



Central Coast Council  
Community Garden Guideline

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Community Garden Guideline

Environmental Management and Project Officer

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# Central Coast Council's Welcome Introduction

Community gardens have been an integral part of Central Coast communities with some gardens being in existence for over a decade. More than 15 community gardens are established on Council land, each having their own design and mode of operation. Whilst unique, community gardens across the region are welcoming places for residents to socialise with fellow gardeners and produce an array of organic vegetables, herbs and fruit.

Central Coast Council has developed this Community Garden Guideline to help existing community gardens maintain and operate gardens in a safe and sustainable manner, whilst providing residents principles to follow for gaining garden membership, leasing land and starting a new garden.

*Being part of a community garden has many benefits including bringing people together, promoting a healthier lifestyle and reducing household waste through composting.*



*Woy Woy Peninsula Community Garden*

## Central Coast Community Garden Procedure

This Community Garden Guideline document supports the Central Coast Community Garden Procedure which provides detailed information on the management and operation of existing community gardens and assists residents wishing to establish a new community garden on Council land with how to get started and what rules must be followed.

The Central Coast Community Garden Procedure provides the framework or principles for the ongoing management of existing community gardens, whilst assisting residents who want to establish a community garden within their local community on Council land. The Procedure document should be read in conjunction with the Community Garden Guideline to aid in the promotion of organic sustainable gardening practices and provide residents with a safe welcoming environment where there is acceptance of social differences within our community.



*East Gosford Community Garden*



# Management of Community Gardens

## Responsibilities of Community Gardens

### 1. Community Garden Groups

#### 1.1. Maintaining Relationship with Surrounding Community

Most community gardens on the Central Coast are located next to or near residential housing. Establishing or maintaining a mutually respectful relationship with neighbours is not only important for maintaining good will but can be beneficial for both gardeners and neighbours.

Your neighbours like everyone on the Coast have the right to a quiet, private and odour free existence. Getting to know your neighbours and informing them of site work and events being undertaken in the garden has its rewards as your neighbours may in turn join the community garden, keep an eye on the garden, when not in use, or contribute to the garden, for example sharing rain water. Getting to know your neighbours lets your garden members know of potential problems arising from your community garden.



*San Remo Community Garden*

#### 1.2. Relationship with Central Coast Council

Council has supported and will continue to support community gardens on the Coast along with residents wishing to establish new community gardens. Our support includes provision of infrastructure funding for existing gardens, leasing of Council land for existing and new community gardens along with grant funding for start-up and construction costs. Support is also provided by Council through the site selection process and provision of development approvals.

The approach adopted by Central Coast Council is to allow Community Gardening Groups and Community and Neighbourhood Centres to self-manage the gardens under the guidance of Council by building a strong partnership that promotes healthy sustainable living through production of organic food.

Community gardens support Council by developing and maintaining sustainable, organic and safe community gardens which are accessible and welcoming places for all garden members and visitors. Community gardens also assist Council by complying with terms and conditions of licence/lease agreements, continually communicating site developments and complying with environmental conditions.

In partnership Community Gardens and Central Coast Council promote organic gardening and sustainable living with less waste through joint Council and garden events.



### 1.3. Welcoming Visitors

Community gardens within the Central Coast region differ in design and the way they operate. Some gardens due to locality are more secure than others. However, all community gardens operate on the basis they are accessible, when open, during daylight hours to members, the community and residents living near the garden.



#### *East Gosford Community Garden*

Council encourages community gardens to operate on the basis all visitors are welcome. Gardens should ensure health and safety processes are in place, so the community is not adversely impacted by visiting the garden. This includes visitors being treated with respect by Community Garden Group members and vice versa.

Visitors to community gardens must follow garden rules for their own safety or if participating in gardening undertake a site induction which includes signing onto visitor sign on forms and following garden instructions including emergency evacuation procedures.

Community gardens are encouraged to advertise on social media garden open hours and event details.

Information on Central Coast Community Gardens can be found on Council's website Recreation / Parks and reserves / Community gardens or follow the link:

<https://www.centralcoast.nsw.gov.au/recreation/parks-and-reserves/community-gardens>

### 1.4 Educating the Community

Community gardens provide great venues to educate the community including our youth about sustainable organic gardening including topics like:

- Composting;
- Worm Farming;
- Mulching;
- Organic Pest Management;
- Water Management (Wicking Bed Gardens);
- No-Dig Gardening;
- Permaculture and much more.

Council supports and encourages community gardens to provide education programs promoting organic food production, waste avoidance, reuse and minimising use of natural resources (water).



## 2. Responsibilities and Rights

### 2.1 Garden Use and sharing garden produce

Apart from socialising and making friends one of the main benefits of being a member of a community garden is sharing organic produce including vegetables, herbs and fruit. It is important when growing produce to not only share during harvesting but when planning future crops for a communal garden to consult with all members. Or if you have your own garden plot to consider sharing and swapping produce with other garden members.

Not everyone can eat the same produce due to personal taste or allergies. Its important garden members communicate with each other on the type and size of crops to be planted and seek an agreement before seasonal planting of crops.



Garden waste from harvesting produce should be, where possible, used as a source of material for composting or worm farms. Worm juice not used by the garden should be offered to members or other community gardens within the Central Coast region as it is the best way to fertilise gardens organically.

### 2.2 Complying with site safety requirements

Community gardens are to be constructed and operated in a manner to ensure the health and safety of garden members, visitors to the garden and surrounding neighbourhood. Gardeners are required to be aware of the risks that may affect their health, safety and welfare along with other garden visitors to not place themselves or others at risk. Community Gardens as a minimum will aim to have the following health and safety processes:

1. Garden Induction Procedure
2. Safe Work Method Statement
3. Garden Code of Conduct
4. Personal Protective Equipment List
5. Garden Tool Use Instructions
6. Garden Site Risks and Hazards
7. Facility Location Map (First-Aid Kit, Storage Shed, Notice Board and Amenities)
8. Emergency Evacuation Procedure
9. Hazard, Accident and Incident Reporting System.

Refer to Section 6 Managing Garden Safety for more detailed information.

## 2.3 Garden etiquette and managing garden conflicts

Community gardens should ensure the garden provides a caring and accepting environment not just for garden members but visitors to the garden. Where conflicts arise, the garden group should resolve the issue by respectful communication between parties involved and where appropriate enlist the assistance of a mediator.

Central Coast Council recommends community gardens as part of their Code of Conduct Policy or Garden Induction have a 'Gardeners Agreement' that all members agree to follow. The agreement should contain expected behaviour on site, a process for management of shared garden areas including maintenance requirements and sharing of produce along with a conflict resolution process.

Remember we are all unique in our knowledge and abilities. A successful community garden accepts the diversity of garden members knowledge, skills and ideas. The following Dos and Don'ts should be considered by all garden members:

- ✓ Everyone and their ideas are welcome.
- ✓ Help fellow gardeners especially those with disabilities.
- ✓ Introduce yourself and other gardeners to visitors or new members.
- ✓ Share garden equipment equally and don't take garden tools off site without permission.
- ✓ Clean garden equipment when work is completed.
- ✓ Check with members before bringing plants to site.
- ✓ Keep your area neat and tidy. Remove introduced weeds.

- ✓ If bringing kitchen or garden waste to site for composting or worm farming check waste is suitable to use.
- ✓ Discuss types of crops you plan to grow in personal garden beds and consider swapping produce when harvesting.
- ✓ Help with shared garden beds especially watering.
- ✓ Ask before taking produce.
- ✓ When bringing children to the garden remember to watch over them and ensure they are not only safe but do not disturb other gardeners.
- ✓ Wear appropriate clothing.
- ✓ Share your gardening ideas with fellow gardeners.



