

# Tumut Community Gardens Group Committee

## Terms of Reference

ToR No: 15

Version: 1.0

### 1. Name

- The name of the Committee is the Tumut Community Gardens Group Committee

### 2. Status

- Committee of Council under Section 355 of the Local Government Act 1993

### 3. Background

At the request of community members a public meeting was called to gauge the level of interest in forming a community garden. A meeting was called:- "Tumut Community Garden Information Session" on Thursday, 20<sup>th</sup> August, 2009 at Tumut R.S.L. Club.

The steering committee met with Council staff on Tuesday, 22<sup>nd</sup> September 2009, and discussed: rules, possible sites for a trial plot for 1 season and steps needed to by which to guide the community garden.

The community can have use of their own plot or help on the other plots. It is a volunteer group and will keep Tumut Shire Council informed of the progress etc.

Section 355 committee members are covered by Council's public liability insurance.

### 4. Objectives of the Committee

- To form a Community Group who are interested in gardening.
- To grow fresh produce – vegetables and flowers in companion planting
- To enjoy the social aspects of the above aims.
- To grow the produce in a synthetic pesticide and synthetic herbicide free environment except Round-up as a management tool


### 5. Documentation / Council and External References

Tumut Shire Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Tumut Shire Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

### 6. Procedures

- a. Committee members and volunteers must provide their own protective clothing eg. Closed in shoes, hats and sunscreen
- b. Committee members and volunteers must comply with OHS, anti-discrimination, no smoking and no harassment policies of the Council.
- c. Every committee member and volunteer must complete the Volunteer Application Form.

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## 7. Committee Structure

Membership of the committee is open to all members of the public.

## 8. Appointment of Members

Being a volunteer committee, members are automatically accepted, subject to Council endorsement.

The committee has the right to terminate any member if they do not act in the spirit of the Terms of Reference.

## 9. Committee

The Committee shall be comprised of the following members:

- President
- Vice President
- Secretary
- Treasurer
- Publicity Officer
- 'Chief Gardener'

## 10. Term of Office

The term of the committee is for one year with eligibility of re-election.

## 11. Annual General Meeting

To be conducted in November or December each calendar year.

## 12. Fees

Plot per annum: \$10.00  
Membership per annum: \$ 5.00

## 13. Committee Meetings


Quarterly or as required.

## 14. Declaration of Authority

The committee has NO delegation of authority from Council

## 15. Changing the Terms of Reference

The Terms of Reference may only be amended with the endorsement of Council

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Tumut Shire  
COUNCIL

## APPLICATION TO WORK WITH COUNCIL AS A MEMBER OF

### “TUMUT COMMUNITY GARDENS”

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Note: if applicant is between the ages of 16 and 18 a parent or guardian must co-sign this application. (See below)

Close relative to be contacted in case of emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_


### APPLICANT DECLARATION

- ◆ I accept that volunteering with Council is not a right.
- ◆ I understand that Council will terminate my volunteering services if I do not comply with the Terms of Reference.
- ◆ I understand that all claims for any medical costs incurred as a result of my volunteering activities will be made upon my own medical fund.
- ◆ I am willing to undertake any training deemed necessary by Council in relation to my volunteering services to ensure that I comply with all policies of Council.
- ◆ I understand that as a volunteer I would be expected to maintain the same standards of courtesy and organisational discipline as Council's paid employees.
- ◆ I agree to work in a constructive and co-operative way with Council staff.
- ◆ I understand that volunteering will give me no advantage should I apply for paid employment with Council in the future.

Signed: \_\_\_\_\_

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

Parent / guardian signature (if applicant 16 or 17 years of age): \_\_\_\_\_

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