



HENLEY COMMUNITY GARDEN INFORMATION & GUIDELINE PACKAGE



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Welcome

Welcome to the Henley Community Garden (HCG). We hope you find your time with us rewarding. This information package aims to provide you information about your rights and accountabilities with the garden. It also provides an awareness about how the garden runs and some basic information in order to help you feel welcome.



A bit about the garden.

HCG is an Incorporated Not for Profit Association. Garden decision-making is through a monthly meeting of the Steering Committee. The Steering Committee is made up of garden members and are elected at our Annual General Meeting. The AGM is held annually towards the end of the year. For information about our steering committee, please access our website **henleycommunitygarden.wordpress.com**.

The garden practices organic and sustainable gardening principles and we therefore request you also use these principles where practicable, by **not using** toxic pesticides and herbicides.

Income: HCG gains income from a variety of sources including grants for projects, donations and membership fees. Other opportunities for raising funds will be considered through enterprises such as market stalls and educational workshops. We also do Bunnings BBQs. If you are interested in this fun event, please contact a committee member as this is a major source of ongoing income.

Parking is primarily confined to the Raymond St. Car Park unless there is a mobility issue or similar. Deliveries and unloading can be done at the back gate of the garden accessed at the end of the Clarence St Bowling Car Park.

The garden has minimal power needs as no mains electricity is supplied to the site. However, we have our own 12 volt solar-powered systems in place and a solar-powered system for 240 volt usage.

Water: We are supplied with a mains water tap (for drinking only) at our drinking fountain. The mains tap also supplements our rain water tanks in our back garden area as required and these tanks are connected to a pump for our irrigation system. Our garden is also connected to bore water by 2 x 20,000L tanks for water storage. The bore water is used to water our garden plots. This bore water has been tested via council and is reported to be very good quality and from the 2nd aquifer (very deep). We utilize water wise measures involving wicking beds. A smaller rainwater tank is also available, but not recommended for drinking due to leaf debris affecting taste, but good for plants.

The garden is continually evolving and we are always looking at ways to enhance and improve the site to enjoy the space. If you have any good ideas, please let one of the committee members know.

Where can I find the HCG?

Access is via the main gate, to the left of the Raymond St Car Park near Henley Grange Memorial Oval. The garden can be accessed by a code provided to members upon payment of membership. Access to the tool sheds and other areas also utilise coded padlocks. The main shed is opened by selected steering committee members. The toilets are located next to the Henley Football clubrooms and are open most of the time, but if locked, a committee member can open them.

Before beginning to participate in the community garden **Gardeners are required to read below:**

1. HCG Code of Conduct
2. HCG Safety Guidelines
3. HCG Environmental Management Plan Summary

Prior to your commencement at HCG, **you will need to complete the Membership Form in collaboration with one of our committee members for our records.**

Orientation is then arranged and community membership payment can be made then or prior.

Thanks for helping ensure we meet our community care obligations!

1. HCG Code of Conduct.

The accountabilities of the HCG Gardener are as follows:

- To respect other gardeners and visitors at HCG.
The Garden is inclusive. Everyone is welcome. No one is excluded. It's good to help people. Everyone has the right to feel safe.
- To appreciate difference of views and approaches:
We understand that people are involved in the garden for many different reasons. We are an open, non-discriminatory group that will actively seek to engage with and support individuals that may be socially isolated or vulnerable. Ultimately, we aim to build a supportive community, based around the Garden.
- To contribute to the maintenance of the garden:
Communal garden plots are available to paid up community members of HCG to garden and grow vegetables. The Garden Coordinator can assist and support the allocation of space available to plant. There is no guarantee to sole right to produce, but you will have an appropriate right to share produce from the communal garden plots. Please respect that other people too will be sharing this produce, and leave some for the next person.
- To constructively communicate information and concerns with the HCG committee to enable action and resolution.
- Seek and apply better ways by providing ideas for continuous improvement, actively participating by helping to put plans into action.
- To reach out for guidance and support when required
- Ensure safety at all times.
- To comply with organic gardening principles.

All members are encouraged to maintain these plots, for the whole of the community to enjoy.

Produce from the herb gardens are available for all members to use freely. Please check with the Garden Coordinator if produce for more than two family meals are sought. Garden produce is to be used for personal use only.

Help out and meet new people in your community:

The HCG Social Days are a great opportunity to contribute to the care, maintenance and development of the communal areas, provide opportunities for sharing knowledge and skills and meet new friends.



COME ALONG:

1st Sunday of each month, 10am – 12 noon (sometimes longer) & other days as advised. Members are encouraged to attend the Social Days each month.

To care for your individual plot:

Individual garden plots are available by subscription for the exclusive use of an individual, family, household or group. A nominal fee in addition to the HCG membership fee is payable for the exclusive use of an individual garden plot.