### *Wyoming Eco Garden*

- ✗ Do not discriminate against others and be accepting of differences in race, culture and sexuality.
- ✗ Do not bring chemicals to site.
- ✗ Do not take produce of designated garden plots without asking first.
- ✗ Don't play music without consulting gardening group first. Keep sound to acceptable levels.
- ✗ Do not bring pets to garden site.
- ✗ Do not use inappropriate language.



## 2.4 Sharing and valuing gardening knowledge and ideas

Community gardens develop and grow through the dedication of garden members and the community. It is the ideas and creativeness of individuals who share a passion for gardening which makes Central Coast Community Gardens not just visually pleasing but successful in the production of organic food.

Sharing knowledge of gardening practices including composting, worm farming, mulching, soil chemistry and biology, water saving techniques, crop circulating, and tree pruning is not only beneficial for all community gardens but to residents wanting to establish their own gardens at home.

Council encourages community gardens to share gardening knowledge and practices with garden members, local communities and other community gardens within the Central Coast region.

Principles of organic gardening and waste reduction can be learnt by participating in regional community garden events like the Community Garden Week held each year in spring or by attending Council and community garden training days. Becoming a garden member provides ongoing training and develops friendships.

## 2.5 Insurance and Risk Management

Community gardens (existing) and new or be constructed need to be aware of the risks associated with forming and managing a community garden which has garden members and public access.

All community gardens have a duty of care to garden members, contractors or visitors who work in or visit the garden. A minimum of \$20 million of public liability insurance is required. Membership into

associations like Gardens Clubs of Australia can assist gardens seeking garden insurance.

Community garden groups can become incorporated associations through the NSW Department of Fair Trading and manage their own garden insurance. Alternatively, another organisation including neighbourhood or community centres can auspice the Community Garden Group to then be covered by their insurance cover.



*Green Point Community Garden*

## 2.6 Financial Support

Community gardens cannot be developed or maintained without funding. Council encourages community gardens to be financially self-sufficient from the onset of developing the garden to maintaining the whole garden in a fit and proper manner.

The Community Garden Group should develop long-term financial sustainability with garden membership fees, renting of garden plots and fund-raising activities. For the long term viability of community

gardens, it is important they are not reliant on funding from grants and sponsorships alone.

Council will support the development of new community gardens by reviewing suitable sites, assisting with environmental assessments and development approvals, establishing Licence Agreements and limiting application costs where possible. Grant funding programs are available from Council for garden groups wishing to apply for funding to get established or for existing gardens requiring infrastructure for example water tanks.

Other Council support will be provided through the promotion of Community Gardens on the Central Coast and garden events held throughout the year and in-kind-assistance, such as ongoing advice and where resources allow training.

## 2.7 Maintaining Garden Records

Community garden records include:

- Membership and plot leasing
- Council Licence Agreement
- Council planning approvals
- Financial book keeping including quotes and invoices
- Safety records
- Insurances and warranties
- Grant funding applications
- Attendance records (Sign In / Out Sheet)
- Training records
- Crop records

Maintaining records is just as important as running a community garden. Council and insurers require community gardens to maintain records as part of Licence Agreements and in the event of insurance claims.



*Wyoming Eco Garden*

## 2.8 Maintaining Community Garden Group Membership

Community gardens can be resource intensive depending on size, design and location. Maintaining an adequate level of garden membership is vital for the viability of gardens to ensure they are adequately maintained and provide a service to the garden members and local community where they exist.

Community Garden Groups should consider utilising one or more of the following methods to maintain garden membership or seek new members:

- ✿ Facebook advertising
- ✿ Community Notice Boards
- ✿ Flyers and letterbox drops
- ✿ Garden open days
- ✿ Garden training events
- ✿ Council community events

## 2.9 Council Access to Community Gardens

To assist community gardens Council will require access to garden sites for various purposes including undertaking garden inspections for planning approvals, undertaking audits, overseeing contractor inductions, attending garden events or providing gardens assistance.

Prior to requiring access Council will coordinate with community gardens timing and entry to gardens with prior notification except in the event of emergencies where access may be required to protect the community and garden infrastructure.

### 3. Environmental Management

Environmental management of community gardens is a requirement of Central Coast Council. The following sections provide environmental aspects to consider as part of the development and ongoing management of the community garden.

#### 3.1. Odour

Compost bins and worm farms can cause odour if not properly maintained. This is especially important when a garden is located next to residential housing. Community gardens should ensure composting systems are not adjacent to boundary fences and are well maintained with correct organic waste being applied. Compost systems should be maintained to be free of pests. Circulating or aerating compost material on a regular basis and using garden lime or wood ash will assist in controlling odour.



*Compost bin*

Refer to Council's Green Living Resources for factsheets on Easy Composting and Easy Worm Farming:

<https://www.centralcoast.nsw.gov.au/environment/environmental-programs/environmental-education>

#### 3.2. Dust

Gardening activities can create dust including digging soil, applying soil, compost or mulch. In most circumstances the amount of dust generated would be negligible, however during civil works and applying large volumes of soil and mulch dust can be generated and can affect neighbouring properties.

Community gardens are required to manage site dust levels by covering or wetting stockpiles and exposed surfaces. Dust generating work is not to be undertaken on high wind days.

#### 3.3. Noise

During construction of new community gardens and during routine maintenance noise can be created by plant, equipment and gardening tools such as mulchers, chainsaws and cutting tools. Community gardens should be mindful of the impact noise can have on neighbouring properties and only undertake such work during daylight hours and not on a Sunday or during public holidays. Neighbours should be consulted where the garden is aware excessive noise levels may be generated.

#### 3.4. Vermin and Weeds

Vermin and weeds can impact other properties or bushland if not controlled. Community gardens are required to control vermin and weeds within the garden utilising mechanical or organic methods.

For further information on weed species refer to NSW Department of Primary Industry website: <https://weeds.dpi.nsw.gov.au/>



*Asparagus Fern*



### 3.5. Water utilisation

Central Coast Council encourages community gardens to conserve water and consider water saving techniques including:

- ◆ Install water tanks
- ◆ Use water saving gardening techniques like wicking bed gardens
- ◆ Water garden beds before 10am and after 4pm
- ◆ Install drip irrigation and water timer
- ◆ Use watering cans or trigger nozzle hoses
- ◆ Mulch garden beds
- ◆ Utilise groundwater (if viable)
- ◆ Install ceramic pot water containers within garden beds



***Wicker Garden Beds East Gosford Community Garden***

### 3.6. Sedimentation runoff

Sedimentation runoff can enter stormwater drains or can impact waterways directly. This in turn can cause water pollution. During construction of new community gardens sedimentation controls are to be adopted. Existing community gardens should minimise garden bed runoff through planting and mulching practices. If stockpiling soil for garden cover stockpile when not in use.

### 3.7. Keeping Bees and Chickens

Council encourages community gardens to introduce native bees to gardens especially the Blue-banded bee (*Amegilla spp.*) as they are effective pollinators and are not as aggressive in nature with some species being stingless.



***Bee Hotel***

Keeping of chickens within community gardens must not cause a nuisance or be dangerous for the health and wellbeing of others. Chickens must not be kept within 4.5 metres of a dwelling or other premise. Enclosures for chickens must be constructed as to prevent bird/s escaping.

The maximum number of chickens allowed and guidelines for enclosures is detailed in the Subdivision 21 (Fowl and Poultry Houses) State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

Refer to Central Coast Council website: Property / Neighbourhood concerns / Keeping of animals.

<https://www.centralcoast.nsw.gov.au/residents/property/neighbourhood-concerns>





### 3.8. Native Animals

The Central Coast is the home of an array of Australian native animals not just in bushland but throughout residential communities. Community gardens may attract native animals like fruit bats into the garden.

