CITY OF SYDNEY

Community gardens guidelines

Guidelines
August 2026

The City of Sydney acknowledges the Gadigal of the Eora Nation as the Traditional Custodians of our local area.

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Why we're doing this

Our greening Sydney strategy shares our vision to increase greening for a cool, calm, beautiful and resilient city. Under this strategy, the community greening framework outlines how we'll support community participation in greening activities, including community initiatives and volunteer programs.

Community gardens play a role in promoting urban sustainability, supporting local food production and enhancing social connections. These gardens may be located on land we own or manage. They may also be located on land owned or managed by others in the City of Sydney local area such as schools, churches or the NSW Government.

These guidelines detail how we support different types of community gardens. They outline how we'll continue to support established community gardens and provide the framework for new community garden groups to set up new community gardens on land we own or manage. It sets out the responsibilities of community garden groups and us.

To provide clarity on roles and responsibilities and provide community garden groups with access to land for their activities, we require all community garden groups located on land we own or manage to enter into an agreement with us.

Community garden groups with an agreement with us are required to:

– be an incorporated not-for-profit legal entity
– comply with the obligations set out in the agreement
– follow these guidelines in operating their garden.

Existing community gardens operating on land we own or manage are required to transition to the requirements set out in these guidelines within 2 years of approval by Council.

For more information, see transition process for existing community gardens.

Community gardens in the city

Community Gardens are self-managed by community garden groups to grow plants, create fertile soil, compost, harvest crops, save seeds and share organic gardening knowledge. Some gardens also have plantings for wildlife, pollinators, craft and cultural activities.

People join and participate in community gardens to:

– grow food locally
– contribute to local urban sustainability and take action on climate change
– maintain health and fitness
– build social connections.

We promote community gardens as sites for sustainable living that, through careful design and management, can be used for education and community activities.

We currently support 13 community gardens on land we own or manage and 6 community gardens on land owned or managed by other organisations (see Attachment A).

By supporting community garden groups, we promote social and community development and provide opportunities for environmental education and sustainable production of food.

All community garden groups are encouraged to grow fresh food communally in garden beds shared by all group members.

Different levels of support are available for community gardens in the local area on land owned or managed by other organisations.

We support groups in our local area that align with our community greening principles.

Community greening principles

Community greening supported by the City of Sydney will:

- engage the community to nurture urban greening and grow fresh food
- be welcoming and open to all the community and free of discrimination or vilification
- enable community participation by reducing barriers to access and inclusion
- maintain a safe and healthy environment
- encourage sustainable use of materials and resources
- provide opportunities for nature connection and appreciation.

Mulberry harvest, Charlie's Garden Darlington. Image: Mark Metcalfe/City of Sydney

Definitions

Term	Meaning
City of Sydney coordinator	Employee who liaises with community garden groups, Bushcare/Landcare volunteer groups and other community greening volunteer groups in the City of Sydney local area.
Community garden groups	Manage community gardens. For community gardens on land we own or manage, these groups must be incorporated as a legal entity (for example, an incorporated association) able to enter into a legal agreement with the City of Sydney.
Community gardens	Community gardens are self-managed by community garden groups to grow plants, create fertile soil, compost, harvest crops, save seeds, and share organic gardening knowledge. Some gardens also have plantings for wildlife, pollinators, craft and cultural activities. Community gardens are open and accessible for everyone to participate.
Group convenor	The community garden group member responsible for liaising with the City of Sydney coordinator on behalf of the community garden group and its members.
Risk assessment	A process to identify possible sources of harm and document how risks will be mitigated and managed.

Community gardens on land we own or manage

Responsibilities

We support community garden groups operating on land we own or manage by:

- designing and building new community gardens
- donating some gardening materials and plants from our suppliers
- maintaining and repairing assets including garden beds and fixed infrastructure
- expanding and upgrading existing community garden infrastructure based on asset condition, community need, our priorities and available funding
- facilitating networking and education opportunities for community garden group members
- providing advice, guidance and support
- promoting Community Garden Groups on our website
- organising illegal dumping removal, green waste removal, rodent control and graffiti removal
- providing public liability insurance coverage for community garden groups operating on City land where groups are operating in line with the requirements of these guidelines
- reviewing and updating these guidelines.

Community garden groups operating on land we own or manage are required to:

- follow our community greening principles
- be incorporated as a not-for-profit legal entity (for example, an incorporated association)
- have the skills to responsibly and safely organise, manage and maintain a Community Garden
- enter into a legal agreement with us and comply with the obligations set out in the agreement for use of City of Sydney land as a community garden
- allow the general community to participate
- include locals who participate in and support the community garden
- nominate a group convenor to liaise with us
- submit an annual update to us
- work safely and demonstrate a commitment to health and safety of garden users and group members
- be self-managed, with members organising and maintaining their group’s gardening activities
- manage the group by consulting and informing group members and garden users about activities or changes to the community garden

- use organic gardening methods and an integrated pest management approach to manage specific pests and weeds in line with our pesticide notification plan
- share knowledge, skills, experience and produce with garden group members and the local community
- use new ideas and problem solving to create productive and well managed gardens
- address any issues of non-compliance raised by us.

Composting, Charlie's Garden Darlington. Image: Mark Metcalfe/City of Sydney

Getting started

Community garden group basics

Community garden groups in the city are self-managed. A successful group requires enthusiastic and committed members with a range of skills, knowledge and experience, including:

- organic gardening, pest and disease identification and control methods
- leadership and group facilitation, administration, budgeting and financial management
- links to the local area, networks and community organisations
- health and safety, communications and information technology
- promotion and marketing
- reporting.

As a team, community garden group members can share ideas and the workload, while developing relationships to ensure successful garden operations.

To sustain a long-term community garden project, we recommend the community garden group has at least 15 members.

Community garden groups must nominate a group convenor to communicate and liaise with the City of Sydney coordinator.

Process to start a new garden

There are several steps involved to scope, evaluate and approve a new community garden.

