

The logo for Willetton Community Garden Garden Guidelines is set against a green background. It features the text 'WILLETTON COMMUNITY GARDEN' in large, white, block letters. Above the 'T' in 'WILLETTON' are three small icons of plants growing in pots. To the right of 'COMMUNITY' is a small icon of a corn cob. Below 'GARDEN' is the text 'Garden Guidelines' in a smaller, white, sans-serif font.

WILLETTON COMMUNITY GARDEN

Garden Guidelines

6 Glenmoy Avenue, Willetton, WA 6155

Willetton Community Garden Association 2020

Objects of Association

- Encourage social interaction, community building and collaboration
- Be inclusive of people of all ages, cultural backgrounds, socio-economic backgrounds and abilities
- Foster healthy food production and manage the community gardens of the Association according to organic gardening principles
- Provide opportunities for learning about environmental protection and sustainability

GUIDELINES| General Guidelines for Members

Willetton Community Garden Inc is a not-for-profit organisation run by a volunteer based Management Committee who is elected at the Annual General Meeting of Members. The Management Committee meet regularly to monitor the operation of the garden, receive and discuss ideas, and make key decisions regarding the operation of the Garden.

Member Access

Each Member is provided with a PIN to open locks at the Garden and may access the Garden during daylight hours through the personal access gate. The PIN also provides access to the smaller tool shed.

Gate and sheds must be kept closed/ locked when the Garden is unattended.

PIN codes for keys to the garden are not to be provided to another person without permission of the Management Committee.

Members have access to nearby toilets.

Insurance

For insurance reasons, Members must sign the attendance sheet (located in the small shed) upon arrival **every time** they attend the site. All visitors and children must be signed in by a Member.

Communal Gardening

All Members are to care for and maintain communal garden areas for the benefit of all. This may include, but is not exclusive of, maintaining fruit trees, native and /or flower and herb gardens, pathways, communal buildings, equipment and assets, which are the property of the Garden.

Members are expected to participate in working bees and undertake tasks/rosters, as allocated at General Meetings.

Use of communal tools and garden equipment

It is the responsibility of the member that the communal tools and equipment are to be maintained and used in a safe manner.

Tools must be cleaned and returned to the Tool Shed after use.

Any damage or breakages are to be advised to the Management Committee.

Sustainable gardening principles

Willetton Community Garden is organic and gardeners must garden sustainably, and only use products that have been approved by Management Committee. (See Individual Plots and Maintenance for more information)

Water management

All gardeners are asked to avoid wasting water in the garden, and must abide by any water restrictions imposed by the WA Government.

The garden reticulation is scheduled to provide water for each plot. Any other watering is hand watering only. No hoses are permitted in the garden for general use.

Waste management

Gardeners are strongly encouraged to use the compost bays and compost bins to recycle organic waste. Where possible, chop up or break up any plant matter into small pieces, as this will assist in the composting process. Composting instructions are available in the main shed.

All other rubbish must be disposed of offsite. There are two council provided rubbish bins adjacent to the Community Hall.

Health & Safety

Each member is responsible for their own health and safety whilst on the site and must ensure that their actions do not endanger any other person.

It is the responsibility of members to ensure that visitors are advised of the basic need to maintain reasonable care for their own protection, safety and health.

Members must respect neighbours, other members and their property.

Members and visitors should respect the garden as a community space and must not remove any plants or equipment from another gardener's plot without that person's permission.

A first aid kit and first aid register is available in the shed. The use of any first aid item must be recorded in the first aid register. Any incident is to be recorded in the incident report, also kept in the small shed.

The Management Committee encourages members to wear the appropriate clothing for the weather ie sunhat, covered shoes, sunscreen, gardening gloves etc. and to try to avoid peak sun exposure times.

If gardening for an extended period of time, drink plenty of fluid to prevent dehydration.

Children are very welcome at our Garden, but must be accompanied and supervised by an adult at all times for their safety.

Pathways/Access points must be kept clear at all times.

Use of protective masks and gloves are encouraged, particularly when composting and using any chemicals.

A Committee appointed representative must be present to supervise the use of any machinery.

Wilful damage is prohibited.

If any Member observes a potential hazard, it must be immediately reported to a Management Committee Member.

The responsible consumption of alcohol at organized community events is permitted, but not the use of illicit substances.

We aim to promote an environment that is tolerant, supportive and caring. If you have any questions or concerns, please contact the Chairperson.

Individual Plots and Maintenance

The Willetton Community Garden comprises individual plots as well as communal spaces. Private plot-holders pay an annual fee. To be eligible to apply, a person (or organisation representative) must already be a financial member of the garden. Once a plot is allocated, it becomes the responsibility of the plot-holder.

Additional plot leases

One (1) individual plot will be allocated per household or organisation. In the event that there are spare plots available, a current plot-holder may apply for an additional plot, however this plot will be reallocated at the end of the financial year according to any members on the waiting list.

Plot fees

Renewal of annual plot fees is due and payable along with Membership fees by the 1st July each year.

For new plot-holders, plot fees will be payable in full and advance for the remainder of the financial year, calculated at a pro-rata monthly fee for the remainder of the financial year.

