

17 August 2026

At the conclusion of the Corporate, Finance, Properties
and Tenders Committee

Environment and Climate Change Committee

Agenda

- 1. Confirmation of Minutes**
- 2. Statement of Ethical Obligations and Disclosures of Interest**
- 3. Public Exhibition - Draft Community Greening Framework**
- 4. Position Statement - Lockboxes on City Assets**

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As part of the democratic process, the City invites members of the community to speak directly to Councillors during Committee meetings about items on the agenda.

Webcast

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To enable the Committee to hear a wide range of views and concerns within the limited time available, we encourage people interested in speaking at Committee to:

1. Register to speak by calling Secretariat on 9265 9702 or emailing secretariat@cityofsydney.nsw.gov.au before 10:00am on the day of the meeting.
2. Check the recommendation in the Committee report before speaking, as it may address your concerns so that you just need to indicate your support for the recommendation.
3. Note that there is a 3 minute time limit for each speaker (with a warning bell at 2 minutes) and prepare your presentation to cover your major points within that time.
4. Avoid repeating what previous speakers have said and focus on issues and information that the Committee may not already know.
5. If there is a large number of people interested in the same item as you, try to nominate 3 representatives to speak on your behalf and to indicate how many people they are representing.

Committee meetings can continue until very late, particularly when there is a long agenda and a large number of speakers. This impacts on speakers who have to wait until very late, as well as City staff and Councillors who are required to remain focused and alert until very late. At the start of each Committee meeting, the Committee Chair may reorder agenda items so that those items with speakers can be dealt with first.

Committee reports are available at <https://meetings.cityofsydney.nsw.gov.au/>

Item 1.
Confirmation of Minutes

Minutes of the following meetings of the Environment and Climate Change Committee are submitted for confirmation:

Meeting of 22 June 2026

Item 2.**Statement of Ethical Obligations**

In accordance with section 233A of the Local Government Act 1993, the Lord Mayor and Councillors are bound by the Oath or Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of the City of Sydney and the City of Sydney Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act, to the best of their ability and judgement.

Disclosures of Interest

Pursuant to the provisions of the Local Government Act 1993, the City of Sydney Code of Meeting Practice and the City of Sydney Code of Conduct, Councillors are required to disclose and manage both pecuniary and non-pecuniary interests in any matter on the agenda for this meeting.

In both cases, the nature of the interest must be disclosed.

This includes receipt of reportable political donations over the previous four years.

Item 3.

Public Exhibition - Draft Community Greening Framework

File No: X131907

Summary

The City of Sydney (the City) offers a range of successful and longstanding community greening programs that encourage residents and local businesses to participate in greening the city.

The City currently oversees Footpath gardens, Community gardens, Sydney City Farm volunteer programs, Bushcare/Landcare volunteer groups and Community greening events.

The City's community greening programs enhance urban life for our residents and visitors by providing opportunities to meet and socialise, building social cohesion and community resilience. Our community can learn practical skills and lend a hand to grow fresh food in the City, or plant native understorey in a park or nurture a patch of bushland. These programs create and support comfortable, green public spaces to walk, cycle, and enjoy the City. Participating in community greening connects residents and visitors with nature, even on their footpath, promoting a cool, calm and resilient City.

Community greening programs are delivered in line with existing policy documents including the Community gardens policy (2016) and Guidelines and Footpath gardening local approvals policy (2013). These documents are due for update and renewal to address governance requirements, risks, legislation, community feedback and align with new City strategies.

In response, the City has developed a suite of new and updated documents to holistically capture all community greening programs available to the community and supported by the City. The new documents aim to make participating in greening programs easier for the community, expand the City's support and provide clarity about requirements and responsibilities. These documents provide clear and consistent principles for greening activities supported by the City.

It is proposed to exhibit the draft Community greening framework, the draft Footpath and laneway gardens local approvals policy and the 3 supporting guidelines for a period of 42 days to obtain community feedback.

Recommendation

It is resolved that:

- (A) Council approve for public exhibition the draft Community Greening Framework, updated draft Footpath and Laneway Gardens Local Approvals Policy, draft Footpath and Laneway Gardens Guidelines, draft Community Gardens Guidelines and draft Community Greening Volunteer Guidelines, as shown in Attachments B, C, D, E and F to the subject report
- (B) Council note that these documents will be placed on public exhibition for a period of 42 days
- (C) Council note that the the draft Community Greening Framework, updated draft Footpath and Laneway Gardens Local Approvals Policy, draft Footpath and Laneway Gardens Guidelines, draft Community Gardens Guidelines and draft Community Greening Volunteer Guidelines, including any recommended changes, will be reported to Council for adoption following the exhibition period
- (D) authority be delegated to the Chief Executive Officer to make minor editorial amendments for clarity or correction of drafting errors prior to exhibition of the draft documents in Attachments B, C, D, E and F to the subject report.

Attachments

- Attachment A.** Community Greening Framework Document Hierarchy
- Attachment B.** Draft Community Greening Framework
- Attachment C.** Draft Footpath and Laneway Gardens Local Approvals Policy
- Attachment D.** Draft Footpath Gardens Guidelines
- Attachment E.** Draft Community Gardens Guidelines
- Attachment F.** Draft Community Greening Volunteer Guidelines

Background

Community Greening Framework (new)

1. The draft Community greening framework outlines how the City will support community participation in greening the City, including community led initiatives and City volunteer programs. These include footpath gardens, community gardens, Sydney City Farm volunteers, Bushcare/Landcare volunteer groups, community greening events and a new Parkcare program. The City provides opportunities for community greening with different levels of commitment, time and involvement required from participants. Community members can select community greening activities suited to their interests, available time or experience.
2. The City provides different levels of approvals, guidance and support for community greening, depending on our responsibilities, such as land ownership and legislative obligations. The framework outlines the roles and responsibilities of the City and participants in greening programs and is supported by associated guidelines.
3. The Community greening framework is supported by associated Guidelines which provide additional detail for the community. The hierarchy of documents can be found in Attachment A to the subject report.
4. The Community greening framework at Attachment B to the subject report provides a range of programs suited to the diverse needs of the community and their interests, availability and abilities. The documents:
 - (a) address the community's desire and interest to participate and increase greening opportunities in the City
 - (b) provide clear guidance to the community on how to participate in greening the City, while maintaining safe and accessible public spaces
 - (c) ensure programs and activities are delivered in alignment with obligations under legislative requirements including the Local Government Act 1993, the Roads Act 1993 and the Work Health and Safety Act 2011
 - (d) clarify the support the City provides to the community including:
 - (i) a dedicated Community Greening, Gardens and Volunteering Coordinator to provide information, advice, guidance and support to individuals and groups participating in community greening
 - (ii) overseeing compliance and addressing non-compliance with policies and guidelines
 - (iii) providing maintenance and renewal of assets owned or managed by the City
 - (iv) promoting community greening using City communication channels including the corporate website, social media and newsletters
 - (v) providing donations of some plants and materials to support City volunteer activities, community garden groups and road closure gardens

- (vi) providing access to community greening education workshops and events
- (vii) providing personal accident and public liability insurance coverage to City volunteers aged over 18 years (Bushcare/Landcare, Sydney City Farm and City run community events)
- (viii) providing public liability insurance coverage for community garden groups operating under an agreement with the City on land owned or managed by the City
- (ix) providing public liability insurance coverage for complying footpath gardens, laneway gardens and road closure gardens.

Community Gardens Guidelines (updated)

- 5. The draft Community gardens guidelines at Attachment E to the subject report will replace the 2016 Community gardens policy and Guidelines.
- 6. Community gardens are situated throughout the local government area on Council owned or managed land (City land), and land managed by other organisations (non-City land).
- 7. The City currently supports 19 community gardens in our local area, with around 500 active members.
- 8. There are currently 13 community gardens on City land.
- 9. The City supports community gardens to become self-managed, well maintained, safe, accessible, and welcoming places for the enjoyment of the community.

Changes to the Community Gardens Guidelines

- 10. The updated Community gardens guidelines outline the different City support and requirements for community gardens located on City land and non-City land. This addresses feedback from community consultation that the 2016 policy and guidelines required more clarity.
- 11. The updated Community gardens guidelines propose that community gardens on City land will be designed, built and repaired by the City in line with other parks assets. Changes remove barriers to establishing new community gardens and streamline the site selection, funding, approval and delivery process and associated timeframes.
- 12. Changes proposed for community garden groups located on City land include:
 - (a) identification of 27 suitable sites for potential new community gardens on City land, subject to community consultation
 - (b) a streamlined standardised approval pathway to remove the requirement for individual group management plans and Council approval of new gardens
 - (c) for groups operating in accordance with a current legal agreement, City funded:
 - (i) design and construction of new community gardens in consultation with garden groups

- (ii) maintenance and repair of fixed garden infrastructure assets as required; and
 - (iii) expansion and renewal of existing community garden infrastructure based on asset condition, community need, City priorities and available funding.
- 13. The updated guidelines require new and existing community garden groups to incorporate as a not-for-profit legal entity (for example, an incorporated association) and enter into a legal agreement with the City that will provide a licence for use of City land for a community garden.
- 14. This approach, along with the City providing public notice of the proposed use of the land prior to entry into the agreement, is consistent with the Local Government Act 1993 in relation to the use and management of community land.
- 15. Incorporation is required as only legal entities can enter into legal agreements (for example, licences). It will also provide benefits for community garden groups such as having governance structures that support effective group management (for example, a constitution, management committee and annual general meetings), limiting the liability of members, and enabling the group to apply for grants.
- 16. Whilst the 2016 Community garden guidelines encouraged community garden groups to have a clear and identified legal structure, the benefits of incorporation were not clear to groups and most groups currently operating on City land remain unincorporated.
- 17. A 2-year transition period is proposed for existing community garden groups on City land to incorporate and enter into a legal agreement with the City.
- 18. Having a legal agreement with the City will provide long term security of tenure for community garden groups. The updated guidelines propose 5-year terms with an optional 5-year extension.
- 19. To simplify the process and ensure consistency of management, standardised legal agreements will be used which require community garden groups to operate in accordance with the Community gardens guidelines. This replaces the requirement for new community garden groups to develop their own management plans requiring City approval which historically has been a barrier to the creation of new groups.
- 20. The City will also provide public liability insurance for community garden groups on City land operating under a legal agreement with the City. This removes a cost and perceived barrier to incorporation identified in early consultation with community garden group convenors in February 2026. The City's provision of this coverage has been included in the City's public liability insurance policy.

Community Greening Volunteer Guidelines (new)

- 21. City volunteers in community greening programs contribute their time, effort, knowledge and skills to foster a greener, more sustainable city for future generations. City employees guide and oversee City volunteer activities. Community greening volunteer programs in the City include Sydney City Farm volunteers, Bushcare/Landcare volunteer groups and community greening events such as National Tree Day.

22. Volunteers with Sydney City Farm may participate in supervised volunteer working bees, as farmhand volunteers in small self-managed teams or as education and event volunteers. Over 300 volunteers lent a hand at Sydney City Farm last year.
23. Bushcare/Landcare volunteer groups enhance bushland on City land throughout the local government area, with 50 volunteers currently volunteering their time across 3 suburbs.
24. Community greening events engage the broader community in greening activities, such as National Tree Day which attracted over 150 attendees last year.
25. The draft Community greening volunteer guidelines at Attachment F to the subject report provide clear and consistent information regarding roles and responsibilities of the City and community greening volunteers. These Community greening volunteer guidelines:
 - (a) formalise existing arrangements, clarifying responsibilities and insurance coverage
 - (b) encourage activities aligned with current City strategies, plans and policies
 - (c) comply with the City's Work, Health and Safety requirements
 - (d) outline how volunteers can participate in existing programs and/or start a new Bushcare volunteer group or Parkcare site.
26. A new Parkcare program is proposed to respond to community interest in biodiversity volunteering opportunities. The program would be supervised by City staff. Parkcare would provide an opportunity for volunteers to nurture:
 - (a) local native vegetation in parks
 - (b) plantings and habitat features to support native wildlife
 - (c) pollination gardens to attract beneficial insects and pollinators
 - (d) educational plantings of native foods, or
 - (e) communal plantings of herbs and other edible plants (restricted to designated areas where growing edible plants is compatible with regular parks maintenance activities).

Footpath and Laneway Gardens Local Approvals Policy (revised) and Footpath and Laneway Gardens Guidelines (new)

27. The draft Footpath and laneway gardens local approvals policy (LAP) and Guidelines at Attachments C and D to the subject report will replace the 2013 Footpath gardens LAP, Garden beds checklist and Planter box checklist.
28. The draft LAP is a local approvals policy prepared in accordance with section 158 of the Local Government Act 1993 and specifies:
 - (a) the circumstances in which a person is not required to obtain a particular approval from the City

- (b) the criteria which the City must consider when determining whether or not to grant approval to a particular activity
 - (c) other matters relating to approvals.
29. The draft LAP sets out the circumstances and conditions under which the City will allow residents to undertake gardening within the road reserve, without seeking formal approval.
30. Footpath gardens increase community engagement and participation in achieving the City's street greening targets, while supporting urban biodiversity, wildlife habitat and sustainable living.
31. Approximately 40 footpath gardening checklists have been submitted to the City since Council adopted the current policy in 2013. City staff estimate there are hundreds of residents and businesses participating in footpath gardening in our local area without having lodged checklists with the City.
32. Footpath gardening has proven to be a low risk activity.
33. The City will continue to provide public liability insurance coverage for footpath gardens which comply with the requirements of the LAP and Footpath and laneway gardens guidelines.
34. Transport for NSW will be notified during the public exhibition period of the intent to include classified roads under the LAP.

Changes to the Footpath and Laneway Gardens Local Approvals Policy

35. The draft LAP will be supported by the draft Footpath and laneway gardens guidelines. The documents:
- (a) remove requirements to submit a Footpath garden checklist and Footpath planter box checklist to the City, removing red tape and a perceived barrier to establishing footpath gardens
 - (b) respond to community interest by expanding opportunities for footpath gardens into laneways (greater than 3.2m in width) and existing road closures, increasing opportunities for participation
 - (c) include a referral pathway with next steps for footpath garden proposals outside the LAP requirements, with clear next steps for the community
 - (d) outline how the City will respond to occasional non-compliance with the policy and guidelines.

36. The draft LAP allows the community to establish footpath gardens, laneway gardens and road closure gardens without seeking formal approval from the City, so long as they comply with the requirements in the LAP. The draft LAP streamlines requirements for maintaining a consistent and predictable clear path of travel, clear of obstructions and trip hazards. Updated photo illustrations in the guidelines demonstrate achievable community greening which meets the City's requirements. Practical guidance is included for:
- (a) clear path of travel requirements aligned with the City's updated Outdoor dining policy, according to road classifications in the Sydney streets code
 - (b) placement of gardens adjacent the kerb line with a preference to keep the building line clear
 - (c) maintaining clearances around utilities, vehicle access, street furniture, pedestrian crossings, property entrances, bus stops and other access points
 - (d) considering the size and eventual weight of pots and raised garden beds once filled with soil, as these are considered temporary installations which can be moved to provide access if necessary (for example, for utilities) and for residents to clean.
37. Public liability insurance coverage will be extended to laneway gardens and road closure gardens which comply with the requirements of the LAP and Footpath and laneway garden guidelines.
38. The draft LAP includes a referral pathway for community greening initiatives outside the requirements of the LAP, for example, in narrow laneways (less than 3.2m wide), or requests for new road closures.
- (a) The City will require written evidence that all landowners and tenants affected by a permanent change in access agree to the project, before it is referred to the City for investigation and evaluation of feasibility.
 - (b) This provides clear next steps for community initiatives outside the scope of the draft LAP.

Key implications

Strategic alignment - Sustainable Sydney 2030-2050 Continuing the Vision

39. Sustainable Sydney 2030-2050 Continuing the Vision renews the communities' vision for the sustainable development of the city to 2050. This program is aligned with the following strategic directions and objectives:
- (a) Direction 2 - A leading environmental performer - community greening programs enable our community to:
 - (i) increase green cover in our local area
 - (ii) connect with nature in the city to support health and wellbeing

- (iii) integrate nature with the urban landscape, by enhancing wildlife habitat and supporting healthy ecosystems.
 - (b) Direction 3 - Public places for all - these programs create and support comfortable, green public spaces to walk, cycle, meet and socialise.
 - (c) Direction 6 - An equitable and inclusive city - these programs support everyone to feel welcome and included in the city by:
 - (i) supporting and celebrating volunteers and promoting volunteer opportunities aligned with the interests and abilities of diverse community members.
 - (d) Direction 7 - Resilient and diverse communities – community greening programs increase community connections by promoting social inclusion and enabling connectedness reducing social isolation within and across communities.
40. The documents also contribute toward delivery of the Greening Sydney strategy and urban ecology strategic plan.

Organisational impact

41. Adoption of the draft Community greening framework and the draft Footpath and laneway gardens LAP will streamline processes for managing new community gardens and footpath gardens, optimising allocation of staff resources within the Community Greening team.

