

# The Catalina Community Garden

## Our vision

Our vision is to enhance the sense of community and social responsibility in Hobsonville Point through a shared garden and social space. Our garden will create opportunities to improve physical and mental health through activity and through interacting with people, plants and nature, reducing stress and increasing a sense of wellbeing and belonging. The garden will provide economic access to healthy food and will promote sustainability in food generation.

## Achieving our vision

In 12 months we will see/experience:

- easy access to fresh produce in well-tended garden plots
- an attractive, inclusive, well-maintained garden area open to the whole community
- a hub for meeting neighbours and socialising in a growing green space
- a composting system
- a sustainable agreement for use of the land and water supply
- knowledge and skills sharing related to gardening and sustainability
- Developing relationships with experts, enthusiasts and other community groups for events and education.
- In the future, the garden could provide a number of functions for a wide range of community members such as but not limited to:
  - o an outdoor eating area
  - o workshops, demonstrations and celebrations.

## Our principles

- Sustainable and environmental best practice will be applied where feasible and practicable.
- The gardens will be a welcoming, inclusive, friendly and safe place to visit and in which to participate.
- Guardians/stewards of the garden will adapt and change to community and environmental needs and will develop partnerships with established organisations that benefit the community.
- Responsibilities for garden (guardianship, management and maintenance) will be shared on a voluntary basis by the membership group, with visitors welcome to contribute and share the produce.

## Garden Design/ Structure

Key elements will include a combination of shared plots and plots under the primary responsibility of groups/families/individuals. The shared plots may consist of a communal herb garden bed, other commonly used vegetables/fruits and communal fruit trees. Groups/families/individuals may

choose to have primary responsibility to some plots to manage the planting, maintenance and harvesting of produce.

Paving or pathways will be level, easily maintained and accessible for gardeners and non-gardeners including the elderly and those with wheeled mobility.

Signage at the entrance will welcome the community to the garden, outline the code of conduct and will include contact details.

Over time, the shared garden will also include:

- bee attracting plants
- a bbq area
- shed with shared implements
- potting table and shade area for seedlings
- fruit trees.

## Garden Guardianship and Management

The Garden will be overseen by the Hobsonville Resident's Society, which is an incorporated society. The gardens will be managed by a core group of Hobsonville Point residents who are also garden participants (the Catalina Community Garden committee). These people must be committed to the development of a shared community garden and have the time to devote to it. The management structure and roles will be reviewed annually allowing members of the community the opportunity to fill these positions while ensuring continuity and stability of the garden's future.

The roles in the Garden Committee are:

**The Treasurer/secretary** develops an annual budget, collects fees and pays accounts and authorises spending in consultation with other committee members.

**Membership** – this role incorporates developing and running membership drives, maintaining the waiting list for membership, managing current membership and volunteer lists, resolving disputes.

**Community Liaison and events** involves co-ordinating publicity for the garden, developing relationships with other community gardens, local boards and arranging workshops of interest to the community. Queries and feedback from the community are brought to the committee.

**Fundraising** involves working with the committee to generate sponsorship and donations for identified projects.

**Garden Coordinator/s** work with members and volunteers to manage the garden, to co-ordinate tasks and roles, to manage the equipment, resolve any disputes, assets and safety aspects of the garden and help the garden flourish.

### Responsibilities:

- Manage tasks such as developing transparent processes and guidelines for the garden, fundraising, membership, maintenance, collecting fees and other tasks that ensure the garden is inclusive, meets the community needs and yet is well managed and maintained.

Send notices to all residents through the Residents Society, inviting them to join the committee, to become garden members, to express their interest in having primary responsibility to manage a plot or to taking on other voluntary roles. This membership drive will take place annually or biannually if membership is low.

- Record procedures to ensure that from year to year new members and volunteers know how to run activities throughout the year.
- Host regular meetings during the year to make plans and decisions about the garden and will help organise planting, maintenance and harvesting days. An annual meeting will be held to vote in committee changes, review fees, memberships budgets and guidelines.
- Act as points of contact for the community with a contact email address on signage at the garden.
- Actively encourage relationships with experts, enthusiasts and other community groups for events and education.
- The group will also be focused on other considerations including: developing a draft budget and timeline, risk and security assessment, health and safety, management planning, longevity planning, training and induction processes and garden guidelines, and identifying benefits for the local community.

## Funding

The garden design/structure allows for the addition of a shed for shared equipment, hoses, composting facilities, a bbq area with sheltered seating, fruit trees, seeds, plants and other necessary resources. Funds may be raised through membership fees, local business donations, government grants and fundraising projects.

## Membership

Annual or bi-annual membership drive through the Residents Society to recruit for committee members, garden members and volunteers.

Some members or volunteers may want to contribute their labour without participating as organisers, some may prefer administrative tasks. It is important that members/volunteers enjoy the experience and continue to be involved.

Membership will be on a paid annual basis with the fees being used solely for the purposes of the community garden.

**Committee membership** is a membership that recognises the valuable contribution of a committee member. It is a general membership of the garden with members encouraged to contribute to planting, maintaining and harvesting the shared areas.

**General membership** is a general membership of the garden encourages a contribution to planting, maintaining and harvesting the shared areas and the overall wellbeing of the community garden and the spirit of community gardening.

**Primary responsibility plot membership** - There are a number of plots that may be allocated to an individual/family or group on the basis that they will have primary responsibility to plant, maintain and harvest that plot as they feel is most appropriate. It is envisaged that excess produce may be shared more widely.