Care is to be taken when encountering native animals and to avoid contact. Community gardens should contact Council's Senior Ecologist if concerned about native wildlife present in the garden or contact Wildlife Rescue Organisation on 1300 094 737 if injured wildlife is encountered.



### 3.9. Visual Aesthetics

The visual appearance of a community garden that is well maintained not only demonstrates good participation by garden members but is more welcoming to visitors wishing to visit the garden.

A well-maintained garden will have following features:

- ☆ Pathways clear of debris, weeds and trip hazards.

- ☆ Garden crops with no weeds and garden diseases controlled.
- ☆ Safe garden beds with no sharp edges and splinter free.
- ☆ Fencing clear of debris and vegetation.
- ☆ Fruit trees and other garden trees clear of material around base.
- ☆ No graffiti on structures within the garden.
- ☆ Garden tools and equipment kept in garden shed when not in use and not lying around garden.
- ☆ Compost bins and worm farms kept in good condition free of odour and pests.
- ☆ No litter or garbage lying around garden or on pathways.
- ☆ Leaves, branches and other garden debris collected and recycled.
- ☆ No faded or weathered signage, garden furniture or shade structures.



*Kariong Eco Garden*

## 4. Sustainable and Organic Gardening Practices

### 4.1. Soil Quality and Drainage

Gardens cannot thrive without good soil quality and drainage. Community garden sites are to be organic and chemical free. Practices which can be adopted to ensure good quality organic soil includes:

1. Choose sites where soil quality is suitable for growing fruit and vegetables.
2. Source organic soil which is chemical, weed and pest free when establishing garden beds for the first time and when replenishing soil.
3. Develop garden plots or beds with good soil drainage.
4. Rotate crops or utilise companion planting techniques.
5. Choose correct mulch for garden plots and beds which has not been treated by chemicals and is free of weeds, mould and pests.
6. Produce own compost and worm juice for fertilising garden beds.
7. Use organic products for control of weeds and pests.

### 4.2. Chemical Free Management of Weeds

Central Coast Council recommends community gardens to be chemical free and organic. There are several techniques which can be used to control weeds and pests. Companion planting is a technique where vegetable crops are planted amongst herbs and flowers like marigolds to confuse insects. Covering garden beds with material that allows light to still penetrate through is another method to control garden pests.



*Green Point Community Garden*

### 4.3. Self-Producing Organic Compost and Fertiliser

Producing organic compost and fertiliser is encouraged by Central Coast Council as it not only ensures the community garden remains organic but reduces the amount of waste produced by the garden.

The type and size of compost bins and worm farms can vary but the principles for operation are similar. Compost bins are to be set up in an area where there is sunlight to assist the process of breaking down garden waste. Worm farms contain living creatures and need to be in shaded areas with moderate temperatures. Refer to section 3.1 Odour.



*Worm Farm*

#### 4.4. Solar Access

Fruit, vegetables and herbs cannot grow without adequate sunlight. Solar access for trees and garden beds must be considered not just in the initial stages of design and construction but long term as trees planted will eventually grow and overshadow areas.

Common garden beds and garden plots must receive enough sunlight through the day for growing of vegetables and herbs. A minimum of six hours.



*Gwandalan and Summerland Point Community Garden*

#### 4.5. Biodiversity

The Central Coast region has an abundance of variety of plants, animals and marine life. It is the biodiversity of the Central Coast which makes the region an interesting place for visitors.

Community gardens should adopt gardening practices which allow an array of fruit trees, vegetables and herbs including indigenous species to be incorporated into the garden.

The inclusion of native bees and safe water features such as frog ponds is a way to increase biodiversity.

#### 4.6. Water Gardens and Frog Ponds

Water gardens and frog ponds are a great way to grow water produce like basil, mint, water chestnut, taro, water cress and spinach. All water features and ponds must be safe for members and visitors especially children who are at risk of drowning.

#### 4.7. Edible Australian Native Plants

Australia has unique indigenous bushfood. Growing Bush Tucker especially from the Central Coast region is encouraged by Council.

Care should be taken when introducing indigenous plants into community gardens to ensure they are safe for example the Finger Lime Citrus *austraiasica* species has large thorns and should be kept away from children and general public or not planted.

### 5. Council Policies and Procedures

Central Coast Council management of community gardens is supported by the following policies:

- Central Coast Council Community Garden Procedure,
- Keeping of Animals Policy,
- Community Grants Policy,
- Smoke Free Areas on Open Space Policy,
- CCTV in Community and Public Spaces Policy, and
- Central Coast Council relevant Development Control Plan and Tree and Vegetation Management.



## 6. Managing Garden Safety

Community gardens and gardeners are required to be aware of the health and safety risks of their garden and not put themselves or others at risk. The following sections outline the ways community gardens can make their garden safe for members and visitors.

### 6.1. Risk Assessments

Some health and safety risks are inherent in all gardens but there are other risks which are site specific. Understanding and documenting garden risks will aid the management of those risks. Community Gardens are recommended to document the gardens health and safety risks.

**Refer to Appendix 1 Generic Garden Site Risks and Hazards.**

### 6.2. Safe Work Method Statement

Safe Work Method Statements (SWMS) provide a list of tasks to be performed with corresponding hazards and risks. For each hazard or risk the SWMS provides corresponding control measures to make the activity as safe as possible. Community gardens are required to develop and keep a SWMS on the garden site.

**Refer to Appendix 3 Generic Safe Work Method Statement.**

### 6.3. Garden Safety Inductions and Safety Training

Safety inductions allow new garden members or visitors who have not entered the garden site to become familiar with the garden's procedures, risks and safety requirements.

Community gardens are required to have an induction procedure detailing site safety including safety risks, evacuation plan, personnel protective equipment to be worn and code of conduct whilst in the garden. A sign on sheet should be kept for each garden day and everyone including visitors are to sign onto the sheet before undertaking any garden activities or site inspections.

**Refer to Appendix 3 Generic Community Garden Safety Induction.**

### 6.4. First Aid Kits

Community gardens on the central coast vary in their location with some located in more remote areas of the coast. A First Aid Kit is required to be located in all community gardens. The contents of the First Aid Kit are to be inspected twice a year to ensure items are within use by dates.



### 6.5. Maintaining and Using Garden Tools

Garden tools can be hazardous if not properly maintained, stored or used. Community gardens are encouraged to keep a list of garden tools kept in the garden's shed along with instructions for use and maintenance. Use of garden tools should be incorporated into the gardens site induction. Garden tools requiring electricity to operate are to be regularly tested and tagged safe to use.

## 6.6. Site Cleanliness

It is important to keep a tidy garden free of obstructions on walkways that may cause trip hazards. Community garden sheds should also be kept in a tidy manner and items stored correctly to stop objects falling from shelves.

Garden members and visitors are not to store personal items within a community garden.



*San Remo Community Garden*

## 6.7. Personal Protective Equipment

As community gardens are an outdoor activity use of personal protective equipment (PPE) is essential for the health and safety of gardeners and visitors to the garden.

Central Coast Council recommends as a minimum the following Personal Protective Equipment (PPE) be used whilst working in community gardens:

- ☆ Casual protective clothing
- ☆ Garden gloves
- ☆ Hat
- ☆ Eye protection (sun and/or safety glasses)
- ☆ Covered in shoes
- ☆ Sunscreen

For activities generating loud noises ear muffs should be worn for hearing protection.

If undertaking activities generating dust or debris safety glasses should be worn for eye protection.

## 6.8. Hazard, Accident and Incident Reporting System.

Maintaining hazard, accident and incident reports is required by all community gardens operating within the Central Coast region on Council land.

