

Oak Flats Community Garden



Proposal for Shellharbour City Council
January 2023

Oak Flats Community Garden Management Plan



Topics:

Proposed Location

1. Vision

1.1 Purpose of our community garden

1.2 Objectives of our community garden?

2. Management of site

2.1 Managing waste on site - organic and non-organic waste

2.2 Will our garden use organic gardening practices?

2.3 Outline our proposed organic gardening practices

2.4 Water management

2.5 Use of sustainable materials on site

2.6 Garden tools and storage

2.7 Site safety

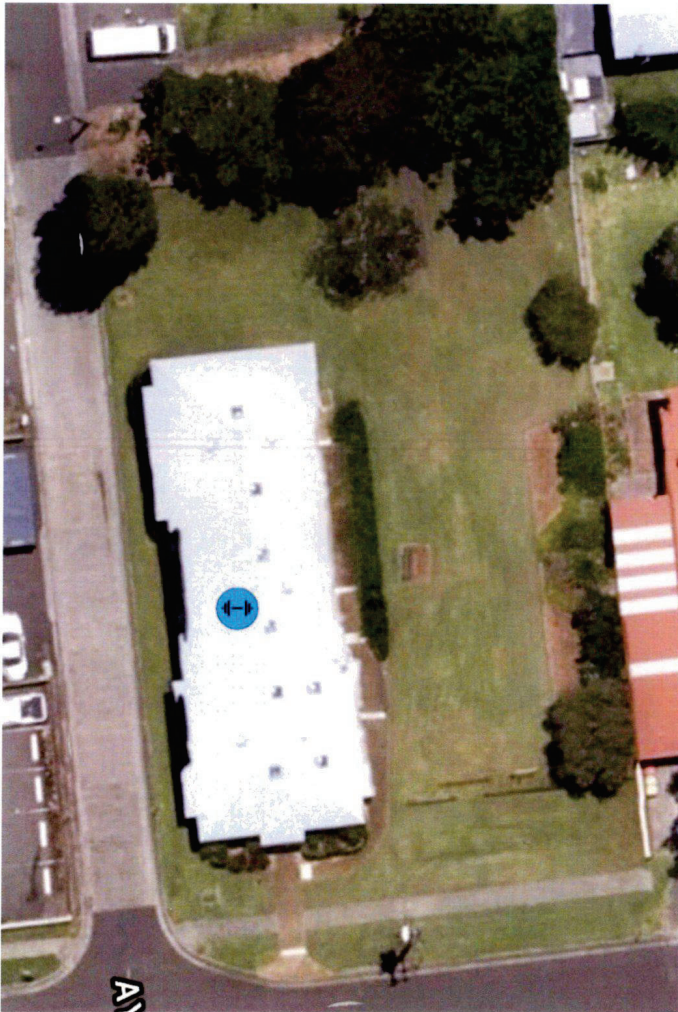
2.8 Allocation of plots

- 2.9 Management of shared areas
- 2.10 Dealing with common objections to new community gardens
- 3. Management structure
 - 3.1 Roles in the community garden
 - 3.2 Code of conduct/gardeners agreement
 - 3.3 Decision making process
 - 3.4 Resolving disagreement
 - 3.5 Communication
- 4. Policies
 - 4.1 Access and acceptance
 - 4.2 Alcohol, smoking and drugs on site
- 5. Funding
 - 5.1 Membership fees
 - 5.2 Applying for grants
 - 5.3 Fundraising activities
 - 5.4 Other
- 6. Training
 - 6.1 Start-up phase – planning and construction
 - 6.2 Recruiting and induction of new gardeners
 - 6.3 Ongoing training workshops
- 7. Partnerships and community engagement
- 8. Contacts
- 9. Resources
- Appendix A - Oak Flats Community Garden Risk Assessment
- Appendix B – Oak Flats Community Garden Safety Plan
- Appendix C – Membership Application

The garden maintenance plan may change over time to be kept in accordance with Shellharbour City Council Community Garden strategic plan and policy. A copy will be kept at the site.

