



Background

This land has been loaned to the Riccarton West Community by Housing New Zealand on a year to year basis. A contract will be signed between Housing New Zealand and the management committee. The Riccarton West Community Garden is a member of the Canterbury Community Gardens Association.

The Oak Development Trust is responsible to access funds for the Community Garden and has governance role in ensuring the garden is being operated under the purpose and guidelines outlined below.

Purpose

1. To be a place of meeting and connection in the community. The garden will operate and function through the dedication and work of volunteers.
2. To provide a place to grow vegetables and fruit collectively for the benefit of the community of Riccarton. The Community of Riccarton is defined for the purpose of this: Hansons Lane to Deans Avenue, Blenheim Rd to Riccarton Rd.
3. The produce grown will be free to everyone. However, everyone other than the frail elderly is expected to contribute in some way. This could be by weeding, planting, watering, donations of seedlings or fertilizer. Donations in kind can be left at the produce/exchange stand. Money donations should be paid to the Oak Development Trust, 80 Rattray St.

Management Group

1. A management group shall be formed that will be comprised of the following;
 - a. Four community members who have attended to the work of the community section of the garden on a regular basis for at least the previous six months. The community members shall NOT be an allotment holder. This is to avoid potential conflicts of interest.
 - b. One representative from the Oak Development Trust.
2. At the first Annual General Meeting four community members shall be elected. Two of those shall be elected for a term of two years and two shall be elected for a term of one year. Subsequently the term of office shall be for two years expiring at the conclusion of the relevant Annual General Meeting.
3. At each Annual General Meeting the positions of one half (being two) of the community members shall be decided. This shall be those who have been longest in office since their last election. Community members are eligible for re-election.
4. An Annual General Meeting shall be held where an annual report will be presented and the positions of two of the four community members decided by election. The annual report shall also include a financial summary outlining expenditure and income for the year.

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The Role of the Management Group

1. To oversee the day to day work and operation of the garden with the support and input from the volunteers from the community involved.
2. To be present at the designated working bees to guide personnel in what should be attended to.
3. To communicate what needs to be achieved outside of the working bee times. This can be done verbally, by written instructions left at the garden in the shed, or through the Riccarton West Community updates. Information pertaining to the garden can also be placed in the monthly Riccarton West Community Newsletter.
4. To be the decision making group as to how the funding for the garden is to be used. All receipts of money spent will be recorded and receipts given to the Trust Manager, Oak Development Trust monthly. The Oak Development Trust will be responsible for funding accountability.
5. To prepare a budget for the garden each year in conjunction with the Oak Development Trust that will prepare and submit the funding applications.
6. The management group is responsible to allocate allotments and record contact details of those who have an allotment.

Guidelines as to the Best Practices of Ensuring a Productive and Safe Garden

1. Code of Behaviour:

- 1.1. The operating rules must be followed. These have been set in place with Health and Safety regulations and requirements as well as best practice guidelines in mind.
- 1.2. All signage posted shall be followed.
- 1.3. No alcohol or drugs shall be consumed within the boundary of the entire community garden. This includes individual allotment areas.
- 1.4. The entire garden is a smoke free environment.
- 1.5. No dogs shall be allowed in the garden area.
- 1.6. Intimidatory and/or aggressive behaviour (verbal and/or physical) is not permitted.

2. Gardening Techniques

The goal is that the garden will become organic. The aim is that it will become self-sufficient when more personnel become available.

- Fertiliser to be added when planting
- The garden will be weeded regularly
- The garden will be watered regularly. The City Council's watering guidelines and restrictions must be followed.
- Sprays will only be used if necessary. Masks provided to be worn when spraying.
- Harvesting of the produce will be at the discretion of the management group

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3. Composting

There are three compost bins.

Scrap vegetables and lawn clippings are to be placed in the compost bins.

Hard stalks removed from vegetables and all weeds are to be placed in the green bin.

Seaweed liquid will be added to the composting bins

The compost will be turned regularly and left as long as possible to be broken down.

The worm garden will be overseen by a management group member.

4. Weed and Pest Control

Slug pellets will be placed around plants

Marigolds will be planted to kill white butterflies

Flowers to be planted to attract bees

Organic sprays used to control weeds on the edges.

5. Maintenance and Storage of Tools and Materials

There are two sheds on the site. Both are locked. One is for garden tools and the key for it is at the Harrington Dairy on Peverel St. Adults only can access this. In the book provided at the shop the borrowers name, and phone number is required, dated taken and date returned.

The other shed is where fertilisers, petrol and sprays are stored, potentially dangerous goods and this is labelled accordingly. Management Group members only have access to the key for this shed.

A member of the management group is responsible that the lawn mower is maintained and serviced as required.

6. Distribution of the Harvest

Fruit and vegetables from the garden will be placed on the produce stand on Monday, Wednesday and Saturday.

Vegetables will be distributed from time to time to 'needy' situations in Riccarton in collaboration with organisations working in the area.

No monetary payments will be received for vegetables. Plants and seeds will be accepted.

Donations will be received for preserves made from produce from the garden to recover the cost of the ingredients. Any proceeds from these will be placed in the community garden account.

