

Community garden

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Strategy	4.2.5 Promote and encourage sustainable and innovative agricultural practices

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1. Objectives

Clarence Valley Council recognises the importance of providing support for, community groups and families to participate in providing a secure food future locally.

Providing for community gardens projects supports:

- access to fresh food by the broader community
- food security
- developing social capital by encouraging people to interact with each other across ages and cultures
- involvement of people in healthy physical activity
- reducing food miles
- providing skills development and learning opportunities
- integration of community gardens into new residential developments
- demonstration of best practice sustainable design features.
- building the skills for food growing in the region

Community gardening makes productive use of land in villages, towns and cities. It puts to practical use small patches of neglected or unproductive lands such as lawns that may consume unnecessary water and fossil fuels in their maintenance.

In addition to supporting community action, this policy also aims to ensure the prevention of damage to Council's underground water, gas, sewerage and stormwater services, maintain access to services, residences and businesses and manage complimentary uses of parks and public reserves.

2. Scope

The Community Gardens Policy applies to all public land as well as private land, and is designed to identify the minimum requirements in regards to an application to operate a community garden.

The key principle embodied in this policy is that community gardens should be initiated, designed, constructed and operated by local residents with support from Council.

3. Definitions

The following definitions are provided to assist in understanding the requirements of this policy.

Built-up area – has a public road that is illuminated by street lighting located at intervals of not more than 100 metres for a distance of not less than 500 metres.

Commercial – an intention to gain cash profits for private individuals by way of producing something for sale

Community garden - are gardens created and maintained on public or private land by people who come together to learn about, participate in and share the rewards of gardening activities. Primarily they are a not-for-profit, community based enterprise producing food for the consumption of the gardeners. Any profits that are produced are re-invested in the garden.

4. Mandatory Inclusions

1. Council requires a formal application and approvals process for community gardens to occur to ensure suitable locations are utilised, appropriate species are used, pedestrian movement is maintained.
2. The use of community land for a community garden must be authorised by the relevant plan of management.
3. To facilitate community gardening within the Clarence Valley Council area, the Local Environment Plan (LEP) will include community gardens as exempt or complying development provided that applicants go through the application process for new gardens as outlined in this policy. Common elements of a community garden such as rainwater tanks, fences and solar photovoltaic systems are currently already listed as exempt development according to certain specifications, or

Community gardening within the Clarence Valley Council area will require the submission of a Development Application as outlined in this policy. Common elements of a community garden such as rainwater tanks, fences and solar photovoltaic systems may be listed as exempt or complying development according to certain specifications.
4. All proponents will have public liability cover of \$10,000,000 or be auspiced by an organisation with public liability cover of \$10,000,000.
5. Council will provide assistance to groups to identify appropriate sites for community gardening activities.
6. No retaining walls, trees, shrubs, hard landscaping or massed plantings or physical structure with hard edges or rockeries to be placed within the footpath or nature strip within road reserves and drainage easements controlled by Council unless it complies with this policy and guidelines.
7. Council reserves the right to remove any tree, shrub, planting or landscaping, deemed to present a safety problem or a maintenance problem.
8. Infrastructure must not interfere with overhead or underground services or restrict the movement of the public or motorists.
9. Council will determine appropriate fees to be submitted with applications for an agreement / approval, licence or lease to operate community gardens on public land. Alternatively, Council may decide to waive any such fees.
10. Council will determine appropriate fees to be submitted with Development Applications for community gardens on private land as noted in the Management Plan. Council may decide to waive any such fees.

11. Applicants will enter a formalised agreement / approval, licence or lease with Council should their application be successful.
12. Council may consider entering an agreement with the group to provide assistance to volunteers working in community gardens in the form of provision of necessary materials, mower fuel and plant stock or an annual monetary contribution, however Council will not be responsible for the maintenance of private equipment used in exercising this policy.
13. Council will determine appropriate fees for water and/ or electricity use. Council may decide to waiver any such fees.

5. Policy Review

This policy will be reviewed following assessment of the outcomes from each community garden approved, to ensure the processes and sustainability outcomes are consistent with the policy objectives.

6. Attachments

Attachment 1 - Community gardens self-assessment checklist

Attachment 2 - Community gardens guidelines

Attachment 3 - Australian City Farms and Community Gardens Network - Checklist to consider prior to establishing a community garden

Attachment 4 - Staff checklist – Community garden

Attachment 5 - Application for approval to establish a community garden

Attachment 6 - Prohibited plants list – Community gardens

Attachment 7 - Community gardens – suggested trees and shrubs list

Attachment 8 - Community gardens resource list

Attachment 1

Community gardens self assessment checklist

If you can answer YES to all these questions please call Council's Open Space section to discuss your community garden idea further.

	YES
<p>Have you identified a potential site?</p> <p>It would be good if you could find a site that is close to where you or someone involved in your group lives or in a location that is not isolated (if it is big enough for your needs)</p>	
<p>Are you willing to consider alternative sites?</p> <p>Council may consider that the site you want to use is not suitable.</p>	
<p>Are you willing to talk with the people who use the area where you have planned the community garden?</p> <p>The people who already use the area will need to be generally supportive of the project.</p>	
<p>Are you willing to talk with the people who live in the area about your planned community garden?</p> <p>The people in the local area will need to be generally supportive of the project.</p>	
<p>Have you identified a person who would be the primary contact for this community garden?</p> <p>Council needs to have one person to talk with primarily about the project – otherwise it may be hard to keep track of who said what to whom - when.</p>	
<p>Does your group have public liability insurance cover for at least \$10,000,000?</p> <p>If you don't, you will either need to get it or ask an existing group to auspice your project and in that way come in under their insurance policy.</p>	
<p>Are you willing to enter into a formal arrangement with Council?</p> <p>Council will have to place some restrictions on what you can and can't do and what action Council will take if you do the wrong thing.</p>	
<p>Are you willing to report your progress to Council annually?</p> <p>We would like to know what successes you have and what challenges you face.</p>	
<p>Do you have an understanding of risk management?</p> <p>The project will be your responsibility and your own safety and the safety of those around you are very important.</p>	
<p>Do you have an idea of what it is you would like to grow in your community garden?</p> <p>You should make sure that plants you want to grow are not poisonous, on a declared noxious weed list or an environmental weed .</p>	
<p>Are you going to put up signs to advertise your community garden?</p> <p>All signs should be of a size, shape, height, design and message that should not detract from the amenity of the locality or constitute a hazard to motorists or the general public.</p>	
<p>What will happen if you get the community garden up and running but then lose interest?</p> <p>Council will want to know that you are happy to return the site to its original state should the community no longer want to take responsibility for maintenance of the site.</p>	