A system of documenting the sites hazards and any accident or safety incident is to be developed and maintained for the life of the community garden. Information to be recorded by the garden includes:

- ✓ Community garden title and address,
- ✓ Location incident,
- ✓ Date and time incident,
- ✓ Person/s injured,
- ✓ Details of injury,
- ✓ Details of restriction/s to work, and
- ✓ Corrective actions to mitigate future incidents and communicating identified hazards to garden members.



## 6.9. Garden Code of Conduct

The conduct of community garden members and visitors to gardens is a significant aspect of being a successful garden. Community gardens have been developed to provide local communities with a safe and friendly venue to meet and enjoy gardening. Interpersonal conflict within a community garden can deter garden members from continuing and threaten the longevity of the garden.

Aggressive and disruptive people can jeopardise the social harmony and personal enjoyment of other gardeners and visitors. Antisocial behaviour can cause unnecessary stress and anxiety which is a health and wellbeing concern.

Community gardens are recommended to prepare a garden Code of Conduct or Gardeners Agreement document which can be part of the garden induction document. The code should address the following matters:

- ✎ Respect for other gardeners and visitors.
- ✎ Shared vision for garden design and planting of common garden areas.
- ✎ Sharing of produce within garden common areas.
- ✎ Taking vegetables and herbs in designated garden plots hired by other gardeners.
- ✎ Use of language within garden and derogatory comments against other gardeners.
- ✎ Use of prohibited substances including cigarettes, alcohol and drugs.
- ✎ Keeping garden plots neat, tidy and weed free.

- ✎ Sharing and use of garden tools and equipment including cleaning and maintaining tools for other users.
- ✎ Encouraging sharing of gardening knowledge and ideas.
- ✎ Garden members assisting with planting, weeding and general maintenance of shared common garden areas.
- ✎ Supervising children visiting the community garden.
- ✎ Bringing animals to community gardens.
- ✎ Seeking gardeners input in open days and gardening events.
- ✎ Seeking permission by Garden Group for artistic features for example scare crows.
- ✎ Graffiti and signage within garden.
- ✎ Use of and sharing water resources.
- ✎ Use of music and social media.



## 6.10. Organic Gardening

Organic gardening practices minimise the risk to health and safety of gardeners and the community. It also minimises risk of contaminating waterways.

## 6.11. Emergency and Evacuation Procedures

Central Coast community gardens are required to have an Emergency and Evacuation Procedure which is to be provided to new garden members and visitors to the garden as part of the garden induction process.

The Emergency and Evacuation Procedure should contain as a minimum the following:

- 📖 Document defining roles and responsibilities of individuals during an emergency and actions required by members and visitors to evacuate the garden.
- 📖 Instructions for how to evacuate the community garden including muster area location/s.
- 📖 A site diagram of the garden showing muster area for assembling garden members and visitors. The plan should also show location of water supply and drains, storage shed and fire extinguisher, first aid kit, notice board, amenities and electrical power supply lines if applicable.
- 📖 Details of emergency services in local area including telephone numbers for Fire Brigade, Ambulance and Police.
- 📖 Central Coast Council contact details for emergencies.



*Example of Community Garden Site Evacuation Diagram*



## Establishing a New Community Garden on the Central Coast

Developing a new community garden helps connect people within a local community and provides communities with a safe and visually pleasing environment to enjoy the activity of gardening.

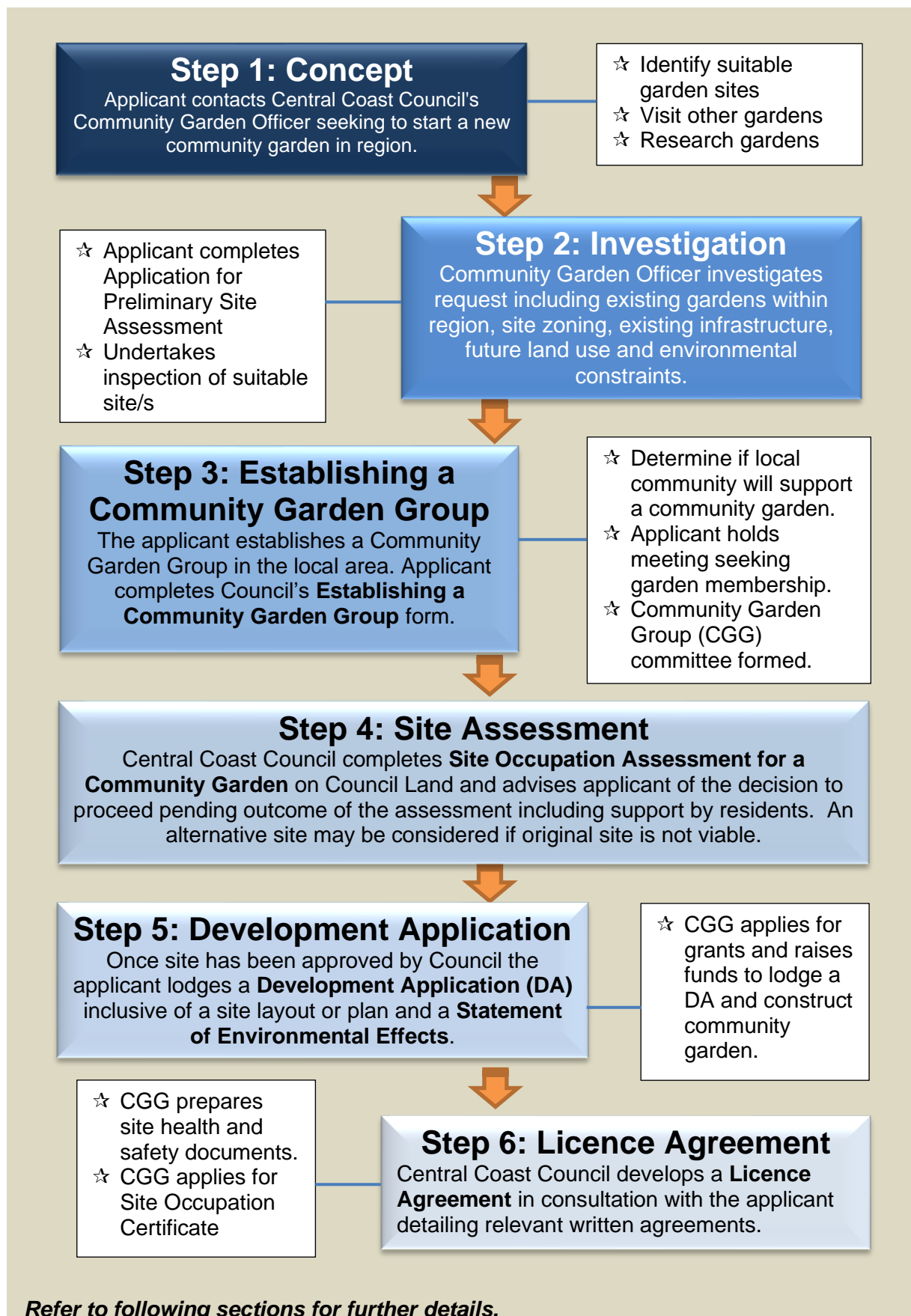
The best way to approach the process of getting a community garden started is to take one step at a time knowing the community garden will grow and develop over time. The following sections have been provided by Central Coast Council to assist community members wishing to develop a new community garden on Council owned or controlled land the necessary steps to follow.

The following community garden guidelines for establishing a new community garden on the Central Coast are to be used in conjunction with the Central Coast Council Community Garden Policy.



*San Remo Community Garden*

## Getting a New Community Garden Started Step by Step



## Step 1 Choosing a Suitable Garden Site on Council Land

Choosing a suitable site for a community garden requires consideration of a number of factors including land zoning. The chosen site must be appropriately zoned such as RE1 Public Recreation. Community members wishing to start a new community garden should contact Council's Community Garden Officer who can assist with selection of a site correctly zoned.