Risks

42. Community greening fits within the City's risk appetite.
43. The City's risk appetite statement notes that it will tolerate capital outlays attributable to innovation to meet community needs and provide better outcomes. Sufficient operational and capital budget has been included in the Long-Term Financial Plan to support the programs outlined in this report.
44. The City's risk appetite seeks to manage public spaces for the benefit of the community, whilst being prepared to implement change and embrace innovation. Footpath gardens in streets, laneways and road closures have become a characteristic feature of urban street greening. The Community greening framework, LAP and associated guidelines seeks to demonstrate compliant, high quality and inclusive community greening initiatives which are achievable while maintaining access to public spaces which provide benefits for the broader community.
45. The City is committed to the health, safety and wellbeing of our workers, residents, visitors and others who interact with our assets, operations and services. Community greening in public spaces prioritises public access and safety. Supervision and education are provided where required to enable safe participation in community greening programs. The new guidelines outline and clarify the role of participants and the City in ensuring a safe environment while undertaking community greening initiatives. The City has appropriate insurance coverage for the different community greening programs.

46. The City is committed to conducting our activities in full compliance with applicable laws, regulations and relevant industry standards. The new Community greening framework, LAP and associated guidelines ensure community greening initiatives and City volunteer programs align with legislative obligations including the Local Government Act 1993, Roads Act 1993, and the Work Health and Safety Act 2011.

Social / Cultural / Community

47. The City's community greening programs enhance urban life for all residents and visitors by providing opportunities to:
- (a) meet and socialise, building social cohesion and community resilience
 - (b) participate in lifelong learning and skills development
 - (c) connect with nature in public green spaces
 - (d) engage in outdoor physical activity
 - (e) make a positive contribution to environmental sustainability
 - (f) grow and harvest fresh food
 - (g) contribute to City programs donating fresh food to local food relief charities, enhancing bush restoration areas, and/or nurturing wildlife habitat in public green spaces.

Environmental

48. The City's community greening programs support environmental sustainability by encouraging:
- (a) cooler, calmer public green spaces with increased green cover
 - (b) sustainable water use
 - (c) composting of organic waste
 - (d) growing fresh food locally
 - (e) improving local biodiversity
 - (f) bush restoration, community planting events and biodiversity plantings in public places.
49. The documents contribute to actions within the Greening Sydney strategy and the urban ecology strategic action plan.

Financial implications

50. Community greening programs and renewal of City owned community greening assets are funded from within the City's existing operational and capital budgets and forward estimates that form part of the City's long-term financial plan.

Relevant legislation

51. Local Government Act 1993.
52. Protection of the Environment and Operations Act 1997 and Protection of the Environment Operations (General) Regulation 2022.
53. Roads Act 1993.
54. Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017.

Critical dates / Time frames

55. Key dates:

Council approval to go on public exhibition	24 August 2026
Public exhibition period	6 weeks - concluding October 2026
Evaluation of feedback and preparation of final versions of documents	November - December 2026
Documents reported back to Council for consideration of approval and adoption of policy documents	Early 2027

Public consultation

56. City staff have undertaken early targeted community consultation, briefing participants about the draft Community greening framework across our community greening programs. This included:
- (a) early consultation with community garden groups in February 2026, holding 2 face-to-face public information meetings to explain proposed changes to the Community garden guidelines, prior to the broader consultation on the related policy documents
 - (b) quarterly meetings with representatives of local Bushcare/Landcare volunteer groups, briefing volunteers about the new Community greening volunteer guidelines
 - (c) meetings with regular Sydney City Farm volunteers, briefing volunteers about the new Community greening volunteer guidelines.
57. Community engagement to review City programs, plans and strategies have also informed these updated documents.
- (a) In early 2025, City staff held focus group meetings with local Bushcare/Landcare volunteer groups about their involvement and suggested priority actions for the updated City of Sydney Urban ecology strategic action plan. Volunteers were also invited to participate in a follow up community survey in early 2026.
 - (b) In late 2020, the City undertook an extensive review of the City's Community gardens policy and asked the community about their involvement and interest in community gardens, and their importance particularly during the Covid-19 pandemic.
 - (i) The City received over 250 pieces of feedback about the importance of community gardens.
 - (ii) Participants wanted access to educational opportunities for community garden members.
 - (iii) Participants wanted the City of Sydney to provide infrastructure and materials for community gardens.
 - (c) Sydney City Farm volunteers were consulted as part of the Sydney City Farm business plan update consultation in 2020. Volunteers were asked what they most valued about Sydney City Farm, and responses included:
 - (i) spending time outdoors in nature
 - (ii) learning about growing organic food
 - (iii) growing fresh food for people in need.
58. This report seeks Council approval to place the draft Community greening framework documents on public exhibition for 42 days from September until mid-October 2026.

59. Public exhibition will include:

- (a) a community survey published on the Sydney Your Say web page and advertised via the City's communication channels
- (b) notice of the exhibition will be published on the City's website, and notices will be installed at Community gardens on City land
- (c) 2 face-to-face public information sessions to seek feedback on the draft documents
- (d) contacting community members who have submitted footpath gardening checklists to the City to inform them the updated Footpath and laneway gardens LAP and Guidelines are on public exhibition once the exhibition period commences.

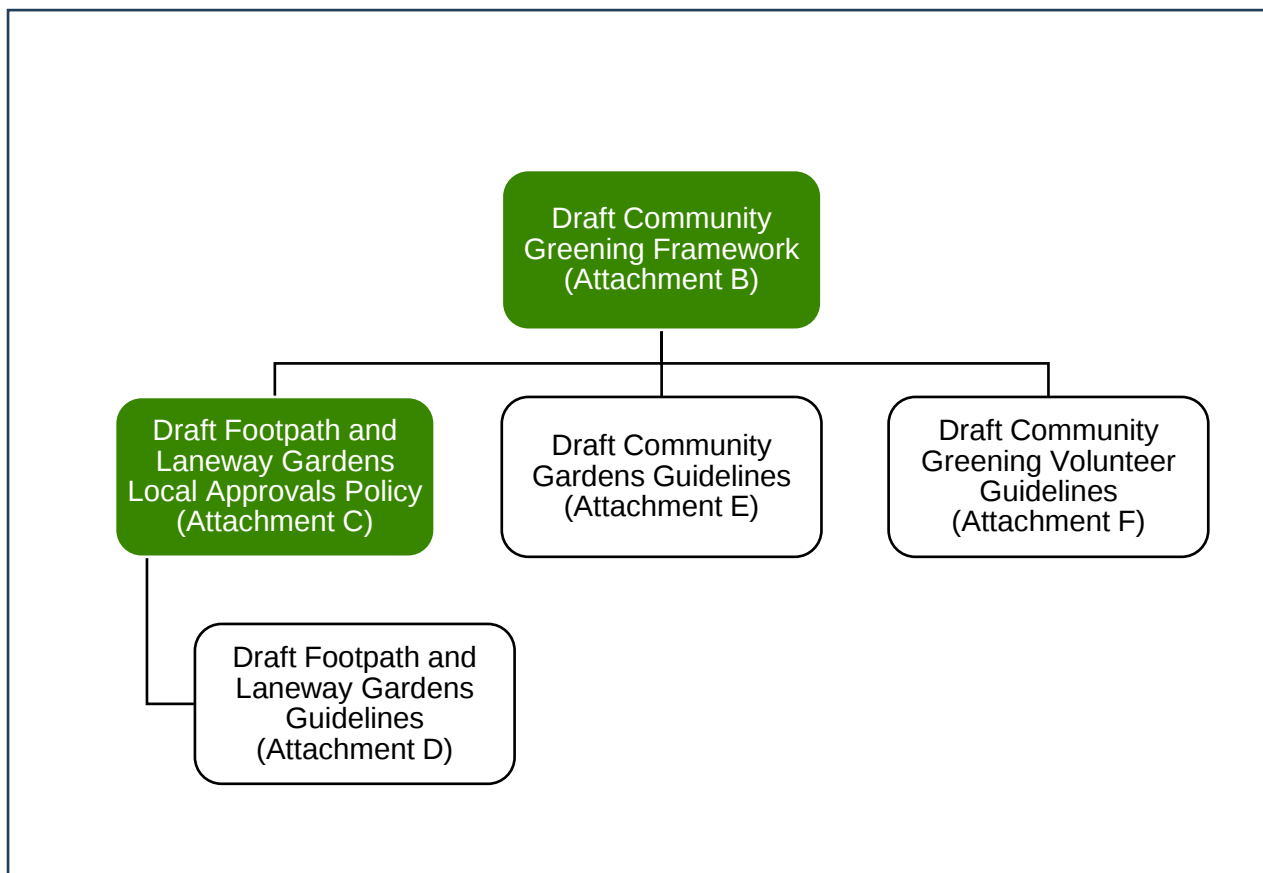
VERONICA LEE PSM

Executive Director City Services

Jen Beer, Community Greening Gardens and Volunteer Coordinator

Attachment A

Community Greening Framework Document Hierarchy



The draft Community Greening Framework (Attachment B) brings together community greening programs supported by the City under consistent guiding principles.

- Requirements for footpath gardens are outlined in the draft Footpath and Laneway Gardens Local Approvals Policy (LAP) (Attachment C) and the draft Footpath and Laneway Gardens Guidelines (Attachment D). These will replace the 2013 Footpath Gardening Local Approvals Policy, Garden beds checklist and Planter box checklist.
- Requirements and supports for community garden groups are outlined in the draft Community Gardens Guidelines (Attachment E) which will replace the 2016 Community Gardens Policy and Guidelines.
- Requirements and supports for community greening volunteers including Sydney City Farm volunteers, Bushcare\Landcare volunteer groups and a new Parkcare volunteer program are outlined in the draft Community Greening Volunteer Guidelines (Attachment F).

Attachment B

Draft Community Greening Framework

Community Greening Framework

Purpose

The City of Sydney (the City) Greening Sydney Strategy outlines the City's vision to increase greening and urban canopy for a cool, calm, beautiful and resilient city. Under this strategy the Community Greening Framework outlines how the City will support community participation in greening activities, including community initiatives and City Volunteer programs.

The Community Greening Framework fosters a greener, more resilient city by:

- supporting a range of initiatives across the local area that respond to diverse community needs and interests
- encouraging community participation and social connection
- responding to community needs to access locally grown fresh food
- supporting urban nature volunteering.

Scope

The Community Greening Framework applies to people interested in or currently participating in Community Greening supported by the City.

This framework is supported by the:

- Community Gardens Guidelines
- Community Greening Volunteer Guidelines

This framework also operates in alignment with the City's Footpath and Laneway Gardens Local Approvals Policy and Guidelines.

Definitions

Term	Meaning
Bushcare/Landcare Volunteer Groups	Bushcare/Landcare Volunteer Groups work to improve the condition of bush restoration areas by engaging in activities like removing weeds, planting native species and enhancing wildlife habitat.
City Coordinator	Employee liaising between the City and Community Garden Groups, and Bushcare/Landcare volunteer groups in the City's local area.
City Volunteer	A person who gives their time to the City, without financial remuneration and for the benefit of the community.
Community Garden Groups	Organisations that manage Community Gardens. For Community Gardens on land owned or managed by the City, Community Garden Groups must be incorporated as a legal entity (for example, an incorporated association) able to enter into a legal agreement with the City.

Term	Meaning
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 to everyone and everyone can participate.
Community Greening	Community Greening participants work in Public Spaces to enhance and expand biodiversity, green cover and/or local food production.
Employees	For the purposes of this policy, all City of Sydney permanent (full-time and part-time), temporary and casual employees, together with agency contractors (labour hire), work experience students, apprentices and volunteers.
Footpath	The section of a Road Reserve from a property boundary to the kerb and gutter designed and intended for pedestrian access, separating them from vehicles and other hazards.
Footpath Garden	A garden created by a resident or business on the Footpath. It includes either in-ground garden beds, Pots or Raised Garden Beds.
Laneway Garden	A section of Road Reserve in a laneway where a resident or business has placed Pots, usually along a property line.
Parkcare	Parkcare programs provide volunteer greening activities in Public Spaces under the supervision of a City Employee.
Pot	A container where plants could be grown. A container suitable for growing plants with properties that meet the criteria in this framework, the Footpath and Laneway Gardens Local Approvals Policy and the Footpath and Laneway Gardens Guidelines.
Public Space	Places that are accessible to and intended for use by the public that the City owns or manages, such as parks and open space, squares, streets, Footpaths, Road Reserves, road closures, leisure and community centres.
Raised Garden Bed	A garden bed elevated above ground level comprising soil contained by a structure for growing plants.
Risk Assessment	A process to identify possible sources of harm and document how risks will be mitigated and managed.
Road Closure Garden	A garden created on an existing road closure. This may include paved areas, in-ground garden beds and Pots or Raised Garden Beds.
Road Reserve	The area between property boundaries, including roads, verges, laneways, cycle lanes and Footpaths built for public travel.

Policy Statement

This framework outlines opportunities to participate in Community Greening through:

- Footpath, Laneway Gardens and Road Closure Gardens
- Community Gardens
- The City's Community Greening City Volunteer programs including Bushcare/Landcare, Parkcare, Sydney City Farm and Community Greening events.

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.

Community Greening

Footpath Gardens

Footpath Gardens are created on the Road Reserve between a property boundary and the kerb, comprising either an in-ground garden or gardening in Pots or a Raised Garden Bed.

Footpath Gardens include:

- verge gardens – creating a garden in an existing landscaped footpath garden bed, verge or nature strip outside a property, and/or installing Pots or Raised Garden Beds on the Footpath, verge or nature strip outside a property
- Laneway Gardens – installing Pots usually along a property line in laneways wider than 3.2m
- Road Closure Gardens- gardens created in existing road closure spaces.

The City encourages residents and businesses to participate in Community Greening by maintaining Footpath Gardens. Footpath gardeners take responsibility for establishing and maintaining Footpath Garden initiatives, funding all plants and materials, disposing of waste and taking actions as requested when notice of any non-compliance is given by the City.

The City will donate a limited supply of plants, materials, Pots or Raised Garden Beds to establish Road Closure Gardens, subject to community need, City priority and available funding.

The Footpath and Laneway Gardens Local Approvals Policy sets out the circumstances and conditions where the City will allow residents and businesses to carry out gardening on the Road Reserve between the property boundary and the kerb, without seeking formal approval. The policy details steps the City will take to respond to complaints, address issues of non-compliance and enforce any actions required to maintain public access and safety.

The City's Footpath and Laneway Gardens Guidelines include further guidance for getting started with Footpath Gardens, safety and accessibility considerations and responsibilities in setting up and maintaining Footpath Gardens.

Community Gardens

Community Gardens are self-managed by community groups to grow edible 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 Garden Groups located on land owned or managed by the City are required to be incorporated as a not-for-profit legal entity (e.g. an incorporated association) and enter into a legal agreement for use of City land as a Community Garden.

Existing Community Garden Groups on land owned or managed by the City are required to transition to these requirements within 2 years of approval by Council of this Community Greening Framework.

Community Gardens on land owned or managed by the City are a long-term initiative for the benefit of the community, providing community infrastructure supported and maintained by the City.

City support for Community Garden groups located on land owned or managed by the City includes:

- designing and building new Community Gardens
- donating some gardening materials and plants from City suppliers
- maintaining and repairing assets including garden beds and fixed infrastructure
- expanding and upgrading existing Community Garden infrastructure based on asset condition, community need, City priorities and available funding
- facilitating networking and education opportunities for Community Garden Groups
- providing advice, guidance and support
- promoting Community Garden Groups on the City's 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 accordance with the requirements of the City's Community Garden Guidelines.

Different levels of support are available for groups operating Community Gardens on land owned and managed by other organisations in the City of Sydney local area (for example, churches and NSW Government organisations).

All Community Garden Groups supported by the City are required to:

- follow the City's 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 the City
- submit an annual update to the City
- work safely and demonstrate a commitment to health and safety of garden users and group members.

In addition, Community Garden Groups operating on land owned or managed by the City are required to:

- 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 the City and comply with the obligations set out in the agreement for use of City land as a Community Garden
- be self-managed, with members organising and maintaining their groups and 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 or weeds in line with the City's 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 the City.

The Community Gardens Guidelines detail how the City will support new and existing Community Garden Groups, the steps for entering into an agreement with the City, requirements for running a Community Garden and site selection requirements for potential new Community Gardens.

City Volunteer Community Greening programs

City Volunteers in Community Greening programs contribute their time, effort, knowledge and skills to to foster a greener, more sustainable city for future generations. City employees guide and oversee City Volunteer activities.

City Volunteer programs include:

- **Bushcare/Landcare** – Bushcare/Landcare groups work to improve the condition of bush restoration areas. The City's bush restoration program is guided by the City's Urban Ecology Strategic Action Plan and advice of the City's urban ecologist. Some groups are self-coordinated, and City employees may assist with guidance and maintenance.

The City will coordinate new Bushcare/Landcare groups provided there is strong community interest in volunteering, a group does not already exist nearby, there is a suitable site available, and there is a high level of local community commitment to the site.