Attachment 2

Community gardens guidelines

These guidelines developed by Council will assist in making your community garden project effective, enjoyable and safe for all.

Before you get started with your community garden project, consider the 3-step process below:-

Step 1 - Securing a Suitable and Safe Site

Prior to making final decisions on your community garden, it is recommended you contact Council's Open Space Coordinator on 66430225.

A site meeting or chat over the phone with Council can help you work through your objectives for the site, help identify any site constraints and actively assist you in getting any necessary approvals from relevant Council departments and/or other government departments where required e.g. the RTA.

It should be noted that there may be some instances where approval may not be given to develop a community garden on a particular site, so be ready to consider alternative locations. Other land managers such as Department of Education, Department of Lands, RTA and/or private land owners may provide more options for land.

The Clarence Valley Council can provide advice and assistance on the following:

- means of gaining local support for your initiative
- preferred types of sites and locations for community gardens
- how you can address potential hazards for gardeners and other traffic
- ensuring that appropriate lines of sight for traffic, access for pedestrians and servicing of local infrastructure are maintained
- the design and construction of the community garden and any signage and
- any safety issues you need to consider and safety devices you need to use during the construction and operation of your community garden.

Step 2 – Working out what you will grow and if you will sell it.

There are a number of different models of community gardens. The most common forms in Australia are:

- community gardens with a mixture of allotments for each member and some shared areas
- communal gardens where the entire garden is managed collectively. Some examples of communal gardens are food forests (which include structured layers of plants such as edible groundcovers, shrubs and trees)
- verge gardens are where garden beds are established on the nature strip. These are considered a type of community garden in this policy when they are managed collectively by a group of local residents and decisions are made jointly
- school kitchen garden projects are defined as a community garden when local residents outside of the school community can join the garden and manage the garden in partnership with the school. In this model, the garden may include individual plots for residents and communal garden beds that the school can manage and use for lessons on cooking, nutrition and the environment and provide produce for the school canteen. School kitchen gardens aren't always set up as community gardens due to perceived problems with access and security for people outside of the school community

- Community gardens on public housing land usually contain a mixture of plots and common areas and are specifically open to residents living in public housing. They are supported by the Botanic Gardens Trust and Housing NSW Community Greening program.

You need to consider the types of plants you will grow in your garden. You will not be permitted to grow plants that are on the prohibited plants list see Attachment 6.

In choosing plants, avoid :

- trees with root systems that could damage roads and footpaths
- plants that are thorny or spiky and that could injure gardeners
- plants that grow tall enough to contact electricity and broadband cables
- plants that would overhang any paths where they could interfere with pedestrians and children in strollers
- plants with toxic foliage, flowers, fruit or nuts.
- genetically modified crops
- species on the Weeds List of Bushland Friendly Nursery Scheme (check current list at www.bfns.org.au)
- declared noxious weeds (check Far North Coast Weeds web site for current list at www.fncw.nsw.gov.au).
- whether any proposed trees have a known propensity to cause injury to persons or damage to any property by: root exposure, invasion or infestation to buildings and structures; sewer, water, gas, electricity, telecommunication and public utility systems; or ‘sudden branch drop syndrome’.

If you are planning to sell produce you grow in the community garden you may be classed as a food business. All food businesses are required by law to register their business activities onto the NSW Food Authority’s Notification and Food Safety Information System (NAFSIS). This can be done at no charge online at www.foodnotify.nsw.gov.au. A helpline has been established for further assistance on 1300 650 124.

As there are now various obligations imposed on food businesses and food handlers Council recommends visiting the FSANZ website to download a copy of the legislation and other fact sheets on food handling information that is covered in this section of the Market Code. The Food Safety Standards 3.1.1, 3.2.2 and 3.2.3 can be downloaded from <http://www.foodstandards.gov.au/foodstandardscode/index.cfm#FSCchapter3>.

To access the food safety fact sheets visit the following link:

<http://www.foodstandards.gov.au/mediareleasespublications/factsheets/foodsafetyfactsheets/index.cfm>.

The NSW Food Act 2003 and Food Standards Code apply to any premises used for the preparation of food for sale. It is generally expected that persons preparing food be aware of the requirements to ensure that the premises generally comply with this legislation.

Food business operators must ensure that all foods are stored in such a way that it is protected from likely contamination and that the environmental conditions will not adversely affect the safety of the food.

All goods should be stored at least 750mm off the ground.

Packaging material used must be suitable for food packaging and unlikely to cause food contamination.

Any product sold in packaged form – including eggs - (jar, bottle, packet) is to be clearly labelled with at least the address of the place where the food was made and a “best before” date. You will also need to list the ingredients so that people with allergies can see what is in the product.

No livestock are to be kept on the site, with the exception of poultry (excluding roosters) and bees. Any animals kept on the site will be enclosed and kept away from residential boundaries and be subject to a pre-established management process.

