

The Good Life Community Garden Rules and Guidelines

These rules and guidelines must be read and assented too before you begin gardening. Fees must be up to date and a contract signed.

1. WHO CAN HAVE A BED?

People living in the City of Albany who agree to abide by the rules and guidelines for this garden and by the decisions made by the Good Life Community Garden Committee (GLCG). A maximum of 4 raised beds are available to a house hold, with an initial allowance of 1 bed only until a working relationship has been established. Preference will be given to people who do not have their own private garden and to people with special needs and their carers. Other individuals or organisations may also be eligible for a garden bed at the discretion of the GLCG committee.

2. FEES

There is an annual lease fee required for a raised bed (**\$20**); these fees are due by Good Friday each year. The fees will be collected by the GLCG committee and a pro rata rate will be determined for the first year if the bed is not started by Good Friday. The fee will be used at the discretion of the committee for garden supplies, new infrastructure, maintenance, social gatherings for the gardeners and other costs. Suggestions for use of the fees are welcome from the gardeners but are not binding on the committee. The fees are for the lease of the bed, and do not imply ownership of the bed. At all times the beds belong to the Living Water Anglican Church and the Diocese of Bunbury who own the land the garden is built on.

3. APPLYING FOR A RAISED GARDEN BED AT THE GOOD LIFE COMMUNITY GARDEN

Community members wishing to apply for a garden bed must complete and sign an application form and submit it to the GLCG committee for evaluation. They must read or have read for them the GLCG Rules and Guidelines. If the application is successful the applicant will sign a contract, and commence gardening within three weeks of the contract signing. One application per bed is required and contract extensions are automatic provided the annual fee is paid by Good Friday of each successive year that the bed is used and the raised bed has been maintained and utilised in accordance with these rules and guidelines. .

4. MANAGEMENT

The responsibility and authority for managing the gardens rests with the Good Life Community Garden committee which is made up of members of the Living Water Anglican Church (LWAC) who have an interest in the community garden. The committee consists of a Chair, Secretary/ Treasurer and 5 ordinary members who are endorsed by the LWAC Parish Council. The committee has the authority to appoint non-voting consultants to special advisory positions on the committee, including non-LWAC members who may make management suggestions at any time for consideration by the committee. The committee will work with gardeners to create the best gardening environment for all fee paying members. The bulletin board at the entrance to the garden is a way for the Committee to inform members of upcoming events and changes to requirements. The bulletin board may also be used by garden members to communicate with other gardeners and the committee.

5. ALLOCATION OF BEDS

If no beds are available at the time of applying, the applicants name will go on a waiting list and they will be advised when a bed becomes available. Allocation of beds will be based on:

- a. date of application
- b. physical needs of the applicant
- c. type of plants that the applicant wishes to grow

If you are on the waiting list but have not been allocated a bed, you will not be issued with a code to the garden, but may come and work in the communal garden areas until a bed becomes available.

6. SECURITY

The garden must be locked when not being actively used. The last gardener out must secure the garden before leaving for home. All gardeners will be provided with a code to the garden at the time of bed allocation. Gardeners must not give the code to another person without the permission of the GLCG Committee. If a gardener forgets the code please contact a member of the GLCG Committee for the current code. From time to time the code may be changed to enhance security, all contract holders will be advised of the change.

7. FORFEITURE OF GARDEN BEDS

Beds are allocated to the person or persons named in the GLCG Contract. Beds are not transferable without the permission of the GLCG Committee. Gardeners cannot give their bed to another person. If a gardener no longer wishes to maintain their bed or moves away from Albany, they must advise the GLCG Committee and leave their bed in a clean and tidy state. Failure to do so will result in the forfeiture of any unused lease money. The bed will be reallocated to the next eligible person on the waiting list.

8. RAISED BED OWNERSHIP

Each gardener is entitled to one raised bed. If there are vacant beds they may become available to gardeners up to a maximum of 4 beds if no waiting list exists. Gardeners must apply to the GLCG Committee if they wish to have an additional bed. However, when an applicant is added to the waiting list they will be given priority and gardeners with additional beds will be asked to hand back their extra beds at the end of the season with adequate notice. Gardeners may choose which bed they will keep if handing back additional beds.

