

St Luke's Community Garden

Rules and Guidelines

As of 13 June, 2018

Aims

The St Luke's Community Garden exists to be:

- a means for bringing together members of the local community through the invigorating and connecting activity of gardening;
- a demonstration site for organic, sustainable, eco-friendly urban living;
- a natural space for outdoor community activities;
- a quiet sanctuary for those wishing to grow vegetables or simply enjoy nature;
- a catalyst to act locally and think globally.

Garden Committee Meetings

An Annual General Meeting will be held in June each year when:

- the following office bearers will be elected: Chairperson, Treasurer, Secretary, Garden Coordinator, Bedholders' Representative and General Members' Representative;
- fees will be set.

A quorum shall be one third of the membership.

Committee Meetings will be held monthly.

Special Meetings may be held to discuss matters pertaining to maintenance, membership, and fees.

Office Bearers

The President, Treasurer, Secretary, Garden Coordinator, Bedholders' Representative and General Members' Representative, will form the Garden Committee to manage the affairs of the garden.

The President will:

- act as spokesperson for the garden;
- liaise with local town council and other organisations;
- convene and chair Garden Committee meetings;
- arbitrate in matters of dispute resolution.

The Secretary will:

- maintain database of all members and their contact details;
- oversee communications with all members and with other external stakeholders, including publicity and promotion;

- maintain record of meeting minutes;
- act as President in President's absence.

The Treasurer will:

- oversee collection of membership fees from all members;
- oversee all payments for garden expenses;
- liaise with church administrative office with regards to financial matters;
- maintain a record of accounts.

The Garden Coordinator will:

- oversee the development and maintenance of garden site;
- arbitrate on all matters regarding the garden site, in consultation with other Garden Committee Officer Bearers;
- maintain list of "next tasks" for garden noticeboard.

The Bedholders' Representative will:

- be an advocate for bedholders and oversee allocation of garden beds;
- liaise with individual members regarding the maintenance of beds;
- liaise with members regarding cooperation in carrying out shared duties;
- liaise with members regarding coordination of planting to increase production and variety of produce.

The General Members' Representative will:

- be an advocate for general members;
- organise events to enhance the participation and experience of general members.

One Committee member will be nominated to liaise with the Parish Council.

Management

The Garden Committee has an agreement with St Luke's Church to manage the garden; therefore, the responsibility and authority for managing the garden rests with the Garden Committee who will work in consultation with garden members to establish ongoing arrangements.

Any issues relating to disputes will be addressed by the Garden Committee. If members have any concerns regarding the garden or other members they are to contact a Garden Committee Office Bearer. Such matters will be dealt with efficiently and in a fair and reasonable manner.

The Garden Committee and Parish Council representative/s will meet once a year (March) to review the Rules and Guidelines.

No Liability

None of St Luke's Church, Garden Committee members or garden members is liable for any losses, damages (including loss of or damage to property), injury to, or death, of any persons entering the garden.

Membership

In order to become a member of the garden, applicants are required to pay the annual membership fee and submit a signed membership application form.

Fees

The membership year is for 12 months.

Renewals fall due either June or December, dependent on joining month.

The annual membership fee will be:

- General Members: \$25
- Bedholders: \$50 + twelve hours work a year in communal areas

Upon receipt of the annual membership fee and a signed membership application:

General Members and their immediate families are entitled to:

- access to the communal shed, via the provision of a security code;
- space to plant a limited number of plants in the garden's communal growing areas;
- fruit and vegetable produce cultivated from the communal growing areas, including communal beds and orchard.

Bedholders are entitled to all General Member inclusions plus:

- use of an allocated raised garden bed.

Garden Access

The Garden is an open shared space for anyone to visit. Bedholders should be aware that beds are not secured.

Garden Bed Allocation

Garden beds will be allocated by the Garden Committee to members of the garden in response to applications.

Both individuals and organisations may be eligible for a garden bed at the discretion of the Garden Committee.

Garden beds will be allocated preferentially according to criteria set by the Garden Committee, which may include such considerations as:

- lack of own garden;
- physical needs of the applicant;
- date of application.

If no beds are available at the time of applying, the applicant's name will go on a waiting list and they will be advised when a bed becomes available.

Only one garden bed will be allocated per member.

Reimbursements

The Treasurer will reimburse members for money spent on general items required by the garden upon the presentation of a receipt and only up to the value of \$10.00. Any item above \$20.00 in value must first be authorised by the Garden Committee before its purchase.

Responsibilities

Maintenance: members are responsible for the care and maintenance of their allocated garden beds. It is the responsibility of members to maintain their bed and the area around their bed, keeping it free of weeds, rubbish and any items that may be obstructing the pathways. Mulching of garden beds is strongly encouraged to control weed growth.

Absences: if a member is unable to tend a bed for two months or more, they must discuss their situation with a Garden Committee Office Bearer.

Climbing plants: members should use stakes for climbing plants, such as tomatoes and beans. If members wish to store stakes when not in use, they should be bundled and placed in the shed.