Proposed Location

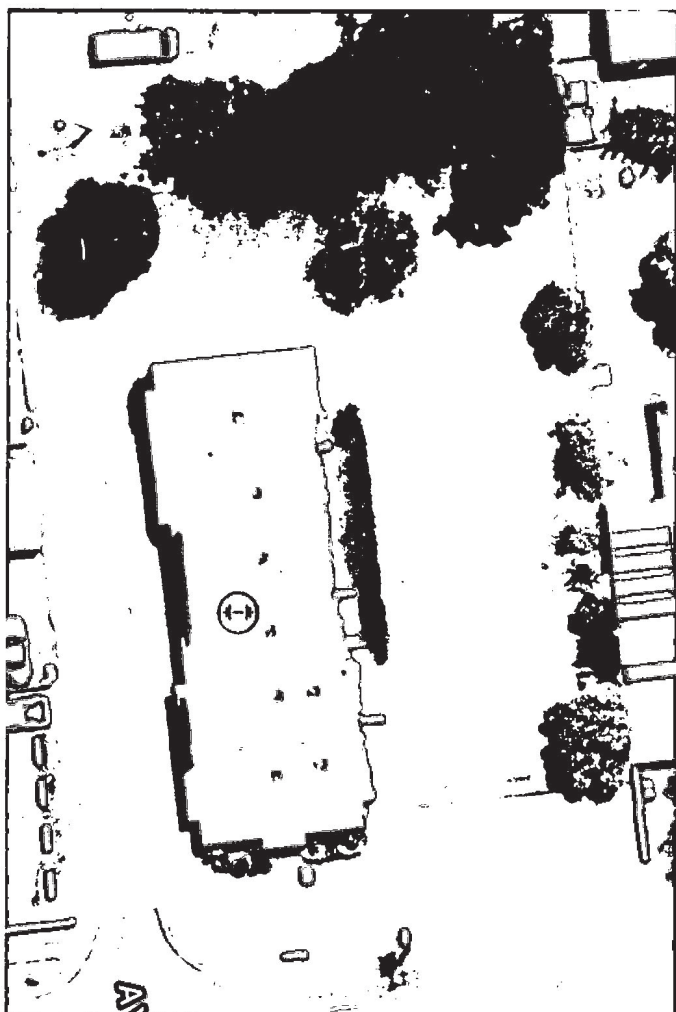
Hippisley Park, Fisher Street – Oak Flats



Hippisley Park is located in the centre of Oak Flats Shopping District. This location is appropriate for a Community Garden as it is close to public transport, Central Avenue (main shopping district of Oak Flats) and other public amenities. The space is relatively flat and is accessible to the whole community. Hippisley Park is connected to the Oak Flats Neighbourhood Centre and backs onto the Senior Citizens Building which is utilised by the public. This location is the ideal area as it provides all resources required to maintain a Community Garden. This site is the overwhelming choice from the community as per feedback from community engagement, the community strongly supports dual usage of this location.

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1. Vision

1.1 Purpose of the community garden

The association's vision for the Oak Flats Community Garden is to:

- create a safe, welcoming attractive place for people to meet, learn and grow an edible garden;
- to get our hands dirty and together learn what to grow through the seasons;
- to encourage community spirit and give people a reason to come together and get to know each other.

This is not just about growing a garden, it's also about growing as a community. The Oak Flats Community Garden Association is a self-managed group that will attract members and garden users to ensure longevity of the garden for our community's future. In the garden the beds will have edible produce available to anyone walking through the garden, not just members - this way the garden will service the broader community. It will become a place for education and future learning for all on how to grow certain types of food, composting, worm farming and sharing of cooking recipes. The association will host open days to showcase the garden and its harvest. The garden will be used by the community to encourage green living and for educational purposes.

1.2 Objectives of our community garden?

- Create a safe, welcoming attractive place for people to meet, learn and grow and share edible produce and bush tucker.
- Use pre-owned or re-purpose existing items where suitable.
- Organise special events to promote and display aspects of our garden.
- Educate our kids to know where food comes from and learn first-hand what it feels like to plant a seed and watch it grow.
- Learn about local Indigenous customs and bush tucker by inviting members of the Indigenous community to visit and/or join the association and share their knowledge.
- Educate the broader community about the garden through open days, website and social media.
- Maintain the Oak Flats Community Garden Association to establish the gardener's agreement and define roles of the committee.

- Apply for future grants to assist and fund the development of our garden.
- Seek sponsorship for the community garden from local businesses.
- Save seeds and share amongst members and the broader community.

2. Management of site

2.1 Managing waste on site - organic and non-organic waste

All organic matter (except diseased plants and weeds) will be composted on site, in compost bins/bays and worm farms. We will accept Fogo Bin waste from the community - which can be made into nutrient rich soil. We also hope to collect coffee grounds and other organic waste from local coffee shops etc to help divert organic matter from landfill. Organic waste (plant matter) that can't be composted will go into local garden members' green bins. Larger items of non-organic waste such as plastic bags from soil or mulch will be bagged, taken off site and placed into local garden members' bins. Members and visitors will be asked to take home smaller items of waste that cannot be composted or recycled to dispose of to avoid additional waste being placed in the existing bin in the park, provided by the council.