9. RESPONSIBILITIES OF GARDENERS FOR THEIR OWN RAISED BEDS

9.1 General maintenance of beds

Gardeners are responsible for the care and maintenance of their individual beds throughout the year, even during the winter months. It is the responsibility of gardeners to maintain their bed and the area around their bed, keeping it free of weeds, rubbish and any items that may be obstructing the pathways. Mulching of garden beds is strongly encouraged to control weed growth and conserve water. Water is supplied as part of the annual fee, but is not to be wasted. If a gardener is unable to tend a bed, temporarily leaves the area due to illness or for the purposes of travel, work or emergency, for three months or more, they must discuss their situation with a Committee

member. Crops must be harvested once they are mature. If you do not feel you can use all of them, the Community Store would love to be able to provide cheap food to those who could use extra fruit, vegetables or herbs. Please let the Community Store manager know if you have more than you can use.

9.2. Climbing plants

Gardeners should use stakes for climbing plants, such as tomatoes and beans. If gardeners wish to store stakes when not in use, they should be bundled, labelled and stored in the tool shed. Trellises are permitted but must be well constructed and maintained, material used to construct the trellis must be organic in nature with the exception of the supporting wires or mesh for the plants.

9.3. Building and other materials

Permanent structures must not be built on garden beds or on vacant areas of the Community Garden. Gardeners cannot use the Community Garden to store building or other materials.

9.4. Communal planting space

Gardeners who want planting space in addition to their allocated bed may use some of the communal spaces in the garden. Permission must be obtained from the Committee with regard to the plants that are grown. The Committee cannot guarantee that the produce you grow on the communal areas will not be harvested by others, although every attempt will be made to instil good Community Garden etiquette into all participants. The communal areas will also be utilised to grow produce for the Community Store and you are encouraged to contribute to the work in these shared areas as well as working on your leased bed.

9.5. Types of plants

Community Garden beds are for growing herbs, flowers and vegetables. Trees and large permanent shrubs are not suitable for garden beds because they may block the sun to other beds. However, it may be possible to allocate a bed that does not shade or affect nearby beds. Gardeners who wish to grow large plants must advise the GLCG Committee before beds are allocated. Known weed species must not be planted, and you will be asked to remove them from the garden when the committee becomes aware of any breaches of this rule. A list of environment weeds in the Albany area is posted on the bulletin board.

9.6. Soil

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

10. GENERAL CONDUCT IN THE GARDEN

Gardeners and visitors should respect the gardens as community spaces. Gardeners and visitors must not remove any plants or equipment from another gardener's bed without the gardener's permission. Likewise, plants and equipment must not be removed from other areas in the

Community garden without the approval of The GLCG Committee. Wilful damage to any area of the Community garden will not be tolerated. Each gardener has the right to quiet enjoyment of the Community Garden. Threats or abuse of any form will not be tolerated. The consumption of alcohol or any form of substance abuse will not be tolerated in the garden. Gardeners are not permitted to enter the garden under the influence of alcohol.

11. DEALING WITH PROBLEMS OR CONCERNS IN THE COMMUNITY GARDEN

Dealing with garden related issues is the responsibility of The GLCG Committee. If gardeners have any concerns about the garden or about other gardeners they are strongly encouraged to contact The GLCG Committee chair on this number 0418939786. The GLCG Committee will deal with such matters efficiently and in a fair and reasonable manner.

12. MAINTENANCE OF COMMON GARDEN BEDS AND PUBLIC AREAS

All gardeners are expected to contribute to the care, maintenance and development of common garden beds and public areas in the Community garden. The Good Life Community Garden Committee encourages 'active gardening' in the Community garden. This includes:

- a. Removing weeds along the border of garden beds and pathways adjacent to garden beds.
- b. Sweeping pathways.
- c. Picking up and disposing of any rubbish around the garden.
- d. Preparing suitable organic material for the compost heap, worm farms or for mulching
- e. Participating in at least two (2) Working Bees per year. This does not necessarily mean heavy labour. There are many simple ways of contributing to the communal nature of the gardens. The Committee worker will inform gardeners of the dates of these Working Bees via the Bulletin Board.

13. WASTE MANAGEMENT

There are compost bins and worm farms in some parts of the Community garden and all gardeners are strongly encouraged to use them as a means of reducing kitchen waste, e.g. fruit and vegetable scraps, egg shells, leftover rice, noodles etc. These recycling systems help to reduce household waste, and support the production of good compost for use in garden beds. Gardeners should contact the Committee if they need advice about using the compost facilities. Gardeners are encouraged to place any suitable waste plant matter in the large composting bins/ worm farms. Wood, plastic bags, tin cans or polystyrene foam boxes must not be added to the compost. Only waste that can easily decompose should be placed in the compost/ worm farm. All other rubbish must be put in the rubbish bins provided. Gardeners are encouraged to chop up or break up any plant matter into small pieces, as this will assist in the composting process. Do not put meat, fish or chicken in the worm farms or compost bins.