Figure 1. Starting a new community garden

1. Develop your idea for a community garden and contact us

2. Form a community garden group

- Hold a community meeting to raise awareness and recruit members

3. Group selects or proposes a site

- See Attachment B for potential sites we've identified

4. Group completes the community gardens checklist

- See Attachment C

5. City of Sydney community consultation

- We'll carry out formal consultation and evaluate feedback we receive from the community
- We'll organise public notification for the proposed use of land, if required

6. City of Sydney approval of the site for a community garden

7. Group incorporates as a not-for-profit legal entity

8. Letter of offer issued and signed

9. City of Sydney designs and builds community garden

- Garden designed in consultation with the community garden group in line with our public domain manual, design codes and policies.

10. Group completes a risk assessment

11. Agreement issued and signed

- Legal agreement for use of City of Sydney land as a community garden prepared by us, including our required terms
- Agreement signed by the community garden group and the City of Sydney

12. Community garden group runs the community garden

- Community garden group runs the garden under the terms of the agreement
- Group submits annual updates to us and requests support as required

1. Develop your idea and contact us

When local community interest in a new community garden is established and a potential site is scoped, contact the City of Sydney coordinator to discuss your idea for setting up the garden.

2. Form a community garden group

Once there is a core group of committed members (see community garden group basics), start to define the collective vision for the garden. This will help to develop garden plans and inform the community about proposed activities.

Inform as many people as possible about what is planned and the proposed set up of the community garden in the neighbourhood. This includes local residents and neighbouring properties, such as businesses and cafes, community centres, schools and church groups.

A great way to generate awareness of the project is by holding a community meeting. This will provide a sense of local support and may help attract new members to the group.

3. Group selects or proposes a site

Open space in our local area is valued by the community for many different uses.

Our list of suitable sites for potential community gardens in the local area (Attachment B) shows sites which meet our selection criteria for community gardens (Figure 2). These sites have our in-principle support to be used as community gardens, subject to community consultation. We encourage community garden groups to consider these sites when planning their new garden.

Sites not already identified as suitable need to be evaluated and assessed against all of the site selection criteria in Figure 2 and the assessment process may take some time. We'll determine whether a proposed location is suitable for a community garden before progressing to community consultation.

Figure 2. Site selection criteria

Site selection criteria	Requirement
Solar access	Sites require 5 to 6 hours of full sunlight a day to ensure healthy plant growth and fruiting.
Soil condition/site history	Some sites in the city are unsuitable for growing food in the ground. Raised garden beds and wicking beds may be required to ensure a clean planting medium suitable for growing fresh food.
Community support	Community gardens must be supported by surrounding neighbours and local residents.
Community participation	The community garden site must be large enough to sustain a group of at least 15 members.
Access and inclusion	Sites should be open and accessible to the broader community, with suitable access for people with disability, and access for delivery of donated materials and waste removal.
Multiple uses	Community garden sites should be compatible with other land uses and be available for non-gardeners and the local community for passive recreation.
Safety	Sites should be safe with good sightlines from nearby houses, roads or shops and have multiple entry and exit points.
Water	Sites should have access to water, suitable for growing fresh food.

4. Group completes the checklist

The community garden group checklist (Attachment C) informs us of the key details about the community garden group. It helps the garden design process and outlines planned activities and

support requests. Submit the completed checklist to the City of Sydney Coordinator. We'll evaluate the checklist and liaise with the group convenor to confirm details.

5. City of Sydney community consultation

We'll coordinate formal community consultation and any public notification required by legislation for the proposed new garden site. We'll consider the feedback we receive and work with the community garden group to address any concerns. If there is opposition, we may consider alternative sites.

6. City of Sydney site approval

If the proposed new garden site has already been checked and identified as suitable for a community garden (Attachment B), our assessment and approval process will be limited to assessing community support and community participation.

Sites not already identified as suitable may require further evaluation and the assessment process may take some time.

We'll assess and decide whether to approve an application for a new community garden on land we own or manage.

7. Group incorporates as a not-for-profit legal entity

We require community garden groups working on land we own or manage to be an incorporated not-for-profit legal entity. This is so that the group can enter into a legal agreement with us.

Suitable not-for-profit legal entities include a NSW incorporated associated, or a corporation or non-distributing co-operative registered with the Australian Charities and Not-for-profits Commission. Groups proposing another entity type should check with us to confirm it is suitable.

Incorporation gives a group its own legal identity (separate from its members) which enables the group to sign documents and enter into contracts, open a bank account, arrange insurance, sue and be sued, borrow money and apply for grants.

There are resources available online for community groups looking to establish not-for-profit organisations including Justice Connect, the Australian Charities and Not-for-Profits Commission, and NSW Government information about incorporated associations.

8. Letter of offer issued and signed

We'll provide a letter of offer for the agreement to use the site for the new community garden to the community garden group. The group must accept and sign the offer before we'll design and build the garden.

9. City of Sydney designs and builds the garden

We'll lead the design process for a new garden in consultation with the community garden group. A landscape designer will be assigned to work with the group to bring the community garden proposal to life. A garden layout will be prepared, showing the main features of the garden such as placement of garden beds, access ways, garden shed/storage cage, water points and composting systems.

An initial concept design will be developed, which we'll use for community consultation. The community garden design will comply with our public domain manual and inclusive and accessible public domain policy.

Construction may include garden infrastructure such as pathways, fences, water points, signs and garden beds, and garden shed or storage cage. We fund the construction of this fixed garden infrastructure which will remain our property.

The group may need to source funds for more items like compost bins, worm farms, tools and hoses.

Finalising the detailed garden design and building may take some time, depending on the size and complexity of the garden, and planning approval requirements.

10. Group completes a risk assessment

Community garden groups should be aware of the risks and responsibilities of running a community garden accessible to the public.

If community garden groups understand these risks, there are many things they can do to eliminate risks or minimise the chance of them occurring.

Community garden groups are required to complete their own risk assessment to identify potential risks and hazards relevant to the community garden group activities and implement appropriate risk management. Attachment D is an example risk assessment template with minimum consideration requirements.

11. Agreement issued and signed

Community garden groups located on land we own or manage must enter into a legal agreement with us. The agreement provides the group with non-exclusive use of the site for a community garden for a period of up to 5 years, with an optional extension for a further period of up to 5 years. We don’t charge community garden groups a fee to occupy or use the land.

The agreement will be prepared by us and include our required terms. The agreement must be signed by the community garden group and the City of Sydney before the group can begin gardening.