A plot-holder's lease will provide you with the supply of the basic soil needed for the start-up of your plot. Subject to availability, you will also be provided with a basic manure mix. Your plot fees do not include the cost of seeds/plants, any additional soil improvements, fertilisers or any construction/surround for your plot.

Maintaining your plot

Plots are primarily for the growing of food plants, although flowers etc are permitted. Produce grown in individual plots is for the consumption of the plot holder and must not be sold for profit.

When selecting what to grow, plot-holders are to consider that plants must be easily removable at the end of the lease and care must be taken not to obstruct/interfere with the conditions of surrounding areas.

Consideration for safety is paramount when selecting materials. They must be structurally sound, non-toxic, with no sharp edges. Any construction of your plot surround must fall within your allocated plot area, and not encroach onto the surrounding pathways at any point.

Gardeners must not use any unapproved pesticides, herbicides or other chemicals in their plots. Guidelines for approved products will be placed in the Main Shed and on the WCG Facebook page. If you are unsure if a product is approved, you must seek clarification from a Committee Member.

Gardeners are responsible for the care and maintenance of their individual plots and the area around their plot, keeping it free of weeds, rubbish and any items that may be obstructing the pathways. Mulching of garden plots is strongly encouraged to control weed growth, conserve water and improve the soil condition.

Termination of lease

We occupy public land and have a responsibility to look after it. For this reason, we will re-allocate neglected plots after appropriate consideration: If deemed necessary, Management Committee will issue the plot-holder with a written warning giving 14 days' notice for matters to be resolved. After such time, Committee Members will carry out an inspection.

Failure to pass this inspection may result in the Management Committee issuing a 14 days' written notice for termination of plot lease.

If a plot-holder is unable to tend his/her plot for any extended period of time (e.g. due to illness or holiday), the Management Committee is to be notified in writing of the name, address and phone number of the person responsible for care of the plot in their absence.

If a plot is left unattended for 28 days or more without explanation, and the plot-holder cannot be contacted, Management may issue a 14 day written notice that the plot will be deemed abandoned and will be re-allocated to the next member on the waiting list.

A plot-holder may elect to forfeit their lease by providing written notice. However, as we are a small not-for-profit organisation, plot fees are non-refundable.

Membership & Fees & Membership Application

All residents of the City of Canning may apply for membership. Membership may also be extended to residents of adjacent suburbs, subject to availability.

To be considered for initial membership, an applicant must have read and understood the Willetton Community Garden Inc. Constitution and its Guidelines and have agreed to abide by them.

Any applicant applying for GENERAL membership of the Garden must obtain a Working With Children Card.

Application for membership must be made in writing using the 'Application for Membership Form' provided by the Management Committee. This form must be lodged with the Secretary. As soon as practicable, the Secretary must: notify the applicant in writing if the Management Committee has approved or rejected the application; and in the event approves the application, request the applicant to pay the appropriate membership fee within 14 days after notice of acceptance.

Upon payment by the applicant of the membership fee, the Treasurer must provide a receipt and enter the applicant's name in the Register of Members. The applicant becomes a member of Willetton Community Garden Inc. once added to this register.

Waiting List

Due to the size of the garden and number of proposed individual plots, membership may be limited. In the event that membership is full, an applicant will be put on a waiting list. Preference may be given to residents of Canning and those who are not current members of another Community Garden. Preference may also be given (at the discretion of The Management Committee) to those members who have demonstrated enthusiasm and have contributed or helped out in some way.

Membership Fees:

General Membership

- Adult \$20

Other Memberships:

- Children/Teens (under 18 years): FREE
- Organisation: as negotiated

Other Costs:

- Individual Plot – 12 month Lease: \$30

Annual membership fees shall be determined and fixed at the Annual General Meeting or a Special Meeting called for that purpose before 1st July each year.

Annual membership fees shall be paid in advance and shall be due and payable on the first day of July each year. A pro-rata monthly adjustment will be provided for new members who join after the first day of July of that year.

A Member may apply in writing before the due date to the Management Committee requesting an extension of time to pay, or a reduction in Membership Fees where extenuating circumstances are identified by that Member. The Management Committee will consider such requests and advise the Member in writing of the Committee's decision no later than four weeks from receipt of the request.

Any Member whose Membership Fees are outstanding for more than three (3) months after the due date for payment without the written consent of the Management Committee shall cease to be a member of the Willetton Community Garden. The Management Committee may reinstate membership of the person on such terms as the Management Committee decides.

Membership fees are not refundable in the event of resignation, disqualification, or dissolution of the Garden.

Definitions:

General Members are entitled to:

- a PIN code to the garden
- to apply for an individual plot lease;
- have input into the planning of the Garden;
- have voting rights, and receive minutes for AGM and other General Meetings;
- participate in working bees and communal garden activities;
- receive invitation to special workshops and events;
- share in the harvest from communal plots; and
- be included on the Willetton Community Garden mailing list

Organisations are entities such as schools, not-for-profit organisations, clubs, groups etc. Membership is issued to a nominated representative of the organisation with only one voting right.

Email: willettongarden@gmail.com

Facebook: www.facebook.com/WillettonCommunityGarden

Website: www.willettongarden.org.au