Membership fees support the cost and maintenance of on-site materials, including soil, mulch, compost and tools. Gardeners can access mulch, soil, compost and other gardening materials available on site.

It is asked that fertilizers be supplied by the individual plot owners, however at times the garden has had some available in small amounts for members. Plants are to be supplied by individual members for their own plots, but sharing, seed saving and propagation of plants is encouraged.

Fertilizers purchased by the garden are generally for the community shared beds, the orchard and other communal areas of the garden.

The steering committee will be responsible for ensuring items are available to gardeners, and if stock is low, please advise one of the steering committee members.



When an individual garden plot is included in your membership package, the HCG committee require that members observe the following guidelines:

- Use their plot intensively over the whole year.
Maintain weed free plots and pathways.
- No use of toxic chemicals or pesticides. Strictly organic practices apply.
- Dispose of your rubbish.
- If you are going to be absent for a period of time **longer than 2 months**, please **notify a committee member** to discuss your individual circumstances, so your plot can be maintained in your absence.
- An absence of more than **3 months without notifying a committee member may mean your plot will have to be reallocated** to a member on our wait list. Please maintain contact, so this will not be necessary.
- Do not plant trees or large shrubs in your individual plot.

- Produce and garden plots are to be used for private use only. Produce is not sold. Swapping surpluses amongst individual garden plot holders is encouraged. Our GROW FREE CART is also used for surplus.

We will endeavour to assist you in the maintenance of your plot, should you require assistance.

To care for the use and maintenance of garden tools:

A range of garden tools are located in the small shed located near the potting sink. HCG will provide members with well-maintained equipment. If you find that the tools required to do your job are inadequate, please talk to a committee member. Please remember to put the tools away after use and help maintain them by cleaning them as needed. There are also some tools available for use by those with dexterity or strength issues. You will need to bring your own gardening gloves, although we do have some spares around the place. You are welcome to bring your own tools to use, but it is recommended they not be stored at the garden.

To adhere to the following HCG additional rules:

DOGS ARE ONLY ALLOWED INSIDE THE GARDEN ON A LEAD.

We have chooks on site, so please ensure your dogs do not “spook” them at the chook house and keep them well controlled.

SMOKING IS NOT PERMITTED – IT IS A SMOKE FREE ZONE

Gardens are for growing vegetables, fruits, herbs, flowers and other kitchen produce.

- To apply sustainability principles wherever possible:
We aspire to produce little or no waste and use reclaimed resources where possible.

Most garden plots are set up as Wicking Beds, a water wise solution for our climate. More Wicking Bed information is available upon request.

It is necessary to do additional watering with a watering can for seedlings and young plants until the roots are established enough to wick.

Compost: All members are welcome to contribute to the compost and feed the worm farms to provide valuable nutrients to the garden. Follow recommended guidelines for appropriate food scraps for worms or contact a committee member for added information on our worm farms. Any twigs with a diameter wider than 3 cm is too big for the compost bay and should be placed in green bins supplied around garden, so as to protect our mulcher. Our mulcher is operated by 2 trained members together for occupational, health and safety measures.

Trees: There are a number of trees within the garden and these are watered by members of the garden on a rostered system.

- **VISITORS** are most welcome to our garden when a **MEMBER IS PRESENT**. Non-members cannot be left to lock up etc. **DO NOT GIVE CODE TO NON-MEMBERS.** It is the responsibility of the last member leaving the garden to check that everything is locked up and put away and to check that the gate is locked properly. Please also ensure all taps/hoses are turned off before leaving.
- **Chooks, Bees & Budgies:**
Our **chooks** have a roster system for feeding, changing water and collection of eggs. We ask for a donation for eggs which is used to pay for their feed. To obtain eggs, please contact a committee member for details.



Our **budgies** are cared for by one of our garden members and he is helped by other volunteers as arranged. Contact a committee member for more information.



Bees. We have 2 beehives supported by The Urban Bee. Honey is harvested by a qualified apiarist (Josh D'Ambrosio) and a limited amount may be available to members. Refer to committee member for more information.

- **Children's Garden:**

Children are encouraged to play in the garden and a specific area has been created for them, which is very popular. If you are bringing children to the garden, please SUPERVISE them at all times. Please teach them to respect produce in private plots. Messy play is encouraged to enhance the experience for children. It is preferred that only older children or adults operate the taps to prevent water wastage. It is greatly appreciated to do a quick tidy up before leaving, i.e., ensuring all toys are left in the children's space.



- **Greenhouse:** We have a greenhouse managed by a volunteer. Details will be given at orientation of who to contact and how to use it. It is free to all members and great for a quick start to grow seeds and seedlings.

2. HCG Work Health & Safety.

Safety Guidelines

At HCG we are committed to the health, safety and well-being of all volunteers, participants and visitors to the garden. All new members of HCG will be provided a work, health and safety induction. This short induction is to ensure that everyone is aware of hazards associated with working in a garden environment – see OHS Guidelines as per our Management Plan via a committee member for more comprehensive information.