12. Community garden group runs the community garden

Once the community garden construction is completed and an agreement is signed, the community garden group can begin gardening and using the site in line with the terms of the agreement.

See running the community garden.

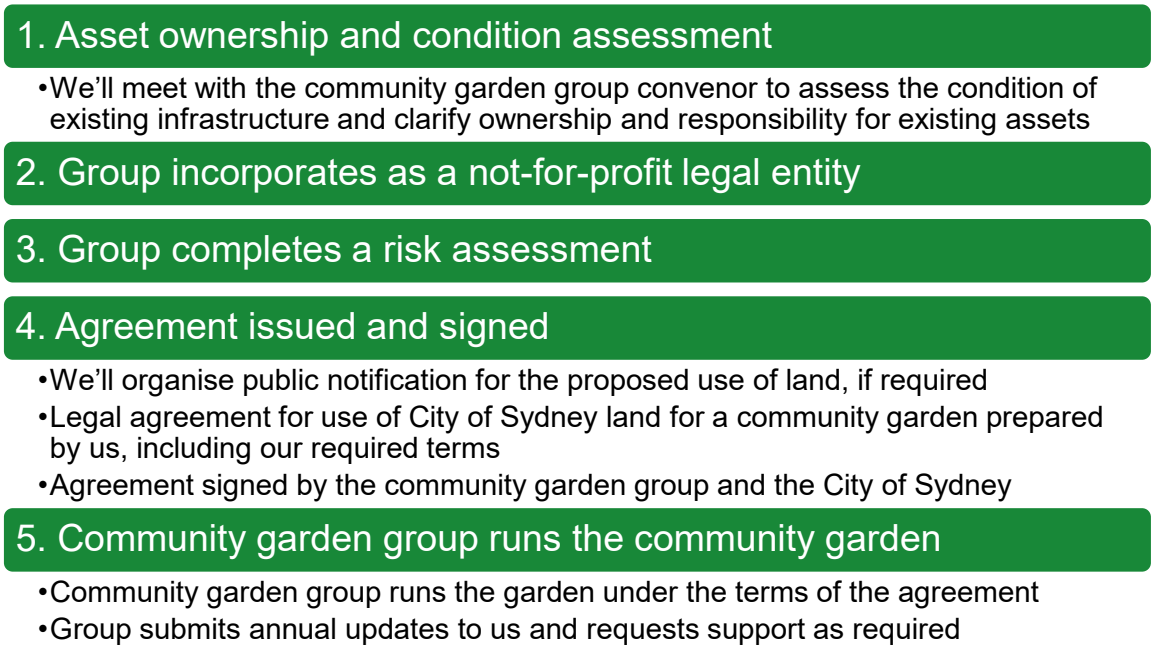
Transition process for existing community gardens operating on land we own or manage

Existing community gardens operating on land we own or manage must transition to the new arrangements, including incorporating as a not-for-profit legal entity and entering into a legal agreement with us, within 2 years of Council approving these guidelines.

There are several steps to help existing community gardens meet these requirements.

Existing community gardens are encouraged to transition as soon as possible. The transition will need to be complete before we carry out any renewal, upgrade or extension works on an existing community garden.

Figure 3. Transition process for existing community gardens



1. Asset ownership and condition assessment

The City of Sydney coordinator will meet with the group convenor to assess existing garden infrastructure. This will clarify the items owned and maintained by us and those that remain the property and responsibility of the group.

2. Group incorporates as a not-for-profit legal entity

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Suitable not-for-profit legal entities include a NSW incorporated associated, or a corporation or non-distributing co-operative registered with the Australian Charities and Not-for-profits Commission. Groups proposing another entity type should check with us to confirm it is suitable.

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There are resources available online for groups looking to establish not-for-profit organisations including Justice Connect, the Australian Charities and Not-for-profits Commission, and NSW Government information about incorporated associations.

3. Group completes a risk assessment

Community garden groups should be aware of the risks and responsibilities of running a community garden accessible to the public.

If community garden groups understand these risks, there are many things they can do to eliminate risks or minimise the chance of them occurring.

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The agreement will be prepared by us and include our required terms. The agreement must be signed by both the community garden group and the City of Sydney.

5. Community garden group runs the community garden

Once the agreement has been signed, the community garden group continues gardening and using the site in line with the terms of the agreement.

See running the community garden.

James Street Reserve Community Garden, Redfern. Image: Mark Metcalfe/City of Sydney

Running the community garden

Community garden groups operating community gardens on land we own or manage must comply with the following requirements.

Figure 4. Requirements for community garden group activities

Aspect	Aim	Requirements
Bees	Maintain healthy hive and safe access for garden users.	Prevention: Only native stingless bee keeping is permitted in community gardens. We provide and maintain a secure cage and coordinate regular hive assessments. Ongoing management: Groups must monitor hive health, report any damage, carry out periodic cleaning and maintenance of the hive, and report the hive weight yearly. Contact the City of Sydney coordinator to register interest in caretaking for a native beehive.
Chickens and ducks	Ensure poultry are healthy and not causing nuisance to neighbours. This includes noise, odour and waste that could attract vermin.	Roosters are not permitted. Apply for permission to keep chickens or ducks. Prevention: Purchase vaccinated poultry and treat regularly for parasites. Don't pile up or store materials which could attract vermin. Ongoing management: Keep poultry areas clean and tidy, remove manure and clean feeders and drinkers regularly, and protect feed and water from wild birds and rodents. Maintain clear access and secure sheds/runs/cages.
Composting and worm farms	Keep compost well-maintained, free from odours and vermin. Provide high quality organics for gardens.	Prevention: Install strong aviary mesh to deter rats from burrowing beneath compost bins and don't pile up or store materials which could attract vermin. Ongoing management: Stir compost regularly and add sufficient dry material to prevent anaerobic conditions developing.
Fences	Fences are accessible for maintenance and repair.	Ongoing management: Maintain access to fences for maintenance and repair.
Furniture and other items	Maintain garden safety.	Prevention: Don't install any items that may create hazards or obstacles to others. Ongoing management: Any furniture, pergolas, trellises, noticeboards, street libraries and associated infrastructure installed by community