The following criteria will assist new Community Garden Groups (CGG) through the planning stage of selecting a site:

1. Determine how much land you will require to establish the garden. This will be associated with the size of the CGG. On the Central Coast community gardens range in size from as small as 100 to several thousand square metres. Remember the larger the size of the garden the more garden members will be required to maintain the site. Forming a CGG early not only provides an indication of the number of members but establishes the roles of individuals.
2. Choose a garden site which is near medium to high density living areas including retirement villages, preschools and schools and is also safe for the community with low risk of vandalism and theft. The site can be part of an existing Community or Neighbourhood Centre. The site should also be accessible to people with disabilities and caters for the elderly and young children.
3. Select a site that is not located on land which is contaminated and has soil quality appropriate for growing produce. The site should also be free of weeds, pests and soil borne pathogens. It should also have sufficient drainage and solar access with 6 hours or more of full sunlight. The garden site should have terrain that can be developed for raised gardens, garden allotments and communal garden, in other words be located on flat surfaces or can be transformed to have flat surfaces.



*Berkeley Vale Community Garden*



When selecting a suitable location for a new community garden on Council-owned land consider the following site criteria:

**Safety** – Garden sites chosen should be in locations where there are no major health and safety concerns. They should be in locations that have good passive surveillance (easily seen by nearby houses, community centres, schools, shopping centres, traffic and pedestrians).

**Soil** – Potential garden sites should be free of soil contamination. The history of the site should be investigated in conjunction with Council to ensure it has no history of contamination. A test of soil quality is advised to ensure the site has the correct quality for growing fruit, vegetables and herbs.

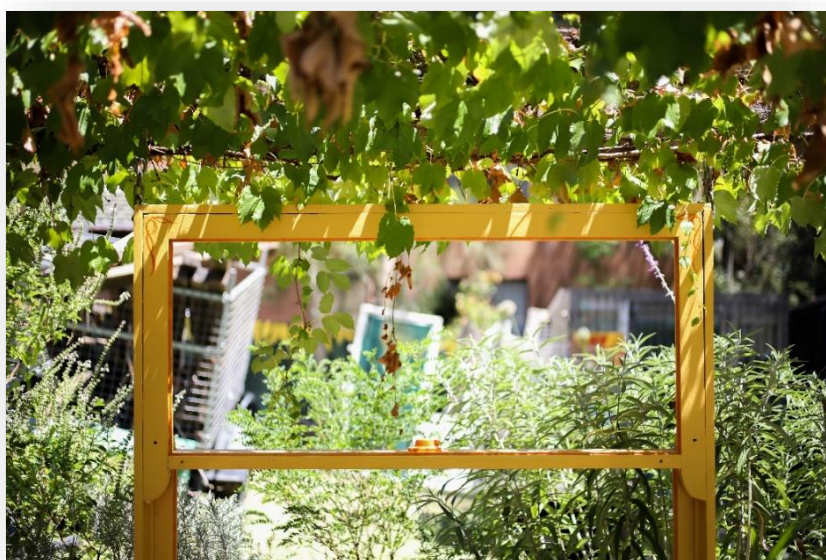
**Environment** – Sites chosen should not include environmentally sensitive areas or be located near areas known to contain endangered ecological communities or threatened species including waterways. Garden sites should be located on mostly cleared land which does not have native trees or plants requiring removal. The site should have sufficient drainage and is not in an area affected by flooding.

**Accessibility** – Sites should be accessible for a range of user groups including allowance for disabled access. Sites should be located near public transport and have vehicle access including areas for truck deliveries of materials such as soil and mulch.

**Amenities** – Sites should be either close to amenities for garden members or should have the ability to install an amenity on site.

**Water** – Sites should have access to water supply or be located near buildings or structures like awnings where water tanks can be installed for collection of water for the garden.

**Solar** – Gardens require enough solar access or full sunlight for about six hours a day to grow vegetables. Sites chosen should have some areas of shading to allow garden members to rest out of the sun but enough areas in full sunlight for growing fruit trees, vegetables and herbs.



*Wyoming Eco Garden*

## Step 2 Site Investigation

In the assessment of a new community garden site on Council owned or controlled land Central Coast Council will consider a number of aspects as part of the decision-making process and if the new garden site is not suitable Council may research alternative sites that has less environmental impact or is more suitable for the needs of the community. The following criteria will be considered during the assessment of the site/s:

- ✓ Environmental constraints including aboriginal heritage, threatened or endangered native animals and plants, soil quality (acid sulphate soil / contaminated land), waterways and flood zones, proximity to bushland, wetlands and protected natural areas including aquatic habitats, presence of noxious species (weeds), odour and visual amenity.
- ✓ Contour of land, water runoff, drainage, access ways, land size and geology.
- ✓ Location of services within or near site including electricity, water, sewer and drainage.
- ✓ Location of site to neighbouring properties, condition of fencing and requirement for lighting and security surveillance.
- ✓ Location of site near other facilities including roads and footpaths, car parks, public transportation and amenities.
- ✓ Location to other services including schools, aged and child care facilities, shopping centres, community centres, sporting facilities and businesses.
- ✓ Access to site for disabled persons, elderly people, young children and mothers.
- ✓ Access to services including water supply, amenities, waste collection and lighting.
- ✓ Site accessibility to allow for deliveries on site including mulch, soil and other materials required by the garden.
- ✓ Zoning and future land use planning, community gardens near proposed garden and community need for new community garden.



*The Epicentre and  
Ngaliya Dhuluga  
Aboriginal Garden*

*Sunny Seeds  
Community Garden  
San Remo*

### Step 3 Establishing an Incorporated Association and a Community Garden Group

Central Coast Council supports development of new community gardens in our region if there is evidence of adequate community support and commitment from residents. It is acknowledged community gardens cannot succeed without the enthusiasm and dedication of the people within a community wanting to develop and manage an organic garden.

Before commencing check if your region already has a community garden established and if not are there Neighbourhood or Community centres willing to develop a garden and have vacant land suitable for establishing a garden. Once a suitable community garden site has been found the first step is establishing a Community Garden Group (CGG).

An ideal way of establishing a CGG is to hold a public meeting to recruit members. As well as inviting people you know, extend the invitation to the local community. This can be achieved by placing a flyer in letter boxes with an invitation to attend the public meeting or placing posters on community notice boards. Using social media like Facebook is another way of advertising for CGG membership.

Council recommends when forming the CGG the group elects a President, Treasurer, Secretary and Community Garden Coordinator along with garden members. The CGG should define duties of each role. The Community Garden Coordinator should be a person with strong interpersonal skills who is a good communicator and will listen to members. This person should also be able to solve problems and communicates well with Council. Complete and submit to Council the **Establishing a Community Garden Group Form and Checklist**.

Once a CGG is formed the group will need to decide whether to be a garden club under another association for example an Environment Group or Community Centre. If the CGG decides to be independent, it will need to be established under the NSW Government Department of Fair Trading as an Incorporated Association that has its own legal identity separate from its members as a non-for-profit entity.

Being an incorporation does have obligations to fulfil including annual reporting, maintaining minutes and records for membership and finances. Refer to the Fair Trading website for further information <https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/about-associations>.



*Wyoming Eco Garden*

## Step 4 Site Assessment

Once a Community Garden Group (CGG) has been formed the CGG completes and submits to Council an **Application for Preliminary Site Assessment for a Community Garden**.