First preference for allocating these plots will go to those with the greatest level of participation in the garden, as it is expected that they will have more time to contribute to the overall community garden and that this will benefit all users.

Responsibility for the balance of plots will be allocated on a ballot basis.

**Casual volunteer** covers those who may not wish to be more formally associated with the garden but may wish to volunteer occasionally, may offer skills or knowledge on a one-off basis. These people would be required to at least register their names and details on the day/event so the committee has a record of involvement. If a casual volunteer is working in the garden on a day of harvesting they will benefit from the produce picked.

## Fees

Fee categories are dependent on the level of input into the garden. With an opportunity to offset fees with more input. The fees below are indicative only until a budget is compiled.

- Primary responsibility plot fees - \$45 per plot per year with a maximum of two plots
- Shared responsibility membership - \$20 per year
- Committee membership - \$10 per year or the primary responsibility plot fee
- Casual volunteer – a share of harvesting on the given day of volunteering

Fees will be reconsidered on an annual basis at an annual meeting.

**Appendix 1: Gardener Application**

Lead gardener name:				
Address:				
Phone:		Email:		
Additional gardener name and phone:				
Additional gardener name and phone:				
Type of membership: (circle one)	Committee membership General membership Primary responsibility plot membership Casual volunteer			
Tasks you are able to volunteer for: (circle)				
Weeding		Maintenance of equipment		
Pruning		Composting		
Events		Community relations		
Fundraising		Security checking		
Health and safety checking/education		Gardening advice		
Committee membership				
If you are a new gardener, would you like an experienced gardener to help you? Y/N				
If you are an experienced gardener would you like to help a new gardener? Y/N				

The gardener phone and email list is shared with all gardeners. Please check here (\_\_\_) if you do not give your permission to share your phone number and email with all gardeners.

*By signing below, I agree that I have read and understand the Gardener Guidelines and plan to abide by all of the garden rules. I understand that neither the garden group nor owners of the land are responsible for my actions. I therefore agree to hold harmless, the garden group and owners of the land for any liability, damage, loss or claim that occurs in connection in use of the garden by me or my guests.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fees Owing	Fees Paid	Date Paid	Date Banked	Outstanding

## Appendix 2: Gardeners' Welcome Pack and Garden Guidelines

Welcome to the Hobsonville Point Catalina Community Garden. This welcome pack contains important information about how our community garden operates and who to contact with questions. It also contains information about how you can get involved to make the garden run smoothly and efficiently. Because community gardening requires a fair amount of work beyond tending to a plot, every gardener is asked to participate to the best of their ability in the management and upkeep of the entire garden.

A community garden is a place to grow food, plants and herbs in the company of friends, family and neighbours. For others it is a place to reconnect with nature or get physical exercise. Regardless of why you choose to use the garden it is expected that you will treat it and fellow gardeners with respect and kindness.

**Responsibilities** of members and volunteers include 1) primary responsibility to (for) and maintenance of a plot if membership for a plot has been paid, and 2) a contribution to the upkeep and management of the entire garden.

**Rewards** are the success and vibrancy of a community garden with the benefits of healthy food, physical exercise, mental health and companionship.

### Gardener Guidelines

1. All gardeners are required to complete an application form (fee paying members and casual gardeners/volunteers).
2. Gardeners are responsible for reading and following all guidelines and safety information.
3. All members will pay a non-refundable sliding scale annual fee. If payment is a barrier please talk to us about it and we will find a way to suit your situation.
4. All members are required to sign up for gardening jobs (gardening, committee, administrative) on a roster basis.
5. All members will have access to produce in the shared areas on harvest days, subject to availability.
6. The philosophy of composting and minimising use of toxic chemicals will be followed by all gardeners. A list of suggested products may be drawn up.
7. It is the responsibility of the user to clean and return any shared gardening equipment to its source.
8. The responsibility of the individual's equipment lies with the owner and individual's equipment cannot be left on site without liaising with the garden committee.
9. The garden is a smoke free area.
10. Dogs must be kept on a leash.
11. Children must be supervised in the garden.
12. If a disagreement arises between gardeners, relating to the garden, please contact the Garden Coordinator/s who will arrange a formal process to discuss the situation at the next committee meeting. You will be part of the resolution process.
13. Garden only during daylight hours and have a phone with you.
14. Report theft or vandalism to the garden committee.
15. Enjoy your garden.

### **Primary responsibility Plots**

1. Primary responsibility plots require a one year commitment, starting with the spring planting at the beginning of September, or at such time one becomes available
2. Individuals/families/groups who have volunteered to plant, maintain and harvest a specific plot must keep the plot well-tended.
3. You will provide your own plants and compost until such time as there is a surplus available from the shared plots.
4. If you plan to discontinue being responsible for a plot you must advise the Membership Coordinator within four weeks of not using the plot.
5. If you discontinue using the plot it must be dug over and weed free.
6. If you will be absent from your plot for a period of more than two weeks you must arrange for someone to maintain the plot in your absence and advise the Membership Coordinator.

### **Discontinuing plot use**

7. If a plot appears to be unmanaged the Membership Coordinator will twice attempt to contact the person/group managing the plot and agree a timeframe to rectify.
8. If the plot continues to be unmanaged over a period of another month and or no communication has been received from the Member, the Member will be advised that the plot will be offered to others to manage.
9. You may not sell your produce to the public.