Aspect	Aim	Requirements
		garden groups must be structurally sound, stable, secure and safe. They must not include loose or missing parts, sharp edges or splinters.
Garden stakes	Maintain garden safety.	Ongoing management: Ensure any garden stakes don't pose a risk to others using the garden. Metal stakes are not permitted on land we own or manage.
Netting	Reduce likelihood of wildlife entanglement.	Ongoing management: Use white netting with no more than 2mm mesh size. Ensure any netting is secured tightly over a frame.
Opening hours	Maintain garden safety	Ongoing management: Community garden activities are usually carried out during daylight hours.
Pathways	Maintain an accessible path of travel for all garden users and visitors, including people using wheelbarrows, prams or wheelchairs.	Prevention: Ensure accessible design for new gardens. Ongoing management: Keep pathways clear of materials, tools, debris and trip hazards.
Pest and disease management	Prevent pests and diseases establishing and control pests using organic methods.	Prevention: Barrier netting with no more than 2mm mesh size. Ensure any netting is secured tightly over a frame. Ongoing management: Choose pest and disease resistant varieties. Time crop planting, increase planting diversity including trap crops, scented herbs and flowers to attract beneficial insects. Rotate crops to avoid pests building up, maintain small pest populations to maintain predator populations, observe weather cycles and pest life cycles and time crops to avoid peak infestation periods. Treatment options: Remove pests by hand, with traps or by spraying with water. Remove diseased or infected plant parts and don't compost. As a last resort, use organically certified pesticides or treatments only where feasible and effective to treat the specific pest or disease. Use commercially available products for home use and always follow the instructions on the label including wearing required personal protective equipment. Follow our pesticide notification plan.
Pets	Maintain safe access for all garden users.	Ongoing management: Pets and companion animals must be under control of a competent person and restrained with a leash or chain. Pet and companion animal owners are required to pick up after animals.

Aspect	Aim	Requirements
Potting mix, manures, soil amendments and mulch	Manage risk of soil contamination.	Prevention: Only use commercially available potting mix, manures and mulch that meet Australian standards. Ongoing management: Compost and worm castings made onsite are effective soil amendments.
Raised garden beds and wicking beds	Maintain garden safety.	Ongoing management: Ensure raised beds are structurally sound, stable, secure and safe. They must not include loose or missing parts, sharp edges or splinters.
Smoke free	Maintain safe access for all garden users.	Prevention: Community gardens are smoke and vape free areas.
Tools and materials	Consider group member safety and ensure noise levels don't disturb neighbours.	Ongoing management: Use hand tools only. Don't use any power tools. Keep tools and materials well maintained and stored safely.
Tool sheds/storage cages	Store materials safely and securely.	Prevention: Don't pile up or store materials which could attract vermin. Ongoing management: Keep storage spaces organised and tidy with clear access and secure sheds and/or cages when not in use.
Trees	Maintain tree health and the safety of group members.	Prevention: Only plant tree varieties that grow no more than 3m high. Ongoing management: No items or structures are placed within the drip zone of the tree to allow access for tree inspections and pruning. Maintain fruit trees to no more than 2.5m height for ease of harvest and to manage pests and disease.
Waste and litter	Keep site well-maintained, free from tripping hazards and vermin.	Prevention: Don't pile up or store materials which could attract vermin. Ongoing management: Compost green waste or add to worm farms. Dispose of bulky waste generated in the garden responsibly and remove from the garden. Contact the City of Sydney coordinator for assistance with removing excess bulky green waste.
Watering	Manage water use.	Ongoing management: Water only as required by plants and use water suitable for edible plants.
Weed management	Prevent weeds establishing and control weeds using organic methods.	Prevention: Cover bare soil. Ongoing management: Remove weeds by hand where feasible and effective. As a last resort, use organically certified herbicides where feasible and effective to treat the specific weed. Use commercially available products for home use and

Aspect	Aim	Requirements
		always follow the instructions on the label including wearing required personal protective equipment. Follow our pesticide notification plan.

Site operations

Funding

Community garden groups will need to consider how to fund garden operations to achieve short-term and long-term goals. Many community garden groups charge an annual membership fee which they use to fund costs such as tools, soils, fertilisers and other garden materials. Offering fee discounts should be considered for people on a low income and concession card holders.

Groups could consider partnering with local organisations to seek further funding and donations. Groups are not permitted to put up promotional signs or logos promoting donors or sponsors in gardens on land we own or manage.

Community garden groups are encouraged to apply for grants through our grant programs.

City of Sydney support

The City of Sydney coordinator is available to work with community garden groups to provide advice and guidance. The group convenor can contact our coordinator about any ideas, concerns or issues by email communitygreening@cityofsydney.nsw.gov.au or call 02 9265 9333.

We also organise and facilitate networking and education opportunities for community garden group members. Invitations to join garden tours and events, including First Nations cultural education opportunities, links to Sydney City Farm programs and resources and other networking opportunities are sent to the group convenor to share with group members.

We hold public liability insurance cover for community garden groups operating in line with the requirements of these guidelines on land we own and manage. We don't provide personal accident insurance.

Habitat gardening

Our urban habitat creation guide is a great resource for including habitat and pollinator plantings in community gardens.

We'll consider donation requests of native tubestock plants to support biodiversity and habitat plantings. The group convenor can make these requests with the City of Sydney coordinator who will provide a donation request form to be completed. These requests are assessed based on City of Sydney prioritisation and available funding.

Report an issue

Community garden groups with gardens on land we own or manage can call 02 9265 9333 or make a report online to:

- report illegal dumping
- report a tree issue
- report illegal graffiti
- address pest issues in public spaces
- report a badly behaving animal.

Limit pesticide use

A request to limit or avoid pesticide use in a particular area in the City of Sydney local area, such as next to a community garden can be made by contacting us.

City of Sydney donations of consumables

We'll consider donation requests for some potting mix, manures and mulch from community garden groups who demonstrate a commitment to the community greening principles, appropriate risk management and submit an annual update to the City of Sydney coordinator.

The group convenor can make these requests with our coordinator who will provide a donation request form to be completed. These requests are assessed based on City of Sydney prioritisation and available funding.

We purchase materials to donate to groups, under our procurement process and use approved suppliers as available or applicable.

Damage or maintenance issues

Community garden groups have a duty of care for garden beds and fixed infrastructure within community gardens.

We carry out yearly condition inspections to ensure the garden infrastructure on land we own or manage is fit for use.

