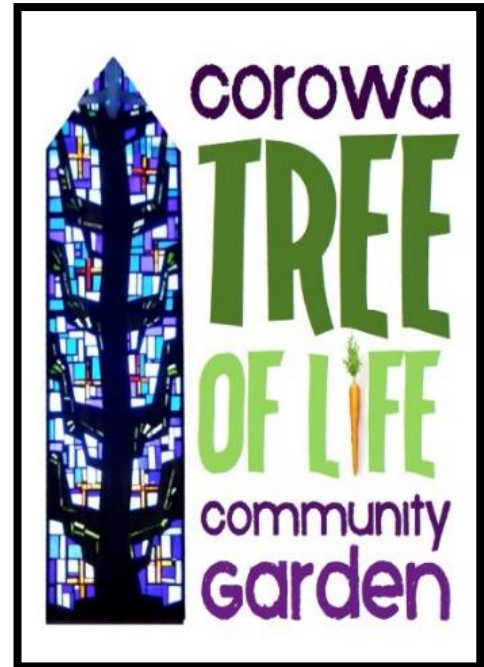


WELCOME TO THE GARDEN

AN INTRODUCTION AND BACKGROUND

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Appendix A: Plan of Corowa Community Garden

A Peaceful Place For People To Come Together To Grow And Share Ideas

1. Introduction and background

The Corowa Community Garden (the Garden) is a place where people can come together to grow food in a welcoming and supportive environment. We encourage people to visit and enjoy our garden. Organisations can even sponsor our Garden.

In 2012 the Uniting Church committee decided that their grounds, including disused tennis courts and hall, were not being used to their full potential. They wanted to create a place where a sense of belonging and community would grow. Around this time a Community Garden Steering Committee approached the church looking for a space to establish a garden.

With mutual agreement the Tree of Life Community Garden was born. A Memorandum of Understanding was developed, with the garden space being leased for a peppercorn rent. The space has grown into a thriving garden where people can also meet, share ideas and enjoy social gatherings.

Activities and morning teas take place every Tuesday and Thursday morning from 9.30 until 12.00.

2. Why is the Garden here?

Our vision is to create a sustainable and productive Community Garden for Corowa and district residents and visitors.

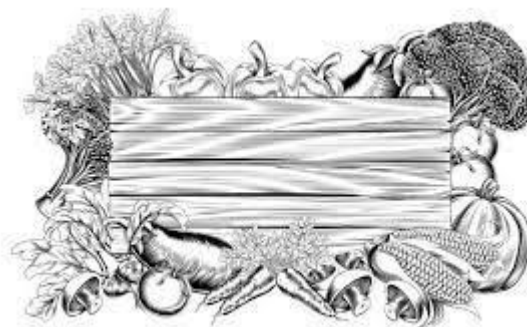
Our mission is to promote wellness and to encourage participation by people of all ages, cultures and skills, by growing produce and caring for nature.

3. Garden Membership

- Membership is open to all people.
- With membership you are entitled to voting rights, participation in activities, workshops, and social dinners. You can receive a monthly newsletter via email. If you don't have an email address, please let the Secretary know.
- Membership applications are available from our website, or at the Garden.
- Applications for membership can be forwarded to the Secretary.
- By signing the application members agree to abide by our Constitution and Code of Conduct.
- Memberships are due to be paid by the Annual General Meeting (AGM), usually held in September. Non-financial Members are not entitled to vote, or be elected to any committee.

4. Garden Contact Details

Should a member have any questions or comments, please contact the Secretary using the information below or by writing a message in the Communication and Suggestions Book at the Garden.



| | |
|------------------|---|
| Email | debbie.harro@gmail.com |
| Telephone | 0416967656 |
| Mail | The Secretary Corowa Community Garden. PO Box 267 |
| Facebook | http://facebook/corowacomunitygarden |
| Website | www.corowacomunitygarden.org |

5. How is the Garden administered and managed?

Garden committee

Each year at the AGM a Committee is elected. The role of the Committee is to deal with administration and management issues. The Committee is made up of the President, Vice President, Secretary and Treasurer (Office Bearers) and up to five other Members. Meetings are called by the President as often as required.

General Meetings

Monthly General Meetings are generally held on the third Thursday of the month, to consider and discuss Garden issues and business. For example, organising workshops, social events, planting schedules and Garden sales.

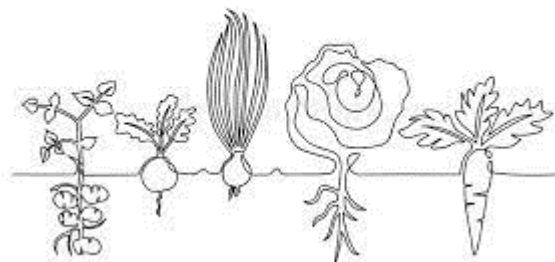
Members should contact the Secretary to have any ideas placed on a meeting agenda. Any issues of concern should be put in writing.

Annual General Meeting

An AGM is held in September. All positions are declared vacant, and a new committee is elected. Meeting dates and times for the next twelve months are set at the AGM and the annual membership fee is reviewed.