14. WATER MANAGEMENT

All gardeners are required to adhere to the guidelines for water use outlined by the GLCG Committee. All gardeners are asked to avoid wasting water in the garden. Hoses should be hand held and should not be left running unattended. The use of watering cans is strongly encouraged.

15. CONTROL OF GARDEN PESTS

No toxic chemicals are to be used for pests, diseases and weeds, unless cleared by the GLCG Committee, are to be used in the Community garden. Gardeners should use safe, environmentally friendly products such as Dipel, Rotenone, garlic, milk or rhubarb sprays.

16. GARDEN TOOLS

Gardeners must provide their own hand tools, e.g., hand trowels and pruners. The larger tools will be kept securely locked in the shed. These tools are for the communal use of the gardeners and must only be used in the Community Garden. Garden brooms are available for gardeners to sweep pathways. Garden hoses must remain connected to the tap and contained so that they do not lie across pathways. If any garden equipment is missing or damaged gardeners should report this to the GLCG Committee as soon as possible for replacement or repair.

17. CHANGE IN CIRCUMSTANCES

Gardeners must advise the GLCG Committee of:

- a. any change in their address or telephone number.
- b. if they are no longer eligible to keep their bed.
- c. if they are unable to tend their bed for two (2) months or more.

18. DISPUTE RESOLUTION

Any disputes between gardeners must be brought to the attention of the GLCG committee and will be resolved through mediation and negotiation. Where disputes cannot be resolved by the parties involved the committee will decide the way forward. Abuse and violence of any sort will not be tolerated and violators of this rule will be expelled from the garden and revoke their gardening privileges.

19. OTHER MATTERS

19.1. Smoking

The garden is a strict non-smoking area, cigarette butts do not break down and can find their way into soil and compost.

19.2. Animals

Dogs (unless assistance dogs), cats and other pets must not be brought into the garden.

19.3. Garden security

Gardeners must close and lock the garden gate when they (enter or) exit the garden unless someone else is still working there. Gardeners must lock the shed if it is not in use and when they exit the garden.

19.4. Visitors to the Community garden

All visitors to the Community garden are the responsibility of the gardener who has invited them into the garden.

19.5. Children in the Community garden

Children are welcome in the Community garden. Adults must supervise children at all times.

19.6. Sale of Garden Produce

Garden beds are available for personal use only. Gardeners may sell plants and produce grown in the Community Garden through the Community Store located on the Living Water site. The proportion of the proceeds that the gardener requires should be negotiated with the Manager of the Community Store. Surplus produce and plants may also be donated to the Community Store. The use of garden beds for growing plants commercially is not permitted.

20. Financial arrangements

The Good Life Community garden committee will establish a Good Life garden bank account for the purposes of collecting and disbursing funds. The signatories to the Good Life garden account will be the chair of the garden committee and two other committee members. Only two signatures are required on cheques for the purchase of garden related equipment and supplies.

A receipt will always be issued on the receipt of lease payments or any other kind of income.

Any purchases on behalf of the Good Life garden cannot be reimbursed unless a valid receipt has been obtained from the retailer. Receipts both in and out must be in ink.

Money obtained during each day will be kept in the office safe until it is banked on Monday of each week. The garden financial records will be audited each year with the main church accounts.

The Good Life Community Garden Committee endorsed by Parish Council on 23rd Jan 2017

Andrew Nicholson Chair

Andrea Nicholson Secretary/ Treasurer

Jeremy Lemon

Judy Summers

Mike Summers

Peter Adkin

David Main

Social work consultant Zoran Dimovski

Young families consultant Penny Baker

I declare that I have read the rules and guidelines for the Good Life Community Garden and agree to abide by them and the decisions of the Good Life Community Committee.

Name and Signature

Date / /

Good Life Community Garden Application Form

This application is for the lease of 1 bed only. I understand that ownership of the bed remains with Living Water Anglican Church and the Diocese of Bunbury. Other beds may be allocated if required and they are available. There can only be a maximum of 4 garden beds for each household. Each raised garden bed is 2 m x 1m x 41 cm high. Soil will be provided in the beds, improvement of the soil over the life of the bed will be your responsibility. Priority may be given to applicants who live closest to the garden and/ or who have the least alternative opportunity to garden. This application form must be completed in English, and returned to the Good Life Community Garden Committee.