For further information see the North Coast Regional Code for the sale of food at markets and temporary events.

Step 3 – Approval by Council

Before you start operating your community garden on public land you will need to complete an application form, if it is to be operated on private land you may need to complete a development application.

The application form will outline the following:

- the proposed location and design of the community garden
- how you engaged neighbouring residents in planning for your initiative
- any relevant feedback expressed by neighbouring residents and
- name and contact details of the person nominated as the primary contact in relation to the construction, maintenance and operation of the community garden and
- any other details the Council requires to assess the application.

The process for submitting your application is visit the Council offices at Maclean or Graton.

Once you have completed and submitted the application form, your application will be assessed on its merits.

If approved:

- new gardens established on Council or Trust managed public land where the group does not have exclusive rights to the area will be given an initial licence or agreement for a trial period of one year. The Council may charge community garden groups for licence preparation fees. If the garden group fulfils all its responsibilities with regards to the management of the garden the community garden group will have the opportunity to enter into a licence or further agreement with Council for a period of 3 years with on-going renewal provided all conditions and maintenance requirements are satisfied.
- new gardens established on Council or Trust managed public land where the group does have exclusive rights to the area will be given an initial lease for a trial period of one year. The Council may charge community garden groups for lease preparation fees. If the garden group fulfils all its responsibilities with regards to the management of the garden the community garden group will have the opportunity to enter into a lease with Council for a period of 5 years with on-going renewal provided all conditions and maintenance requirements are satisfied.
- new gardens established on private land will be issued with development consent for the activity to be conducted as long as the conditions of consent continue to be met.

A licence or other agreement with the group could be revoked or not renewed if:

- the group disbands or ceases to function due to internal conflict. In this situation the Council may try and assist the group to resolve the conflict first by engaging a mediator or facilitator
- the garden is not maintained or poses a threat to the community and/ or
- appropriate insurance cover is not maintained.

The agreement, licence or lease will document:

- details of the initiative as discussed with neighbouring residents and property owners
- any specific conditions relating to:
 - the provision of public liability insurance cover related to the community garden
 - safety requirements during establishment and operation of the community garden and
 - removal of the community garden if it is no longer required or inadequately maintained

- the understanding of the nominated primary contact person to report to Council in the event that a new primary contact person is nominated or substantial changes to the initiative are proposed.

By entering into the agreement, licence or lease you understand that you may be personally liable.

Council can:

- Connect local gardens and gardeners to each other to help build relationships and encourage the sharing of information and experiences
- promote community gardens through the Council's website, publications and events
- provide facilitation of garden meetings when needed to support the development of community engagement processes and
- notify community garden committees of grant opportunities as they arise.

Activities and Events

Event: An event can be considered as an organised celebration of a specific occasion that is open to attendance by members of the general public (whether by payment or not). Events include annual cultural celebrations and community festivals.

Activities: An activity can be considered as an educational process or routine procedure intended to stimulate learning or obtain other site management outcomes. Activities include educational workshops, working bees, gardening, site maintenance and site tours etc.

- events and activities need to fit with the culture of community gardening and blend rather than conflict with the surrounding community
- ensure that all events and activities convened at the site are held in a safe and inclusive manner with the focus being around sustainability education, community or site development
- consideration should be given to neighbouring properties at all times.
- ensure no event will proceed beyond 10.00pm.
- Council would appreciate notification of public events which extend beyond the community garden members. A description of the planned event, the estimated duration of the event and contact details of a relevant person overseeing the event in case any issues arise

Other things to consider...

Responsibilities of Community Gardeners

Community gardeners are responsible for maintaining gardens so that the health and safety of the surrounding community is not adversely impacted. In particular, gardeners are responsible for ensuring that:

- they cooperate and manage effective relationships with the surrounding neighbourhood, partnering organisations and other gardeners
- they do not discriminate against one another due to differences in race, culture or sexuality
- they regularly communicate with the Council and/or other landowners and stakeholders
- decision making is democratic, transparent and inclusive

- any water leaving the garden is not contaminated by sediment, fertiliser, manure or excessive organic matter that might pollute waterways
- noise levels within the garden are maintained at a level that is not disturbing to neighbours
- manures, compost systems and fertilisers do not produce unpleasant odours
- compost and worm farming systems are maintained so as not to attract vermin
- rainwater harvesting systems are maintained to ensure water is of a high quality
- lawn areas are regularly mowed and garden beds are kept tidy. Any materials delivered to or stored at the garden are maintained so as not to create an unpleasant environment for other residents in the community.

Rights of Community Gardeners

Community gardeners have the right to:

- develop their own internal policies, organisational procedures and plan of management providing they liaise with and get support from the landowner
- be consulted with regard to any decision that may affect the project and to be advised by the Council in a timely manner of any policy changes that impact them
- be treated with respect by other gardeners, local residents and partnering organisations and
- negotiate a secure and reasonable agreement with the landowner.

Conflict Resolution and Complaints Procedure

Community Gardens should aim to promote an environment that is tolerant and caring. However, it is inevitable that conflicts may sometimes arise, either within the garden group or with external stakeholders such as local residents or the Council. In the event of a conflict arising, measures should be taken immediately to accelerate its resolution, including communicating respectfully with those involved and engaging the assistance of a mediator where appropriate. Council strongly recommends that community gardeners develop a management plan which includes a gardener's agreement that all members agree to follow. An agreement should provide information on the expectations of behaviour on site, the management of shared garden areas and plots and a conflict resolution process.

Insurance and Risk Management

It is essential that garden groups be aware of the risks associated with undertaking a publicly accessible community garden project. Each garden group has a duty of care to the community who access the garden areas. To ensure funds are available to meet that duty, a minimum \$10,000,000 of public liability insurance is required.

