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# **WILLSMERE KITCHEN GARDENS (WKG) RULES AND REGULATIONS**

(adapted from Community Garden’s template: <https://communitygarden.org.au/wp-content/uploads/2010/06/Good_Practice_Guide_CG.pdf>)

# 1. WHO CAN HAVE A PLOT?

Residents living within the Willsmere Estate and surrounds. Only one garden plot is available to each household. Preference will be given to residents who do not have their own private garden. Other individuals or organisations may also be eligible for a garden plot at the discretion of the Willsmere Kitchen Garden Steering Committee.

# 2. FEES

There is a one-off lifetime membership fee of $50 as well as an annual fee for a garden plot. This fee will be collected by Willsmere Kitchen Garden Committee Treasurer once a year, and will be used for garden supplies, maintenance, social gatherings for the Garden members and other costs as determined collaboratively by the WKG General members and the WKG Committee

# 3. APPLYING FOR A GARDEN PLOT

Residents wishing to apply for a garden plot must complete and sign an application form. They must read or have read for them the WKG Rules and Guidelines.

# 4. MANAGEMENT

The WKG Committee has an agreement with Parks Victoria to use the land that the WKG is on, and an agreement with the Willsmere CoM to use the electricity and water supplied to the shed. Therefore, the responsibility and authority for managing the gardens rests with the WKG Committee. The WKG Committee will work with garden members to periodically review plans and budgets.

# 5. ALLOCATION OF PLOTS

In the first instance, plots will be allocated by ballot. If no plots are available at the time of applying, the applicants name will go on a waiting list and they will be advised when a plot becomes available. Allocation of plots will be based purely on date of application with prospective members asked to register interest by emailing willsmerekitchengarden@gmail.com

# 6. SHED CODE

The code to the green shed will be made available by the WKG Committee. Garden members must not tell this code to another person without the permission of the WKG Committee.

# 7. FORFEITURE OF GARDEN PLOTS

Plots are allocated to the person or persons named in the WKG Community Garden application forms. Plots are not transferable without the permission of The WKG Committee. Garden members cannot give their plot to another person. If a garden member no longer wishes to maintain their plot or moves away from the area, they must advise The WKG Committee. The plot will be reallocated to the next person on the waiting list. Failure to maintain a garden for three months will result in forfeiture of garden plot. A warning email will be sent if the committee suspects a garden plot has been abandoned for three months.

# 8. PLOT OWNERSHIP

Each household is entitled to one plot. Vacant plots may become available to garden members by application if no waiting list exists. However, when a resident is added to the waiting list they will be given priority and garden members with additional plots will be asked to hand back those additional plots and refunded a pro-rata amount at the end of the season with adequate notice.

# 9. RESPONSIBILITIES OF GARDEN MEMBERS FOR THEIR OWN PLOTS

## 9.1 General maintenance of plots

Garden members are responsible for the care and maintenance of their individual plots throughout the year, even during the winter months. It is the responsibility of garden members to maintain their plot and the area around their plot, keeping it free of weeds, rubbish and any items that may be obstructing the pathways. Mulching of garden plots is strongly encouraged to control weed growth. If a garden member is unable to tend a plot, temporarily leaves the area due to illness or for the purposes of travel, work or emergency, for two months or more, they must inform the WKG Committee.

## 9.2. Climbing plants

Garden members should use stakes for climbing plants, such as tomatoes and beans. If Garden members wish to store stakes when not in use, they may be stored in the garden shed provided they are labelled.

## 9.3. Plot boundary fences

Boundary fences are not permitted on raised beds. In the future, in-ground plots may be released in the paddock area which the WKG may permit to be fenced, but only using wire mesh to a height of no more than one (1) metre.

## 9.4. Building and other materials

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

## 9.5. Additional planting space

Garden members who want planting space in addition to their allocated plot such as polystyrene boxes, planter boxes and containers, must seek permission to do so from the Community Garden Support Worker. Each area of the WKG has restrictions on the number of such boxes permitted depending on space and safety issues in the garden. Once permission is granted Garden members are asked to put their plot number on their boxes so that they can be identified. Those Garden members exceeding the permitted number will be asked to remove their boxes from the garden.