Garden repair and maintenance

For community gardens located on land we own or manage where an agreement is in place, we'll organise maintenance and repairs. This includes normal wear and tear on fixed infrastructure we own, including signs, water tanks, raised garden beds, fences and gates. Garden assets will be replaced with similar items, depending on their condition and any safety concerns.

If the community garden group identifies any damage or maintenance required, contact our coordinator. A detailed description including location and clear photos of the issue will help us take prompt action. Requests from the group convenor for ongoing infrastructure maintenance, repair and replacement can be sent to the our coordinator. We'll organise repairs and maintenance in consultation with the group convenor.

Garden upgrade opportunities

Expanding and upgrading existing community garden infrastructure is based on asset condition, community need, City of Sydney prioritisation and available funding.

We'll lead the design process for upgrades in consultation with the community garden group. A project manager will be allocated to work with the group to assess how the group is using the garden and consider how to reduce construction impacts on current activities.

The scale of the renewal works will depend on the condition assessment of the fixed infrastructure in place – not all items may need replacing.

We'll work with the community garden group to plan the renewal works, as it may require changes to garden operations while works are carried out.

Annual update

A community garden annual update must be submitted to us at the end of each financial year.

The update is to be completed in a short online form which includes key achievements of the group and its contributions to our targets under the greening Sydney strategy.

We'll send a link to the online form to the group convenor at least one month before the update is due. You can contact the our coordinator for assistance to complete the annual update.

Agreement renewal

The agreement will provide the community garden group non-exclusive use of the site for a community garden for a period of up to 5 years, with an optional extension for a further period of up to 5 years.

If the community garden group wishes to continue operating the community garden at the site after the end of the term in the agreement (including any optional extension period), they need to reapply and enter into a new agreement with us. We'll organise public notification for the proposed new agreement, where this is required by legislation.

Managing the community garden group

To be sustainable, community garden groups need to be self-managed, which requires the ongoing management of committed group members.

Self-managed community garden groups can work together and manage their garden without supervision or assistance from us. They should have regular working bees and onsite meetings to discuss the garden, and an agreed, transparent decision-making process.

We recommend community garden groups develop a management committee with a group convenor and designated roles. Each community garden group includes members with a range of experience and values and must develop an agreed approach to setting, managing and achieving shared goals.

Best practice would include:

– developing a gardener's agreement including an agreed decision-making process and approach to resolving any disagreements
– communicating the contributions and behaviours expected of all group members
– an accessible group communication channel and regular group meetings.

Refer to the Community Gardens Australia website for examples and practical guidance in managing a community garden group.

Community garden groups should promote an environment that is inclusive, tolerant and caring.

Our expectation is that community garden groups resolve their own internal issues and any issues with third parties, in the first instance. Refer to resources which support organisations to identify, manage and resolve conflicts in a safe and collaborative environment, for example, the Voluntas organisation.

We may assist in a dispute between a community garden group located on land we own or manage and a neighbour, if the dispute cannot be resolved by the group.

Record keeping

Attendance records are an important consideration for risk management.

Keeping accurate records can also help to showcase the community garden group's progress and measure the success of the community garden. Records can also be helpful when applying for grants.

Privacy

Community garden groups must take appropriate measures to protect the privacy of any personal or health information collected from group members.

Best practice includes only collecting personal or health information that is needed, storing that information securely and deleting the information when it is no longer required.

Working safely

Community garden groups must consider the health and safety of community garden group members, visitors and the public.

Community garden groups are required to:

- give new members site inductions
- provide safety briefings at working bees
- record induction and attendance/keep sign-on sheets
- ensure members wear personal protective equipment
- align activities with the community garden group's risk assessment.

Attachment D is an example risk assessment template with minimum consideration requirements.

Community garden groups must manage the risk of any visitor groups joining their activities. Best practice would include obtaining a copy of the certificate of currency of public liability insurance for a visiting group.

Safety contacts

- If community sharps are found, contact the NSW Health needle clean-up hotline on 1800 633 353. Our website has more information about community sharps.
- If antisocial behaviour is experienced, leave the area. Don't engage or escalate disagreement.
- If illegal activity is observed, contact NSW Police.
- If there is concern about the wellbeing of a person experiencing homelessness, email homelessness@cityofsydney.nsw.gov.au or call 02 9265 9333.

Community gardens on land owned or managed by other organisations

We provide some support to community garden groups located on land owned or managed by other organisations. This support is provided when the group follows our community greening principles (see p.4) and complies with the requirements set out in these guidelines.

Evidence of landowner's consent for the garden site and its activities is required for all community garden groups seeking support from us. Landowner's consent can be demonstrated by a formal agreement or letter from the landowner. We can assist to identify the relevant landowner, so groups can seek landowner's consent, but cannot provide approval for community gardens or group operations on land owned or managed by other organisations.

The group must nominate a group convenor to communicate and liaise with the City of Sydney coordinator.

Responsibilities

We support community garden groups with community gardens on land we don't own or manage in our local area by:

- reviewing and updating these guidelines
- donating some gardening materials and plants from our suppliers
- facilitating networking and education opportunities
- providing advice, guidance and support
- promoting community garden groups on our website.

We only provide support for community garden groups on land we don't own or manage where they meet the requirements for such groups set out in these guidelines.

To be eligible for our support, community garden groups with gardens on land we don't own or manage are required to:

- follow the community greening principles
- be within the City of Sydney local area
- allow the general community to participate
- include locals who participate in and support the garden
- demonstrate landowner consent for the community garden
- nominate a group convenor to liaise with us

- submit an annual update to us
- work safely and demonstrate a commitment to health and safety of garden users and group members.

Community gardens are used to grow fresh seasonal produce. Image: Mark Metcalfe/City of Sydney

Attachment A: Community gardens in our local area

We provide information about community gardens in our local area on our website.

We currently support 13 community gardens on land we own or manage.