- **Parkcare** – Parkcare volunteers participate in gardening activities and enhance Public Spaces under the supervision of City employees. The City will provide materials, equipment, a safety briefing, guidance and supervision to volunteers in Parkcare programs.
- **Sydney City Farm** – City Volunteers may participate in supervised volunteer working bees, as farmhand volunteers in small self-managed teams or as education and event volunteers. These roles support community programs and activities under the supervision of City employees.

The City provides materials, equipment, a safety briefing and guidance to volunteers at Sydney City Farm and associated education and event volunteer activities.

In addition, the City provides specialised guidance to support Sydney City Farm farmhand volunteer activities.

- **Community Greening events** – Community Greening events are one-off events organised by the City for the wider community to participate, under the supervision of City employees.

The City provides materials, equipment, a safety briefing and guidance to volunteers participating in Community Greening events (for example, National Tree Day community planting events).

The City supports volunteers in Community Greening programs by:

- providing initial and ongoing advice and support
- promoting a safe and healthy work environment
- providing public liability insurance for Community Greening activities on land we own or manage
- providing personal accident insurance coverage for City Volunteers aged between 18 and 85 years old for Community Greening activities on land we own or manage
- producing and providing access to educational workshops and events
- providing maintenance, renewal and upgrades of our assets
- promoting Community Greening programs on the City's website and in other media, publications and at events
- fostering partnerships and collaboration between groups involved in Community Greening.

City Volunteers in Community Greening programs are required to:

- follow the City's Community Greening principles
- foster an inclusive environment and productive relationships with other City Volunteers, neighbours and the local community
- be aged 18 years or over, or supervised by their parents or carers if under 18 years of age
- sign an attendance record each time they volunteer
- attend inductions, safety briefings and participate in learning activities
- follow the directions of City Employees or the Bushcare/Landcare Volunteer Group convenor
- follow safe work practices, safety recommendations and wear/use personal protective equipment
- determine if their experience, skills and physical ability/health is suitable for the nature of the volunteer work being carried out and the equipment used
- promptly report to City Employees or the Bushcare/Landcare Volunteer Group convenor any issues that might impact on capability to effectively perform in a volunteer role
- follow risk mitigation controls, for example, stop work or postpone activities in the event of extreme heat, lightning storms, strong winds, heavy rain or when hazardous air quality is predicted
- report any hazards observed to supervising City Employees or the Bushcare/Landcare group convenor
- report any injuries or incidents that occur during volunteer sessions to supervising City employees or Bushcare/Landcare group convenor
- comply with relevant laws and regulations about the collection, storage and use of all personal and health information and not disclose, either while engaged as a volunteer or afterwards, any confidential, personal or health information gained while working as a City Volunteer
- have a current NSW Working With Children Check where it is identified as a requirement for an event or activity (this currently only applies to Sydney City Farm education and event volunteers).

Self-coordinated Bushcare/ Landcare Volunteer Groups

The City provides self-coordinated Bushcare/Landcare Volunteer Groups with:

- approval to carry out Community Greening activities on land owned or managed by the City
- assistance from our urban ecologist to develop local site plans
- support with removing litter and debris collected during volunteer activities
- donation of native tubestock plants, selected from species listed in approved site plans, for planting on land owned or managed by the City
- limited supply of native tubestock plants to support volunteer activities on land in the local area not owned or managed by the City
- information about local ecology and enhancing local biodiversity
- group support including meetings with the City Coordinator
- onsite bush restoration supervision, guidance and education as requested or required by the group
- maintenance of our assets including fences, tool storage sheds/storage cages and native bee hives
- First Aid training for a group representative and a basic First Aid kit
- signs for some Bushcare/Landcare sites
- guidance for best practice volunteer record keeping including maintaining privacy, confidentiality, and security of information collected.

In addition to the general requirements for City Volunteers in Community Greening programs listed above, self-coordinated Bushcare/Landcare Volunteer Groups are required to:

- request permission to carry out volunteer activities on land we own or manage
- nominate a volunteer group convenor to liaise with the City coordinator, manage records, oversee site inductions and ensure participation in required learning/training
- maintain volunteer attendance records for each volunteer activity
- carry out activities in line with our Urban Ecology Strategic Action Plan, Bush Restoration Management Plan and local site plans
- ensure Risk Assessments are developed for volunteer activities on approved sites on land we own or manage
- coordinate sessions/activities and manage internal group communication
- complete site inductions for new volunteers and safety briefings at sessions/activities
- nominate a representative to attend First Aid training and provide First Aid to volunteers in the group if requested or required
- submit a brief annual update to us about City Volunteer activities.

The City cannot give approval, or take responsibility, or provide insurance coverage for Bushcare/Landcare Volunteer Group activities on land we don't own or manage.

The Community Greening Volunteer Guidelines set out the City's Volunteer Community Greening programs to support urban greening, urban ecology, biodiversity and food production on land we own or manage. The guidelines include descriptions of activities under each program and information about how to get involved.

Responsibilities

The responsibilities of the City and participants in Community Greening are detailed in the City's Footpath and Laneway Gardens Local Approvals Policy, Footpath and Laneway Gardens Guidelines, Community Gardens Guidelines and Community Greening Volunteer Guidelines.

The City's role in Community Greening

The City will support Community Greening by:

- providing a dedicated Community Greening, Gardens and Volunteering Coordinator to provide information, advice, guidance and support to individuals and groups participating in Community Greening
- overseeing compliance and addressing non-compliance and responding to complaints about this framework, the Footpath and Laneway Gardens Local Approvals Policy and associated guidelines
- reviewing and updating this framework, the Footpath and Laneway Gardens Local Approvals Policy and associated guidelines
- providing maintenance and renewal of assets owned or managed by the City
- promoting Community Greening on the City's website, in other media, publications and at events
- linking community members to Community Greening opportunities to suit their interests, availability and abilities
- donating some plants and materials to support City Volunteer activities, Community Garden Groups and Road Closure Gardens
- providing access to educational workshops and events
- providing public liability insurance for Community Greening activities on land we own or manage
- providing personal accident insurance coverage for City Volunteers aged between 18 and 85 years old for Community Greening activities on land we own or manage
- providing public liability insurance coverage for Community Garden groups operating on land owned or managed by the City where groups are operating in accordance with the requirements of the City's Community Garden Guidelines.

The role of participants in Community Greening

Footpath gardeners, Community Garden Group members and City Volunteers in Community Greening programs in the City of Sydney local area are required to:

- follow the City's Community Greening principles
- comply with criteria set out in this framework, and other relevant policies, plans, guidelines or agreements under this framework
- comply with relevant City policies and procedures detailed in relevant program guidelines
- address any non-compliance raised by the City
- follow safe work practices, safety recommendations and use appropriate Personal Protective Equipment
- foster productive relationships with neighbours and the local community.

Consultation

This framework has been informed by insights gained from community engagement including the City's 2023 community wellbeing survey, Community Gardens policy review and the Sydney City Farm business plan consultation.

References

Laws and Standards

- Child Protection (Working with Children) Act 2012
- Health Records and Information Privacy Act 2002
- Local Government Act 1993
- Pesticides Act 1999
- Privacy and Personal Information Protection Act 1998
- Protection of the Environment Operations Act 1997
- Public Spaces (Unattended Property) Act 2021 No 38
- Roads Act 1993
- Work Health and Safety Act 2011

Policies and Procedures

- Child Safety Policy
- Community Gardens Guidelines
- Community Greening Volunteer Guidelines
- Code of Conduct
- Footpath and Laneway Gardens Guidelines
- Footpath and Laneway Gardens Local Approvals Policy
- Greening Sydney Strategy
- Inclusive and Accessible Public Domain Policy
- Inclusion (Disability) Action Plan 2025–2029
- Privacy Management Plan
- Sustainable Sydney 2030–2050 Continuing the Vision
- Urban Ecology Strategic Action Plan
- Volunteer Policy
- Work, Health and Safety Policy

Review period

This framework will be formally reviewed 4 years from date of adoption or as required.

Approval Status

Council approved this policy on [DD MONTH YYYY].

Approval History

Stage	Date	Comment	TRIM Reference
Original Policy	(Date, month, year)	Approved by Council	20XX/XXXXXX
Reviewed	(Date, month, year of when it was approved by CEO or Council)	Briefly summarise key changes	20XX/XXXXXX (Governance to populate)
Commence Review Date	(Date, month, year – should be 9 months prior to the end of the next review period)		
Approval Due Date	(Date, month, year of when the next review of the policy is due to be finalised/ approved)		

Ownership and approval

Responsibility	Role
Author	Community Greening, gardens and volunteer coordinator
Owner	Manager City Greening and Leisure
Endorser	City of Sydney Executive
Approver	City of Sydney Council

Attachment C

Draft Footpath and Laneway Gardens Local Approvals Policy

Footpath and Laneway Gardens Local Approvals Policy

Purpose

The purpose of this policy is to set out when the City of Sydney (the City) will allow residents and business operators to maintain Footpath Gardens in the City of Sydney local government area without seeking formal approval.

Scope

Footpath Gardens include Verge gardens, Laneway gardens and Road Closure gardens. Gardens are located between Property Line and Kerb Line on streets managed by the City.

This policy only applies to areas managed by the City of Sydney. This does not include:

- land managed by other authorities and corporations (Attachment A).

How this policy works

This local approvals policy is prepared and adopted under section 158 of the Local Government Act 1993 and consists of 3 parts:

Part 1 – Exempt from approval

Sets out criteria for Footpath Gardens which do not require approval from Council.

Part 2 – Criteria for approval

If a Footpath Garden does not meet the criteria in Part 1:

- no approvals are available
- the activity is not permitted

Part 3 – Other matters for approval

There are no other matters for approval in this Policy. The Footpath Garden must meet the criteria in Part 1 such that no approval is required from the Council and the activity is regarded as exempt.

Compliance

The City responds to community enquiries and feedback about Footpath Gardens. The City's [Compliance Policy](#) may be applied to Footpath Gardens which do not meet the criteria in Part 1 of this policy.

The City may request action to manage non-compliance.

The City may:

- take necessary action to gain access or maintain safe and accessible clearance such as trimming and removing vegetation, relocating or removing items
- remove items without notice where there is a risk to public safety. The City will not be liable for reimbursement of items removed.

Definitions

Term	Meaning
Clear path of travel	The area of the footpath maintained for safe and equitable pedestrian circulation that is free from obstructions and assists in wayfinding and navigation. The clear path of travel varies according to street type.
Footpath	The paved path between a Property Line and the Kerb Line intended for pedestrian access, separating them from vehicles and other hazards.
Footpath Garden	A garden created by a resident or business operator on the Footpath in a Verge, Laneway or Road Closure under this policy and the City's Footpath and Laneway Gardens Guidelines. Footpath Gardens include either in-ground garden beds, Pots, or Raised Garden Beds. Streetscape plantings managed by the City are not the subject of this policy.
Footpath Gardener	Someone who cultivates a Footpath Garden.
Kerb Line	A line of concrete or other material defining the edge of the road forming a kerb and or a gutter.
Laneway	Narrow (typically less than 6m wide) public road, often without a Footpath or having a very narrow Footpath. Some Laneways may be pedestrianised, some may be designated Shared Zones and others may support vehicle access.
Pot	A robust, stable and durable container where plants could be grown with features that meet the criteria in this policy and the City's Footpath and Laneway Gardens Guidelines.
Property Line	Legal boundary line of a property as shown on a deposited plan which defines property ownership. For example, the boundary line between a privately owned property and a Footpath managed by the City.
Public Space	Places owned or managed by the City that are accessible to and intended for use by the public, including parks and open space, squares, streets, Footpaths, Road Closures, leisure and community centres.
Raised Garden Bed	A robust, stable and durable garden bed elevated above ground level that is filled with soil or other medium and used for growing plants.
Road Closure	A street section closed to vehicles. See Attachment B for Road Closures in the City of Sydney local area.
Shared Zone	A street with a reduced speed limit that is shared by vehicles and pedestrians. There is often no Footpath or Kerb Line and pedestrian movement takes priority over vehicle movement.

Term	Meaning
Utilities	Public infrastructure assets and services including electricity or telecommunication cables/wires, gas, water and sewerage pipes and conduits.
Verge	Public Space between a Property Line and a Kerb Line used for Footpaths, pedestrian access and Utilities. Verges may be fully paved or landscaped with in-ground garden beds or turf (nature strips).

Policy Statement

The objectives of the Footpath and Laneway Gardens Local Approvals Policy (LAP) are to:

- encourage residents and business operators to participate in community greening by maintaining Footpath Gardens
- provide criteria for residents and business operators to establish Footpath Gardens without the need for Council approval
- demonstrate the City's commitment to sustainable and responsible management of Footpath Gardens ensuring public safety and maintaining access for everyone.

The City's Footpath and Laneway Gardens Guidelines include further guidance for setting up and maintaining Footpath Gardens and should be read and considered with this policy.

Part 1: Exempt from approval

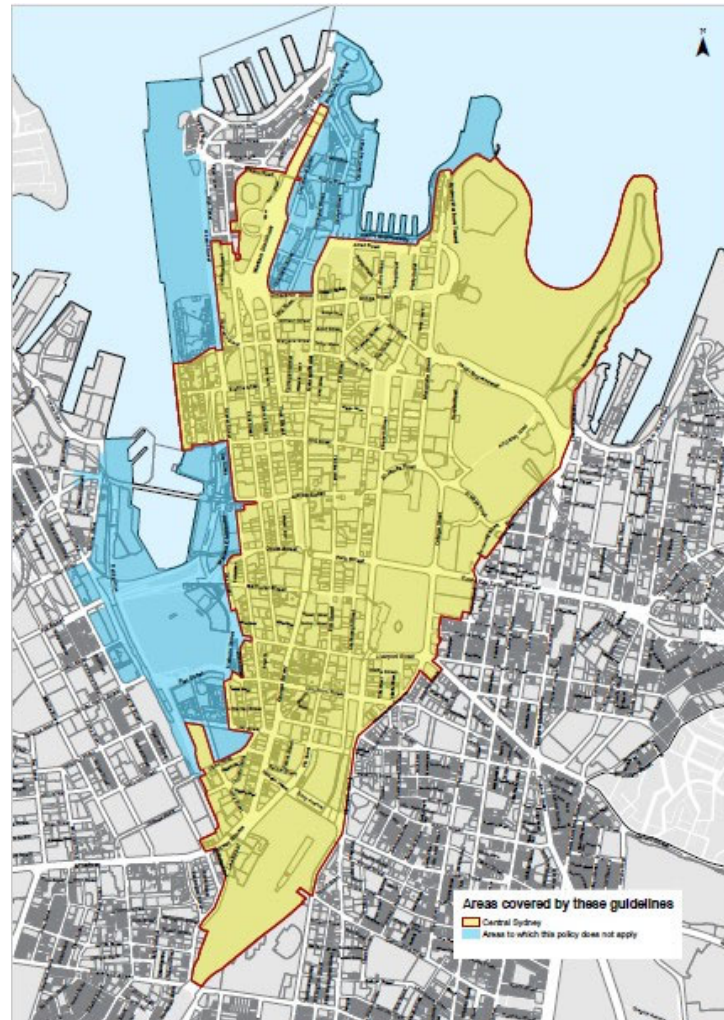
Verge gardens, Laneway gardens and Road Closure gardens are exempt from approval if they meet the following criteria.

1.1 Excluded areas

The city centre with high pedestrian traffic is not suitable for Footpath Gardens. Figure 1 shows the city centre exclusion zone for Footpath gardens.

Footpath Gardens in the light rail corridor may require a permit from [Transdev](#).

Figure 1 Exclusion zone for Footpath Gardens in Central Sydney



1.2 Clear path of travel

Footpath Gardens should allow for a consistent and predictable clear path of travel. Footpath Gardeners must keep Footpaths clear of obstructions and trip hazards so they can be safely used by everyone, including people with disability.

Streets with narrow Footpaths may not be suitable for Footpath gardening.

Required width for consistent and predictable clear paths of travel depends upon the street type, see Sydney Streets Code map (Attachment C).

The minimum clear path of travel width for Sydney Streets suitable for Footpath Gardens are:

- 2.0 metres for high streets (Village Main Streets)
- 1.5 metres for Neighbourhood Hub, Connecting Main streets Local streets
- 2.8 metres in Shared Zones.

Clearances around Footpath Gardens

To maintain access and allow for a clear line of sight, Footpath Gardens should maintain clearances in all directions around the following items:

- service objects and street furniture including power poles, fire hydrants, rubbish bins, utility pits, vents, drains, public seats, bike racks or rings, pay phones, parking meters, and mailboxes
- pedestrian crossings, access ramps, and tactile ground surface indicators
- bus zones, public transport access points and taxi stands
- property entrances and doorways.