2.2 Will the garden use organic gardening practices?

Yes, organic compost will be installed into the garden beds for the growing of produce/small crops. Note: Some non-edible or pollen plants, natives etc., may be planted outside the raised garden beds down the track to reduce wind damage/attract pollinators etc. and these plants will adhere to organic gardening practices.

2.3 Outline the proposed organic gardening practices

Garden beds will be raised, lined with geo horticultural mat at base, have bases and be filled with organic soil to avoid soil contamination. Plants will not be sprayed with synthetic pesticides etc. Permaculture techniques will be used to naturally repel pests such as companion planting, crop rotation etc. selected plants will be allowed to go to seed with seed harvested to be shared among the community and help secure future crops. The garden will have an Integrated Pest Management philosophy (i.e. an ecological approach with the main goal to significantly reduce or eliminate the use of pesticides, while at the same time managing pest populations at an acceptable level).

Phase one - will be to set up 10 common garden beds.

Phase two - will be to set up more beds plus compost bins/ worm farm, shed, seed raising area and communal space. The locations for these items are not yet finalised as they will depend on the number of

beds we can acquire in the first phase. The compost will be more the 5 metres from any residences and kept covered.

2.4 Water management

There will be a watering schedule implemented for best practice water conservation using a roster and a rainwater gauge and soil moisture probes to identify how much watering is required. Running hoses will not be left unattended at any time and container watering will be encouraged. Once the gardens are established a more formal irrigation system may be considered. As the area around the garden is flat and grassy and raised beds are proposed minimal runoff is expected. In a later phase collection of rainwater from the equipment shed and other structures may be considered.

2.5 Use of sustainable materials on site

Raised beds will be sourced locally, recycled appropriate materials will be used as much as possible. Beds will be made out of combination of timber, colourbond sheeting, crates and pallets. As much as possible materials will be sourced from recycling facilities, excess from commercial businesses and to reused items. We will use natural materials and as little plastic as possible.

2.6 Garden tools and storage

Once funding is established a shed or lockable space will be built. Initially a lockable box or crate will be used to keep tools in. A combination lock for this will provide group members and Shellharbour City Council access.

2.7 Site safety

New members will be inducted into the garden on their first visit so they are familiar with the processes and safety requirements. There will be a first aid kit kept on site and a log of any incidents. Gardeners can read through a risk assessment and will sign in on working days. Materials will be stored in a lock up box or shed and only adults will have access to the combination and will be responsible for putting away what they take out. The last person to leave will check that all items are packed away before leaving. Many of the association members live in close proximity to the garden and some may overlook it. As well as using the park to garden, some of our members visit to walk their dogs, or watch their children play. These regular visits along with rostered visits to attend to the garden will allow us all to keep an eye on it and report on any issues. Pathways will be free of weeds, rubbish and debris at all times, as this can reduce vandalism and improve safety.

2.8 Allocation of plots

Initially only community beds will set up, each managed by members with produce shared amongst members and the community as a whole. As the garden grows and more beds are added members may be offered the opportunity to have their own plot. There will only be a few designated plots, a disabled access plot, children's experiment plot and sensory flower plot. The allocation of personal plots can lead to ongoing issues, others harvesting from a personal plot or a personal plot being neglected. As the garden grows we are happy to explore this option and endeavour to provide a totally inclusive space.

2.9 Management of shared areas

The group will meet regularly to discuss what to plant for each season and what is thriving and what is not. Harvesting will happen throughout the year (as herbs need constant picking to thrive) and there will also be a harvest day to celebrate our achievements and pick/use anything we grow other than herbs (e.g. vegetables or fruit). A compost roster will be used to ensure the compost is maintained which will be managed by "Compost Master". Regular working bees will be held and a maintenance roster used to ensure that there is always a group of people responsible for maintenance thus avoiding the issue of members being on holiday or sick. This model also means each bed does not rely on one individual to maintain the garden beds. The association will ensure the gardens are kept well maintained and weeded to reduce pests and diseases. It is hoped that the garden will attract native bees, insects and other pollinators and a "bee & insect hotel" can be installed at a later stage. The style of garden will be designed to ensure it is accessible to everyone. The garden beds will be raised garden beds. The planting model will be companion planting with the view to always being able to find something to use for cooking throughout the year.