## 9.6. Types of plants

Community Garden plots are for growing herbs, flowers and vegetables. Trees and large permanent shrubs are not suitable for garden plots because they may block sun to other plots. However, it may be possible to allocate a plot that does not shade or affect nearby plots. Garden members who wish to grow large plants must advise the WKG Committee before plots are allocated.

## 9.7. Soil

Garden members are responsible for improving the condition of the soil in their plot. 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 garden member hands back or forfeits their plot, under no circumstances are they are permitted to remove any soil from their plot.

# 10. GENERAL CONDUCT IN THE GARDEN

Garden members and visitors are asked to behave respectfully and inclusively at all times.

Garden members and visitors must not remove any plants or equipment from another garden member’s plot without the garden member’s permission. Likewise, plants and equipment must not be removed from other areas in the WKG without the approval of The WKG Committee.

# 11. DEALING WITH PROBLEMS OR CONCERNS IN THE COMMUNITY GARDEN

Dealing with garden related issues is the responsibility of The WKG Committee. If Garden members have any concerns about the garden or about other garden members they are strongly encouraged to contact The WKG Committee via email on willsmerekitchengarden@gmail.com. The WKG Committee will deal with such matters efficiently and in a fair and reasonable manner.

# 12. MAINTENANCE OF COMMON GARDEN BEDS AND PUBLIC AREAS

All Garden members are expected to take responsibility for the care, maintenance and development of common garden beds and public areas in the Community Gardens. The WKG Committee encourages ‘active gardening’ in the Community Gardens. This includes:

* Removing weeds along the border of garden plots and pathways adjacent to garden beds.
* Sweeping pathways.
* Picking up and disposing of any rubbish around the garden.
* Participating in at least one (1) Working Bee/ Community Garden Day per year. This does not necessarily mean heavy labour and may include providing food, entertainment or moral support There are many simple ways of contributing to the communal nature of the gardens.

# 3. WASTE MANAGEMENT

There is a compost bins and worm farm in the communal area and all garden members are 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 plots. Garden members are encouraged to contact the WKG Composting sub-committee if they need advice about using the compost facilities. Garden members 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 should 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. Garden members 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

A large amount of the water for the WKG comes from rain water storage tanks. All Garden members are required to adhere to the guidelines for water use outlined by the WKG Committee. These guidelines were issued in July 2018 to garden members and are also displayed in the garden. All Garden members 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 for pests and weeds are to be used in the Community Gardens. Garden members can use safe, environmentally friendly products such as garlic or rhubarb sprays.

# 16. GARDEN TOOLS

Garden members must provide their own tools, e.g., hand trowels. Larger communal Garden tools such as wheelbarrows and shovels will be kept securely locked in the shed. These tools are for the communal use of the Garden members and to be used only in the Community Garden. Garden hoses must remain connected to the tap and contained so that they do not lie across pathways. If any garden equipment is missing, Garden members should report this to The WKG Committee as soon as possible.

# 17. CHANGE IN CIRCUMSTANCES

Garden members must advise The WKG Committee of:

* any change in their address or telephone number.
* if they are no longer eligible to keep their plot.
* if they are unable to tend their plot for three (3) months or more.

# 18. OTHER MATTERS

## 18.1. Animals

Garden members are expected to be responsible for the supervision of any dogs brought to the garden including the scooping up any droppings and disposal of such droppings away from the Garden site

## 18.2. Garden security

Garden members must close and lock the garden shed when they exit the garden

## 18.3. Visitors to the Community Gardens

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

## 18.4. Children in the Community Gardens

Children are encouraged to participate in the Community Gardens. Adults must supervise children at all times.

## 18.5. Sale of Garden Produce

Garden plots are available for personal use only. Garden members are not permitted to sell plants that have been grown in the community Garden. The use of garden plots for growing plants commercially is not permitted.