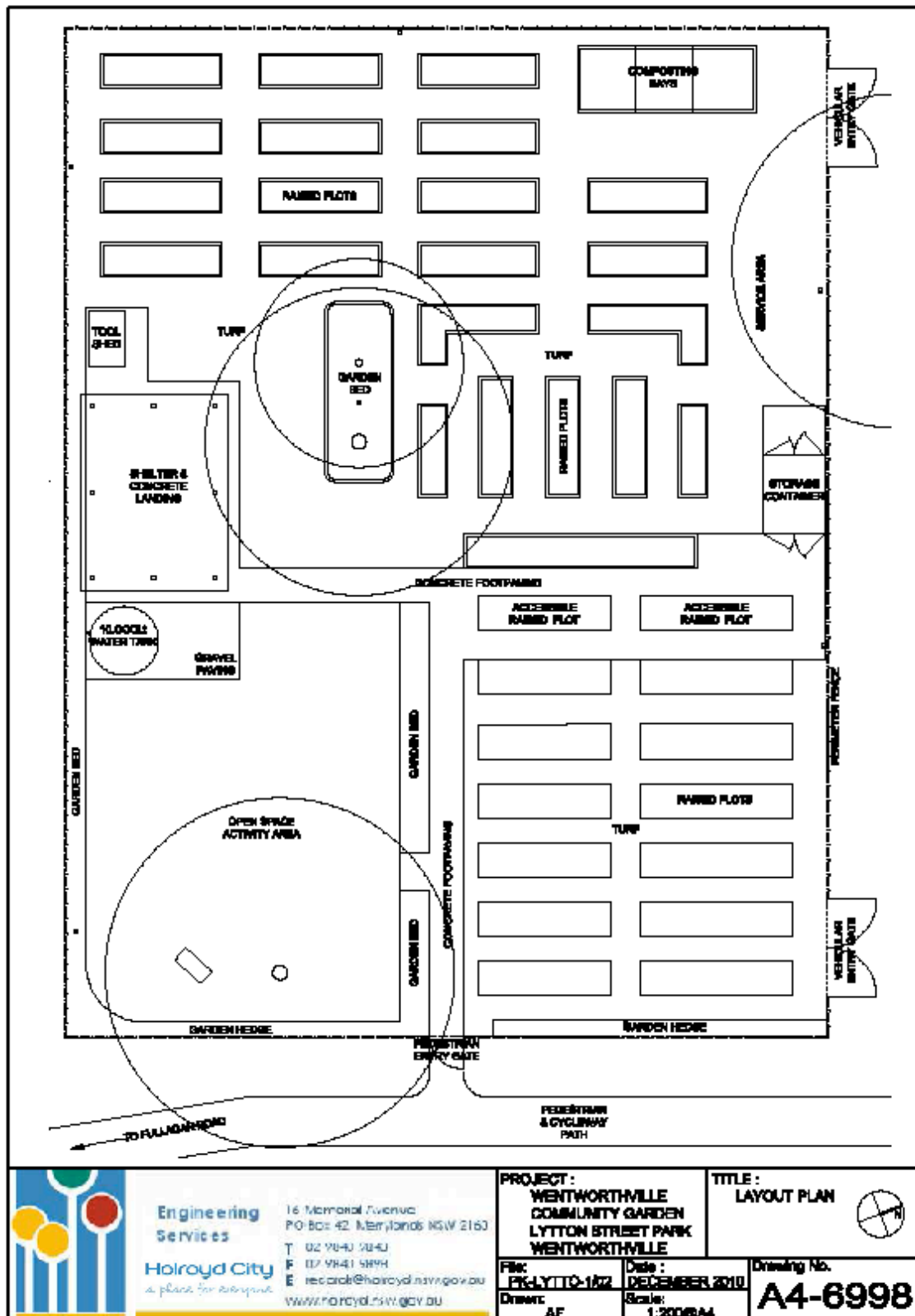
17 Request for Use of the Garden for an Unscheduled Non-Garden Event

- 17.1 Members must seek and gain approval to hold an unscheduled non-Garden event in the Garden prior to the event taking place. A *Request for Use of the Community Garden for an Unscheduled Non-Garden Event* must be completed four (4) weeks prior to the event and a minimum of one (1) week prior to the next scheduled Committee Meeting. The request will be considered by the Committee and the Garden Member will be notified of the outcome of their request.
- 17.2 HCC retains the capacity to use the Garden as a demonstration site for community education activities such as tours and workshops. HCC will work with the Wentworthville Community Garden Committee to ensure that organised activities do not conflict with other Garden uses such as regular working days or Open Days.

18 Open Days

- 18.1 The Garden will be open at set times during the year to invite the general public to attend Open Day activities (usually held September / October). The Open Day is intended to be an event to showcase the community Garden and to raise funds for future educational and Gardening activities.
- 18.2 Members are requested to assist with preparations for the Open Day and to attend on the day if possible.

Appendix A – Plan of Wentworthville Community Garden



Engineering Services
 16 Memorial Avenue
 PO Box 42, Merrylands NSW 2160
 T: 02 9840 5040
 F: 02 9841 5898
 E: recorder@holroyd.nsw.gov.au
www.holroyd.nsw.gov.au

Holroyd City
a place for everyone

PROJECT :
 WENTWORTHVILLE
 COMMUNITY GARDEN
 LYTTON STREET PARK
 WENTWORTHVILLE

TITLE :
 LAYOUT PLAN



File: P16-LYTT0-1672
Drawn: AF
Date: DECEMBER 2010
Scale: 1:200@A4

Drawing No.:
A4-6998