2.10 Dealing with common objections to new community gardens

How will we manage:

Odours, noise, and vermin: All members will be briefed on the proper methods of composting to avoid unwanted odour and help control vermin. Those that have attended a composting workshop will be able to share this information. This waste management approach will help to minimise vermin. The association has a number of knowledgeable members who understand the best way to manage these systems in a way that produces little to no odour and prevents vermin. The composting area will be more than 5 metres from any residence and should therefore not impose on any locals.

Community Inclusion/complaints: The association will endeavour to create a garden where all feel welcome and understand how to use the garden respectfully by keeping communication channels open and having open days in order to minimise the likelihood of anyone in the community feeling excluded or disgruntled.

Complaints will be respectfully dealt with and the association will endeavour to rectify any issues and report back to the complainant on what measures have been taken.

Noise: Gardening will be carried out during daylight hours and the location is fairly isolated with only two houses backing on to Hippisley Park. These houses all have tall, solid fences which will reduce traveling noise and mostly gardening is a quiet affair.

Attraction of vandals and undesirables: Occurrences such as dumping of rubbish in or near the gardens or any vandalism would be managed by the association - with the Council's advice if necessary. If any plants are removed without permission then this can be handled by the relevant community garden rep/bed leader. Note: All beds are for community/public use and sharing of produce will be encouraged. The garden and composting systems will be monitored to ensure they are working well and free of vandalism. The association is prepared to accept that some produce may be stolen and that from time to time vandalism may occur and clean ups will be included where necessary as part of our working bees and maintenance. Blocking or screening areas in a way that would encourage people to hide or sleep behind will be avoided. Many of the association members live in close proximity to the gardens so regular visits along with rostered visits will allow us all to keep an eye on it and resolve any issues.

Alienation of public space: The aim is to establish a community garden that everyone feels welcome to join. Not only will most of the beds be managed and maintained by a group of locals, rather than an individual, non-members will be encouraged to harvest a reasonable amount of produce from the beds. Information and workshops will be held about home worm farming and composting which may benefit/interest non-members and members alike. The proposed location (Hippisley Park) is a specific section of council-owned land that is not commonly used. Allocating this scarcely-utilised area as a community garden is a way to encourage locals, of all ages to improve, engage with and appreciate public land.

Poor aesthetics and unsightly or messy gardens: Oak Flats Community Garden Association, committee and members are responsible for the garden beds and ensuring good maintenance.

3. Management structure

These roles are useful in making our community operate effectively - some roles may be combined. Allocation of positions to be advised.

3.1 Roles in the community garden

Role	Functions	Person Responsible
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President	Responsible for the agreed development of the community garden and its effective operation. This role is required for incorporated groups.
Secretary	Organises meetings, keeps records, and manages correspondence. This role is required for incorporated groups.
Treasurer	Manages community garden funds, banking and payments, management of grant funds, produces balance sheets of incoming and outgoing funds Produces annual reports for meeting, for the annual general meeting and reporting to the state government authority that administers community organisations. This role is required for incorporated groups.
Public Officer	A role called for when incorporating, the public officer is a signatory for the association and a contact for official business. This role is required for incorporated groups.
Membership Coordinator(optional)	Maintains register of members, informs members when their membership is due for renewal, organises inductions for new members. Helps with communication between members.
Council Liaison Person (optional)	Communication and negotiation. Passing information back and forth between the community garden group and Council. This could be a separate role or undertaken by the coordinator/chair.
Social & Media Organiser (optional)	Plans and organises social activities such as shared meals in the garden or seasonal celebrations. Monitors social media and prepares/distributing newsletters
Compost Coordinator/Garden Master (optional)	You may like to dedicate one person to overseeing the compost and/work farm. Includes-monitoring the compost and training others in how to use it properly.
Shared Garden Working Bee Coordinator (optional)	Someone who organises working bees for the communal or shared garden areas and makes sure garden infrastructure is well maintained
Education Coordinator(optional)	This person who organises skilling up garden members over time in relevant areas e.g. organic gardening techniques, reducing water use companion planting etc.

3.2 Code of conduct/gardeners agreement

It is expected that on becoming a member of the Garden you will;

A) Undertake work in a busy bee or meeting day at least 4 times per year.

B) Ensure that any children who accompany you are adequately supervised.

C) Always act in the best interests of the Garden and all members in maintaining the neat appearance and integrity of the Garden.

D) The Garden should be maintained in a neat and orderly fashion building an attractive and creative environment that is appealing to other residents of the community. The areas is to be kept free of mess and garden beds are to be lovingly tended.