Where to position Pots and Raised Garden Beds

Footpath Gardens created with Pots and Raised Garden Beds are required to:

- be positioned along the Kerb Line
- be set back from the Kerb Line to allow pedestrian access to parked vehicles
- be set back from street corners and pedestrian crossings to maintain clear sightlines
- provide openings to allow pedestrian circulation between groupings of Pots
- allow clearance for access to entrances, parking spaces and loading zones
- allow space for safe placement, transfer, collection and storage of rubbish bins and other waste from residential and commercial properties.

Preference is for Garden Pots and Raised Garden Beds to not be placed along the building line.

Footpath Garden Pots and Raised Garden Beds are considered temporary installations, maintained by Footpath Gardeners.

Footpath Gardeners must consider the size and eventual weight of Pots and Raised Garden Beds once filled with soil, to ensure they can be moved if necessary.

The City is unable to move or relocate Pots and Raised Garden Beds on behalf of Footpath Gardeners, or to provide temporary or other storage.

Allow access for services and Utilities

Footpath Gardens are required to:

- keep drains and gutters free of obstructions
- retain access for road cleaning
- retain access to Utilities and access points
- be positioned at least 1m from small trees (less than 300mm trunk diameter) and 2m from large trees (greater than 300mm trunk diameter) to maintain access for tree inspections and pruning.

1.3 Establishing Footpath Gardens

The City allows Footpath Gardeners to cultivate Footpath Gardens next to their residence or business property, as long as they meet the requirements of this policy.

Footpath Gardens may be established either:

- on the street Verge outside the Footpath Gardener's property, or
- in a Laneway along the Property Line of the Footpath Gardener's property, or
- in a Road Closure neighbouring the Footpath Gardener's property.

Road features such as traffic islands, pedestrian platforms or Footpath extensions (where the Verge or Footpath is widened and the road narrowed to slow vehicle speeds) are not suitable for Footpath Gardens.

Footpath Gardeners are required to:

- fund and maintain all Footpath Garden Pots, plants and materials.
- dispose of their green waste, and any unwanted, damaged or unsafe Pots and other garden materials
- ensure Footpaths are not damaged or removed
- carry out Footpath gardening activities in a safe and responsible manner, including keeping areas around Footpath Gardens clean and tidy.

The City is not responsible for the upkeep, repair or replacement of items installed in Footpath Gardens.

Verge gardens

Verge gardens are created either:

- in existing landscaped in-ground garden beds or turf (nature strips) or,
- if fully paved, using Pots and Raised Garden Beds positioned along the Kerb Line.

Verge gardens must be set back from the Kerb Line to allow clearance for vehicle access.

Footpath Gardeners are not permitted to plant in raingardens, which are designed to capture and filter storm water from roads and other paved surfaces. Raingardens are usually established below the paved surface level, allowing runoff to drain into the garden, and may also include rocks, gravel and drainage structures.

Utilities including water, gas, electricity and telecommunications cables may be buried at shallow depths in Verge gardens.

Footpath Gardeners in Verges are required to:

- consult the free online enquiries service [before you dig](#) to confirm the location of any underground Utilities
- use hand tools and only dig to a depth of 30cm in existing landscaped Verge garden beds. Power tools are not permitted.

Laneway gardens

Laneway gardens may be established with Pots positioned along the Property Line in Laneways too narrow for regular Footpaths.

Footpath Gardeners must consider the safety and access needs of all Laneway users, including the neighbours opposite their property.

Laneway gardens must:

- maintain at least 3.2m wide road clearance to provide access for emergency services vehicles
- maintain clearance for vehicles to enter/ exit driveways including access to the properties on the opposite side of the Laneway
- not include Pots placed on the road surface, where the Laneway has a paved Kerb Line.

For Laneways without a paved Kerb Line, position Pots along the Property Line and clear of any drains.

Pots are considered temporary installations and should be lightweight and moveable.

Closed Laneways are closed to vehicle traffic. Where possible, Laneway gardens in closed Laneways must also maintain access for emergency vehicles.

Road Closure gardens

Road Closure gardens may be established in the communal Public Space created by Road Closures. These may be maintained by neighbouring residents as a community initiative.

Road Closure gardens are created either in existing landscaped in-ground garden beds constructed by the City or, where the Road Closure is fully paved, established with Pots and Raised Garden Beds.

Road Closure gardens must not obstruct Footpaths or bike access through the Road Closure. See Attachment B for a list of Road Closures in the City of Sydney area.

1.4 Footpath Gardens design and materials

Footpath Gardeners must keep Footpath Gardens safe, tidy, and attractive.

Footpath Gardens must:

- minimise uneven surfaces
- avoid creating trip hazards with loose materials such as raised edges and fences, walls, bricks/stones and guide wires
- be free from hazards such as stakes, sharp edges or protrusions
- avoid spiky or tall vegetation which may block sight lines or impede people using the footpath, especially for pedestrians who are blind or have low vision
- avoid run-off of materials such as water, soil, mulch or debris onto the Footpath, road or into drains
- ensure gardening activities do not encroach onto the clear path of travel
- not include artificial plants or turf
- not include promotional signs or logos

Pots and Raised Garden Beds

To comply with this policy, Pots and Raised Garden Beds are required to be:

- robust, durable, stable, and free of sharp edges and protrusions

- of sufficient colour contrast to Footpath material to be visible at night and during daytime to people with low vision
- a minimum height of 40cm and maximum height of 90cm
- a maximum length of 1.5m, and for round containers a maximum diameter of 1m
- of a weight able to be moved by hand when filled with soil and plants
- designed to minimise entrapment of rubbish.

Footpath Gardeners should ensure that Pots and Raised Garden Beds remain stable and in good condition.

Part 2: Criteria for approval

If a Footpath Garden activity does not meet the criteria in Part 1:

- no approvals are available
- the Verge garden, Laneway garden or Road Closure garden is not permitted.

Part 3: Other matters for approvals

There are no other matters for approval in this Policy. The Footpath Garden must meet the criteria in Part 1 such that no approval is required from the Council and the activity is regarded as exempt.

Further information

A. Insurance

The City extends its public liability insurance to residents who comply with this policy and the Footpath and Laneway Gardens Guidelines. If the Footpath Garden does not fully comply, the person who created or maintains the garden could be held liable if someone else is injured or their property is damaged.

The City does not provide personal accident insurance if someone injures themselves while gardening on the Footpath.

The City is not liable if a resident experiences any damage or loss by the act, default, omission or neglect of any other person or by reason of the City, its members, agents and contractors for failing to do something on or to the Public Space used.

B. Access requests

Footpath Gardeners may be asked to temporarily or permanently remove, relocate or reposition Footpath Gardens to maintain accessibility, or to enable maintenance, repairs or emergency access, including to adjacent properties.

This may include access to Utilities such as pit lids, electrical poles, lights, signposts and underground pipes or cables, or for the City and contractors to access and carry out works on the Footpaths and any assets beneath.

Footpath Gardeners are required to take action as soon as practicable, and work directly with neighbours or Utilities to meet their access needs.

C. Vandalism, theft and other damage

Footpath Gardens may be affected by vandalism, theft or other damage. Footpath Gardeners are responsible for repairing or replacing stolen or damaged items. The City cannot repair or replace stolen or damaged Footpath Garden items.

D. Laneway gardens in narrow Laneways

This policy does not apply to narrow Laneways with less than 3.2m road width.

Footpath Gardeners should be aware there may be insurance implications where Laneway gardens in narrow Laneways obstruct emergency access.

If a group of property owners, residents and business operators support Laneway greening which may restrict or remove their vehicle access, the City may consider proposals to close the Laneway to vehicles. The City will take into consideration broader access impacts, cost, public Utilities, legal requirements, and further community and stakeholder consultation.

Written evidence of support for the proposal and the associated removal of vehicle access must be obtained from all affected parties before contacting the City's customer service team by email: council@cityofsydney.nsw.gov.au or calling 02 9265 9333 to request a feasibility investigation into closing a narrow Laneway.

E. Establishing Road Closure gardens

Requirements to establish Footpath Gardens in existing Road Closures include:

- consulting and getting written support from neighbouring property owners, residents and business operators
- nominating a convenor to liaise with the City
- taking on the ongoing management responsibility and associated costs for the Footpath Gardens, Pots and Raised Garden Beds

A list of Road Closures in the City of Sydney area is provided in Attachment B.

If the City is carrying out Road Closure works, residents can apply for creation or extension of landscaped Verge gardens by contacting the City's customer service team by email: council@cityofsydney.nsw.gov.au or calling 02 9265 9333.

The City will donate a limited supply of plants, potting mix, manures and mulch to support setting up a new Road Closure garden, subject to community need, community greening priorities and available funding. The City may consider installing and maintaining sturdy Raised Garden Beds suitable for the public domain, provided there is community interest and a clear path of travel is maintained.

F. Other structures

Street libraries are permitted if they maintain safe and equitable access to the Footpath and retain a clear path of travel. Street library structures must be robust, waterproof, durable, stable, free of sharp edges and protrusions.

This policy does not apply to permanent placement of unattended street furniture, compost bins and rainwater collection items in Footpath Gardens. Refer to the City's Footpath and Laneway Gardens Guidelines for information on approvals and management.

Responsibilities

Responsibility for drafting, reviewing and updating this policy lies with the Community greening team.

Consultation

The draft policy was open for public comment from **day date month** to **day date month year** on the City of Sydney website.

References

Laws and Standards
Australian Standard AS1428.2 Design for access and mobility Part 2
Local Government Act 1993
NSW Road Rules (2008)
Public Spaces (Unattended Property) Act 2021 No 38
Protection of the Environment Operations Act 1997
Roads Act 1993

Policies and Procedures
Compliance Policy
Community Greening Framework
Footpath and Laneway Gardens Guidelines
Inclusive and Accessible Public Domain Policy
Sydney Streets Code 2021

Review period

To satisfy the provisions of the *Local Government Act 1993*, this policy must be reviewed and a revised version adopted within 12 months of a new Council being elected.

Approval Status

The Chief Executive Officer / Council approved this policy on [DD MONTH YYYY].

Double-Click to insert Initials

Monica Barone PSM, Chief Executive Officer

(To be completed by Office of CEO on approval or deleted if Council approved policy)

Approval History

Stage	Date	Comment	TRIM Reference
Original Policy	(Date, month, year)	Approved by CEO/Approved by Council	20XX/XXXXXX
Reviewed	(Date, month, year of when it	Briefly summarise key changes	20XX/XXXXXX

Stage	Date	Comment	TRIM Reference
	was approved by CEO or Council)		(Governance to populate)
Commence Review Date	(Date, month, year – should be 9 months prior to the end of the next review period)		
Approval Due Date	(Date, month, year of when the next review of the policy is due to be finalised/ approved)		

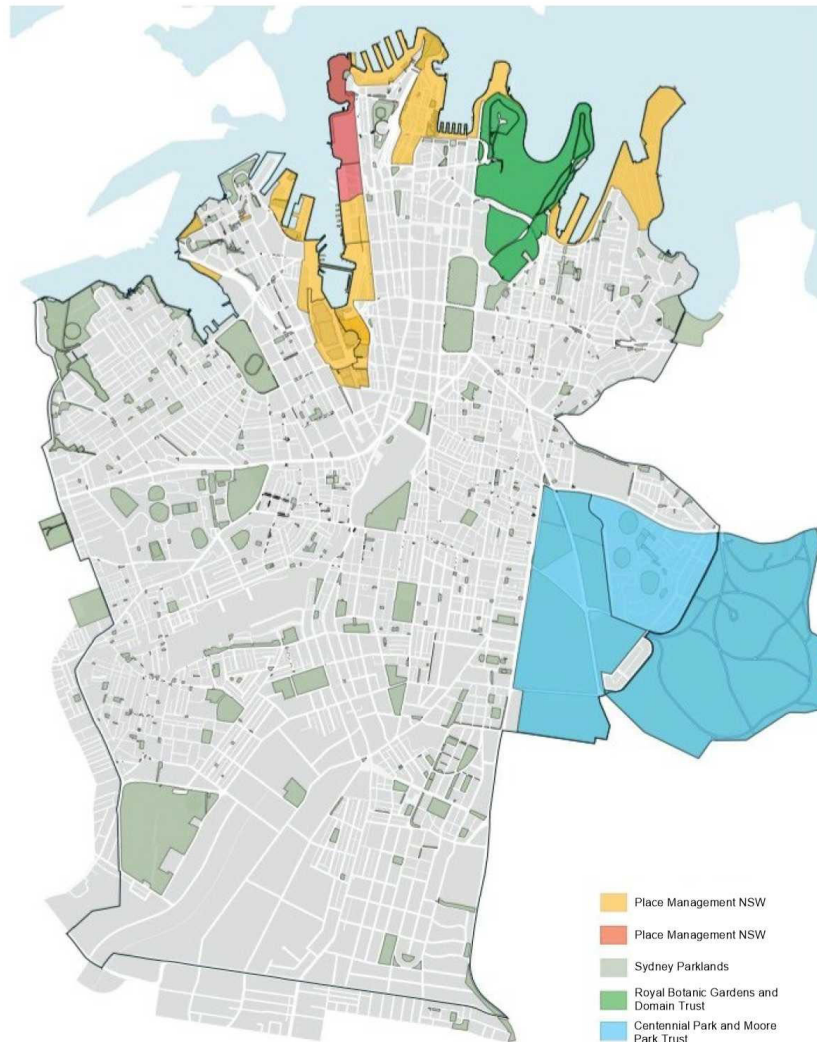
Ownership and approval

Responsibility	Role
Author	(City of Sydney position title)
Owner	(City of Sydney position title)
Endorser	City of Sydney Executive
Approver	City of Sydney Council/Chief Executive Officer (Delete as appropriate)

Attachment A

This policy does not apply to areas outside the management of the City of Sydney including land managed by other authorities and corporations, see below.

Attachment A City land authorities map



Attachment B

Existing Road Closures in the City of Sydney area.

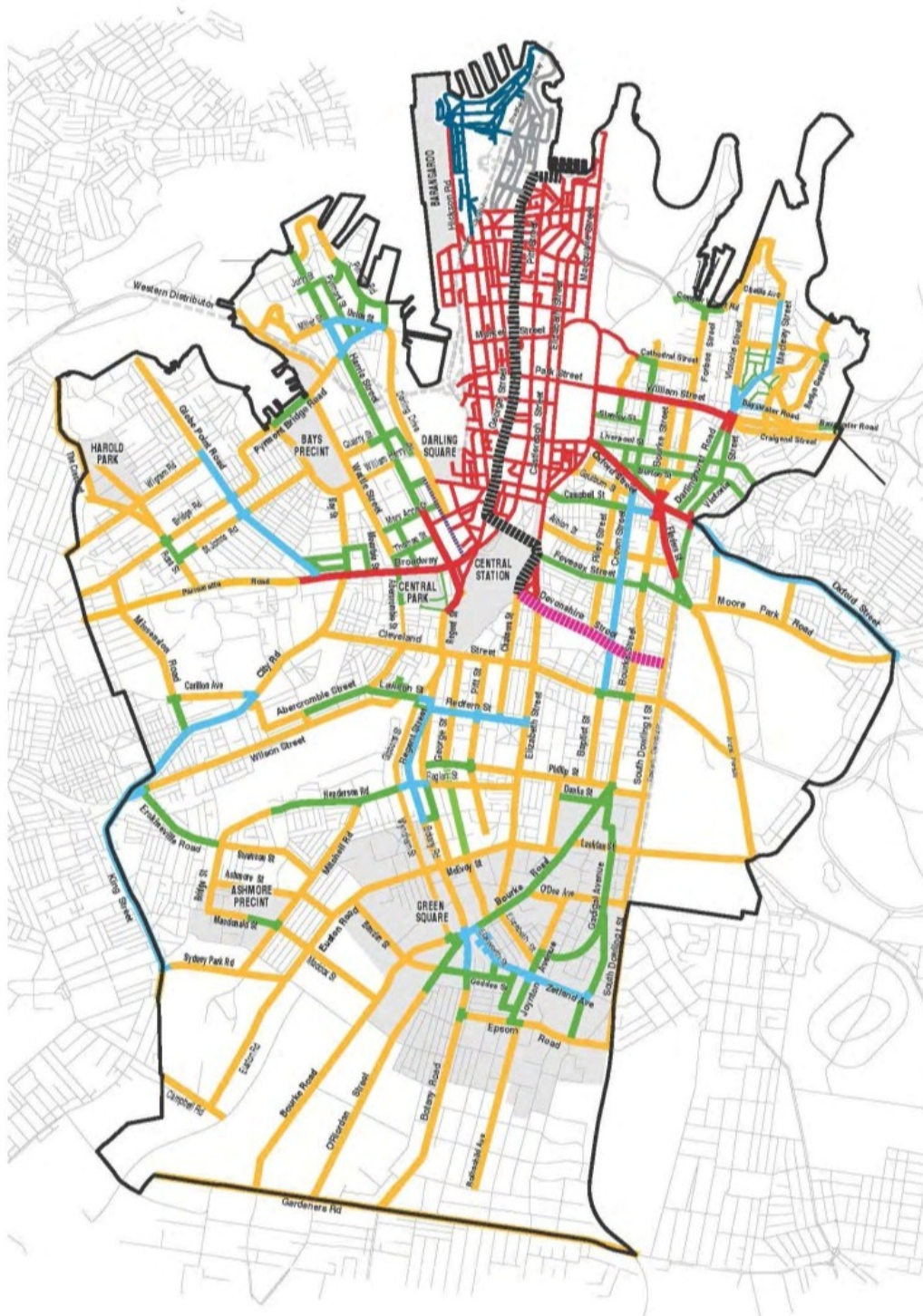
Suburb	Street	Street section
Alexandria	Belmont St	Between Harley St and Maddox St
Alexandria	Belmont St	Between Maddox St and Huntley St
Alexandria	Lawrence St	Between Harley St and Maddox St
Alexandria	Lawrence St	Between Maddox St and Huntley St
Alexandria	Phillips St	at Henderson Rd
Chippendale	Beaumont St	at Dangar Pl
Darlinghurst	Darley St	at Whites Ln
Darlinghurst	Liverpool Ln	at Palmer St
Darlinghurst	Riley St	at Liverpool Ln
Darlinghurst	Yurong Ln	at William St
Darlinghurst	Yurong St	at Stanley St
Darlington	Lander St	at Abercrombie St
Erskineville	Ashmore St	at Binning St
Erskineville	Binning St	at Swanson St
Erskineville	Bridge St	at Copper Smith Ln
Erskineville	Pleasant Ave	at MacDonald St
Erskineville	Rochford St	at King St
Erskineville	Rochford St	at Munni St
Erskineville	Newman St	at Whitehorse St
Forest Lodge	Cullen Close	at The Crescent
Forest Lodge	Grattan Close	at Minogue Crescent
Glebe	Burton St	at Quarry Ln
Glebe	Hewit Ave	Between Bridge Rd and Reuss St
Glebe	Mitchell St	at Catherine St
Newtown	Angel St	at Munni St
Newtown	O'Connell St	at Carillon Ave
Paddington	Albion Ave	at South Dowling St
Paddington	Josephson St	at Flinders St
Paddington	Napier St	at Rosebud Ln
Paddington	Selwyn St	at Napier St
Paddington	Stewart St	at Regent St