Public liability insurance has an associated cost, and may not be easily accessible to small community groups.

Options for obtaining insurance cover include:

- the group can become an incorporated association through the NSW Office of Fair Trading and manage their own insurance
- the group may be auspiced by another organisation or agency, such as a neighbourhood centre, Tidy Towns or local gardening group and as a project of that organisation will be covered by their insurance
- a group of community gardens with similar objectives might obtain insurance together

Incorporation of the Garden Group

Clarence Valley Council encourages community garden groups to have a clear and identified legal structure. Garden groups can apply to the NSW Office of Fair Trading to become Incorporated Associations. This arrangement affords the group some flexibility in the management of funds and enables them to open a bank account, obtain public liability insurance cover and apply for government grants. Incorporation as an association requires groups to establish a management committee with annually elected office bearers and to commit to regular meetings. This can be beneficial for the project as it maintains a structure that can address management issues as they arise.

Use of the community garden as a demonstration site

Council's vision is to promote the development of community gardens as demonstration sites for sustainable living that through careful design and management can be utilised for educational and community activities. In demonstrating sustainability best practice, community garden groups are strongly encouraged to include outdoor learning, performance and meeting spaces, interpretative signage and to use recycled materials and practice water-efficient and organic gardening.

Where community gardens are established on land owned or managed by Council, Council retains the capacity to use the garden as a demonstration site for community education activities such as tours and workshops. The Council will work with the garden group to ensure that organised activities do not conflict with other garden uses, such as regular working bees.

Factors to consider before establishing a community garden

Clarence Valley Council recommends that community groups or individuals interested in establishing a community garden refer to the checklist for establishing a community garden provided on the Australian City Farms and Community Gardens Network website (<http://communitygarden.org.au/checklist>), see Attachment 3, prior to approaching the Council for assistance with establishment.

The checklist encourages consideration about a range of issues, including:

- what will be the purpose of the community garden?
- will a community garden meet your objectives? Are there other ways of meeting your objectives?
- how will you garden?
- what types of plants will be grown?
- what training is needed?
- how will water be conserved in the garden?
- what criteria will need to be met for a preferred site for the garden?
- what is your proposed management structure?

By following these precautions when planning for and working on your community garden you will ensure your own safety and the safety of your community.

Infrastructure

Make sure you know what service infrastructure exists near the site (such as sewage pipes, power lines etc) to avoid any damage.

Council's customer service staff can help you find this information.

Any signs that you make to promote the community garden and any roadside stall structures that you may build if you are selling produce on-site need to be secure and stable and pose no threat to the public. The placement of these items needs to ensure that lines of sight for traffic are maintained.

You may not be allowed to construct the community garden on a road reserve and parking space will need to be provided for your gardeners.

A dividing fence is a fence that separates the lands of adjoining owners. An application for a community garden may identify the need to construct a dividing fence to define the garden boundaries or for security or for another purpose. The plan of the proposed community garden layout shall include any fencing and accompany the application so Council can determine what approvals may be required.

Find out about underground pipes and cables

Dial Before You Dig is a free, online information service on underground pipes and cables anywhere in Australia—<http://www.1100.com.au> Phone: 1100 during business hours.

Roads and Traffic

Depending on the location of your community garden, approvals from RTA or the Local Traffic Committee may be required. Councils Traffic engineer can provide further advice.

When working on your community garden, be aware that you are working in a public place so keep an eye out for other park users including passing cars, bicycles and pedestrians. The minimum safety devices that you should use will depend on your situation will be noted in your Agreement with Council.

Make sure the height and width of your community garden and associated infrastructure are not going to obstruct sight lines for pedestrians, cyclists and cars. These details will be included in your agreement, lease or licence with Council by way of a design map.

If community garden placements are considered to be a problem, Council will notify the contact person of the need for removal. If this notice is not complied with Council will remove any offending structure and in the event of such removal, Council will not be responsible for the reinstatement or cost of items removed, and Council will recover the cost of removing and disposing of materials.

Design

As your community garden is likely to be located in a public place, you will need to be aware of the potential hazards of any materials that you may use or incorporate into your garden. For example, things like star pickets without caps on them can harm others. A detailed plan for your community garden detailing all infrastructure will be required as part of your agreement, approval, licence or lease with Council.

Ensure precautions are taken during the design, construction and operation of your community garden to ensure materials will not end up in the stormwater drains. Suitable materials will be noted in your Agreement with council.

Working on your community garden

You will be responsible for your own safety while working on your community garden and you should also be mindful of potential risks to passers-by.

When you work on your community garden, health & safety precautions are your responsibility. Consider the following safety precautions:

- appropriate clothing
- be sun smart
- storage of tools and fertiliser products

- cash management system (if required).

It is important to maintain your community garden. Your garden may be reviewed on a regular basis by Council and where community gardens are not being maintained, Council may ask that the garden be removed and the site reinstated.

Care for community gardens includes:

- regular weeding or mowing to reduce injury potential from snakes and other hazards
- regular watering
- mulching, to reduce evaporative water loss from the soil and to reduce water consumption. Ensure the mulch you lay will not be washed into the stormwater system where it could block drains and pipes
- the application of compost or other organic fertiliser to stimulate healthy growth; do not over-apply as rain could wash excess nutrients into the stormwater system
- monitoring and treatment of insect pest or plant disease infestation
- pruning of trees and shrubs to prevent their encroaching on pedestrian access.

Attachment 3

Australian City Farms and Community Gardens Network - Checklist to consider prior to establishing a community garden

(available to download at <http://communitygarden.org.au/checklist>)

Checklist

ideas to consider before starting a community garden



1. What type of community garden do we want?

Will the community garden be:

- a shared garden where participants share the gardening and the harvest
- an allotment garden where participants garden their own plot and share the maintenance of common areas
- a garden with both allotments and shared gardening space.