- E) Maintain good relationships with our neighbours, other gardeners, Shellharbour City Council and the organisations that generously support us.
- F) Keep noise within the Garden at a level that does not disturb the neighbours.
- G) Do not discriminate against one another for any reason including but not limited to differences in race, disability, age, culture or sexuality.
- H) Decision-making is democratic, inclusive and transparent.
- I) Make sure that any water leaving the garden is not contaminated by sediment, fertiliser, manure or excessive organic matter that might pollute waterways.
- J) Maintain our composting and farming systems in a healthy condition so they do not attract vermin or produce unpleasant odours.
- K) Operate an inviting Garden where new members are always welcome.
- L) Dogs are welcome in the garden provided they are under control at all times and under full responsibility of the owner. Owners must, refrain their dog from digging, disturbing other gardeners, clean up any mess and limit excessive noise.
- M) Always take into consideration safety issues when using garden implements ensuring tools such as rakes, when placed on the ground, have their prongs facing the ground and out of harms way. Use common sense.

3.3 Decision making process

There are several levels of decision making:

Committee – strategic planning, financial (via Committee meetings) Members – overall garden operations (via monthly working bees)

Bed management (i.e. planting, watering, maintenance, harvesting, pest control etc.)

Major decisions will be made by a vote with a majority rule. The guidelines in the model constitution will be followed for this procedure.

3.4 Resolving disagreement

Members are encouraged to raise problems or concerns in a timely manner: General garden problems should be discussed at a working bee or emailed to the Committee. In the instance of a problem bed (i.e. lack of maintenance, constant disputes etc.) a Committee member will facilitate a meeting to resolve the issues or reallocate members to different beds etc. If a particular individual is regularly triggering disputes or breaching the code of conduct, they may be sent a warning or asked to leave the garden. If a problem is not handled satisfactorily, a complaint can be escalated to the Committee. A written complaint should be made to the email account and a response provided within 14 days. Any disagreements or dispute within

the group can be discussed with the committee. A vote may take place and the majority may have the final say.

Complaints: Gardeners will attempt to resolve any disputes or disagreements by meeting as a group to discuss the issue and possible solutions. Unresolved issues will be addressed by the elected Committee, who may consult with Shellharbour City Council if necessary. The Committee, by majority vote on the day, has the final say on issues brought before it. The Membership Officer's contact details are given to all new members. Shellharbour City Council's phone number is displayed on the Gardens external notice board. Alternatively if local residents have any issues they can contact us directly at the garden. The Committee will liaise with council to resolve any complaints or issues quickly.

3.5 Communication

Internal — Most communication will be face to face during meet ups. Social media will be a key communication point as well as email. Newsletters will also be published and distributed to stakeholders and members.

External — Dialogue with media organisations/local newspapers etc. will be encouraged. A Facebook page has been established for members and non-members to join for information about upcoming events/planting/recipes/worm farming/composting etc. The association will link with Community Gardens Australia and Illawarra Food Fairness to publish a mention of our community garden on their website.

4. Policies

4.1 Access and acceptance

The garden will not be enclosed but will be operational during daylight hours only. All members should vacate the garden by sun-down. The garden encourages participation of all people; any age, gender, background, disability etc. Everyone is welcome. It will also have designated beds no closer than 1500mm so that it is easily accessible for wheelchairs and beds will be raised approx. 600mm off the ground to assist members with limited mobility. Tools/fertilisers etc. will be locked away when members vacate the garden.

If people are interested in joining they can email with their expression of interest or visit the garden on busy bee days.

5. Funding

Initial set up of the garden will be the biggest forecasted cost, funds will be required for the following:-

- Costs of involving the community (e.g. producing promotional material, mail-outs, local advertising and venues for meetings);
- Public liability insurance;
- Construction materials (e.g. termite-free recycled sleepers or bricks);
- Organic material for no-dig bed construction;
- Tools and equipment (e.g. hand-tools, wheelbarrows, watering cans, hoses and propagation supplies)
- Irrigation equipment;
- A lockable tool shed;
- Rainwater tanks, including costs of fittings and professional installation;
- A small selection of books as a resource for the group;

5.1 Membership fees

Prospective members can send an expression of interest via email and will be added to the list noting the date of their enquiry so as to be inducted at the next busy bee. A nominal membership fee will be charged each year. This will fund the majority of the costs of the garden up front to set up and then a lesser amount for ongoing maintenance.

Fee structure example.

\$10 concession or child under 12

\$20 adult

\$30 family

Membership Fee may be reduced or waived in cases of financial hardship upon application to the Treasurer. The aim is to ensure longevity of the community garden. The busy bees and community events will allow us to keep everyone inspired and engaged. Some members will come and go, or move out of the area which is why having "unlimited" membership is a good strategy.

5.2 Applying for grants

The association will apply for grants (and others once we incorporate) for the development and to continue growth of the garden.