Safety responsibilities of Members

HCG members have the following responsibilities:

- To take reasonable care for the health and safety of themselves and the people they work with.
- To cooperate with other members and the steering committee in the interest of health, safety and wellbeing for everyone at the garden.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and wellbeing.

Identifying Hazards

Hazards are everywhere around us. Before commencing a task, it is a good idea to carefully assess the situation for possible risks to health and safety.

Things you should take into account when assessing risks include:

- Your immediate environment
- The materials you are working with
- The tools and equipment you are using
- Your own health and wellbeing

Note that working beehives are located on site. Please leave them undisturbed at all times & observe them from behind the gate. If stung, use appropriate first aid. If swarming is noticed, call the Garden Co-ordinator or Josh our apiarist from the Urban Bee (details written on the BBQ cage). Josh has supplied a book for you to write any questions for him to answer.

Working Safely

No matter how careful we are, accidents still happen, but prevention can be assisted by:

- Being aware of others and hazards around us.
- Wearing appropriate protective gear.
- Always wear a hat and apply sunscreen on days above 30 degrees C.
- Drink plenty of fluids and take regular breaks.
- Don't overload equipment.

Manual Handling

Severe injury can be sustained through the simple act of lifting or carrying heavy loads in the wrong way. To avoid such accidents occurring, please follow these guidelines:

- Be aware of your limitations. If in doubt, ask someone for help.
- Plan the lift and use a wheelbarrow if necessary.
- Ensure the work area and pathway are free of slipping or tripping hazards.

- Check the load for sharp edges. Wear protective clothing e.g., gloves and closed shoes.
- Bend from the knees to get down to the level of the load and use legs to lift.
- Keep your back straight.

First Aid Kit

A First Aid Kit is located in top drawer of the outside filing cabinet. It is the responsibility of all to familiarise themselves with the location and contents of these kits. A designated committee member is responsible for the restocking of the kit after it has been used. Please notify our committee if it is noted that stocks are low. We also have a defibrillator above filing cabinet for emergency use.

Fire Safety

In the case of a minor fire event, a small fire extinguisher is available and accessible from the garden shed (near the potting area). There is also a fire blanket in the BBQ area, but only accessible when a committee member has opened this area for cooking.

In the event of a more significant fire, call 000 and safely evacuate the garden and congregate at the North/Western end of the Henley Memorial Oval.

Hazard and Incident Reporting

Please report all incidents or near misses, no matter how minor to a committee member as soon as possible, who will report and note the incident. If injury or illness occurs, you should:

- Check the extent of the injury. Remain calm, comfort and assist the injured.
- Provide First Aid if trained to do so. Please contact the ambulance as appropriate.
- Wait with the injured until help arrives.

Please refer to HCG OHS guidelines as per Management Plan via our committee for more information.

3. HCG Environmental Management Plan Summary.

The Chambers Street site is considered suitable for use as a Community Garden providing that the appropriate controls, management measures and precautions, as set out below have been employed.

At the request of the City of Charles Sturt, Coffey Environments have developed an Environmental Management Plan (EMP) for the Henley Community Garden site. This is because soil tests were carried out due to there being a change in the previous use of the site. These tests revealed that there were some minor chemical substances identified near surface soils on the site. These substances are the result of past activities such as possible burning of reeds, dumping of ashes and other materials, considered waste products on the site. In order to minimise any possibility of health issues, because the site is now being used as a passive recreational site for food production, the following measures have been taken:

- The whole garden area has been cleared and covered with a layer/barrier of Geotextile fabric thereby containing/removing any possible contaminants and then covered with a layer of clean imported soil.
- Raised garden beds to a minimum height of 300mm have been utilised and filled with clean organic soil combined with organic compost.
- Other areas of the garden have been covered with hard surfaces (i.e. dolomite & pavers) and mulch.
- Deep trenches have been dug out along the fence line to a depth of at least 500mm and a width of 1500mm, lined with Geotextile fabric and back filled with clean imported soil to accommodate the planting of espaliered trees and small understory plantings such as herbs and ornamental plants.
- Our whole orchard areas have also had the soil removed to a deep level and have then been lined with Geotextile fabric and clean imported soil used to fill the entire areas.

As a result of such measures having been done, it is important that members and users of the Henley Community Garden do not undertake any activities that may result in the disturbance or damage to the Geotextile cover layer or any excavation of the soil beneath this layer. Examples of how this layer could be damaged are: digging deep holes for posts or trees in undesignated areas. The council have facilitated special safety training for such activities to chosen representatives of the garden and will continue to do so as required. Council Officers can also be called in for assistance where required. The Council has been very generous with their ongoing support to ensure our garden site remains safe. A full copy of the Environmental Management Plan for this section of the Henley to Grange Corridor is available for viewing at the City of Charles Sturt Offices.