Allotment gardens:

How long can allotments be held while they are not being used?

What size will we make the allotments?

This can be influenced by the size of the area available for gardening.

2. What will be the purpose of our community garden

Recreation/ community building:

- a safe place where people can come together to grow food and get to know each other
- a place where parents can bring their children.

Other:

Food security and nutritional health:

- access to fresh, nutritious food
- reducing family expenditure on food
- supplementing the family food supply.

Other:

Education:

Will the garden be open to use and/ or visitation by community groups/ schools/ other educational bodies?

YES NO

Will the gardeners offer workshops (eg. compost making, gardening etc) to the public? YES NO

If not, will the gardeners make the garden available for others to provide educational services? YES NO

Other educational activities:.....
.....

3. How will we garden?

Organic gardening? YES NO

Reasons:.....

If it is to be an organic garden, will this be explained to new gardeners when they join the garden - either verbally or in writing? YES NO

Explained in some other way?.....

IDEAS FOR SUSTAINABLE LIVING IN THE CITY



4. What types of plants will we grow?

When considering what types of plants to grow in your community garden, remember that fruit and nut trees need plenty of space and should be spaced about 3-5 metres apart.

- | | | | |
|---|--|---|-------------------------------------|
| <input type="checkbox"/> vegetables | <input type="checkbox"/> herbs | <input type="checkbox"/> fruit/ nut trees | <input type="checkbox"/> flowers |
| <input type="checkbox"/> berry fruit shrubs | <input type="checkbox"/> water crops | <input type="checkbox"/> medicinal plants | <input type="checkbox"/> bush foods |
| <input type="checkbox"/> herbal tea plants | <input type="checkbox"/> native or indigenous plants | | |

(native plants are those originating in Australia; indigenous plants originate in the local region)

5. What animals will we keep?

- | | | | |
|--|--|-------------------------------|-------------------------------------|
| <input type="checkbox"/> chickens | <input type="checkbox"/> other poultry | <input type="checkbox"/> bees | <input type="checkbox"/> no animals |
| <input type="checkbox"/> other animals:..... | | | |

6. What structures will we build in the community garden?

- sitting area to shelter from the sun and rain.....
- lockable shed for storing tools, seeds etc.....
- nursery for plant propagation.....
- fireplace for making coffee and tea - barbecue for preparing food.....
- play area for children.....
- public art.....
- educational signs.....
- rainwater tanks to collect water from the shed/shelter roof to irrigate the garden.....
- Other:.....

7. What training do we need?

Gardening/construction skills:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> plant propagation | <input type="checkbox"/> garden soil analysis | <input type="checkbox"/> improving garden soils | <input type="checkbox"/> making compost |
| <input type="checkbox"/> using mulch - irrigation | <input type="checkbox"/> pest management | <input type="checkbox"/> seed saving | <input type="checkbox"/> garden construction |
| <input type="checkbox"/> developing a planting calendar | <input type="checkbox"/> planting out and harvesting | | |

Other:

Design skills:

- | | |
|--|--|
| <input type="checkbox"/> site analysis and gardener needs analysis for the site design process | <input type="checkbox"/> garden design |
|--|--|

Other skills:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> cooking what we grow | <input type="checkbox"/> promotional skills | <input type="checkbox"/> conflict resolution | <input type="checkbox"/> running effective meetings |
|---|---|--|---|

Other:

Are any of these skills available in the community gardening group? YES NO

If not where will we find these skills?

.....
.....

8. How will we co-operate with local government?

Will the garden be a place where communities and local government can work together to demonstrate social and environmental policy compatible with the aims of community gardening, such as:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> waste reduction | <input type="checkbox"/> water conservation | <input type="checkbox"/> greening | |
| <input type="checkbox"/> energy efficiency | <input type="checkbox"/> biodiversity | <input type="checkbox"/> nutritional health | <input type="checkbox"/> education for sustainability |

Other:

.....
.....

9. How will we support biodiversity?

Will we plant non-hybrid seed of heritage or heirloom vegetables and fruits so we can collect, save and replant the crops?

YES NO

.....

.....

Will the garden join the Seed Savers Network to learn more about food plant biodiversity, to obtain non-hybrid seed from the members of the network or to become the focus of a Local Seed Network?

YES NO

.....

.....

Will we propagate and distribute seed of endangered or rare local native (indigenous) plants?

YES NO

.....

10. How will we educate gardeners and the public in waste reduction?

Will we demonstrate the reuse and recycling of waste organic matter through:

compost worm farms mulching use of recycled materials

Other:

.....

11. How will we conserve water in the garden?

rainwater tanks mulching low-water-use plants low-water-use irrigation

Other:

.....

12. How will we fund the garden?

apply for grants membership fee other types of self-funding

How will we fund ongoing costs?

.....

.....

13. What will we look for in a preferred site for the garden?

- size of area needed:
- access to sunlight, water and wind protection etc.:
- good quality soil close to residential area close to public transport

Comments/suggestions:

.....

.....

14. Description of the proposed management structure:

Will the garden organisational structure be an incorporated association? YES NO

Will the garden obtain public liability insurance? YES NO

How will decisions be made?

.....

.....

.....

What will be the proposed conflict resolution process?

.....

.....

.....

How will new members be recruited and trained?

.....

.....

15. How will gardeners ensure that there are no problems with:

Odour:

Vandalism:

Excessive noise:

Site aesthetics - how the site looks:

Rodents:

Parking:

Non-gardener access:

Other:



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AUSTRALIAN CITY FARMS & COMMUNITY GARDENS NETWORK
www.communitygardens.org.au
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Attachment 4

Staff Checklist - Community Garden

Distribute guidelines and supporting documents to enquiring group / individual

There needs to be a group commitment and consideration to the questions and issues raised in supporting documents including determining a group contact and how the group will attain public liability insurance.