Figure 5. Community gardens in the City of Sydney local area on land we own or manage

Suburb	Name	Address	Map reference
Darlinghurst	Frances Newton Reserve Community Garden	Frances Newton Reserve, 222 Palmer street	12
Darlington	Charlie's Garden	Charles Kernan Reserve, Abercrombie and Shepherd street	26
Elizabeth Bay	Kings Cross Community Garden	Lawrence Hargrave Reserve, Elizabeth Bay Road	6
Glebe	Jubilee Kitchen Garden	Jubilee Park viaduct, Victoria Road	8
Glebe	St Helen's Community Garden	St Helen's Community Centre, 186 Glebe Point Road	9
Millers Point	Millers Point Community Garden	Millers Point Community Centre, 17 Argyle Place	1
Newtown	Newtown Community Garden	Newtown Community Centre, Cnr Stephens and Longdowne streets	25
Redfern	James Street Reserve Community Garden	James Street Reserve, Cnr James Street and Young Lane	28

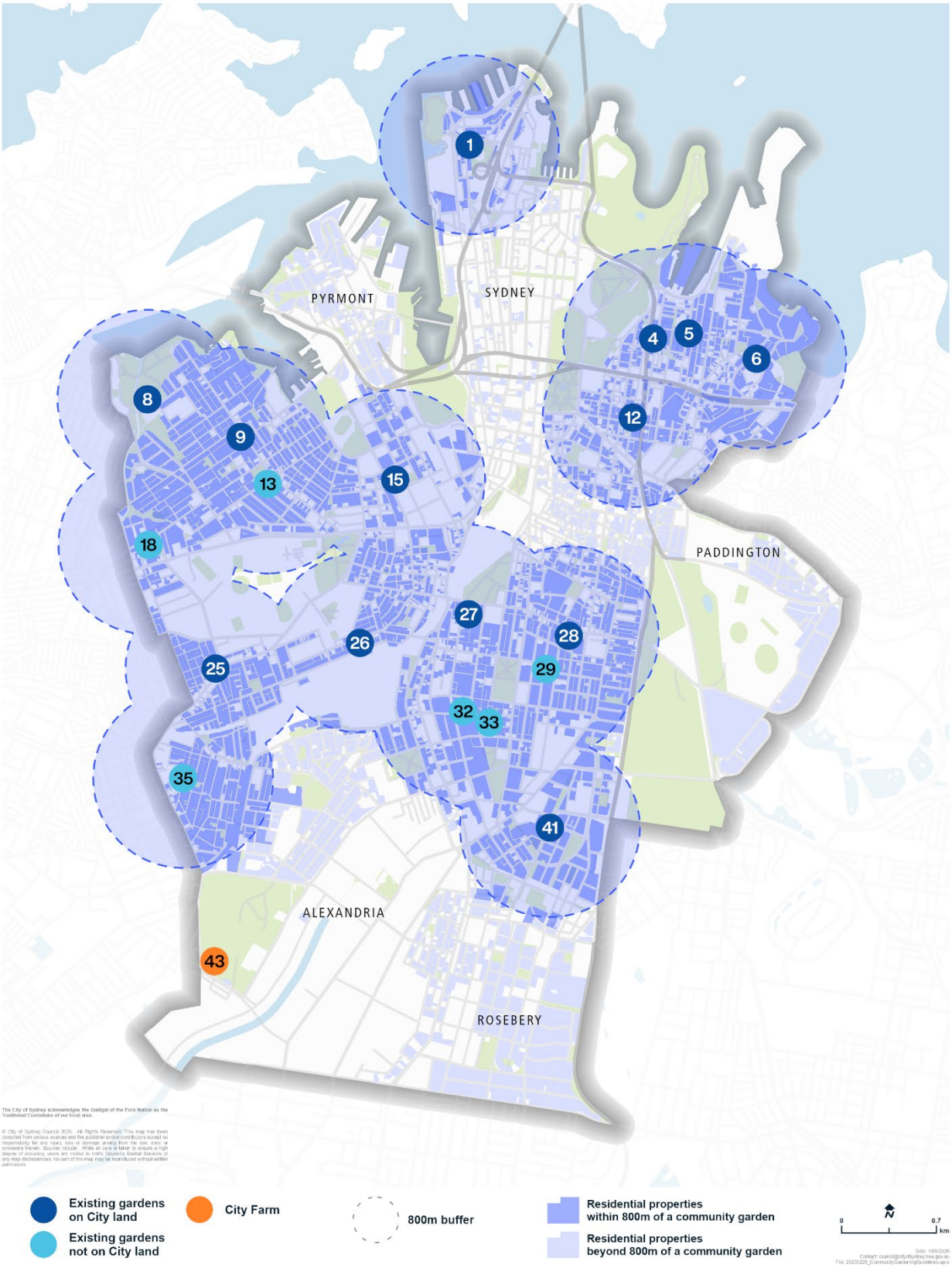
Redfern	Reconciliation Park Community Garden	Reconciliation Park, 13-15 George Street	27
Ultimo	Ultimo Community Garden	McKee Street Reserve, 17-33 McKee Street	15
Woolloomooloo	Bourke Street Park Community Garden	115 Bourke Street	4
Woolloomooloo	Woolloomooloo Permaculture Community Garden	Cnr Dowling and Sydney Place	5
Zetland	Green Square Growers	Tote Park, Joynton Park and Banga Shed	41

Figure 6. Community gardens in the City of Sydney local area on land owned or managed by other organisations

We also provide some support for 6 community gardens in our area on land which is owned or managed by other organisations.

Suburb	Name	Address	Map reference
Camperdown	Joanna O'Dea Rooftop Garden	Pyrmont Bridge Road	18
Glebe	Glebe Community Gardens	Rear Saint John's Church, 138 Glebe Point Road	13
Newtown	Angel Street Permaculture Food Forest	Cnr Angel Street and Harold Street	35
Redfern	Poets' Corner Community Garden	Morehead Street	29
Redfern	Waterloo Estate Community Gardens (Solander, Cook and Marten)	Ragland and Cope Street	32
Waterloo	The Eden Community Garden	Uniting Church, 56A Raglan Street	33

Location of existing community gardens in the City of Sydney local area



Attachment B: Potential community gardens sites

We've identified 27 suitable sites for establishing new community gardens in our local area, subject to City of Sydney approval as outlined in these guidelines.