Redfern	Great Buckingham St	at James St
Redfern	James St	at Marriott St
Redfern	Kepos St	at Phillip St
Redfern	Kettle St	at Elizabeth St
Redfern	Marriott St	at Cooper St
Redfern	Morehead St	Between Kettle St and Redfern St
Redfern	Telopea St	at Bourke St
Redfern	Thurlow St	at South Dowling St
Redfern	Walker St	at Phillip St
Redfern	Young St	at Boronia St
Redfern	Charles St	at South Dowling St
Redfern	Chelsea St	at South Dowling St
Redfern	Morehead St	at James St
Surry Hills	Arthur St	at Alexander St
Surry Hills	Arthur St	at South Dowling St
Surry Hills	Bedford St	at Buckingham St
Surry Hills	Collins St	at Crown St
Surry Hills	Cooper St	at Riley St
Surry Hills	Fitzroy St	at Foveaux St
Surry Hills	High Holborn St	at Cleveland St
Surry Hills	Little Riley St	Between Cooper St and Adelaide Pl
Surry Hills	Parkham St	at South Dowling St
Surry Hills	Reservoir St	at Crown St
Surry Hills	Richards Ave	at Foveaux St
Surry Hills	Riley St	at Cleveland St
Ultimo	Macarthur St	at Bulwara Rd
Ultimo	Mountain	at Macarthur St
Ultimo	Quarry St	Between Ada Pl and Bulwara Rd
Waterloo	George St	at McEvoy St
Woolloomooloo	Bland St	at Forbes St
Woolloomooloo	Dowling St	at Sydney Pl
Woolloomooloo	Sydney Pl	at McElhone St
Woolloomooloo	Wilson St	at Forbes St

Attachment C

Sydney Streets Code street types map- key to be included

Sydney Streets Code Street types The following map sets out the different types of streets identified in the Sydney Streets Code, to be used to understand minimum and preferred dimensions for the clear path of travel in 1.4 of this policy.



Attachment D

Draft Footpath Gardens Guidelines
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Footpath Gardens Guidelines



Laneway garden. Image: Will Jones/City of Sydney

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Introduction

Why are we doing this?

Many residents and business operators enjoy greening the city with Footpath Gardens. Footpath Gardens contribute to greening our streets, supporting biodiversity and growing food locally.

These guidelines outline how to establish Footpath Gardens which consider the needs of all Footpath users and maintain street access and amenity.

What is a Footpath Garden?

Footpath Gardens are cultivated in the Public Space between a Property Line and a road (Kerb Line). Footpath Gardens may be established in Verges, Laneways and Road Closures.

Footpath Gardens include plantings of flowers, grasses, low-growing shrubs and groundcovers in either in-ground garden beds, Pots or Raised Garden Beds.

Who can Footpath Garden?

The City of Sydney (the City) allows residents and business operators (Footpath Gardeners) to cultivate Footpath Gardens next to their residence or place of business, as long as Footpaths remain accessible for pedestrians and other users.

Footpath Gardeners take responsibility for complying with the City's Footpath Gardens Local Approvals Policy (LAP), as well as funding and maintaining all Footpath Garden plants, Pots and materials.

What approvals are required?

Footpath Gardens compliant with the requirements of the Footpath Gardens LAP

and these guidelines do not require formal approvals from the City.

Where these guidelines apply

These guidelines apply to the City of Sydney Local Government Area, except for land managed by other authorities and corporations shown in Attachment A.

How to use these guidelines

These guidelines are intended as a reference guide for Footpath Gardeners, aligning with criteria in the City's Footpath Gardens LAP, so that Footpath Gardens in the city are safe and well presented, and don't impact on access for Footpath, Laneway and road users.

Compliance

The City responds to feedback about Footpath Gardens. If required, the City will assess Footpath Gardens against the criteria in the Footpath Gardens LAP and these guidelines.

Under the City's Compliance Policy, the City may request action to manage non-compliance.

The City may:

- take necessary action to gain access or maintain safe and accessible clearance such as trimming and removing vegetation, relocating or removing items
- remove items without notice where there is a risk to public safety. The City will not be liable for reimbursement of items removed.

Table 1 Definitions

Term	Meaning
Clear path of travel	The area of the footpath maintained for safe and equitable pedestrian circulation that is free from obstructions and assists in wayfinding and navigation. The clear path of travel varies according to street type.
Footpath	The paved path between a Property Line and the Kerb Line intended for pedestrian access, separating them from vehicles and other hazards.
Footpath Garden	A garden created by a resident or business operator on the Footpath in a Verge, Laneway or Road Closure under the City's Footpath Gardens Local Approvals Policy and these guidelines. It includes either in-ground garden beds, Pots, or Raised Garden Beds. Streetscape plantings managed by the City are not the subject of these guidelines.
Footpath Gardener	Someone who cultivates a Footpath Garden.
Kerb Line	A line of concrete or other material defining the edge of the road forming a kerb and or a gutter.
Laneway	Narrow (typically less than 6m wide) public road, often without a Footpath or having a very narrow Footpath. Some Laneways may be pedestrianised, some may be designated Shared Zones and others may support vehicle access.
Pot	A robust, stable, durable container where plants could be grown with properties that meet the criteria in the Footpath Gardens Local Approvals Policy and these guidelines.
Property Line	Legal boundary line of a property as shown on a deposited plan which defines property ownership. For example, the boundary line between a privately owned property and a Footpath managed by the City.
Public Space	Places owned or managed by the City that are accessible to and intended for use by the public, including parks and open space, squares, streets, Footpaths, Road Closures, leisure and community centres.
Raised Garden Bed	A robust, stable and durable garden bed elevated above ground level that is filled with soil or other medium and used for growing plants.
Road Closure	A street section closed to vehicles. See Attachment B for Road Closures in the City of Sydney local area.
Shared Zone	A street with a reduced speed limit that is shared by vehicles and pedestrians. There is often no Footpath or Kerb Line and pedestrian movement takes priority over vehicle movement.
Utilities	Public infrastructure and services including electricity or telecommunication cables/wires, water and sewerage pipes and conduits.

Term	Meaning
Verge	Public Space between a Property Line and a Kerb Line used for Footpaths, pedestrian access and Utilities. Verges may be fully paved or landscaped with in-ground garden beds or turf (nature strips).

Responsibilities

City of Sydney responsibilities

- Review and update the Footpath Gardens LAP and these guidelines
 - Provide guidance for Footpath Gardens if requested
 - Provide public liability insurance for Footpath Gardens which comply with the Footpath Gardens LAP and these guidelines
 - Respond to community enquiries and feedback about Footpath Gardens
 - For new Road Closure gardens, the City may donate a limited supply of plants, materials and Raised Garden Beds, subject to community need, community greening priorities and budget availability. The City may consider installing and maintaining sturdy Raised Garden Beds suitable for the public domain, provided there is community interest and a clear path of travel is maintained.
-

Footpath Gardener responsibilities

- Design, establish and maintain Footpath Gardens in accordance with the Footpath Gardens LAP and these guidelines
- Maintain safe and equitable access to Footpaths and keep them clear of obstructions, trip hazards and obstacles
- Self-fund Footpath Garden plants, Pots, Raised Garden Beds and materials
- Responsible disposal of green waste, rubbish, damaged or unsafe Pots and other garden materials
- Carry out Footpath Garden activities in a safe and responsible manner, including keeping areas around Pots clean and tidy
- Maintain effective relationships with neighbours and public Utilities including resolving any conflict in good faith
- Take action as soon as practicable and work directly with neighbours or service providers to meet their access needs
- Take action as soon as practicable when requested by the City to address non-compliance with the Footpath Gardens LAP and these guidelines
- Ensure no damage to the Footpath, City of Sydney property and Utilities.

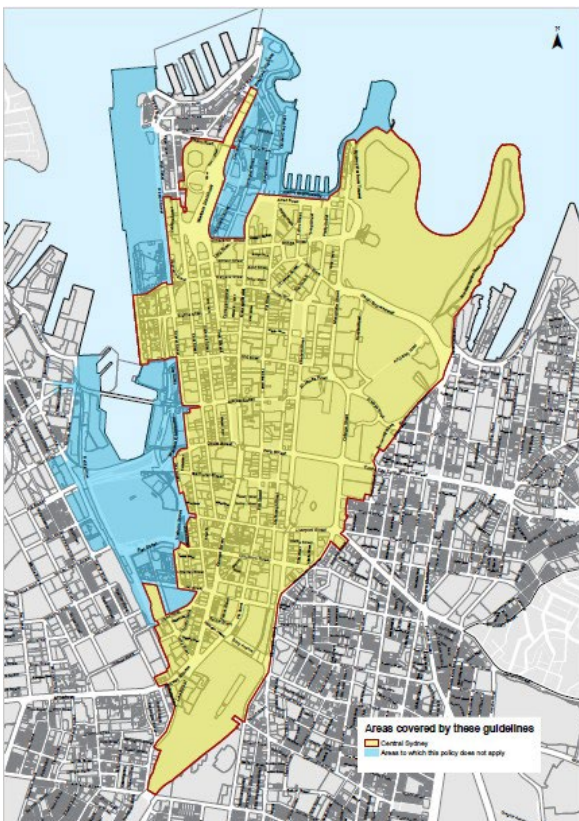
Getting started

Exclusion zone in Central Sydney

Some areas in the city centre with high pedestrian traffic are not suitable for Footpath Gardens. Figure 1 shows the city centre exclusion zone for Footpath Gardens.

Footpath Gardens in the light rail corridor may require a permit from [Transdev](#).

Figure 1. Exclusion zone for Footpath Gardens in Central Sydney



Consult your neighbours

Footpath Gardens can only be established outside a resident's property, residence or business. It's a good idea to consult neighbours, including residents and business operators, before installing a Footpath Garden. Sharing Footpath Garden plans with neighbours provides an opportunity to explore any points of difference and discuss possible solutions.

Written approval should be obtained from all neighbouring property owners, residents and business operators before establishing Road Closure gardens.

Check for underground Utilities

Consult the free online [Before You Dig](#) service for important safety information and to confirm the location of underground Utilities before you begin a Footpath Garden. Underground pipes and cables carry vital services such as water, electricity, communications and gas. Individuals are liable for damage to underground Utilities and may be at risk of harm.

Plans received from Before You Dig service are indicative only. If you're unsure about the location of Utility connections to your property or how to read the information provided by the Before You Dig service, contact the relevant service owner.

Use hand tools and only dig to a depth of 30cm in existing landscaped Footpath Garden beds. Power tools are not permitted.

Avoid covering or obstructing access to underground services or access points.

Footpath access

Clear path of travel

Footpath Gardens should allow for a consistent and predictable clear path of travel. Footpath Gardeners must keep Footpaths clear of obstructions and trip hazards so they can be safely used by everyone, including people with disability.

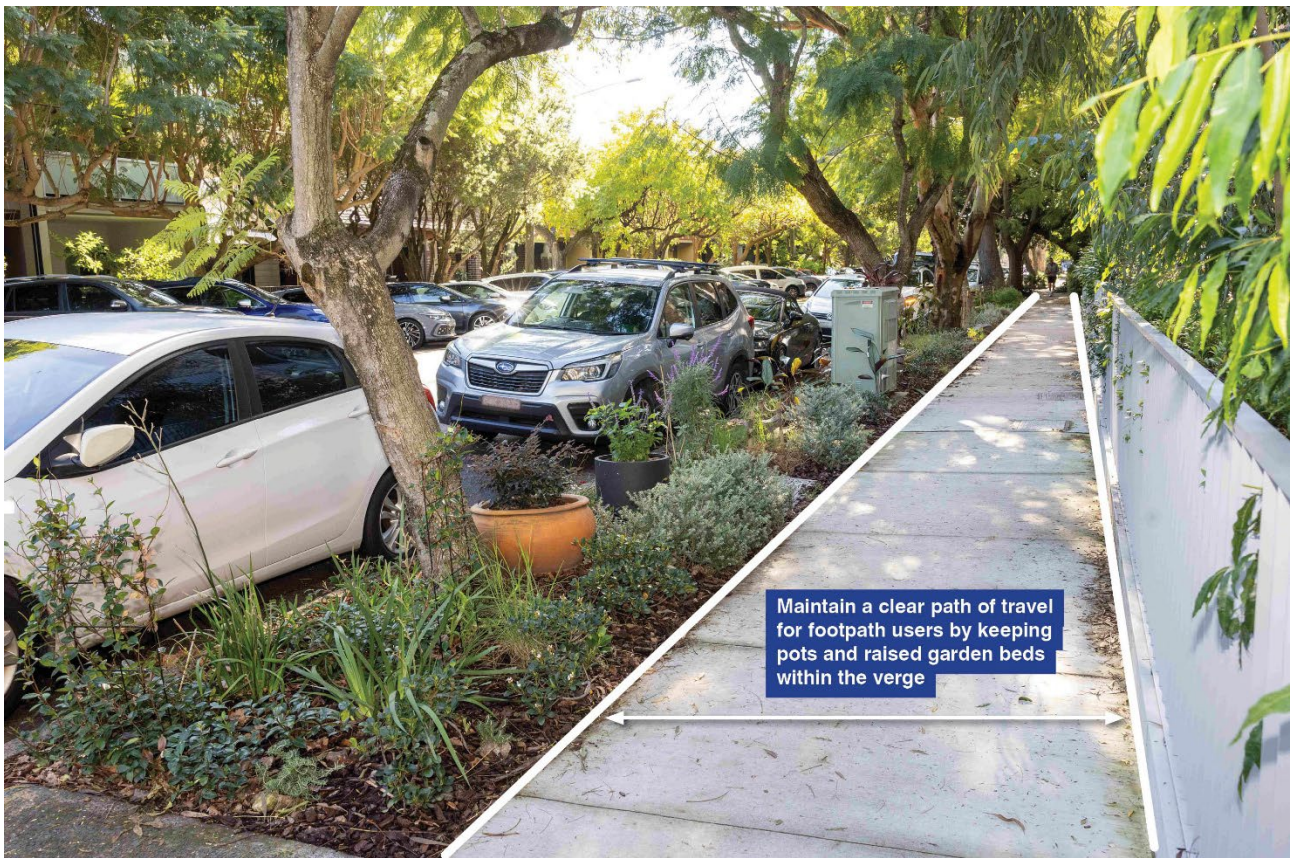
Streets with narrow Footpaths may not be suitable for Footpath Gardens.

Required width for consistent and predictable clear path of travel depends upon the street type, see Sydney Streets Code map (Attachment C).

The minimum clear path of travel width for Sydney Streets suitable for Footpath Gardens are:

- 2.0 metres for high streets (Village Main Streets)
- 1.5 metres for Neighbourhood Hub, Connecting Main streets Local streets
- 2.8 metres in Shared Zones.

Contact the City's Community greening team to confirm if a location is suitable for establishing Footpath Gardens, email: communitygreening@cityofsydney.nsw.gov.au or call 02 9265 9333.