5.3 Fundraising activities

At the association will seek sponsorship from local organisations, businesses and private donations for assistance in initial set up.

Ongoing costs will be covered by membership fees, grants and use of sustainable practices such as using onsite compost, seed saving and propagation.

Additional fundraising such as open days, BBQ's, cake and plant stalls are also feasible activities to supplement income required.

6. Training

6.1 Start-up phase – planning and construction

Training in preparation of the building and construction will be incorporated with the OH&S guidelines.

6.2 Recruiting and induction of new gardeners

Recruitment of members will be by letterbox drops of nearby houses and notices on social media and in local shop windows. It is expected that once the garden is visible, people will be interested to be involved. New gardeners will reach out to us via the email address or in person and be inducted on their first day by a member and can then begin gardening in the shared beds. New members will be encouraged to start with small tasks and join in on group activities at first until they are familiarised with accepted practises like compost production/organic gardening techniques and where and when to plant things.

6.3 Ongoing training workshops

Association members can participate in training workshops to broaden their knowledge and this can be shared with the group. Association members can attend training workshops held onsite (and we encourage them to attend external workshops as well) on worm farming and composting, organic gardening and companion planting.

7. Partnerships and community engagement.

The association aims to build strong partnerships with local businesses, organisations and clubs by encouraging them to visit the garden and extending invitations to join and to participate in workshops and busy bee days. Other aims are to engage with small student groups from local schools and introduce some symbiotic relationships with local cafes and restaurants where their organic waste/coffee grounds etc. is used in our compost/worm farms/gardens and in turn offer fresh produce. This will be assisting them to divert waste from landfill and reduce their environmental impact.

Community engagement will always be a priority and the association will endeavour to be a welcoming, all-inclusive group to the community at large. We will encourage participation and be completely transparent with all aspects of the Oak Flats Community Garden.

8. Contacts

oakflatscommunitygarden@gmail.com

Tehani Dimond [REDACTED]

List of committee members available on request.

9. Resources

www.communitygarden.org.au

<https://foodfairnessillawarra.org.au/>

www.permaculturenews.org.au

[https://hdp-au-prod-app-shel-letschatshellharbour-files.s3.ap-southeast-2.amazonaws.com/6216/5179/1890/Attachment 1 - Community Garden Strategy 1.pdf](https://hdp-au-prod-app-shel-letschatshellharbour-files.s3.ap-southeast-2.amazonaws.com/6216/5179/1890/Attachment_1_-_Community_Garden_Strategy_1.pdf)

Appendix A

Oak Flats Community Garden Risk Assessment

Risk of death, severe injury and/or hospitalisation - A

Risk of moderate injury - B

Risk of minor injury - C

Specific Task	Potential Hazards and/or Consequences	Class of Risk	Control Measures
Operation of minor plant and hand tools (e.g. hand drill, whipper-snipper, mower)	- Faulty equipment - Incorrect use - Intrusion of public onto worksite	B	- Conduct daily pre-use inspection - Ensure you have pre-use instruction & training - Barricade the area - Wear appropriate PPE
	Crushing of feet	B	Wear safety footwear – steel caps
	Noise exposure	B	Wear hearing protection when plant operating on site
	Laceration to feet and lower legs	C	Wear safety footwear and long trousers where required
	Eye injury caused by flying debris	B	Eye protection must be worn, including full face guards when necessary
	Incorrect manual handling	B	- Use proper manual handling techniques - Plan lift – use two person lift, wheelbarrow or trolley. - Limit the amount of time you are engaged on one activity through job rotation
	Electrocution	A	- Conduct daily pre-use inspection of equipment and leads - All equipment (including hire equipment) must be tagged within the last three months - Ensure all machine guards are in place and fit for the purpose - Ensure earth leakage protection is in place
General landscaping and garden maintenance work	Slips and falls – especially due to uneven, soft and loose ground	B	- All access routes must be kept clear of materials and debris - All spills to be cleared immediately - All electrical leads to be kept clear of work areas, and securely supported away from risks of damage - All situations to be assessed carefully before action is taken - Wear appropriate footwear at all times