Discuss project with applicant group

Groups can discuss matters such as proposed site/s, group structure etc to identify/resolve any outstanding issues.

Request the group submits an application form

Assist group through the process of lodging an application and advise them to wait for approval prior to proceeding.

Assessment

Council will assess applications in accordance with the *NSW Local Government Act, 1993* and this policy.

Agreement / approval / licence or lease issued

If approved and depending on the tenure and management structure governing the land- a temporary 1 year agreement / approval / licence or lease will be issued to the successful group and provided all conditions are satisfied, a subsequent 3 or 5 year agreement / approval / licence or lease with on-going renewal will be issued.

Re-negotiation with group

If not approved, Council staff will negotiate with the group to see if they would like to work through the reasons why the garden was not approved to see if a further application can be submitted once the concerns of Council are addressed.

Works can commence

On ground works and application for grants and funding can commence.

Attachment 5

APPLICATION FOR APPROVAL TO ESTABLISH A COMMUNITY GARDEN

Part 1 Applicant Details

Community garden name			
Contact person name			
Postal address	P.O. Box or Street Address:		
	Suburb/Town:	State:	Postcode:
Phone numbers	Business hours:	After hours:	
Email address			
Applicant signature			Date:/...../.....

Part 2 Group Details

Number of members	Current:	Intended maximum:
Is the group incorporated?	Yes <input type="checkbox"/>	Incorporation number:
	No <input type="checkbox"/> Please indicate below contact details of the group who is auspicing the project.	
Is the group being auspiced by an existing Incorporated Group for the purposes of the project?	Yes <input type="checkbox"/> Fill in contact details below and attach a letter of support from the auspicing group	
	No <input type="checkbox"/> Please talk to us we may be able to suggest an appropriate auspice.	
Auspicing group name		
Contact person name		
Postal address	P.O. Box or Street address:	
	Suburb:	State: Postcode:

Phone numbers	Business hours:	After hours:
Contact person		Date:/...../.....
Signature		

How is the group structured? Include brief details on roles, meetings and decision-making.	
Do any of the members of the community garden group have previous experience in community gardening and if so, are they able to provide support to your group?	No <input type="checkbox"/> Yes <input type="checkbox"/> - please attach details
Does the Group include members with skills needed for community gardening? (Tick boxes as appropriate)	Growing vegetables <input type="checkbox"/> Making compost and using mulch <input type="checkbox"/> Garden design & construction <input type="checkbox"/> Community development <input type="checkbox"/> Group management
If any of these skills do not exist within the Group, how do you intend to obtain them?	

Part 3 Site Details

Proposed Site Address	Number and Street:		
	Suburb:	State:	Postcode:
What is the land currently used for, eg passive recreation, sporting groups, etc?			
Are there any existing structures or services on the site?			

Safety and Vandalism

Identify any significant safety or crime concerns?			
What is the lighting around the site?			
Does the site have good visibility from nearby houses or businesses?			

Accessibility

How far is the site from public transport, bicycle tracks and footpaths?			
How close are the nearest toilets for public use?			

Is the site accessible for a range of user groups, including disabled access if required by participants?	

Location

<p>How far is the site from any high density living areas and community facilities such as community centres, schools and aged care facilities?</p> <p>These are considered beneficial for the increased potential for participation and support.</p>	

Size

Is the site of adequate land size to accommodate the garden and associated facilities? Consider the size of the proposed garden beds, composting systems, etc.	

Soil Quality, Ground Cover and Slope

What is the history of the site and has any risk of existing soil contamination been assessed? (Attach report on any soil tests conducted.)	
Does the site provide good drainage?	

<p>What is the current ground cover and would any trees or shrubs need to be removed to construct the garden?</p>	

Sunlight and Water

<p>Does the site have sunlight for at least 5-6 hours per day?</p>	
<p>Is there currently access to mains water or an opportunity to harvest rain water from near existing roofs i.e. an adjacent building</p>	

Waste management

<p>How will you manage garden waste and recyclables?</p>	
<p>How will you manage materials that are not recyclable?</p>	

Community Garden Plan of Management

It must be demonstrated that there is adequate commitment and capacity within the group to plan and establish the garden and provide for its ongoing maintenance. A Plan of Management is a good tool to demonstrate these requirements and plan for the long-term management of the garden. At a minimum, the following should be included in your Plan of Management and attached to this application:

- Aims and objectives of the group
- Group structure
- How organic waste will be managed
- How decisions will be made
- The conflict-resolution process
- How new members will be recruited
- Proposed methods of fundraising
- How you will minimise noise and odour
- How you will ensure site remains tidy
- What plants will be grown
- Exit strategy
- Method of gardening
- How water will be conserved
- How pests will be controlled
- How vandalism will be prevented
- Hours of operation and access
- An A3-sized basic Concept Plan

Part 5 Application Checklist

Have you:	• filled in all parts of this form?	
	• attached the Plan of Management for your proposed garden, including an A3-sized basic Concept Plan of the project?	
	• attached a copy of your (or your auspicing Group's) Certificate of Currency for Public Liability Cover of at least \$10,000,000?	
	• attached soil test or risk assessment report (if applicable)?	
	• attached letter of support for your project from auspicing group (if requested in Part 2)?	
	• attached other letters of support for your project (optional)?	

Part 6 Lodgement Details

You can lodge the completed form with any supporting material At either the Grafton or Maclean administration offices.

OFFICE USE ONLY

Approval to Issue: Yes / No

Date Approved: / /

.....
Signature: **Manager Open Spaces & Facilities**

Privacy Advice

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). Council will only use this information in accordance with the PPIPA.