Clear path of travel is maintained with plants being positioned within the landscaped Verge. Image: Abril Felman/City of Sydney.

Consider everyone using the street

Footpath Gardens must consider the needs of people accessing mobility parking spaces, parked vehicles, public transport, neighbouring properties, loading zones and taxi zones.

To maintain access and allow for a clear line of sight, Footpath Gardens should maintain clearances in all directions around the following items:

- service objects and street furniture including power poles, fire hydrants, utility pits, vents, drains, public seats, bike racks or rings, pay phones, parking meters, rubbish bins and mailboxes
- pedestrian crossings, access ramps and tactile ground surface indicators
- bus zones, public transport access points and taxi stands
- property entrances and doorways.

Where to place Pots and Raised Garden Beds

Footpath Gardens created with Pots and Raised Garden Beds are required to:

- be positioned along the Kerb Line
- be set back from the Kerb Line to allow pedestrian access to parked vehicles
- be set back from street corners and pedestrian crossings to maintain clear sightlines
- provide openings to allow pedestrian circulation between groupings of Pots
- allow clearance for access to entrances, parking spaces and loading zones
- allow space for safe placement, transfer collection and storage of rubbish bins and other waste from residential and commercial properties
- preference is for pots and raised gardens beds to not be placed along the building line .

Footpath Garden Pots and Raised Garden Beds are considered temporary installations maintained by Footpath Gardeners.

Footpath Gardeners must consider the size and eventual weight of Pots and Raised Garden Beds once filled with soil, to ensure they can be moved if necessary.

The City is unable to move or relocate Pots and Raised Garden Beds on behalf of Footpath Gardeners, or to provide temporary or other storage.

Allow access for services and Utilities

The City is a busy place, and our streets provide routine access for important services.

Footpath Gardens are required to retain access for services and Utilities including:

- keeping drains and gutters free of obstructions
- retaining access for road cleaning
- retaining access to Utilities and access points

Access requests

Footpath Gardeners may be asked to temporarily or permanently remove, relocate or reposition Footpath Gardens to maintain accessibility, or to enable maintenance, repairs or emergency access including access to adjacent properties.

This may include access to Utilities such as pit lids, electrical poles, lights, signposts and underground pipes or cables, or for the City and contractors to access and carry out works on the Footpaths and any assets beneath.

Footpath Gardeners are required to take action as soon as practicable, and work directly with neighbours or Utilities to meet their access needs.



Raised Garden Beds positioned between the paved Footpath and the Kerb Line, maintaining access to parked vehicles. Image: Abril Felman/City of Sydney



Road Closure garden plantings managed to maintain access for road cleaning. Image: Abril Felman/City of Sydney



Road Closure garden plantings managed to keep drains and gutters clear. Image: Abril Felman/City of Sydney

Protect our street trees

Footpath Gardens must be positioned at least 1m from the trunk of small trees (less than 300mm trunk diameter) and 2m for large trees (greater than 300mm trunk diameter) to preserve the health of the tree and provide access for tree inspections and pruning.

Footpath Gardeners must not remove or prune existing street trees (this includes root pruning).

Contact the City's customer service team to request an increase in the size of a garden bed around an existing tree email: council@cityofsydney.nsw.gov.au or call 02 9265 9333.



Footpath Garden plantings managed to retain access to the street tree for scheduled inspections and pruning. Clearance is also provided around utilities to provide access. Image: Abril Felman/City of Sydney

Footpath Gardens

Footpath Gardens may be established either:

- on the street Verge outside the Footpath Gardener's property, or
- in a Laneway along the Property Line of the Footpath Gardener's property, or
- in an existing Road Closure neighbouring the Footpath Gardener's property.

Road features such as traffic islands, pedestrian platforms or Footpath extensions (where the Verge or Footpath is widened and the road narrowed to slow vehicle speeds) are not suitable for Footpath Gardens.

Verge gardens

Verge gardens are created either in existing landscaped Footpath sections (turf or garden beds) or, where the Verge is fully paved, established with Pots and Raised Garden Beds positioned along the Kerb Line. Verge gardens must be set back from the Kerb Line to allow clearance for vehicle access.



Verge garden with plantings allowing access to parked vehicles and maintaining clearance around a Utility pit. Image: Abril Felman/City of Sydney.

Footpath Gardeners are not permitted to plant in raingardens, which are designed to capture and filter storm water from roads and other paved surfaces. Raingardens are usually established below

the paved surface level, allowing runoff to drain into the garden, and may also include rocks, gravel and drainage structures.

Residents should contact the City's customer service team if they are unsure if the Verge they intend to garden is in a raingarden email: council@cityofsydney.nsw.gov.au or call 02 9265 9333.



**Example of a raingarden from City of Sydney website;
<https://news.cityofsydney.nsw.gov.au/articles/explainer-what-is-a-raingarden> Street upgrades and Verge gardens**

The City carries out street upgrades and street tree planting programs in consultation with local residents. The extent and location of landscaped Verges is considered in the context of City standards and the Footpath access needs of many users.

If the City is carrying out Footpath works and building new landscaped Verges, residents may request creation or extension of landscaped planting areas. Contact the City's customer service team email: council@cityofsydney.nsw.gov.au or call 02 9265 9333.

Laneway gardens

Laneway gardens may be established with Pots along the Property Line in Laneways too narrow for regular Footpaths and streetscaping.

Ensure the area surrounding Pots remains clean and tidy, keeping drains and gutters free of obstructions. Paved Footpaths must not be damaged or removed.

Where to position Pots in Laneway gardens

Footpath Gardeners must consider the safety and access needs of all Laneway users, including the neighbours opposite their property.

Laneway gardens must:

- maintain at least 3.2m wide road clearance to provide access for emergency services vehicles
- retain adequate clearances for road cleaning, street maintenance and access to Utilities
- maintain clearance for vehicles to enter/ exit driveways including access to the properties on the opposite side of the Laneway
- not include Pots placed on the road surface, where the Laneway has a paved Kerb Line.

For Laneways without paved Kerb Line, position Pots along the Property Line and clear of any drains.

Closed Laneways are closed to vehicle traffic. Where possible, Laneway gardens in closed Laneways must also maintain access for emergency vehicles.



Example of a Laneway garden with no paved Kerb line with pots grouped along the property line and clear of the drains. Image: Will Jones/City of Sydney

Climbing plants

Ensure climbing plants are safely secured to a wall or frame and don't obstruct signs.



Laneway garden with pots grouped off the road to allow access for road cleaning. Image: Will Jones/City of Sydney



Laneway garden with Pots positioned off the road and set back from property entrances while retaining space for rubbish bins. Image: Will Jones/City of Sydney

Laneway gardens in narrow Laneways

The City's Footpath Gardens LAP and these guidelines do not apply to narrow Laneways with less than 3.2m road width.

Footpath Gardeners should be aware that there may be insurance implications where Laneway gardens in narrow Laneways obstruct emergency access.

If a group of property owners, residents and business operators support Laneway greening which may restrict or remove their vehicle access, the City may consider a proposal to close the Laneway to vehicles. The City will take into consideration broader access impacts, cost, public Utilities, legal requirements, and further community and stakeholder consultation.

Written evidence of support for the proposal and the associated removal of vehicle access must be obtained from all affected parties before contacting the City's customer service team email: council@cityofsydney.nsw.gov.au or call 02 9265 9333 to request a feasibility investigation into closing a narrow Laneway.

Road Closure gardens

Road Closure gardens may be established in the communal Public Space created by existing Road Closures. These may be maintained by neighbouring residents as community initiatives.

Road Closure gardens are created either in existing landscaped in-ground garden beds constructed by the City or, with Pots and Raised Garden Beds where the Road Closure is fully paved.

Road Closure gardens must not obstruct Footpaths or bike access through the Road Closure.

See Attachment B for a list of Road Closures in the City of Sydney area.



Road Closure garden with Raised Garden Beds. Image: Will Jones/City of Sydney

Contact the City's Community Greening team to discuss setting up a garden in an existing Road Closure email: communitygreening@cityofsydney.nsw.gov.au or call 02 9265 9333.

Requirements to establish a Road Closure garden include:

- consulting and getting written support from neighbouring property owners, residents and business operators
- nominating a convenor to liaise with the City
- taking on the ongoing management responsibility and associated costs for the Footpath Gardens, Pots and Raised Garden Beds

If the City is carrying out Road Closure works, residents can apply for creation or extension of landscaped Verge gardens by contacting the City's customer service team email: council@cityofsydney.nsw.gov.au or call 02 9265 9333.

The City will donate a limited supply of plants, potting mix, manures and mulch to support setting up a new Road Closure garden, subject to community need, Community Greening priorities and available funding. The City may consider installing and maintaining sturdy Raised Garden Beds suitable for the public domain, provided there is community interest and a clear path of travel is maintained.

Footpath Gardens design and materials

Carefully chosen plants and materials create attractive Footpath gardens and maintain safe and equitable Footpath access for everyone.

Footpath Gardens are required to:

- minimise uneven surfaces
- avoid creating trip hazards with loose materials such as raised edges and fences, walls, bricks/stones and guide wires
- be free from hazards such as stakes, sharp edges or protrusions
- avoid spiky or tall vegetation which may block sight lines or impede people using the Footpath, especially for pedestrians who are blind or have low vision
- avoid run-off of materials such as water, soil, mulch or debris onto the Footpath, road or into drains
- ensure gardening activities do not encroach onto the clear path of travel
- not include artificial plants or turf
- not include promotional signs or logos

Pots and Raised Garden Beds

Pots and Raised Garden Beds are required to be:

- robust, durable, stable and free of sharp edges and protrusions
- of sufficient colour contrast to Footpath material to be visible at night and during daytime, to people with low vision
- a minimum height of 40cm and maximum height of 90cm
- a maximum length of 1.5m, or for round containers a maximum diameter of 1m
- of a weight able to be moved by hand when filled with soil and plants
- designed to minimise entrapment of rubbish.

Footpath Gardeners should ensure that Pots and Raised Garden Beds remain stable and in good condition. The City is not responsible for the upkeep, repair or replacement of Pots and Raised Garden Beds installed in Footpath Gardens.

Other structures

Street libraries are permitted if they maintain safe and equitable access to the Footpath and retain a clear path of travel. Street library structures must be robust, waterproof, durable, stable, free of sharp edges and protrusions.

To establish compost systems or water collection systems in a Footpath Garden, written permission from neighbouring properties must be obtained before contacting the City's Community Greening team to discuss approval process email:

communitygreening@cityofsydney.nsw.gov.au or call 02 9265 9333. All systems must be maintained in good condition and actively managed to avoid any issues.



Raised Garden Beds with rounded corners and no sharp edges with foliage pruned back from the Footpath.
Image: Jen Beer/City of Sydney



Pots in Footpath Gardens need to be robust, durable, stable, and free of sharp edges. Image: Will Jones/
City of Sydney

Maintaining Footpath Gardens

Keep Footpath Gardens tidy, attractive and free of hazards. Regularly remove any weeds, rubbish or dead vegetation and keep paths clear of vegetation, garden materials, tools, hoses, debris or trip hazards.

Table 2. Maintaining your Footpath Garden

Aspect	Considerations
Cleaning	Remove leaf litter, rubbish and built up materials under and around Pots and Raised Garden Beds.
Compost	Compost systems, where approved, need to be actively managed to avoid odours, vermin or other problems. The City may remove compost systems if there is an issue and the owner cannot be identified or contacted.
Furniture and other items	Keep sites open and accessible for Footpath and road users. Don't install any tables, chairs, statues or other items which may create hazards or obstacles to others.
Garden stakes	Use of stakes, fencing, wires or protrusions which may cause hazards are not permitted. Metal stakes are not permitted.
Pest management	Plant pests can be reduced by including a diverse mix of plant species. Plant pests can be managed by hand removal, using traps to target particular pests or spraying with water. Plant disease can be managed by removing diseased or infected plant parts and disposing of them. 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. Residents can request pesticide use be limited or avoided near a Footpath Garden under the City's Pesticide Notification Plan.
Plants	Do not plant trees in Footpath Gardens. Consider growing native plants to enhance local biodiversity and provide wildlife habitat. Select compact, low-growing plants. Perennial native groundcover plants are attractive low maintenance options for Footpath Gardens.

Aspect	Considerations
	Prune plantings and overhanging foliage to maintain a clear path of travel. Prune plantings near intersections or pedestrian crossings to a maximum height of 800mm to maintain sight lines for Footpath and road users. The City's urban habitat creation guide provides information about suitable plants for establishing wildlife-friendly habitat and pollinator plantings.
Potting mix, manures, soil amendments and mulch	To reduce risk of soil contamination, only use commercially available potting mix, manures and mulch which meet Australian standards. Homemade compost and worm castings can be useful soil amendments.
Tools and materials	Use hand tools only. Power tools are not permitted. Tools and materials should not be stored in the Footpath Garden or obstruct the Footpath when in use.
Vermin	Don't pile up or stockpile materials which could attract vermin. Report sightings of rats and other vermin, their activity and burrows in Public Spaces to the City's customer service team email: council@cityofsydney.nsw.gov.au or call 02 9265 9333.
Waste	Footpath Gardeners must dispose of rubbish generated from the Footpath Garden in their own rubbish bins. Organic waste should be disposed of in the green lid bin.
Watering	The City does not provide new water connections to support Footpath Gardens. Conserve water and only apply to plants as required.
Weeds	Prevent weeds establishing by mulching and covering bare soil. Remove weeds by hand where feasible and effective. Use organically certified herbicides where feasible and effective to treat a specific weed. Use commercially available products for home use and always follow the instructions on the label including wearing required personal protective equipment. Consult the City's Pesticide Notification Plan.

Working safely

Footpath Gardeners are encouraged to consider basic safety precautions including wearing appropriate clothing, gloves, and sun protection, and using tools with care.

Take care when gardening near a road and work from the Footpath side of the garden where possible. Don't stand on the road and be alert to traffic hazards and other Footpath users, including cyclists. Consider wearing high-visibility clothing when working near roads.

If sharps are found, contact the NSW Health needle clean-up hotline on 1800 633 353. The City's website has more information about [community sharps](#).

Conflict resolution

The City expects Footpath Gardeners to resolve any issues directly with neighbours or other parties.

Refer to community resources which support managing and resolving conflicts in a safe and collaborative environment.

The City may assist in a dispute if it cannot be resolved by the community members. Contact the City's Community Greening team email: communitygreening@cityofsydney.nsw.gov.au or call 02 9265 9333.

Insurance

The City extends its public liability insurance to residents who comply with the Footpath Gardens LAP and these guidelines.

If Footpath Gardens do not fully comply with the criteria set out in Footpath Gardens LAP and these guidelines, the person who created or maintains the garden could be held liable if someone else is injured or their property is damaged.

The City does not provide personal accident insurance if someone injures themselves while gardening on the Footpath. The City is not liable if a resident experiences any damage or loss by the act, default, omission or neglect of any other person or by reason of the City, its members, agents and contractors for failing to do something on or to the Public Space used.

Vandalism, theft and other damage

Footpath Gardens may be affected by vandalism, theft or other damage. Footpath Gardeners are responsible for repairing or replacing stolen or damaged items. The City cannot repair or replace stolen or damaged Footpath Garden items.

Contact the City's online Customer service team to:

- [report illegal dumping](#)
- [report a tree issue](#)
- [report illegal graffiti](#)

Alternatively report the issue to the City's customer service team email: council@cityofsydney.nsw.gov.au or call 02 9265 9333.

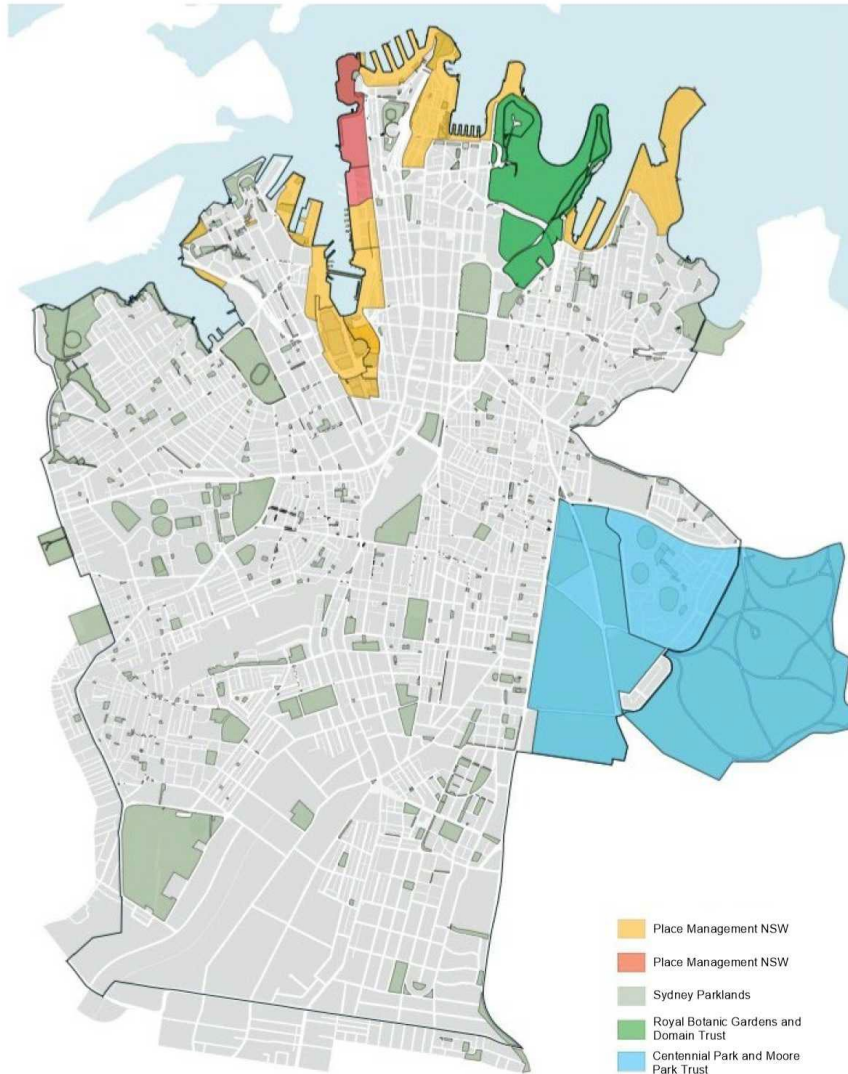
Moving on...