Specific Task	Potential Hazards and/or Consequences	Class of Risk	Control Measures
Outside work – exposure to weather	• Sunburn • Heat Stroke • Wind blown particles	C	• Wear suitable clothing, broad brimmed hat and sunscreen • Wear appropriate PPE • Drinking adequate liquids • In hot weather consider starting and finishing earlier to avoid hottest part of day • Rotate tasks to shaded areas
Working near roads and/or traffic	• Injury due to being hit by a vehicle	A	• Due care should be taken at all times – look for traffic before crossing • High visibility safety garments should be worn when working near moving vehicles, roads and car parks
Riparian revegetation work	• Snake bites	B	• Wear safety boots and long pants • Position first aid kit within easy access on site and ensure supervisor is a trained first aider • Ensure participants you are aware of how to manage snake bites • Avoid working in areas of long grass or dense shrubbery • Leave snakes alone • Phones must be accessible
	• Mosquito, spider, leach, wasp and tick bites	C	• Wear long sleeved shirts and long pants • Avoid working in areas where insects are virulent, eg. swampy areas • A product to relieve itching is in first aid kit
	• Scratches and lacerations from thorny weeds	C	• Wear safety boots, long pants and long sleeved shirt • Ensure gloves are worn at all times • Provide antiseptic lotion in first aid kit
Working near water courses	• Drowning due to accidentally slipping into water	A	• Always work in pairs • Ensure you are able to swim if working around water • Ensure supervisor is able to perform CPR and is qualified with a current Senior First Aid Certificate
	• Puncture wounds from submerged sticks or other objects	C	• Wear safety boots even when in shallow water • Wear long pants • Ensure first aid kit is accessible

Specific Task	Potential Hazards and/or Consequences	Class of Risk	Control Measures
Working with composts and soils	Inhalation of microbes and dust	C	- Wear dust mask if material is very fine or dry, or if conditions are windy - Use disposable latex gloves
Miscellaneous	Needle-stick injuries	A	- Dispose of used sharps (hypodermic needles) in the container located in first aid kit - Ensure you wear appropriate PPE (including leather gloves, long pants and safety boots) - Be aware of your surroundings and don't put any part of your body wear you cannot see clearly

Appendix B

Community Garden – Safety Plan

Safety Plan for Oak Flats Community Garden

The Oak Flats Community Garden Association is committed to the health and safety of all members and visitors to the garden. All new participants at the Community Garden will be given a Health and Safety Induction which includes reporting hazards/incidents and safe manual handling practices. This induction is to ensure that everyone is aware of the hazards associated with working in a garden environment.

1. Safety Responsibilities of all Participants at the Community Garden

Participants, volunteers and visitors of the Community Garden have the following responsibilities:

- To take reasonable care for the health and safety of themselves and the people they work with
- To cooperate with their colleagues and the garden Managers and in the interest of health, safety and welfare of everyone at the garden
- Not intentionally or recklessly interfere with or misuse anything provided
- Everyone is responsible to sign the *In/Out Book* (this includes visitors) and is located [enter location of book]
- To report all hazards and incidents to the community garden manager

2. Hazards and Incidents

Before commencing a task carefully assess the situation for possible risks to health and safety. When assessing a risk, take into account the following:

- Your immediate environment
- The materials you are working with
- The tools and equipment you are using
- Your own health and wellbeing
- The likelihood and consequences of any risks identified

Examples of hazards in the garden environment include: excessive sun exposure, insect bites, injury from use of tools, inhalation of spores in soil and back strain from inappropriate lifting techniques. Soils, mulches and composts also contain particulates, fungal spores and bacteria that can damage your lungs and/or carry disease. When working with these substances it is important to avoid inhaling the dust.

If hazards are ignored or not properly assessed and as a result an incident occurs this can impact not just you but also other people around you including:

- Other participants and volunteers of the Community Garden
- Visitors and members of the public

Effects could include:

- Serious injury to yourself and others
- Claims for damages against you
- Replacement costs
- Temporary or permanent closure of the Community Garden
- Prosecution fines and imprisonment

A folder marked Community Garden Safety will be located onsite. It contains copies of hazard reporting forms, incident reporting forms and instruction sheets on identifying potential hazards.

When a hazard or incident occurs, please complete the following:

- Advise Community Garden Manager immediately
- All work-related accidents, sickness or injury, no matter how minor, should be reported to the on-site manager as soon as possible
- An Incident Report Form is to be completed promptly

If hazards are ignored or not properly assessed and as a result an incident occurs this can

3. Protective Gear

When protective equipment is provided, it is for your own health and safety. Please wear the appropriate protective equipment at all times, depending on the tasks you are undertaking.

If protective equipment should be used in any specific task but you do not have such equipment then it is inappropriate for you to perform the task. It should be left until such time when the required protective equipment is available.

There is some personal protective equipment that you are required to provide for yourself, this includes:

- A broad-brimmed hat
- A shirt with covered shoulders
- Covered shoes must be worn at all times
- Gardening gloves
- Sunscreen
- Dust mask

Please see the garden managers or a member of the Committee if you have trouble providing these items.