The supply of this information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, the Council may be limited in dealing with your application/request. Council requires this personal information from you in order to process your application.

You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

Council is to be regarded as the agency that holds the information.

Attachment 6

Prohibited plants list - Community gardens

The following plants are prohibited to grow in community gardens

1. Plants that are listed as environmental weeds or noxious plants.
2. Poisonous plants

The following species threaten the biodiversity of local bushland because they are known or likely environmental weeds whose fruit and / or seeds are spread by birds.

- Aerial Yam (*Dioscorea bulbifera*)
- African olive (*Olea africanus*)
- Asparagus ferns (*Asparagus aethiopicus, africanus, asparagoides, plumosus*)
- Bunya Pine (*Araucaria bidwillii*)
- Brazilian Cherry (*Eugenia uniflora*)
- Blackberry (*Rubus fruticosus*)
- Black Mulberry (*Morus alba*)
- Black Locust (*Robinia pseudoacacia*)
- Cape Gooseberry (*Physalis viscosa*)
- Cherry Guava (*Psidium cattleianum*)
- Coffee (*Coffea arabica*)
- Common Olive (*Olea europaea subsp. cuspidata*)
- Dragon Fruit (*Hylocereus undatus*)
- Guava (*Psidium guajava*)
- Grumichama (*Eugenia dombeyi*)
- Honey Locust (*Gleditsia triacanthos*)
- Ice-cream Bean (*Inga edulis*)
- Jaboticaba (*Myrciaria cauliflora*)
- Leucaena (*Leucaena leucocephala*)
- Loquat (*Eriobotrya japonica*)
- White Mulberry (*Morus alba*)
- Passionfruit (*Passiflora edulis, suberosa and subpeltata*)
- Prickly Pear (*Opuntia spp*)
- Rough Lemon (*Citrus x taitensis*)
- Taro (*Colocasia esculenta*)
- Water lettuce (*Pistia stratiotes*)
- Wax Jambu (*Syzygium jambolana*)

- White Sapote (*Casimiroa edulis*)

Note: this list is not exhaustive. If you have any doubts about species selection, please contact Council's weeds officer on 66430200.

Attachment 7

Community gardens suggested trees and shrubs list

6.1 EDIBLE SPECIES LIST

EDIBLE TREES and SHRUBS*		X = LGE TREE (> 4 metres)	X = SML TREE (2 – 4 metres)	X = SHRUB (<2metres)	S = SUN TOLERANTE	EDIBLE PART	Harbours fruit fly
BOTANICAL NAME	COMMON NAME						
<i>Acmena hemilampra</i>	Broad leaved lilly pilly	X				Fruit	
<i>Acemna smithii</i>	Lilly Pilly	X				Fruit	
<i>Acronychia acidula</i>	Lemon Aspen						
<i>Acronychia oblongifolia</i>	White Aspen	X				Fruit	
<i>Alpinia caerulea</i>	Native Ginger			X	SH	Fruit	
<i>Annona atemoya</i>	Custard Apple	X			S	Fruit	
<i>Austromyrtus dulcis</i>	Midyim Berry			X	S	Fruit	
<i>Averrhoa carambola</i>	Star fruit / Carambola					Fruit	◇
<i>Backhousia citriodora</i>	Lemon Scented Myrtle	X			S	Leaf	
<i>B. anisata, Syzygium anisatum, Anetholea anisata</i>	Aniseed Myrtle	X				Leaf	
<i>Brachychiton populneus</i>	Kurrajong	X				Flower / Seed	
<i>Camellia sinensis</i>	Tea		X		S	Leaf	
<i>Carica papaya</i>	Paw Paw		X		S	Fruit	◇
<i>Carica pentagona</i>	Babaco		X		S	Fruit	
<i>Carya illinoensis</i>	Pecan	X			S	Nut	
<i>Citrus australasica</i>	Finger Lime		X		SH	Fruit	
<i>Citrus latifolia</i>	Lime		X		S	Fruit	
<i>Citrus limon</i>	Lemon		X		S	Fruit	
<i>Citrus paradisa</i>	Grapefruit		X		S	Fruit	

EDIBLE TREES and SHRUBS*							
BOTANICAL NAME	COMMON NAME	X = LGE TREE (>4 metres)	X = SML TREE (2 – 4 metres)	X = SHRUB (<2metres)	S = SUN TOLERANTE	EDIBLE PART	Harbours fruit fly
<i>Citrus reticulata</i>	Mandarin		X		S	Fruit	
<i>Citrus sinensis</i>	Orange		X		S	Fruit	
<i>Curcuma domestica</i>	Tumeric			X	SH	Tuber	
<i>Cymbopogon citrates</i>	Lemon Grass			X	S	Leaf	
<i>Cyphomandra cajanumensis</i>	Casana			X	SH	Fruit	
<i>Diospyros kaki</i>	Persimmon	X			S	Fruit	
<i>Diospyros digyna</i>	Black Sapote	X			S	Fruit	
<i>Ficus coronata</i>	Creek sandpaper fig	X				Fruit	
<i>Fortunella sp.</i>	Kumquat			X	S	Fruit	
<i>Fragaria x Ananassa</i>	Strawberry			X	S	Fruit	
<i>Feijoa sellowiana</i>	Feijoa		X		SH	Fruit	
<i>Laurus nobilis</i>	Bay Tree	X			S	Leaf	
<i>Litchi chinensis</i>	Lychee					Fruit	◇
<i>Mallus domestica</i>	Apple – tropical cultivar					Fruit	◇
<i>Malpighia glabra</i>	Acerola Cherry		X		S	Fruit	
<i>Mangifera indica</i>	Mango	X			S	Fruit	◇
<i>Manihot esculenta</i>	Cassava			X	S	Tuber / Leaf	
<i>Murraya koenigii</i>	Curry Leaf Tree		X		S	Leaf	
<i>Persa americana</i>	Avocado	X			S	Fruit	◇
<i>Pipturus argenteus</i>	Native Mulberry		X		SH	Fruit	
<i>Podocarpus elatus</i>	Plum Pine	X				Fruit	
<i>Polymnia sonchifolia</i>	Yacon			X	S	Tubers	