Once Central Coast Council has established there is a need for a new community garden and evidence of community support within a local community Council will complete a **Site Occupation Assessment**. The Site Occupation Assessment takes into consideration factors including:

1. If a CGG is formed and incorporated with number of current members and maximum allowable membership.
2. Does the CGG have supporting roles including President, Secretary, Treasurer and Public Liaison Officer for the garden to properly function?
3. Land Zoning, current and future use planning.
4. Does the CGG have a suitable garden design for the site?
5. What existing structures and services are on the site?
6. Are there any environmental constraints?
7. Is the site suitable for gardening and is of a size suitable for the number of members?
8. Is the site suitable for access by all community members including disabled people?
9. Does the community near the site support the development of a community garden?
10. How will the community garden project be funded and how will continual management of the garden be funded?

Council will notify the CGG of its decision to allow the development of the community garden along with any conditions that may form part of the Licence Agreement.

## Step 5 Development Application

A Development Application (DA) will be required for the construction of a new community garden and will be lodged by the Community Garden Group (CGG). Information about lodging a DA with Central Coast Council can be found on Council's website 'Development Application' <https://www.centralcoast.nsw.gov.au/plan-and-build/development-applications> and 'Lodge a Development Application' <https://www.centralcoast.nsw.gov.au/plan-and-build/development-applications/lodge-development-application>

Other accompanying approvals that may be required by Council include:

- Construction Certificate;
- Construction Safe Work Method Statement and Site Induction and
- Site Occupation Assessment.

Refer to Central Coast Council Development Application website.



## **Preparation of a Statement of Environmental Effects**

A Development Application for a community garden is accompanied by a Statement of Environmental Effects which describes the likely environmental impacts of a community garden development. For each community garden site developed there will be similar environmental impacts and others which relate to the location of the site being developed.

Environmental impacts which are consistent for any community garden development includes:

- Noise/vibration;
- Odour,
- Water pollution;
- Air pollution;
- Water utilisation;
- Car parking;
- Site security;
- Disability access;
- Vermin control;
- Amenities; and
- Soil/mulch stockpiling and
- Waste.

Environmental impacts that can vary depending on site location including but not limited to:

- Visual amenity;
- Solar Access;
- Groundwater;
- Contaminated land;
- Aboriginal heritage;
- Threatened flora and fauna (native plants and animals);
- Aquatic ecosystems and marine life;
- Endangered ecological communities (native vegetation);
- Flooding risk;
- Acid Sulphate Soil;
- Biosecurity noxious weeds;
- Location of infrastructure and neighbouring properties including services such as electrical poles and wires, water, sewer and drainage pipelines;
- Lighting impacts;

Before lodging a Development Application, a Statement of Environmental Effects should be completed to first determine what impacts will arise from the development.

## **Step 6 Licence Agreement**

Community Garden Groups (CGG) must seek from Central Coast Council a Licence Agreement from Council's Community Infrastructure team in order to utilise Council land on a continuing basis. The Licence Agreement will specify requirements of the CGG as tenants what their responsibilities will be including insurance cover, waste collection, payment of water accounts and other charges, pest control, garden maintenance and undertaking repair work.

The Licence Agreement must be established before commencement of the community garden by the CGG.

## Preparation of Community Garden Design

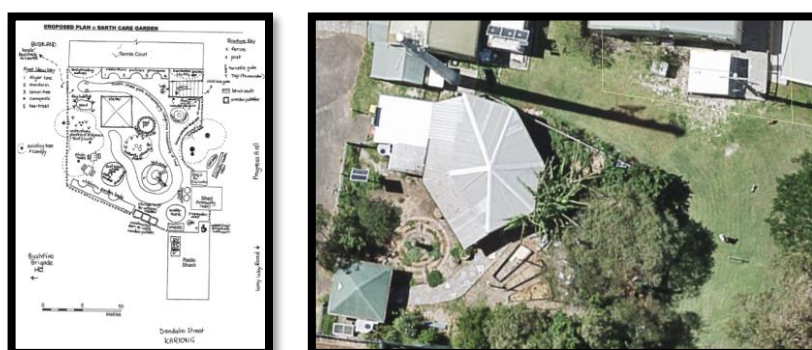
Community gardens can be large or small depending on the size of land, topography, intended use and number of garden members. Larger gardens require more maintenance and thus garden members to maintain the garden whilst small gardens are less labour intensive but can limit the capacity of membership. These factors must be considered when choosing a site along with the design.

Designing a community garden once suitable Council land is identified is a crucial step in the initial and future planning of the garden. Choosing the design layout and materials for construction in the initial phase will dictate the gardens development. Central Coast Council requires a design layout is submitted for review prior to site development work. In the development of a new community garden the following aspects are to be considered:

- ⊗ Location of underground and above ground services (electrical, water, sewer and drainage). Dial Before You Dig requirements;
- ⊗ Location of main infrastructure (garden shed, awning/meeting area, water tank/s, amenities, compost bins and worm farms) and size relative to that of garden;
- ⊗ Location and type of garden beds (raised or ground level gardens);
- ⊗ Shape and form of garden (organised or random);
- ⊗ Central garden feature/s;
- ⊗ Form of pathways and types of materials used;
- ⊗ Planting of trees and access to solar radiation;
- ⊗ Drainage lines and footbridges and
- ⊗ Water features (frog ponds) and their safety.



*Bateau Bay Community Garden*



*Kariong Eco Garden*

## Appendix 1: Generic Community Garden Safety Induction

The following safety induction information is a generic guide only to assist newly established community gardens. It is anticipated community gardens will expand on the following information and prepare their own site safety induction which pertains to their garden and its management practices. Community gardens are to ensure they abide by government health directives during pandemics and communicate pandemic safety instructions when inducting new garden members or visitors to the garden.

### Community Garden Site Induction

This community garden induction is provided to help you understand the safety requirements and protocols of the garden to ensure you and other gardeners have an enjoyable time gardening whilst also being safe.

#### Instructions

1. All garden members and visitors participating in gardening must complete and sign this garden induction agreeing to abide by the instructions in this guide including site safety measures before they commence work in the garden.
2. A site induction must be completed by new participants and garden members must complete the Site Induction annually with the Community Garden Group President maintaining Site Induction forms.

Community Garden President Contact: \_\_\_\_\_

Community Garden Secretary Contact: \_\_\_\_\_

Garden Location	
Induction Item	Guideline
Conditions of Participation	Garden members and visitors must take reasonable care for their own health and safety making sure their acts or omissions do not adversely impact on the health and safety of others or cause unnecessary impact on garden property. Members and visitors must not take on any garden activities where they feel unsafe or have not received adequate training.
Garden Protective Clothing	Appropriate clothing is always to be worn whilst working in the garden including hat, covered shoes, gloves and sun-safe clothing such as long-sleeved shirt and long trousers. Sunscreen is recommended to be used.
Garden Emergency Plan	Read and understand the garden site emergency evacuation plan.
Emergency or Fire	If there is a life threatening injury or fire call 000. Apply first aid to injured person if safe to do so. Do not attend the garden site if a bushfire warning has been issued. If there is a fire in the garden, follow emergency evacuation plan and leave garden to designated evacuation point.
Medical conditions	Garden members and visitors are required to disclose any medical conditions that may result in injury or harm to their health from gardening activities.
Safe Work Procedures	Garden safe work procedures and instructions are to be read
First Aid	The first aid kit is available for minor injuries. When items in the first aid kit are used, they must be replaced. Incidents are to be reported to person responsible for managing the garden on the day and recorded.
Reporting Safety Concerns or Incidents	Garden members and visitors are required to report to garden President or person supervising garden activities any safety concerns or incidents.
Organic Gardening	The community garden operates on the principle of being organic.

Continued next page.