Contact details are **Good Life Community Garden**

78 Lower King Road
Collingwood Heights 6330

Email: marleysouth@hotmail.com **Phone contact** Andrew Nicholson 0418939786

Before you apply make sure you satisfy the following criteria:

-  Live in Albany with preference being given to residents of Collingwood Heights, Bayonet Head, Emu Point, Oyster Harbour, Lower King, Lower Kalgan, Kalgan Heights, Gull Rock and Nanarup. If beds are still available they will be allocated on a first come, best dressed basis, Carers applying on behalf of gardeners with special needs will be given priority consideration
-  Be prepared to pay an annual fee for each bed and contribute to communal upkeep of the gardens
-  Be prepared to make the most of a bed (there is a long waiting list of keen gardeners)
-  Be prepared to sign the Good Life Community Garden Contract and abide by the garden rules and guidelines and the determinations of the GLCG Committee.

Given Names Family Names

Address

Postcode Telephone numbers: home work

Mobile (preferred) email

Contact telephone number and name of a family member or friend.

Are you a pensioner or health care card holder? Card number

First or preferred language Second preferred language?

What is your date of birth? / /

Do you have any prior gardening experience?

How much space do you have to garden at home? (Number of metres, e.g. 6m x 4m)

Do you have any special requirements for access to your garden bed? Yes No What?

What types of plants are you intending to grow?

When would you be able to attend garden working bees/ meetings?

morning afternoon evening Monday Wednesday Saturday Other (please state)

I declare that I live within the City of Albany area described above. There are no other community garden beds allocated to my household.

Responsibilities – what we expect from gardeners

Before beginning to work a bed eligible gardeners are required to read the “Rules and Guidelines” and sign a “Good Life Community Garden” contract. Gardeners at the Good Life Community Garden (GLCG) are required to:

1. Pay an annual fee

The annual bed lease fee is \$20 for each 2m x 1m raised (41cm) high garden bed. You may be paying for multiple beds. The GLCG committee collects the fee that is used for water, garden supplies, and garden maintenance. Payment can be made by cheque or cash in person to our reception – open from 9am to 4pm each Wednesday during school terms.

2. Help look after the garden’s communal facilities by attending two working bees a year.

Monthly working bees will be held on the first Saturday in the months of March, May, July, September and November from 9am – 2pm including a shared lunch. These will enable gardeners to contribute to the care, maintenance and development of the communal areas within the Community garden and provide opportunities for sharing culture, knowledge and skills.

3. Support the garden by contributing to two GLCG fundraising events a year.

The GLCG runs a regular program of fundraising events that include seed, plant and produce sale days, short teaching courses and a yearly garden fair. We rely on the support of volunteers to run these events successfully. Contributions can include helping with food preparation and serving, staffing stalls, washing dishes, cooking cakes and salads, helping set up and pack up etc.

4. Abide by the rules and guidelines

- Use your bed intensively over the whole year. There is a very long waiting list!
- Maintain weed-free pathways of one metre in width around your garden bed.
- Take all your rubbish home – if you carry it in you can carry it out! Only material that will break down quickly is permitted to stay in the garden area; all plastic, foam, scrap steel, rubber tyres etc must be removed from the garden.
- If you move house or are going to be absent for a period of longer than two months, the community garden committee must be notified.
- Minimise water use by watering less frequently and more deeply and by mulching over summer.
- Any use of chemicals or pesticides must be approved by the Garden Committee – wherever possible use organic practices.

5. Sign a contract

All successful applicants for a bed will sign a contract that sets out the rules and guidelines for his garden. Successful Community gardens rely on a shared culture that understands and respects the participants in the garden. Culture changes over time, but new participants need clear boundaries when beginning their journeys in gardening. The contract, rules and guidelines and these responsibilities are intended to provide those boundaries.

Good Life Community Garden Contract

Good Life Community Garden

78 Lower King Road
Collingwood Heights 6330

Email: marleysouth@hotmail.com

Phone contact Andrew Nicholson 0418939786

Given Names

Family Names

Address:

Telephone: home work.....

mobile..... e-mail

First or preferred language

Second language

Date of birth: / / Sex: Female

Male

Bed Number/ s:

I have read and/ or had read to me the GLCG Rules and Guidelines. I agree to abide by these Rules and Guidelines. I understand that if I breach the conditions, I may forfeit my right to have a Community Garden bed. I have been provided with a code to the garden which I will not make available to another person.

.....

Signature of gardener

.....

Name and signature of interpreter or carer if required

..... Date: / /

Name and signature of person signing for and on behalf of Good Life Community Garden

The Organic Garden Co **200cm x 100cm x 41cm** Pale Eucalypt Rectangular Raised Garden Bed

