



Hilton Harvest Community Garden Inc. Management Plan v1.0

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PREAMBLE

The Hilton Harvest Community Garden (HHCG) Inc, situated in the Hilton Primary School Grounds (Rennie Crescent, South, Hilton) and was initiated by a group of local residents in 2009. HHCG has since evolved into a thriving community gardening for all Hilton residents.

This project / garden is for anyone in our community who wants to come together in an environment that is free from prejudice. The garden brings individuals together with diverse approaches to life, and requires them to cooperate to achieve common goals.

HHCG provides a forum for interaction between young and old, people of different cultural and socioeconomic backgrounds facilitating a sharing of knowledge and strengthening community cohesion. We believe it is important not to underestimate the physical and mental health benefits associated with such a project.

HHCG's mission is to provide people the opportunity to grow their own food, to connect to the food system & with their community and to foster cultural exchange & learning.

Our objectives are to:

- Nurture people's interest in gardening by adopting organic gardening practices;
- Contribute to building an ecologically viable and socially just food system; and,
- Develop innovative ways of living sustainably in an urban environment
- Provide a forum for interaction between all sectors of the community facilitating a sharing of knowledge and strengthening of community inclusion and cohesion

The Community Garden comprises of garden beds with automatic reticulation that are positioned to gain optimum sunshine. Individuals and groups may apply to lease one of these garden beds. There are also a growing number of communal elements to the garden such as some communal garden beds, communal orchard, chookship and asparagus patch.

A dedicated group of people (formalised as a Committee) manage the garden. Their responsibilities include managing physical works, maintenance and administration of the site, finance, media and grants & sponsorship applications.

This document outlines the management plan in place from 2009 until present, will be regularly updated as the needs of the Garden evolve and should be read in conjunction with the Constitution.



MANAGEMENT COMMITTEE

As per our Constitution the Committee is made up of financial members who will hold office for the period of 12 months. The committee meet at regular intervals and the nomination / election of committee members takes place at an Annual General Meeting (AGM).

HHCG members who accept a role on the Committee do so on the understanding that they must remain impartial and willingly undertake their duties for the good of HHCG.

HHCG Committee Members are required to demonstrate open and transparent communication, record keeping and involvement in the management of HHCG and fulfill their duties to the best of their ability.

HHCG Committee Members are to ask for assistance when they are unable to fulfill their duties.

As prescribed by our constitution the Committee consists of:

- Chairperson;
- Vice Chairperson;
- Secretary;
- Treasurer; &
- A minimum of three General Committee members

The Chairperson is responsible for:

- The facilitation of meetings and group activities
- Representing HHCG to members, partners and the wider community
- Formulating a course of action using the cumulative insights of members of HHCG
- Problem solving and liaising with committee members, City of Fremantle Officers and Hilton Primary School and other partners as needed
- Ensuring decisions have the consensus and commitment of the majority of the group
- Providing assistance and guidance as required
- Presenting the annual report

The Vice Chairperson is responsible for:

- Assisting the Chairperson in all above mentioned duties

The Secretary is responsible for:

- Recording and maintaining a connective record of the minutes of meetings
- Providing copies of minutes on request
- Preparing and providing the annual report



The Treasurer is responsible for managing the Financial Records including:

- Monitoring the income and expenditure (by allocation of funds) of the association;
- Keeping the committee informed of the financial position of the association;
- Preparing and presenting financial statements to the Annual General Meeting;
- Developing budgets & / or grant submissions for agreed projects;
- Managing associated project's budgets (including acquittal of funds);
- Representing the association on funding applications as required;
- Banking of funds as received, as applicable;
- Maintaining custody of all securities, books and documents of a financial nature.

Other roles shared among the Committee are:

- Coordinating busy bees (currently held on the second Sunday of each month)
- Calling meetings, preparing and distributing agendas, as required
- Updating the website and maintaining the Facebook page and / or other social media formats as deemed appropriate
- Manage agreed projects including forming and chairing Sub (or Steering) Committees (also known as Working Groups) as required
- Assist the Treasurer in:
 - Developing budgets and / or grant submissions for agreed projects;
 - Managing associated project's budgets (including acquittal of funds);
 - Representing the association on funding applications as required;
 - Banking of funds as received, as applicable;
- Sending newsletters to members and other parties interested in HHCG;
- Keeping a correspondence log;
- Keeping a register of all key holders;
- Providing all financial members and plot holders with a copy of HHCG management documents, rules, regulations & guidelines and any changes, as required;
- Retaining completed application forms from all members & plot holders;
- Maintaining an information data base of members & plot holders – both hard copy and electronic copy;
- Notifying members and plot holders of any changes to costs, including notification of special events, meetings and working bees via electronic newsletter or generated hard copy to non-email members;
- Seek donations or sponsorship from appropriate businesses to support HHCG;
- Monitoring plots and any activity occurring in the garden;
- Monitoring water use (both communal and individual use);
- Writing press releases and creating flyers as required;
- Advertising through the local community papers, City of Fremantle website, community radio, flyers and on notice boards, school newsletters of upcoming meetings and workshops etc;
- Inform members and plot holders of upcoming events and encourage them to advertise event by word of mouth or other means as able / available to them.