Footpath Gardeners are responsible for transferring ownership of Pots or Raised Garden Beds if they move from their property. Footpath Gardeners who no longer wish to maintain the garden must remove the Footpath Garden, Pots and Raised Garden Beds.

Attachment A

This policy does not apply to areas outside the management of the City of Sydney including land managed by other authorities and corporations, see below.

Attachment A City land authorities map



Attachment B

Existing Road Closures in the City of Sydney area.

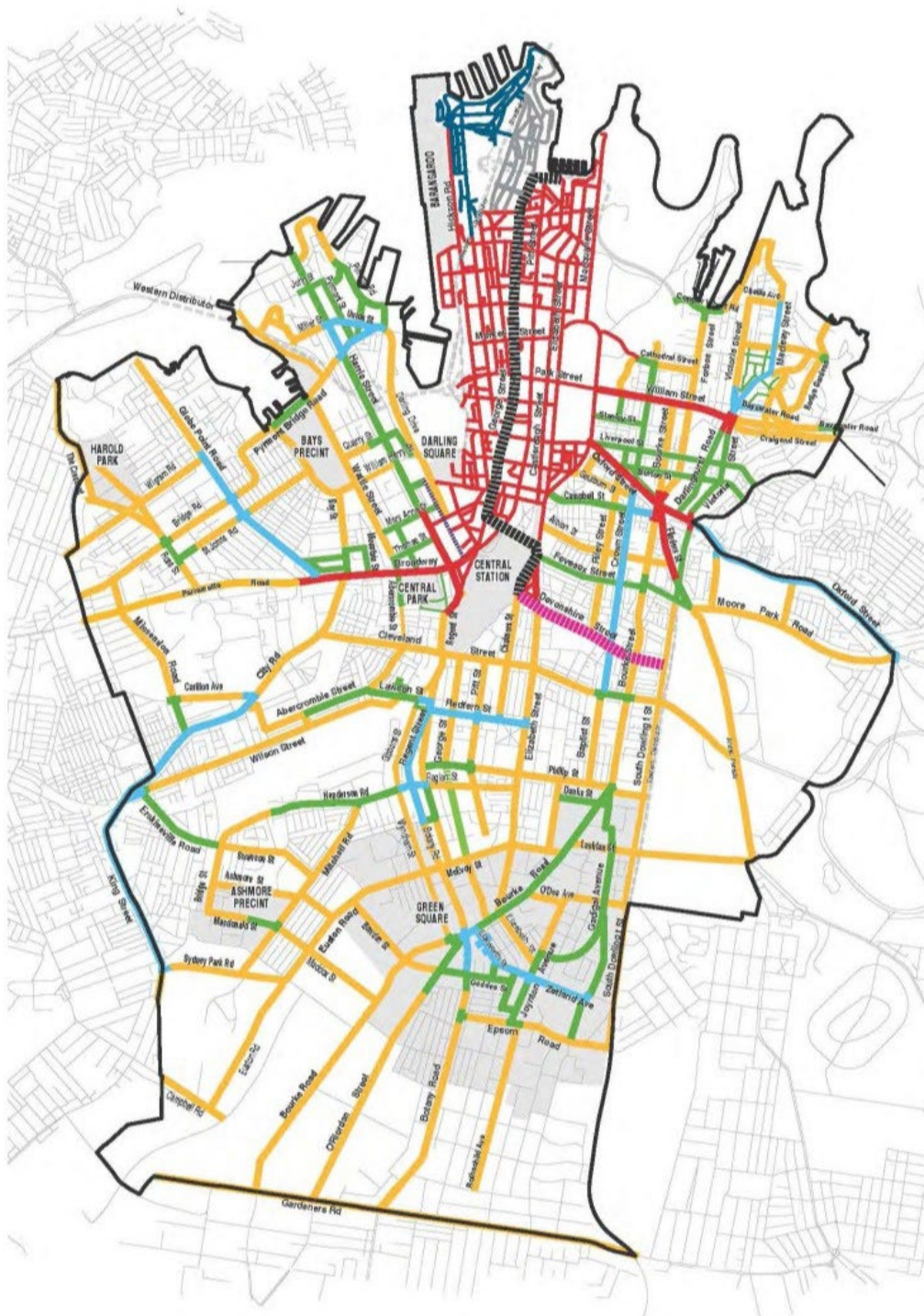
Suburb	Street	Street section
Alexandria	Belmont St	Between Harley St and Maddox St
Alexandria	Belmont St	Between Maddox St and Huntley St
Alexandria	Lawrence St	Between Harley St and Maddox St
Alexandria	Lawrence St	Between Maddox St and Huntley St
Alexandria	Phillips St	at Henderson Rd
Chippendale	Beaumont St	at Dangar Pl
Darlinghurst	Darley St	at Whites Ln
Darlinghurst	Liverpool Ln	at Palmer St
Darlinghurst	Riley St	at Liverpool Ln
Darlinghurst	Yurong Ln	at William St
Darlinghurst	Yurong St	at Stanley St
Darlington	Lander St	at Abercrombie St
Erskineville	Ashmore St	at Binning St
Erskineville	Binning St	at Swanson St
Erskineville	Bridge St	at Copper Smith Ln
Erskineville	Pleasant Ave	at MacDonald St
Erskineville	Rochford St	at King St
Erskineville	Rochford St	at Munni St
Erskineville	Newman St	at Whitehorse St
Forest Lodge	Cullen Close	at The Crescent
Forest Lodge	Grattan Close	at Minogue Crescent
Glebe	Burton St	at Quarry Ln
Glebe	Hewit Ave	Between Bridge Rd and Reuss St
Glebe	Mitchell St	at Catherine St
Newtown	Angel St	at Munni St
Newtown	O'Connell St	at Carillon Ave
Paddington	Albion Ave	at South Dowling St
Paddington	Josephson St	at Flinders St
Paddington	Napier St	at Rosebud Ln
Paddington	Selwyn St	at Napier St

Suburb	Street	Street section
Paddington	Stewart St	at Regent St
Redfern	Great Buckingham St	at James St
Redfern	James St	at Marriott St
Redfern	Kepos St	at Phillip St
Redfern	Kettle St	at Elizabeth St
Redfern	Marriott St	at Cooper St
Redfern	Morehead St	Between Kettle St and Redfern St
Redfern	Telopea St	at Bourke St
Redfern	Thurlow St	at South Dowling St
Redfern	Walker St	at Phillip St
Redfern	Young St	at Boronia St
Redfern	Charles St	at South Dowling St
Redfern	Chelsea St	at South Dowling St
Redfern	Morehead St	at James St
Surry Hills	Arthur St	at Alexander St
Surry Hills	Arthur St	at South Dowling St
Surry Hills	Bedford St	at Buckingham St
Surry Hills	Collins St	at Crown St
Surry Hills	Cooper St	at Riley St
Surry Hills	Fitzroy St	at Foveaux St
Surry Hills	High Holborn St	at Cleveland St
Surry Hills	Little Riley St	Between Cooper St and Adelaide Pl
Surry Hills	Parkham St	at South Dowling St
Surry Hills	Reservoir St	at Crown St
Surry Hills	Richards Ave	at Foveaux St
Surry Hills	Riley St	at Cleveland St
Ultimo	Macarthur St	at Bulwara Rd
Ultimo	Mountain	at Macarthur St
Ultimo	Quarry St	Between Ada Pl and Bulwara Rd
Waterloo	George St	at McEvoy St
Woolloomooloo	Bland St	at Forbes St
Woolloomooloo	Dowling St	at Sydney Pl
Woolloomooloo	Sydney Pl	at McElhone St
Woolloomooloo	Wilson St	at Forbes St

Attachment C

Sydney Streets Code street types map

Sydney Streets Code Street types The following map sets out the different types of streets identified in the Sydney Streets Code, to be used to understand minimum and preferred dimensions for the clear path of travel



Attachment E

Draft Community Gardens Guidelines

Community Gardens Guidelines



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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 the City of Sydney (the City) will support community participation in greening activities, including community initiatives and City Volunteer programs.

[Community Gardens](#) play a role in promoting urban sustainability, supporting local food production and enhancing social connections. Community 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 provides 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 the City.

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 the City.

Community Garden Groups with an agreement with the City 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 Coordinator	Employee liaising between the City and Community Garden Groups, and Bushcare/Landcare volunteer Groups in the City's local area.
Community Garden Groups	Organisations that manage Community Gardens. For Community Gardens on land we own or manage, Community Garden Groups must be incorporated as a legal entity (for example, an incorporated association) able to enter into a legal agreement with the City.
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 to everyone and everyone can participate.
Group Convenor	The Community Garden Group member responsible for liaising with the City 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 City 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 accordance 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 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 groups and 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 or weeds in line with the City's [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 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 have identified

4. Group completes the Community Gardens Checklist

- see Attachment C

5. City of Sydney community consultation

- We will undertake formal consultation and evaluate feedback we receive from the community
- We will 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 and compliant 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 the City's land as a Community Garden prepared by the City, including terms required by the City
- Agreement signed by both the Community Garden Group and the City

12. Community Garden Group runs the Community Garden

- Community Garden Group runs the garden following the terms of the agreement
- Group submits annual updates to the City 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 Coordinator to discuss your idea for setting up a Community 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. The City will 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 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's 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 additional evaluation, and the assessment process may take some time.

Any decision to approve a new Community Garden on land owned or managed by the City will be made by the City.

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 the City.

Suitable not-for-profit legal entities include a NSW incorporated association, 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 the and sign offer before the City will 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/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 the City. 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/use the land.

The agreement will be prepared by the City and include terms required by the City. The agreement must be signed by both the Community Garden Group and the City before the group can begin gardening.

12. Community Garden Group runs the community garden

Once the Community Garden construction is completed and an agreement signed, the Community Garden Group can begin gardening and using the site in accordance 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 two years of Council approval of 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 undertake 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

- We will meet with the Community Garden Group convenor to assess condition of existing infrastructure and clarify ownership of and responsibility for existing assets

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

3. Group completes a Risk Assessment

4. Agreement issued and signed

- We will organise public notification for the proposed use of land, if required
- Legal agreement for use of the City's land for a Community Garden prepared by the City, including terms required by the City
- Agreement signed by both the Community Garden Group and the City

5. Community Garden Group runs the Community Garden

- Community Garden Group runs the garden following the terms of the agreement
- Group submits annual updates to the City and requests support as required

1. Asset ownership and condition assessment

Our City 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

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 the City.

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 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.

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.

4. 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/use the land.

The agreement will be prepared by the City and include terms required by the City. The agreement must be signed by both the Community Garden Group and the City.

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 accordance 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. The City provides and maintains a secure cage and coordinates 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 our City 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 conducted 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/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/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 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

Our City 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 accordance 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's 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's Coordinator.

The Group Convenor can make these requests with the City's 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 City's 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.

The City will work with the Community Garden Group to plan the renewal works, as it may require changes to garden operations whilst works are undertaken.

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 City's 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 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 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 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 with 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 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 City 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 the City

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



James Street Reserve community garden, Redfern. 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](#).

The City of Sydney currently supports 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 Helens 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

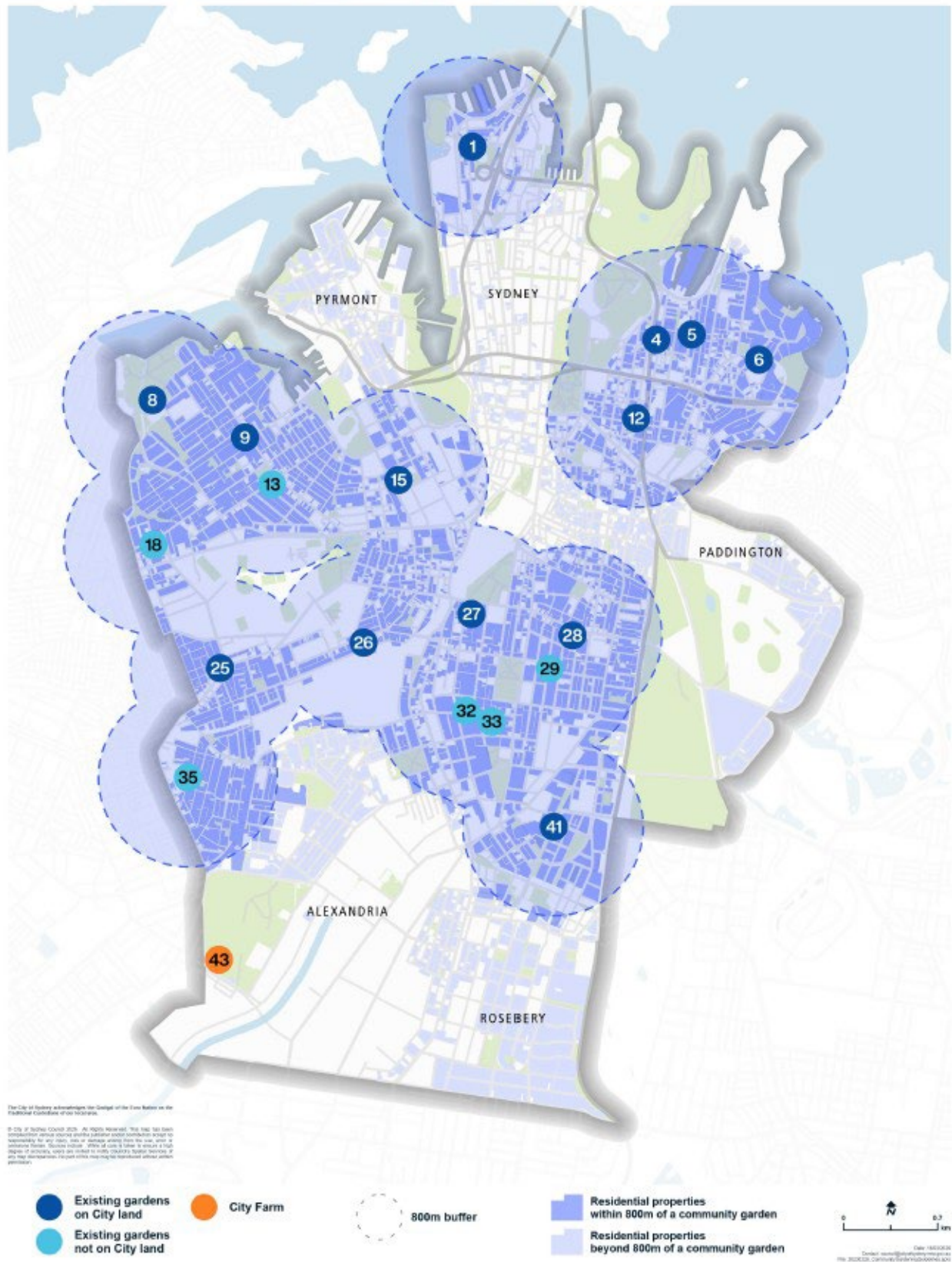
Redfern	Reconciliation Park Community Garden	Reconciliation Park, 13-15 George Street	27
Ultimo	Ultimo Community Garden	McKee Street Reserve, 17-33 McKee Street	15
Woolloomooloo	Bourke Street Park Community Garden	115 Bourke Street	4
Woolloomooloo	Woolloomooloo Permaculture Community Garden	Cnr Dowling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

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

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

Suburb	Name	Address	Map reference
Camperdown	Joanna O'Dea Rooftop Garden	Pymont 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 have identified 27 suitable sites for establishing new Community Gardens in our local area, subject to approval by the City as outlined in these guidelines.