7. Health and Safety

All accidents and incidents that occur while at the garden need to be recorded in a register (a notebook) located in the Produce/Exchange stand. These will be reviewed by the Management Group and actions to minimise future risk will be taken.

Personnel using machinery are required to use safety protection for ears and eyes. Ear plugs are provided.

Any fencing to be installed should be undertaken according to CPTED (Crime Prevention through Environmental Design) principles and must only be erected in consultation with the Management Group. It should not exceed 1.2 metres in height.

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Designation of Area

1. Designation

Up to 33% of the garden area shall be given over for allotment use. The remaining area is designated as the community area.

2. Guidelines for Allotment Use

- a. An allotment will be allocated on a yearly basis by member of the management group. Allotments can be rolled over to the next year provided guidelines have been met.
- b. An agreement will be signed by a management group member and the allotment holder
- c. Work may not commence on the allotment until the agreement is signed.
- d. The operational rules of the garden must be followed.
- e. All incidents and accidents must be recorded in the health and safety register kept in the Produce Exchange area.
- f. Allotment holders shall provide their own plants, seeds and organic fertiliser. The fertiliser must be organic to allow the garden to achieve the objective of organic status.
- g. An allotment is to be productive through the growing season
- h. An allotment is to be kept tidy and weed free
- i. Compost given to the community garden can be used for the allotment areas as well.
- j. Those with allotments are to help at two working bees/year for the communal garden
- k. Vegetables grown on allotments are only for personal use. They are not to be used for commercial purposes
- l. Failure and/or refusal to follow Operational Rules may result in the forfeiture of the allotment or the non-renewal of the allotment space in the next year.

Conflict Resolution Guidelines

1. Guidelines Overview:

Community Garden members are encouraged to use these guidelines where they feel aggrieved about a situation or event and where there is grounds for complaint.

The Riccarton West Community Garden encourages open and constructive communication between all its members to resolve general garden conflict. Members are actively encouraged to approach and discuss any issue that arises with their fellow members.

Because of this Riccarton West Community Garden encourages the informal resolution of grievances in the garden for most types of interpersonal conflict or gardening related grievances. The informal process is different from the formal process in that the informal process involves direct discussion and debate between the aggrieved member and the party(s) who is allegedly causing the grievance. In the informal process, everything is verbal, nothing is done in writing and no formal investigations are involved.

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2. Grievances relating to sexual harassment, harassment, bullying and discrimination

Because grievances involving bullying, harassment, sexual harassment or discrimination are viewed very seriously at Riccarton West Community Garden and because of our duty of care, members with these kinds of grievances need to avail themselves of the formal procedure for dealing with harassment and discrimination, to ensure that the matter receives the proper and necessary attention.

3. Using the Informal Grievance Resolution Process

Members are encouraged in the first instance to discuss their grievances directly with the person who is causing them concern, with a view to trying to resolve the situation. In situations where this is not appropriate or a member does not feel comfortable in doing so, then the member with the grievance should feel free to involve their committee members as mediator or facilitator to help resolve the dispute informally. If this does not deliver a satisfactory outcome then the member may invoke the formal grievance procedure.

1) Guidelines For The Informal Resolution Of Grievances

- a. Briefly describe the problem – wherever possible strive to be objective, provide facts and not opinions. Provide enough information to allow the other person to understand the issues and to make an informed response.
- b. State the impact of the behaviour or action of the other person on you. Take responsibility for your feelings by giving “I” messages. For example – “I feel angry when you won’t acknowledge my contribution to the group...”
- c. Ask the other person to respond. Listen to what they are saying. Do not interrupt.
- d. State the outcome that you desire, that will resolve the conflict. E.g. “I would like you to thank me for working on the compost bins in the next newsletter”.
- e. Try and keep the discussion focused on solutions. Try and avoid blaming.

4. Formal Grievance Procedure

The following grievance procedure is designed to provide members with a formal mechanism for the resolution of issues and concerns. At each stage, the grievance will be investigated thoroughly and members will be notified of the outcome.

The formal grievance process is different from the informal process in that the members allegations are made in writing, a formal investigation is convened which is minuted and a member is informed in writing of the outcome of the investigation.

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1. Procedure For The Formal Resolution Of Grievances

Role of Member

Stage 1

You need to submit a written summary of your grievance to a Management Group member, stating the facts and what outcome you desire to resolve the grievance. You should include in the document any attempts that you have made to informally resolve the problem.

The management group member will, normally within five working days of receipt, arrange an investigation of the matter with a view to attempting to resolve the matter. The member will be informed of the outcome of the investigation in writing.

Stage 2

If the grievance is not resolved to your satisfaction, an appeal may be made in writing within five working days of receipt of the original decision, to all committee members.

The Management Group must respond to your appeal in writing, within 10 working days.

Stage 3

Should the appeal not resolve the grievance, external mediation may be sought from an external mediator, such as Mediation Services or similar.

2. Right Of Assistance In The Grievance Process

You may be accompanied by a fellow garden member at each stage of the formal grievance procedure.