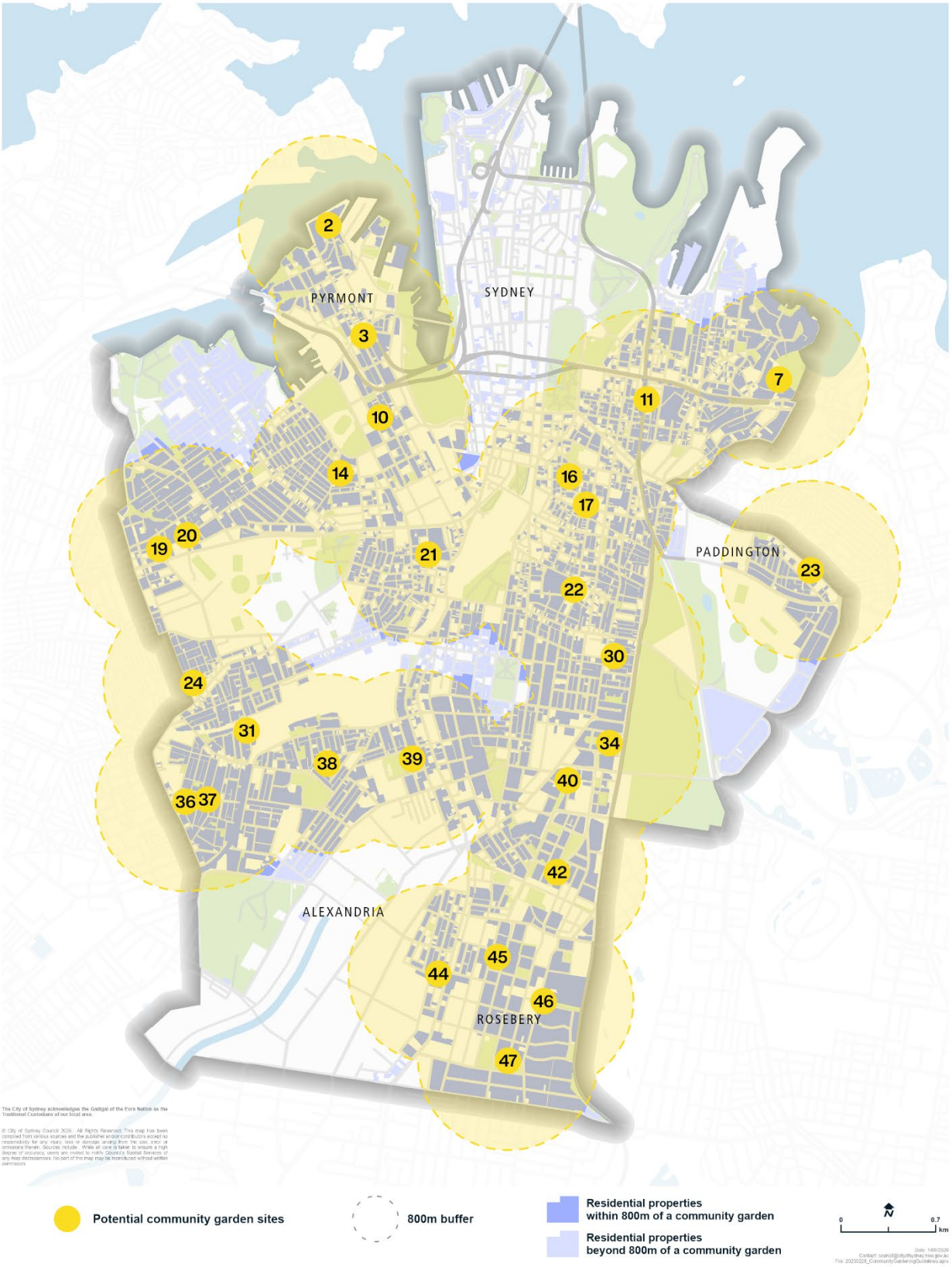
To increase access to community gardens for our residents, we've identified the city centre, Pyrmont, Surry Hills, Paddington, Alexandria and Rosebery as priority neighbourhoods for establishing new community gardens.