EDIBLE TREES and SHRUBS*							
BOTANICAL NAME	COMMON NAME	X = LGE TREE (>4 metres)	X = SML TREE (2 – 4 metres)	X = SHRUB (<2metres)	S = SUN TOLERANTE	EDIBLE PART	Harbours fruit fly
<i>Pouteria campechiana</i>	Canistel	X			S	Fruit	
<i>Punica granatum</i>	Pomegranate		X		S	Fruit	
<i>Pyrus communis</i>	Pear – tropical cultivar					Fruit	◇
<i>Rheum rhabarbarum</i>	Rhubarb			X	SH	Steam	
<i>Solanum muricatum</i>	Pepino			X	S	Fruit	
<i>Solanum betaceum</i>	Tamarillo		X		S	Fruit	◇
<i>Sterculia quadrifida</i>	Peanut Tree	X				Seed	
<i>Syzygium australe</i> , <i>S. leuhmannii</i> , <i>S. oleosum</i> , <i>Acmena spp</i>	Lilly Pilly's					Fruit	◇
<i>Tetragonia tetragonioides</i>	Warrigal or N.Z. Spinach					Leaf	
<i>Zingiber officinale</i>	Ginger			X	SH	Tuber	
Note: Common olive to be avoided due to weed potential. Manzanilla variety best suited to this area.	Olive					Fruit	

* Please note: the above list is not comprehensive. Species that are grown commercially in local area (e.g. Banana and Macadamia) have been avoided due to the potential of street specimens to harbour disease and impact local industry. Endangered indigenous species (e.g. Davidson Plum) have been excluded due to their potential to cause genetic contamination of local relict populations.

Attachment 8

Community gardens resource list

Australian City Farms and Community Gardens Network

<http://communitygarden.org.au/>

Ballina Council. Community gardens policy.

http://www.ballina.nsw.gov.au/cp/em_res.asp?id=5866

Blue Mountains City Council. Draft community gardens policy

<http://bluemountainshaveyoursay.com.au/communitygardens>

Blue Mountains City Council. Draft guidelines for the establishment of community gardens on Council owned or managed lands in the Blue Mountains.

<http://bluemountainshaveyoursay.com.au/communitygardens>

Blue Mountains City Council. Draft new community garden application form

<http://bluemountainshaveyoursay.com.au/communitygardens>

Bushland Friendly Nursery Scheme. Environmental weeds list.

<http://www.northcoastweeds.org.au/environmentalweeds.htm>

Byron Shire Council. Community gardens policy.

<http://www.byron.nsw.gov.au/community-gardens>

Byron Shire Council. Edible species list.

Internal document.

Byron Shire Council. Interim policy on genetically modified agriculture in Byron Shire.

<http://www.byron.nsw.gov.au/publications/interim-policy-on-genetically-modified-agriculture-in-byron-shire>

Byron Shire Council. Maintenance of parks by private individuals and community groups.

<http://www.byron.nsw.gov.au/policies>

City of Sydney. Community gardens policy

<http://www.cityofsydney.nsw.gov.au/Residents/ParksAndLeisure/CommunityGardens/CommunityGardensPolicy.asp>

Crown Lands Act 1989

<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+6+1989+cd+0+N>

6.1.1 [Environmental Planning and Assessment Act 1979.](#)

6.1.2 http://www.austlii.edu.au/au/legis/nsw/consol_act/epaaa1979389/

Environmental Planning and Assessment Regulation 2000

<http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+557+2000+cd+0+N>

6.1.3 Food Act 2003

http://www.austlii.edu.au/au/legis/nsw/consol_act/fa200357/

6.1.4 Local Government Act 1993

6.1.5 http://www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/

Local Government (General) Regulation 2005

<http://www.legislation.nsw.gov.au/fullhtml/inforce/subordleg+487+2005+cd+0+N#pt.1-sec.1>

NSW Land and Property Management Authority. Crown Lands templates and fact sheet for issuing leases and licences over crown land.

http://www.lpma.nsw.gov.au/trusts/trust_managers/lease_and_licence_templates

North Coast Regional Code for the sale of food at markets and temporary events.
Code adopted by Northern Rivers Councils – at various stages of review.

<http://www.ballina.nsw.gov.au/content/uploads/MarketCodeTemporaryEvents.pdf>

Richmond Valley Council. Use of Council plant and equipment to assist community groups.

http://www.richmondvalley.nsw.gov.au/page/Your_Council/Policy_Documents/

Roads Act 1993

http://www.austlii.edu.au/au/legis/nsw/consol_act/ra199373/

State Environmental Planning Policy (exempt and complying development codes) 2008

<http://www.legislation.nsw.gov.au/viewtop/inforce/epi%2B572%2B2008%2BFIRST%2B0%2BN/?fullquery=%28%28%28>

Tweed Shire Council. Draft edible streetscapes policy – food production on the nature strip.
For discussion purposes only.

Tweed Shire Council. Draft Community gardens checklist.
For discussion purposes only.

Urban Sustainability Support Alliance. Local Government Shires Association – supporting Councils in their journey towards sustainability

<http://www.lgsa-plus.net.au/www/html/3059-sustainable-food--food-fairness.asp>

Yarra City Council Urban Agriculture information.

<http://www.yarracity.vic.gov.au/Environment/Community-gardens/>