Induction Item	Guideline
<b>Alcohol, Smoking and Drug Use</b>	Smoking, consumption of alcohol and use of non-prescription illegal drugs are not allowed within a Community Garden.
<b>Code of Conduct</b>	All visitors and community garden members are to abide by the gardens Code of Conduct which includes dispute resolution, playing of music, sharing of produce, working on communal gardens, actively participating in garden events and being inclusive of people of all ages, cultural backgrounds, socio-economic backgrounds and abilities.
<b>Risks to Child Safety</b>	Children under the age of 18 are welcome if they are accompanied and in the care of a responsible adult and are not exposed to any risks from gardening maintenance work or aspects of the garden itself.
<b>Allowing Pets in Garden</b>	Pets are discouraged from entering community gardens as they may cause problems for other garden members along with impact of pet waste within the garden.
<b>Use of Garden Tools</b>	Garden tools are to be used in accordance with instructions for use and cleaned after being used. Garden tools after use are to be correctly stored in garden shed not to cause injury to other gardeners. Tool sheds are to be locked at end of garden day.
<b>Sustainable Gardening</b>	Use sustainable gardening practices including conservation of water by watering at correct time in morning and evening. Use compost and mulch to improve soil quality and choose plants suitable for season and climatic conditions. Use organic products for fertilising and controlling pests.
<b>Garden Waste</b>	Garden waste is to be reused where possible or disposed correctly in waste bins located within the garden. Garden members wishing to bring to the garden household garden waste for reuse must first seek approval from the Community Garden Committee and only bring appropriate waste that can be utilised for compost bins or worm farms.
<b>Compost and Worm Farms</b>	Follow garden guidelines on the correct use of compost bins and worm farms as the instruction for use are different. Check before bringing food waste from home to place in compost bins and worm farms.
<b>Heat Stress</b>	Whilst working in garden keep hydrated by drinking plenty of water and if feeling unwell cease garden work and talk to garden supervisor. Sit in a cool shaded place to recover. Seek medical attention.
<b>Membership Suspension or Request to Vacate Garden</b>	The Community Garden Committee can suspend a member and can request members or visitors to vacate the garden in the interest of other garden members safety, health and wellbeing.

Declaration:

I \_\_\_\_\_ (Insert full name) on the

\_\_\_\_\_ (Insert date) declare I have read and

understand the Community Garden Site Induction and Code of Conduct and I will participate in garden activities in accordance with these guidelines and abide by health and safety instructions provided by the Community Garden Committee.

\_\_\_\_\_ (Insert signature)

## Appendix 2: Common Garden Site Risks and Hazards

The following list of community garden risks are those likely to be encountered for most gardens. Every community garden will have their own associated risks which may differ from others depending on the garden site and how it is operated and who attends the site. The list below is to be used in conjunction with the garden's own identification of risks and hazards. Refer to the Consequence and Likelihood Matrix on the next page to determine the severity of the risks.


IDENTIFIED RISK	INITIAL RISK SCORE	RISK REDUCTION MEASURES	RESIDUAL RISK SCORE
Sun exposure (sunburn and skin cancer)	1	Wear protective clothing including hat, long sleeve shirt, long trousers, enclosed shoes, garden gloves, sunglasses and sunscreen.	5
Tripping or falling injuries	1	Maintain community garden to minimise trips and falls. Include in garden instructions gardening practices and techniques to reduce hazard.	3
Insect stings or bites. (Bees, wasps, ants, spiders etc.)	2	Wear protective clothing, enclosed shoes and garden gloves. Keep away from hives and nests. Use first aid kit and call 000 for emergencies.	3
Snake bites	1	Inspect garden beds where visibility is low. Keep safe distance from snakes and contact Wildlife Rescue. Use first aid kit compression bandage and call 000 for snake bite emergencies.	2
Animal attack injuries (dogs, cats and native animals)	3	Do not approach native animals unless injured and contact Wildlife Rescue. Do not allow dogs or cats entry into community garden. Keep safe distance from dogs off lead. Contact Council Rangers.	4
Cuts and abrasions from garden tools and other sharp garden objects	2	Wear protective gloves and clothes. Store garden tools correctly in shed. Keep instructions and train garden members in correct use of garden tools.	3
Back, shoulder and other strain injuries from lifting heavy objects	2	Include in induction and training correct procedures for lifting and carrying heavy objects. Keep record of members who have prior injuries to limit duties.	3
Injuries from falling of ladders or structures	3	Include in induction and garden training correct use of ladders and working at heights. Ensure garden members are trained in working at heights.	4
Hearing loss from noisy equipment (mowers, hedgers, chainsaws etc.)	3	Wear Australian Standard hearing protection when working with loud garden equipment.	5
Electrocution or impact injuries from cutting through underground services (electricity, water and sewer)	2	Undertake a Dial Before You Dig. Stop work immediately if underground service is uncovered. Call Council or emergency services.	4
Respiratory and blood disease from exposure to garden bacteria and moulds	2	Wear protective clothing, face mask and gloves during digging work. Apply antiseptic to cuts or abrasions. Seek medical attention if unwell.	3
Respiratory infection from exposure to viruses	1	Do not work in garden if unwell. During pandemic abide by government health warnings.	2
Eye injuries from dust and other objects (projectiles)	1	Wear Australian Standard safety glasses during cutting work or activities that generate dust.	4
Injuries or death from falling objects (tree branches)	2	Abide by Australian Standards when removing dead tree branches and do not garden during high wind days.	3
Injuries or death from severe storm events (lightning strikes and high winds)	2	Do not work in garden during storm events. Cease work if storm event occurs when garden is open.	3
Site fires or bushfire event threatening serious harm or death	2	Undertake emergency evacuation in event of fire. If garden is located close to bushland close garden during bushfire events and evacuate site.	3
Drowning caused by water tanks and features (ponds) or flooding.	2	Comply with Australian Standards and Council policies for ponds/water tanks. Do not enter community garden during flood events if inundated from flood waters.	5

## Consequence and Likelihood Matrix

How severely could it hurt or how ill could it make someone?	How likely is it to be that bad?			
	very likely could happen any time	likely could happen sometime	unlikely could happen, but very rarely	very unlikely could happen, but probably never will
Kill or cause permanent disability or ill health	1 Extreme	1 Extreme	2 High	3 Medium
Long term illness or serious injury	1 Extreme	2 High	3 High	4 Medium
Medical attention and several days off work	2 High	3 High	4 Medium	5 Low
First aid needed	3 Medium	4 Medium	5 Low	6

## Hierarchy of Controls

The "Hierarchy of Controls" is used to implement the most effective means of control. In any situation, the best way is to **eliminate** the hazard. If this is impossible, consider the next way to control the hazard until a solution is found. A combination of controls may be required from different groups to control the hazard.

1	Eliminate the hazard	<b>Most Effective</b>  <b>Least Effective</b>
	Substitute the hazard with something safer	
2	Isolate the hazard from people	
	Reduce the risks through engineering controls	
3	Reduce exposure to the hazard using administrative actions	
	Personal Protective Equipment (PPE)	



## Appendix 3: Generic Community Garden Safe Work Method Statement

SAFE WORK METHOD STATEMENT		Community Garden Title and Address:	
This is a controlled document and is a generic guide only. Community gardens are to prepare own SWMS for garden site and activities. Always check the currency of this document.			
<b>Work Activity:</b>	<b>Community Garden Activities</b>	<b>SWMS No:</b>	<b>1</b>
<b>Safe Work Method Statement (SWMS) Approved By:</b>		<b>Date:</b>	
<b>Name Person Responsible Preparation SWMS Signature:</b>		<b>Date:</b>	
<b>Name Person/s Responsible for ensuring compliance SWMS Signature/s:</b>		<b>Date:</b>	
<b>Names of Workers Consulted in the Development and Review of this Safe Work Method Statement</b>		<b>All garden members and those inducted onto garden site undertaking gardening must have this SWMS communicated to them before work commences.</b>	
		<ul style="list-style-type: none"> <li>Additional site hazards beyond what is listed in this SWMS must be identified, controlled and communicated to all garden members and those inducted to work within the community garden site.</li> <li>Prior to commencement of community garden work garden members are to review and check tasks being undertaken, hazards and control measures inclusive of correct Personal Protective Equipment to be used for tasks.</li> <li>Notifiable Incidents:               <ol style="list-style-type: none"> <li>Work must cease following a serious injury, illness or a potentially dangerous incident.</li> <li>Call 000 in event of emergencies immediately.</li> <li>Assist injured person whilst also ensuring safety of other gardeners.</li> <li>Notify Central Coast Council's Community Garden Liaison Officer.</li> </ol> </li> <li>SWMS amendments must be communicated to all garden members and made available to visitors inducted on garden site.</li> <li>SWMS must always be made available for reference, inspection and review.</li> </ul>	