6. Garden Rules

- All Garden Members and visitors must sign the **attendance sheet** when they arrive at the Garden. This is for safety reasons and is a mandatory insurance requirement.
- **Garden tools** and supplies are for use by all Garden Members. All equipment should be used safely, cleaned after use and returned to where they are stored.
- **Personal property** is not to be left at the Garden. Any equipment brought to the Garden for a particular purpose should be clearly labelled with the owner's name and should be removed from the Garden at the end of its use. The Garden Committee or other Garden Members are not responsible for loss or damage of any personal property.
- **Decisions on plantings**, removal of plants, use of trellises, stakes etc. rests with the Farm Manager. Decisions will be made in consultation with Garden Members.
- **Decisions on infrastructure** including beds, irrigation and shedding will be referred by the Committee to a General Meeting. Decisions will be made by the majority at a General Meeting.



7. Code of Conduct by Garden Members

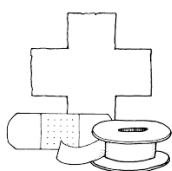
Members and visitors will endeavour to respect all Members and other Garden users and never interfere with their rights and opportunities. If a disagreement does arise, it must be settled through calm discussion and goodwill. If the issue remains unresolved, the grievance should be written down and given to the Corowa Community Garden Committee for fair consideration.

8. Members Rights and Responsibilities

As a Member you are valued by the Garden community and our aim is to encourage and support your involvement. However, it is also recognised that there may be times when a Member needs to be counselled, and possibly dismissed. We have a procedure to protect Members' rights. A copy of the Procedures for Disciplinary Action and Dismissal of Volunteers can be obtained from the Secretary.

9. Safety and First Aid

- Safety is a priority of the Garden and its Members. It is recommended that gardeners wear a hat or some other form of head covering for sun protection, gloves and strong enclosed shoes at all times. Remember to apply sunscreen and drink water on hot days.
- Any Garden Member who undertakes mowing, “whipper snipping” or any other activity which involves mechanical, or potentially hazardous equipment must do so with the appropriate level of personal protection prescribed for that equipment.
- All Gardeners need to be careful when equipment is being used to ensure their own personal safety and the safety of others.
- Gardeners must act to remedy hazards as they become apparent, or at least to report them to the Committee. Hazards must be isolated and reported in the Communication and Suggestions Book for further action.
- All new Garden Members are to complete a **Safety Induction Program** in the use of machinery/equipment prior to use. It is preferable that Members work in the Garden with another person present in case of an injury.
- **Children must be supervised** at all times by parent(s), teacher(s) or carer(s).



Any injuries must be attended to promptly and noted in the First Aid/Injury Register. The **First Aid Kit** is stored in the shipping container to the left of the entrance.

10. Opening Hours, Parking and Toilet Facilities

The Garden is open during **daylight hours**. It is not appropriate for activity to occur in the Garden after dark unless it is an approved Garden function or event.

On-site parking is available on site via Lindsay Street. **Street parking** is available on Queen Street, Church Street and Lindsay Street.

Toilets are located adjacent to the Uniting Church Hall and are open on Tuesdays and Thursdays when Members are attending the garden.

The **key** to access toilets is kept on a hook to the right of the entrance in the shipping container.

11. Accessibility

Our Garden community welcomes people of all abilities.

There is a disability car park space on Uniting Church grounds, off Church Street.

From this car park area there is wheelchair and walker frame access via a ramp that is located between the church and the hall.

Mobility scooter users can enter via Lindsay Street.

An ambulant toilet is available and is open on Tuesday and Thursday mornings and during Garden events and functions.

Garden beds are raised to approximately 30cms. Garden paths are uneven and care needs to be taken when moving around the garden.

12. Chemical Use

Where possible we aim for chemical use that is that safe. Organic substances are generally used that will not harm beneficial insects or animals. Use of non-organic chemicals are at the discretion of the Committee. A chemical register is maintained and can be found in the container. Chemicals must be administered according to manufacturer's safety specifications.

13. Watering

Water is a precious resource. Please water efficiently. Where possible we use techniques to save water including mulching and composting the garden. A rainwater tank is also used. A seasonal hand watering roster is in place. Members are encouraged to join the roster.



14. Communication and Suggestions Book

A Communications and Suggestions Book is available with the Sign on Book. This can be used to record activities in the Garden, hazards, and any suggestions for future development.

15. Reimbursement of Out-of-Pocket Expenses

Out of Pocket expenses by members will be reimbursed if they are authorised beforehand by a Committee Member or the Farm Manager. Reimbursement is available from the Treasurer. Expenses may include: the cost of items such as purchase of gardening materials and tools, refreshments or cooking supplies, travel to collect or for delivery of supplies.

16. Request for Use of the Garden for an Unscheduled Non-Garden Event

Enquiries for the use of the Garden for an unscheduled non-Garden event should be directed to the Secretary. Requests will be considered by the Committee, in consultation with the Uniting Church Secretary.

17. Open Days, Workshops

Garden plant sales and raffles are important fundraising activities. The Garden community holds plant sales for the public at various times of the year. Generally, a small fee is charged for workshops. Members are encouraged to assist in the preparation for these events and attend/assist on the day.



18. Chooks

Keeping chickens is an important part of the permaculture practices at the Garden. Chooks are managed by a co-ordinator and a weekly roster is in place. Only members on the roster can access the chook yard. They are responsible for the welfare of the chooks. Duties include feeding, watering, and collecting eggs. Eggs are available on Thursdays when available. If you would like to join the roster, see the co-ordinator.

19. Dogs at the Garden

Assistance dogs are welcome at the Garden. For health and safety reasons, all other dogs are not allowed in the Garden.

Appendix A: Plan of Corowa Community Garden (to be inserted on next page – includes emergency evacuation and assembly area.)