Figure 7. Location of potential Community Gardens

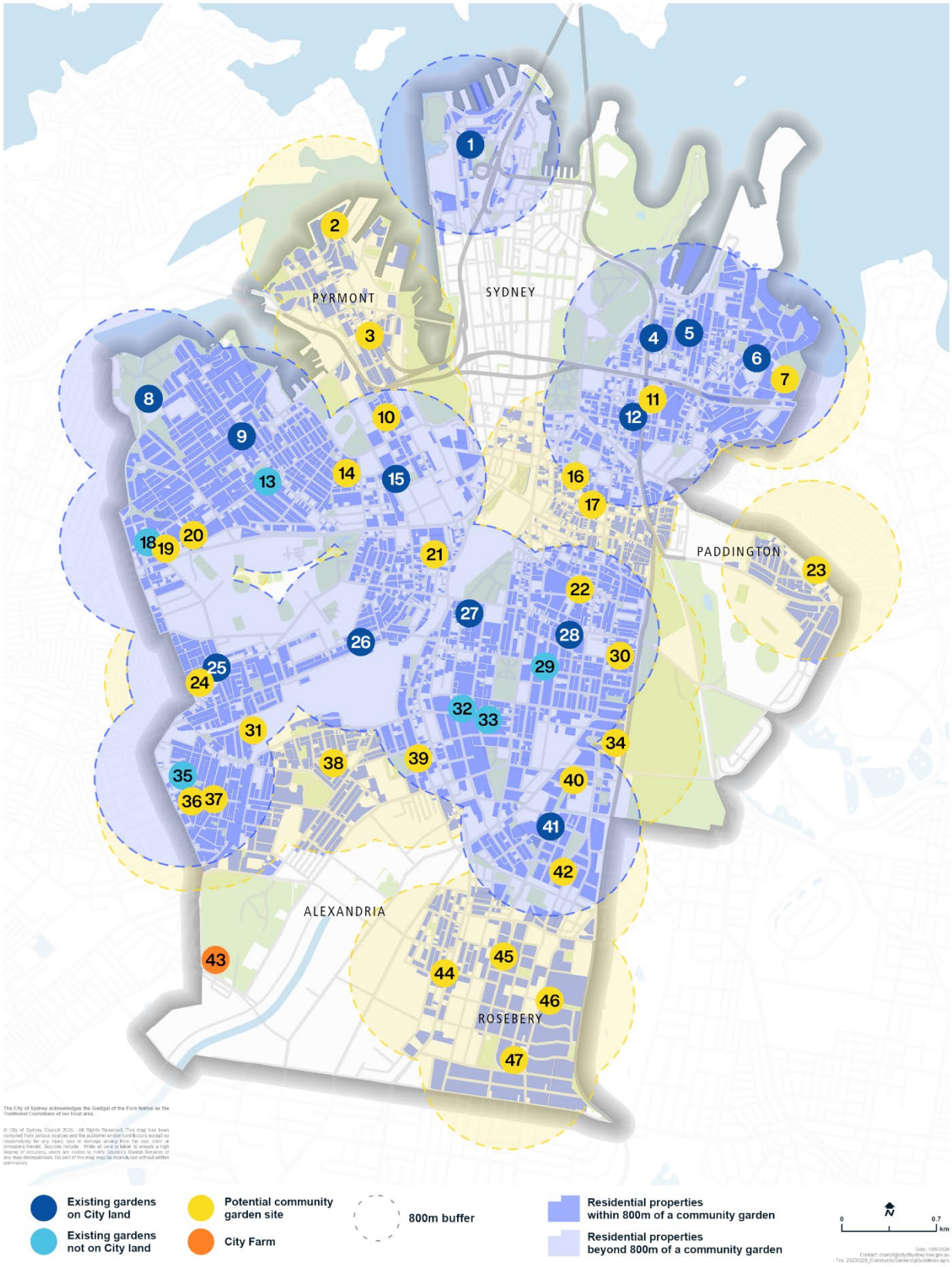
Suburb	Location	Address	Map reference
Alexandria	Alexandria Park	10 Buckland Street	39
Alexandria	Dibbs Street Reserve	15-25 Dibbs Street	38
Alexandria	Sweetacres Park	26 Rothschild avenue	45
Beaconsfield	Janet Beirne Reserve	235 Victoria Street	44
Camperdown	Daranggara Park	19-25 Lyons Road	19
Camperdown	Larkin Street Reserve	2-10 Larkin Street	20
Chippendale	Balfour Street Park	Balfour Street & O'connor Street	21
Darlinghurst	O'Brien lane Reserve	231 Bourke Street	11
Erskineville	Burren Street Reserve Playground	86 Burren Street	31
Erskineville	Rochford Street Playground	109-113 Rochford Street	37
Glebe	Elger Street Garden	5A Elger Street	14
Newtown	Ernest Wright Playground	24 Hordern Street	24
Newtown	Gowrie Street Reserve	121 Gowrie Street Reserve	36

Suburb	Location	Address	Map reference
Paddington	Strong Memorial	Elizabeth Street	23
Pyrmont	Giba Park	19-41 Point Street	2
Pyrmont	Gipps Street Streetscape	53 Pyrmont bridge Road	3
Redfern	Chelsea Street Playground	39-43 Chelsea Street	30
Rosebery	Crete Reserve	1A Rosebery Avenue	47
Rosebery	Kimberley Grove Reserve	81 Dalmeny Avenue	46
Rushcutters Bay	Waratah Street Reserve	6 Waratah Street	7
Surry Hills	Eddie Ward Park	45 Marlborough Street	22
Surry Hills	Frog Hollow Reserve	303-307 Albion Street	17
Surry Hills	Reservoir Street Reserve	108 Reservoir Street	16
Ultimo	Quarry Green	Quarry Street	10
Waterloo	Corning Park	10 Broome Street	34
Waterloo	The Rope Walk	10 Archibald Avenue	40
Zetland	Buming Park	6A Victoria Park Parade	42

Location of potential community gardens



Location of existing and potential community gardens



Attachment C: Community garden group checklist

Figure 8. Community garden group checklist for new community gardens on land we own or manage

Community garden group name	
Proposed community garden location and suburb	
Is the proposed garden location identified by the City of Sydney as a potential site for a new community garden?	☐ Yes ☐ No, (if no, please provide details of proposed location at end of this form)
For proposed sites not identified by the City of Sydney as a potential site for a new community garden, does the site meet the site selection criteria in these guidelines?	☐ Yes ☐ No, (if no, please provide more details at the end of this form)
Number of members	☐ Less than 15 ☐ 15-30 ☐ More than 30
Will the community garden be open to the public? Please refer to our community greening principles.	☐ Yes ☐ No, (If no, please provide more details at the end of this form)
What activities are planned for the community garden?	☐ Gardening ☐ Community education ☐ Native bee keeping ☐ Composting ☐ Poultry keeping

	☐ Other _____
What would you like the City of Sydney to provide for the community garden?	☐ Raised garden beds ☐ Water supply ☐ Irrigation system ☐ Native beehive ☐ Aboriginal cultural plants ☐ Secure storage area ☐ Compost system ☐ Worm farm ☐ Fruit trees ☐ Pollinator plantings
What other support would you like from the City of Sydney?	☐ Education ☐ Guidance and advice ☐ Donation of materials from suppliers ☐ Donation of plants from suppliers ☐ Other _____
Is the community garden group an incorporated not-for-profit entity? If yes, please provide details: Legal name of group Entity type ABN Address	☐ Yes ☐ No
Group convenor contact details: Name Email Phone	
Form submitted by: Name Signature Date	

If required, please attach further information about the proposed community garden.

Attachment D: Community garden risk assessment

Risk assessment

Community garden groups operating community gardens on land we own or manage must complete a risk assessment.

A risk assessment involves considering the sources of risk, their consequences and the likelihood that they may occur. The risk assessment details the controls in place to minimise risks.

The location and layout of each community garden will influence the potential risks identified.

Examples of common risks for consideration by a community garden group include sun safety, safe manual handling, slips, trips and falls, and lacerations and splinters.

Other risks to consider are resolving member disputes, theft, extreme weather, neighbour complaints and disclosure of personal and health information.

Community garden groups are required to complete their own risk assessment and identify all the risks relevant to the community garden group activities and add all further risks which are applicable.

More lines can be added to outline site specific hazards and their controls.

Figure 9. Risk assessment sample template

Community garden group name:

Community garden location:

Group convenor:

Risk assessment completed by:

Name:

Signature:

Date:

Hazard/risk identification	Controls

Hazard/risk identification	Controls

CITY OF SYDNEY