Building and other materials: permanent structures must not be built on garden beds or on vacant areas of the garden. Members cannot use the garden to store building or other materials.

Types of plants: garden beds are for growing vegetables, fruit, herbs and flowers, with the primary focus to grow edible plants. Trees and large permanent shrubs are not suitable for garden beds because they may block sun to other beds. There is already an area of the garden allocated to growing fruit trees, and some additions may be welcome. Members who wish to grow large plants must consult the Garden Coordinator before planting.

Soil: members are responsible for improving the condition of the soil in their garden bed. It is important that nutrients are put back into the soil as plants use up the nutrients in the soil as they grow. This can be done by adding manure, compost and mulch. When a member hands back or forfeits their garden bed, under no circumstances are they are permitted to remove any soil from their bed.

Issues: any other potentially controversial issues regarding gardening practices must be cleared in advance with the Garden Coordinator.

Forfeiture of Garden Beds

Beds are allocated to the person or persons named in the relevant membership application form. Garden beds are not transferable, and members may not transfer their garden bed to another person. If a member no longer wishes to maintain their bed they must advise the Garden Committee. The garden bed will be reallocated to someone who is on the waiting list.

Where a bed appears neglected and not maintained the bed will be forfeited (refer to "Responsibilities"). The Garden Committee will endeavour to contact the member in this circumstance.

General Conduct in the Garden

Members and visitors should respect the garden as a community space. Members and visitors must not remove any plants or equipment from another member's garden bed without the member's permission. Likewise, plants and equipment must not be removed from other areas in the garden without the approval of the Garden Committee.

Wilful damage to any area of the garden will not be tolerated. Each member has the right to quiet enjoyment of the garden. Threats or abuse of any form will not be tolerated.

Any form of substance abuse will not be tolerated in the garden.

If a member's actions go against the spirit of this policy their membership will be reviewed by the Garden Committee.

Change in Circumstances

Members must advise the Garden Committee of:

- any change in their address, telephone number, or other contact details;
- if they are no longer able to keep their garden bed;
- if they are unable to tend their bed for two months or more.

Other Matters

Parking: although there are two entrance gates to the garden, all members who drive to the garden are strongly encouraged to park their cars in the St Luke's Church car park (accessed via Stirling Hwy) and enter the garden through the gate at the north-west corner of the garden. This is so as to prevent multiple cars being parked along Willis St.

Garden security: Members, when leaving the garden, must ensure that water taps are turned off, and the shed and Willis St entrance gate are locked.

Visitors to the garden: visitors to the garden are the responsibility of the member who has invited them into the garden.

Children in the garden: children are welcome in the garden, however adults must supervise children at all times.

Animals: dogs, cats and other pets must not be brought into the garden without prior approval from the Garden Committee.

GARDEN MANAGEMENT

Maintenance

All members are expected to take responsibility for the care, maintenance, and development of communal garden beds and public areas in the garden. The Garden Committee encourages "active gardening", which includes:

- removing weeds along the border of garden beds and pathways adjacent to garden beds;
- sweeping pathways;
- picking up and disposing of any rubbish around the garden;

- participating in at least one “Working Bee/ Clean Up Day” per year. This does not necessarily mean heavy labour; there are many simple ways of contributing to the communal nature of the gardens. The Garden Committee will inform members of the dates of these Working Bees/Clean Up Days.

Waste Management

Compost bins are adjacent to the shed and all members are strongly encouraged to use them as a means of disposing of kitchen waste. Members are encouraged to place any suitable plant waste matter in the compost bins. Members should contact the Garden Committee for advice on using the compost facilities.

Only waste that can easily decompose should be placed in the compost bins. Wood, plastic bags, tin cans or polystyrene foam boxes should not be added to the compost.

Do not put meat, fish or chicken in the compost bins.

Members are encouraged to chop up or break up any plant matter into small pieces, as this will assist in the composting process.

All other rubbish must be taken off site and disposed of appropriately.

Water Management

All members are required to adhere to the guidelines for water use outlined by the Garden Committee. These guidelines will follow State Government guidelines.

All members are asked to avoid wasting water in the garden.

Reticulation is supplied to all garden beds and communal areas. Reticulation will be turned on/off at the discretion of the Garden Committee in accordance with State Government guidelines and dependent on weather/seasonal conditions. Bedholders will be kept informed. Should your garden bed require extra watering we strongly encourage the use of watering cans. A hose is supplied for use when absolutely necessary, and should be hand-held and not left running unattended.

Control of Garden Pests

This garden aims to be fully organic.

We encourage you to seek alternative environmentally friendly products such as garlic or rhubarb sprays instead of toxic chemicals for pests and weeds.

Garden Tools

A number of gardening tools will be located in the garden shed for communal use by all members. However, these tools will primarily be larger-item gardening tools (rakes, watering cans, etc.); for smaller-item tools, members are encouraged to use their own tools (hand trowels, secateurs, etc.). Garden tools should not be removed from the Community Garden.

Garden hoses must remain connected to the tap and contained so that they do not lie across pathways.