**Safe Work Method Statement (Continued)****THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH RISK GARDENING WORK” Check box if High Risk work.****Develop control measures.**

<input type="checkbox"/>	Over exposure to sunlight (ultraviolet light).	<input type="checkbox"/>	Risk of fall more than 2 metres.
<input type="checkbox"/>	Gardening soil and compost activities and exposure to soil borne pathogens.	<input type="checkbox"/>	Working with flammable materials (fuel for mowing equipment).
<input type="checkbox"/>	Working around mobile equipment delivering garden material.	<input type="checkbox"/>	Working near pressurised gas and water mains or piping.
<input type="checkbox"/>	Excavation works greater than 1.5 metres.	<input type="checkbox"/>	Work to prevent structural collapse.
<input type="checkbox"/>	Working near energised electrical installation or services.	<input type="checkbox"/>	Confined space.
<input type="checkbox"/>	Working with vegetation cutting and mowing equipment.	<input type="checkbox"/>	Encountering syringes and needles within garden.

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.

Minimum PPE	Protective Clothing	Foot Protection	Sun and Safety Glasses	Hand Protection	Sunscreen	Face Mask	High Visibility Clothing/Vest	Hearing Protection
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

WHAT ARE THE TASKS INVOLVED?	WHAT ARE THE HAZARDS AND RISKS?	WHAT ARE THE CONTROL MEASURES?
Digging and shovelling soil, mulch and compost.	Back and neck strain injuries. Injuries to body including feet from misuse equipment. Exposure to airborne dust and biological material.	Use correct procedures for use of shovelling equipment. Wear correct personal protective equipment including footwear. Wear mask and eye protection during high dust works.
Bending, lifting and carrying garden materials including rocks, soil and other garden products.	Back, neck and crushing injuries.	Use correct procedures for picking up, carrying and lowering garden materials. Use trolleys where possible and do not lift weights above regulated capacities. Wear personal protective equipment including footwear (Refer to Minimum PPE list.).
Vegetation cutting and pruning work.	Cutting injuries requiring first aid.	Use correct procedures for cutting and pruning garden equipment (including induction training) and wear correct personal protective equipment (Refer to Minimum PPE list.).
Construction/building work	Interaction with contractors and garden members during unloading materials from trucks and contact with materials and equipment during construction work.	Close section or all community garden where construction/building work is being undertaken. Contractor to fence area and implement traffic plan for entry into community garden site.

WHAT ARE THE TASKS INVOLVED?	WHAT ARE THE HAZARDS AND RISKS?	WHAT ARE THE CONTROL MEASURES?
Mowing and mulching.	Head, eye and other injuries arising from flying debris or contact with moving equipment parts. Hearing injury/loss from loud noise.	Use correct procedures for operation of mowing and mulching equipment. Only experienced gardeners or contractors to undertake mowing/mulching works. Wear appropriate personal protective equipment including footwear (Refer to Minimum PPE list.).
Chainsaw operations.	Cutting injuries resulting in minor to serious injuries including life threatening.	Licensed and experienced operators to bring, use and remove chainsaw cutting equipment. Do not keep chain saws on garden site.
Storing/removing garden tools/equipment from garden shed.	Head injuries, breaks, cuts and abrasions.	Organise garden shed to minimise risk of removing garden tools. Use correct procedures for storing equipment and use within garden.
Working near roadways.	Vehicle collision resulting in minor to serious harm or death.	Wear high visibility clothing or vest when working near roadways. Keep safe distance of six metres from roadways. Develop traffic control procedures.
Use of electrical equipment.	Electrocution causing serious harm or death.	Regularly test and tag electrical equipment and cables in accordance with Australian Standards. Use correct procedures store/use electrical equipment
Use of high-pressure water.	Falls and injuries arising from contact with high pressure water including eye and head injury causing minor to serious harm.	Use correct procedures for use of high-pressure water equipment if required to be used. Ensure only gardeners trained to use high-pressure equipment undertake cleaning work or engage qualified contractors to undertake cleaning work. Wear Personal Protective Equipment (Refer to Minimum PPE list.).
Storage and use of fuel for mowing and cutting equipment.	Asthma from inhalation of fumes. Burns from fuel ignition resulting in serious injury or death.	Store fuel in correct cabinet for flammable materials or not on garden site. Use correct procedures for storage and use of fuel for mowing and cutting material. Ensure no ignition source allowed during refuelling of equipment.
Working on uneven surfaces.	Trips and falls causing minor to severe injuries including breaks and head injury.	Personal protective footwear to be worn. Remove or identify trip hazards and communicate to garden members and visitors to garden.

WHAT ARE THE TASKS INVOLVED?	WHAT ARE THE HAZARDS AND RISKS?	WHAT ARE THE CONTROL MEASURES?
Exposure to environmental conditions.	Exposure to ultraviolet sunlight (sunburn and skin cancer). High wind, rain and storm events. Spider and snake bites. Animal and human attacks. Exposure to dust and pollens.	Sunscreen and Personal Protective Equipment (Refer to Minimum PPE list.) Cancel gardening days during extreme weather events. Induction procedures regarding animals in garden and code of conduct for garden members and visitors.
Contact with native animals.	Snake bites and injuries sustained from native animal bites and scratches.	Be observant and avoid snakes if encountered particularly in hot weather. Wear appropriate personal protective equipment. (Refer to Minimum PPE list.) If bitten contact 000 or nearest hospital. Apply first aid compression bandage.
Contact with insects.	Bee and wasp sting.	Be observant and avoid working near beehives or wasp nests. Wear appropriate personal protective equipment. (Refer to Minimum PPE list.) If bitten contact 000 or nearest hospital. Apply first aid compression bandage.
Contact with domestic animals or poultry.	Dog bite injury or injury including scratches from dogs and poultry	Be observant of dogs entering garden site. Avoid contact and instruct owner to place dog on lead. Instruct gardeners with dogs to maintain on lead whilst in garden. Poultry to be caged and maintained in accordance with Council's policy for keeping of poultry.
Entering confined space for example pit or water tank.	Asphyxiation causing serious harm or death.	Confined spaces can only be entered by qualified persons who have completed confined space training such as contractors.
Working at heights	Head injuries, breaks, cuts and abrasions. Serious injuries including life threatening.	Use correct working at height procedures and safety barriers. Use correct personal protective equipment for working at heights.
Working near bushland	Smoke inhalation and burns during bushfires.	Close or evacuate community garden during bushfires near garden. Adhere to emergency service instructions for area.
Working near waterways	Drowning and injuries sustained by debris.	Close or evacuate community garden during flooding events near garden. Adhere to emergency service instructions for area.
Aggressive person	Physical injuries from assault.	Be observant to behaviour of visitors. Remove self from dangerous situation. Contact 000 for assistance.

**EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.**

SAFE WORK METHOD STATEMENT (SWMS) – GARDENER ACKNOWLEDGEMENT			
I have read the above SWMS, and I understand its contents. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and PPE described.			
Name	Position	Signature	Date