3. If The Grievance Concerns A Committee Member

If the grievance concerns a committee member, you are requested to contact the Oak Development Trust member of the Management Group to provide you with guidance as to how to proceed. This may involve escalation of the matter to all committee members at a specially called meeting.

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Appendix 1: Regular Voluntary Work Required at the Garden

1. Mow lawns (except putting greens) and grass berms using Riccarton West Community Garden Mower and fuel. All grass clippings into the compost bins. Putting greens mown only by selected volunteer personnel or others as necessary. Mow less frequently July-October.
2. While mowing, personnel should wear standard safety shoe/boots preferably or if unavailable sturdy shoes. Jandal type or similar and open top footwear is unacceptable. Suitable hearing protection is required to be worn, preferably ear muffs, or if unavailable, ear plugs are recommended – retain them for later use.
3. Pull out or hoe known weeds, pull out vegetable stalks in community garden areas only, and place in greens bin. Put foliage into compost bins. Private plot holders work/maintain their own plots.
4. Sow vegetable/flower seeds when applicable or as directed. Carry out vegetable and flower planting as required. Regularly water seed beds, vegetables/lowers and lawns using hand held hose watering preferably. Sprinklers may be used sparingly where applicable and avoid excess water usage (as this may attract a cost to the Community Garden) and possible spillage onto public access ways which may attract adverse public comment.
5. In your own interests, the gloves and face masks supplied should be worn as appropriate.
6. Keep the community garden areas tidy and safe and devoid of rubbish including lawns and the grass berms. Place in red rubbish bins.
7. If suitable soil available, dig/grub out rocks/concrete/brick and similar and immediately fill in any resulting hole to prevent injury. This should also prevent mower blade damage amongst other things for example, tripping.
8. Keep lawn edges of all areas including private plots reasonable squared off and tidy.
9. When 1-8 are completed satisfactorily, repeat the work list or carry out other work requested of you. If unsure, ask a current long-standing community garden volunteer.

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Appendix 2: Allotment Agreement for Riccarton West Community Garden ('The Garden')

FULL NAME(S) OF APPLICANT(S): (Print clearly)	
FULL NAME(S) OF APPLICANTS IN ENGLISH: (Print clearly)	
RESIDENTIAL ADDRESS OF APPLICANT(S): (Print in English)	
LANDLINE PHONE NUMBER(S) OF APPLICANT(S): (print clearly)	
CELL PHONE NUMBER(S) OF APPLICANT(S): (print clearly)	
OTHER CONTACT NUMBER: (print clearly)	
AGREEMENT: I / WE THE UNDERSIGNED AGREE TO THE USE OF A GARDEN (PLOT) AND FURTHER AGREE TO FOLLOW THE RULES, GUIDELINES AND CONDITIONS SET DOWN BY THE MANAGEMENT COMMITTEE OF 'THE GARDEN' IN THE USE OF THIS PLOT. ENGLISH SIGNATURE(S) OF APPLICANT(S):	
ALTERNATIVE SIGNATURE(S) OF APPLICANT(S):	
ALLOTMENT NUMBER(S) – MAXIMUM OF 2:	
NAMES/SIGNATURES OF TWO REPRESENTATIVES OF 'THE GARDEN'	

We are pleased to offer you an extended period at the garden until 31 March 2016 pending our contract with Housing New Zealand continuing.

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Allotment Guidelines and Conditions of Use

- ⌚ There is no rental or rates for the use of your allotment.
- ⌚ Water use may be charged for if our allocation is exceeded. Water usage should follow Council guidelines.
- ⌚ The allotment shall be kept clean and tidy at all times and weeded regularly.
- ⌚ Allotments will be allocated on a yearly basis by the management committee. A contract is to be signed between the two parties.
- ⌚ Once the allotment areas are approved and allocated for each year, they are set in size and must not be extended without written application to the Management Group and the subsequent granting of permission for the agreed area. The application should include an indication of the space required. Allotment allocations are made with consideration of fairness to all garden users.
- ⌚ An allotment is to be productive throughout the year.
- ⌚ You will provide your own plants, seeds, materials and organic fertiliser. The fertiliser must be organic to allow the garden to achieve the objective of organic status. Materials will include stakes, approved fencing and other possible features. Any fencing must be approved and erected according to the health and safety guidelines.
- ⌚ There are compost bins which you can use some compost from, but remember other people need to use it as well.
- ⌚ Allotment holders are to help at two working bees per year for the community garden including mowing the lawns or keeping the lawn grass short.
- ⌚ Vegetables grown on allotments are for personal use only. They are not to be sold or used for commercial purposes, or pecuniary gain. If you have excess vegetables place them on the exchange stand for the use of the community.
- ⌚ Working bees will be held on the first and third Wednesdays of each month from 10am to 12pm.
- ⌚ This garden is an alcohol, drug, dog, and smoke-free environment
- ⌚ In the event that the use of your allotment results in an issue or issues that the management committee are concerned about, you will be notified in writing. If the issue(s) are not resolved after written notification, the management committee have the right to terminate the agreement on giving you one month's notice. In the case of a serious breach of conditions, the agreement will be terminated, with instant dismissal from the garden.