RECEIVING MONIES & MAKING PAYMENTS on behalf of HHCG

All monies received will be duly recorded in the minutes, receipted and banked as early as possible as directed by the Treasurer.

Any purchases over \$100 must be proposed as a motion for payment at a general committee meeting and be approved as appropriate purchases, ie: in accordance with the articles of incorporation, prior to expending the money.

Where it is not feasible to wait for a Committee meeting, approval can be obtained by way of email to the HHCG Committee and approved by at least two members of the Executive with the outcome included in the minutes.

Any purchases made on behalf of HHCG and not previously approved but are deemed appropriate purchases, ie: in accordance with the articles of incorporation are to be submitted at the next general meeting for payment.

Any payment for goods purchased and/or services rendered on behalf of HHCG shall be by way of reimbursement after receipt of a valid tax invoice after the said goods and / or services have been received and / or performed.

All monies paid are to be minuted with details / supporting documentation, i.e. date, amount and detail what the payment was for.

All reimbursements will be by way of cheque or direct debit electronic transfer, require two signatures / approvals and can only be made by duly appointed HHCG Committee Members.

FEES

Annual membership and plot fees all fall due on 1 August each year.

New members who join before 1 Feb are required to pay the full applicable annual fee. Anyone joining after 1 Feb will be required to pay only half the applicable annual fee.

Members will be advised their fees are due prior to 31 July (by email or newsletter).

Annual fees are subject to change at the discretion of the Committee.

GENERAL MEMBERSHIP

To become a financial member of HHCG, people must submit a completed application form and pay the applicable fee/s when due.



HHCG welcomes everyone who wants to be involved as long as they adhere to this Management Plan and HHCG's License to Use Agreement with the Dept of Education.

Members, by signing their application form, acknowledge and agree to be bound by this Management Plan and any subsequent changes.

PLOT HOLDERS

To obtain a garden bed (plot) people are required to become and remain members of HHCG and submit a completed Plot Holders Application form. Members will then go on the plot waiting list and allocation of a plot will be at the discretion of the Committee and subject to availability of garden beds. Tenure will be reviewed by the Committee as required or at least when fees are due.

Once allocated a plot, plot holders are expected to pay the applicable fee and contribute to maintaining the garden, respect each other and respect HHCG's objectives, its property and the land it resides on. Plot holders:

- Are responsible for their own safety, the safety of and / or damage cause by their children and / or pets;
- Garden at their own risk and that HHCG is not liable for any injury incurred or for the loss or damage of any possession;
- Respect their fellow gardeners, eg: by plant or propagate weeds, keep weeds at bay around their plots, not shading neighbouring plots, and so on;
- Do not plant or propagate weeds ad identified by the Ad Department and deemed undesirable by the HHCG Committee;
- Keep the garden and their plot neat and tidy, remove any rubbish and store any unused equipment away from the garden or as directed by the Committee;
- Garden organically and in a nutrient and water wise fashion (eg: mulch, not over water or over use fertilizers);
- Garden continuously on the plot (i.e. not neglect the plot for more than 3 months);
- Contribute to the communal areas by working at least two busy bees per year;
- Pay their fees when due.

Garden beds will be regularly inspected by the appointed committee member/s.

If any issues arise these are to be:

- Discussed directly and informally with the plot holder;
- Reported to the committee;
- If required, issue 1st and 2nd warnings with time limits at the discretion of the committee and determined by the severity of the issue;
- If the issue is not resolved after the 2nd warning, the plot holder will forfeit the plot without refund.



USE OF SOCIAL MEDIA

HHCG encourages the use of social media, for example Facebook, by members and other interested parties. Administrators of the site will monitor its use and remove any content that is deemed inappropriate by them.

PUBLIC LIABILITY INSURANCE

HHCG is located on Department of Education land and gardening activities are indemnified against claims of a third party for personal injury or property damage. However, people using the HHCG, are also advised to take out insurance with their insurer.

An incident report form should be completed as soon as possible for all incidences and a copy given to the HHCG Committee. A copy of the incident report form should also be given to each member / person involved.

DISSOLUTION

In the event that the garden is no longer operational or financially viable for ongoing maintenance, a minimum of \$1000 will be set aside for dissolution costs.