4. Using Hand Tools

Hand tools such as mattocks, shovels and rakes should be used with the following care and attention:

- Check that tools are in good condition before using
- Use tools only for the purpose they were intended
- Be aware of where other participants are working
- Always wear appropriate protective equipment, especially strong, covered shoes or boots
- Report any damaged tools immediately

5. Sun Sense

The risk of sunburn and sunstroke, with the resulting possibility of developing melanomas and other skin cancers, is a common risk associated with outdoor activities, however is often ignored. While working in the Community Garden please observe the following:

- Regularly apply sunscreen
- Cover up, a shirt that covers your shoulders and a broad brimmed hat are essential
- Avoid working in the hottest part of the day during summer
- Take regular short breaks
- Ensure that you drink plenty of fluids

6. First Aid

A fully stocked *First Aid Kit* will be located on site. It is the responsibility of all to familiarise themselves with the location and contents of this kit. A member of the committee (TBA) will be the contact person for all first aid queries and responsible for restocking the *First Aid Kit*.

7. Snakes, Spiders and Insects

To protect yourself against potential bites or stings, please follow these precautions:

- Wear safety boots at all times
- Wear long pants when working in long grass or near water
- Familiarise yourself with the location of the First Aid Kit
- If a snake or spider bite occurs, do not panic, sit down immediately and call for help, do not walk
- Always wear gloves when reaching into enclosed spaces
- If you see a snake, walk away slowly and carefully and alert others of the sighting

8. Emergency Evacuations

In the unlikely event where an emergency evacuation of the site is required, please do the following:

- Alert someone immediately so that the relevant Emergency Service can be contacted
- Evacuate to [TBA, depending on site location]
- Do not re-enter the Community Garden without clearance from the relevant Emergency Service

Appendix C

Oak Flats Community Garden Membership Application

Oak Flats Community Garden is a group of friendly and passionate amateur gardeners based in Oak Flats. We welcome anyone and everyone regardless of your skill level in gardening. We seek to add value to our community through creating a sustainable garden space that is also beautiful and welcoming and due to this, we don't offer individual plots. Our group is supportive and respectful of each other, and we freely share knowledge and grow in a fun and safe place.

To become a member and please:

1. Sign and email this to [email TBA] or give to one of our committee members at the garden.
2. Sign the attached guidelines and community understanding
3. Please pay the membership fee

\$10 concessions and children under 12

\$20 per Adult

\$30 per Family

Direct deposit can be made at

Account name: Oak Flats Community Garden

BSB: ***** Account number: *****

(Please enter your full name in the transfer description)

Main Contact

Member name (or community group name)

Address:

Phone:

Email:

*We will not give out any of your private information and promise to only use your email address for garden related communication. Most information will be distributed by email. Telephone calls will only be made if something urgent arises.

Additional Emergency Contact

Name (and relationship)

..... Address:

Phone:

Email:

Signature: _____

Date: _____

Thank you for your support

Membership Guidelines

I _____ understand that being a member of the Oak Flats Community Garden means I have agreed to the following guidelines:

Garden Membership

1. I will pay a non-refundable annual membership fee,, due on April 30 of each year. I understand that it is my responsibility to ensure that my membership form and fees are received by April 30 of each year regardless of how/if/when I am reminded by Community Garden secretary.
2. I will attend at least 2 general working bees during the year and if I cannot attend, I will notify the Secretary and make other arrangements on how I can contribute.
3. I will respect the garden and any plants planted by others, regardless of my opinion on these
4. I will remain respectful of all members and visitors of the garden
5. My only conflict within the group shall be that of pests and weeds, which I will tackle by using only organic gardening practices
6. If a disagreement does arise, I will settle it through calm discussion and goodwill according to the grievance procedures of OFCG. If the issue remains unresolved I will take it to the committee.
7. I understand that my involvement in this group is at my own risk. Shellharbour City Council, and members of the OFCG committee are not liable for any injury to me, or to my invited family and friends, nor for the loss of any of my possessions.
8. I will abide by the Health and Safety guidelines of the OFCG and I take responsibility for my own health and safety by working within my own limitations.
9. I will work towards achieving a zero-waste OFCG by reducing, re-using and recycling at every opportunity.

10. I will advise the Secretary of any change of address, email address or phone numbers so that I can be contacted regarding garden clean-up parties or other garden business.

11. I have read and understand these guidelines and will abide by these so the OFCG can continue to function in a welcoming and participatory fashion.

.....

Signed Date

Print name:

Committee use only:

Payment received Date