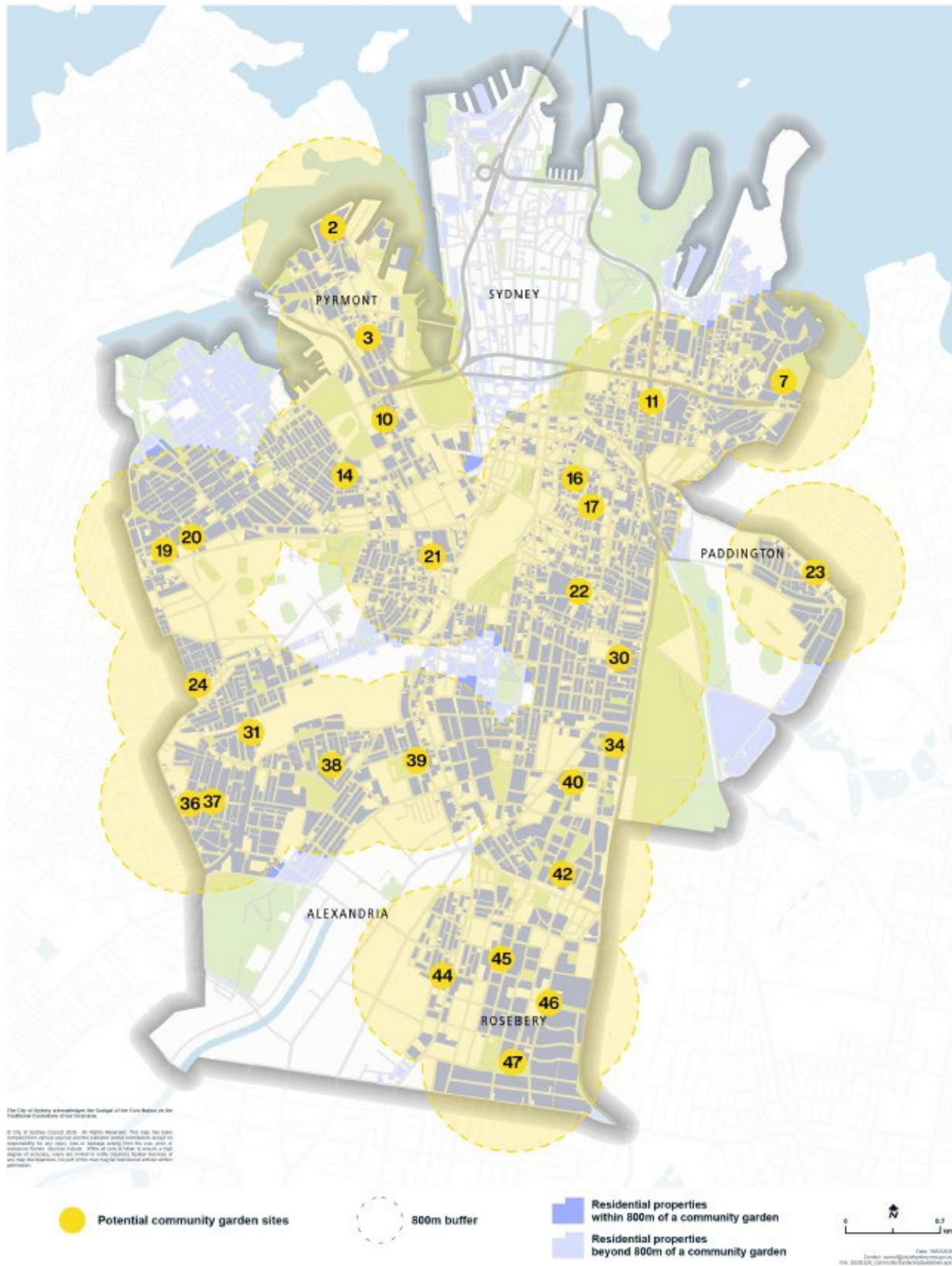
To increase access to Community Gardens for our residents, we have identified the CBD, Pyrmont, Surry Hills, Paddington, Alexandria and Rosebery as priority neighbourhoods for establishing new Community Gardens.

Figure 7. Location of potential Community Gardens

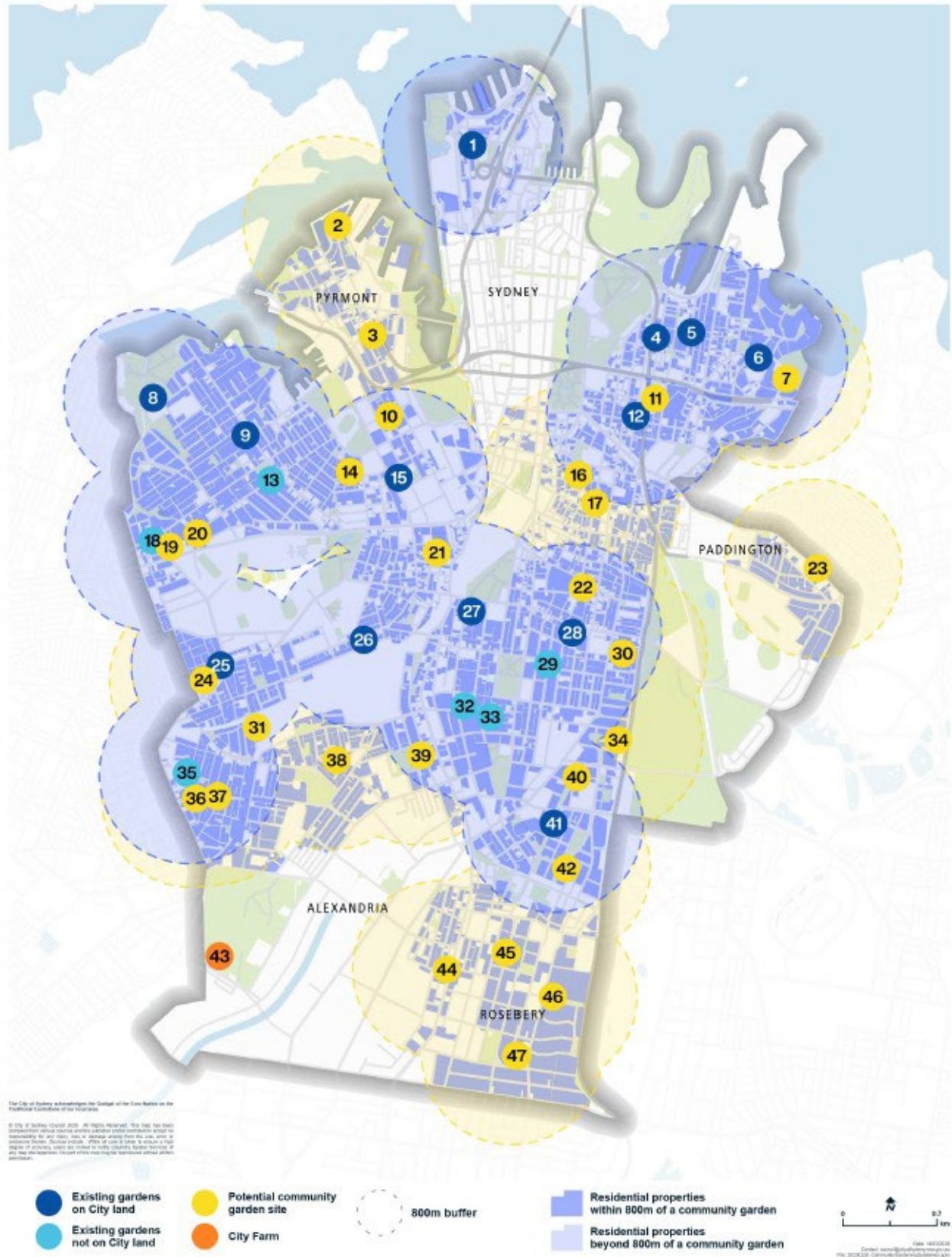
Suburb	Location	Address	Map reference
Alexandria	Alexandria Park	10 Buckland Street	39
Alexandria	Dibbs Street Reserve	15-25 Dibbs Street	38
Alexandria	Sweetacres Park	26 Rothschild avenue	45
Beaconsfield	Janet Beirne Reserve	235 Victoria Street	44
Camperdown	Daranggara Park	19-25 Lyons Road	19
Camperdown	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
Pymont	Giba Park	19-41 Point Street	2
Pymont	Gipps Street Streetscape	53 Pymont 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 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 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 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 City suppliers
☐ Donation of plants from City 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.

Additional 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 additional risks which are applicable.

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

Figure 9. Risk Assessment sample template

Community Garden Group name:

Community Garden Group location:

Group Convenor:

Risk Assessment completed by:

Name:

Signature:

Date:

Hazard/risk identification	Controls

Hazard/risk identification	Controls

Attachment F

Draft Community Greening Volunteer Guidelines

Community Greening Volunteer Guidelines



Guidelines
March 2026

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

Contents

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Why we’re doing this	4
Community Greening Programs	6
Responsibilities	8
Getting started	10
Information for City Volunteers	16

Cover image: City Volunteers at Sydney City Farm, St Peters. Image: Jon Kingston/City of Sydney

Why we're doing this

City Volunteers in Community Greening programs work together to foster a greener, more sustainable city for future generations.

Our Greening Sydney Strategy outlines our vision to increase greening for a cool, calm, beautiful and resilient city. Under this strategy the Community Greening Framework outlines how the City will support community participation in greening activities, including community initiatives and City Volunteer programs.

Our Urban Ecology Strategic Action Plan guides actions to restore and conserve resilient urban ecosystems that support a diverse range of local native plants and urban wildlife. This plan informs programs under our Community Greening Framework.

These guidelines set out the City Volunteer Community Greening programs to support urban greening, urban ecology, biodiversity and food production on land we own or manage.

These guidelines apply to the following Community Greening programs:

- Bushcare/Landcare Volunteer Groups
- Parkcare volunteer programs
- Sydney City Farm volunteer programs
- Community Greening events.

These guidelines don't apply to members of Community Garden groups, participants in City education sessions, workshops, or community members and businesses caring for Footpath Gardens, Laneway Gardens or Road Closure Gardens under our Footpath and Laneway Gardens Local Approvals Policy.

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.

Term	Meaning
Bushcare/Landcare Volunteer Groups	Bushcare/Landcare Volunteer Groups work to improve the condition of bush restoration areas by engaging in activities like removing weeds, planting native species and enhancing wildlife habitat.
City Coordinator	Employee liaising between the City and Community Garden groups and Bushcare/Landcare Volunteer Groups in the City's local area
City Volunteer	A person who gives their time to the City, without financial remuneration and for the benefit of the community.
Community Greening	Community Greening participants work in Public Spaces to enhance and expand biodiversity, green cover and/or local food production.
Employees	For the purposes of these guidelines, "Employees" refers to all City of Sydney permanent (full-time and part-time), temporary and casual Employees, together with agency contractors (labour hire), work experience students, apprentices and volunteers.
Group Convenor	Bushcare/Landcare Volunteer Group member liaising between the group members and the City
Parkcare	Parkcare programs provide volunteer greening activities in Public Spaces under the supervision of a City Employee.
Public Space	Places that are accessible to and intended for use by the public that the City owns or manages, such as parks and open space, squares, streets, footpaths, road reserves, road closures, leisure and community centres.
Risk Assessment	A process to identify possible sources of harm and document how risks will be mitigated and managed.

Community Greening Programs

Our Community Greening programs support City Volunteers to:

- enhance bush restoration areas
- grow fresh food to support local charities
- create habitat for pollinators and urban wildlife
- engage with the local community
- participate in healthy outdoor activities.

City Volunteer activities may include:

- hand weeding – removing weed species
- planting – appropriate local plant species, using stakes, supports and guards if needed
- watering – hand watering newly planted areas during dry weather
- harvesting – gathering crops for donation to local charities who support people experiencing food insecurity
- plant propagation – growing seedlings from cutting and seed
- seed saving – collecting and processing seed
- mulching – applying mulch to garden beds and planters
- rubbish removal – picking up litter and keeping sites clean and tidy.



City Volunteers hosting the Urban Agriculture Forum at Sydney City Farm, St Peters, with Clarence Slockee and Costa Georgiadis. Image: Abril Felman/City of Sydney

Responsibilities

City of Sydney responsibilities

We support City Volunteers in Community Greening programs by:

- providing initial and ongoing advice and support
 - promoting a safe and healthy work environment
 - providing public liability insurance for Community Greening activities on land we own or manage
 - providing personal accident insurance coverage for City Volunteers aged 18 years or older for Community Greening activities on land we own or manage (noting coverage and benefits are reduced for volunteers over 85 years old)
 - producing and providing access to educational workshops and events
 - providing maintenance, renewal and upgrades of our assets
 - promoting Community Greening programs on the [City's website](#) and in other media, publications and at events
 - fostering partnerships and collaboration between groups involved in Community Greening
-

City Volunteer responsibilities

City Volunteers in Community Greening programs are required to:

- follow the City's Community Greening Principles (see p.4)
- foster an inclusive environment and productive relationships with other City Volunteers, neighbours and the local community
- be aged 18 years or over, or supervised by their parents or carers if under 18 years of age
- sign an attendance record each time they volunteer
- attend inductions, safety briefings and participate in learning activities
- follow the directions of City Employees or the Group Convenor
- follow safe work practices, safety recommendations and wear/use Personal Protective Equipment
- determine if their experience, skills and physical ability/health is suitable for the nature of the volunteer work being carried out and the equipment used
- promptly report to City Employees or the Group Convenor any issues that might impact on capability to effectively perform in a City Volunteer role.
- follow risk mitigation controls, for example, stop work or postpone activities in the event of extreme heat, lightning storms, strong winds, heavy rain or when hazardous air quality is predicted
- report any hazards observed to supervising City Employees or the Group Convenor
- report any injuries or incidents that occur during volunteer sessions to supervising City Employees or Group Convenor
- comply with relevant laws and regulations about the collection, storage and use of all personal and health information and not disclose, either while engaged as a City Volunteer or

afterwards, any confidential, personal or health information gained while working as a City Volunteer

- have a current NSW Working with Children Check where it is identified as a requirement for an event or activity (this currently only applies to Sydney City Farm education and event volunteers).



City Volunteers planting native understorey plants for National Tree Day, Glebe. Image: Katherine Griffiths/City of Sydney

Getting started

We develop Community Greening volunteer programs aligned with our strategies to support different volunteer activities.

Bushcare/Landcare Volunteer Groups

We're working to protect, expand and improve the condition of bush restoration areas across the local area. Our activities are guided by our [Urban Ecology Strategic Action Plan](#) and Bush Restoration Management Plan. Our bush restoration areas are maintained by qualified City Employees.

In some sites we work together with Bushcare/Landcare Volunteer Groups to improve the condition of bush restoration areas. City Volunteers participate in activities like removing weeds, planting native species and enhancing wildlife habitat.

City Volunteer efforts to reduce weeds are critical to enhancing habitat for local native wildlife. Regular manual weed removal aligns with the principles and approach in our [Weed Management Policy](#).

Self-coordinated Bushcare/Landcare Volunteer Groups in the local area manage their own group operations and activities. Members of these groups are considered City Volunteers when involved with activities on land owned or managed by the City.

We will, on request, assist smaller groups and new groups with their operations on City owned or managed land including onsite bush restoration supervision, guidance and education.

We provide self-coordinated Bushcare/Landcare Volunteer Groups with:

- approval to carry out Community Greening activities on land we own or manage
- assistance from our urban ecologist to develop local site plans
- support with removing litter and debris collected during volunteer activities
- donation of native tubestock plants, selected from species listed in approved site plans, for planting on land we own or manage
- limited supply of native tubestock plants to support volunteer activities on land in the local area we don't own or manage
- information about local ecology and enhancing local biodiversity
- group support including meetings with the City Coordinator
- onsite bush restoration supervision, guidance and education as requested by the group
- maintenance of our assets including fences, tool storage sheds/storage cages and native bee hives
- First Aid training for a group representative and a basic First Aid kit
- signs for some Bushcare/Landcare sites
- guidance for best practice volunteer record keeping including maintaining privacy, confidentiality, and security of information collected.

In addition to the general requirements for City Volunteers in Community Greening, self-coordinated Bushcare/Landcare groups are required to:

- request permission to carry out volunteer activities on land we own or manage
- nominate a Group Convenor to liaise with the City Coordinator, manage records, oversee site inductions and ensure participation in required learning/training
- maintain volunteer attendance records for each volunteer activity
- carry out activities in line with our Urban Ecology Strategic Action Plan, Bush Restoration Management Plan and local site plans
- ensure Risk Assessments are developed for volunteer activities on approved sites on land we own or manage
- coordinate sessions/activities and manage internal group communication
- complete site inductions for new City Volunteers and safety briefings at sessions/activities
- nominate a representative to attend First Aid training and provide First Aid to volunteers in the group if requested or required
- submit a brief annual update to us about City Volunteer activities.

We cannot give approval, or take responsibility, or provide insurance coverage for Bushcare/Landcare Volunteer Group activities on land we don't own or manage.

Bushcare/Landcare Volunteer Groups sometimes partner with local organisations to seek further funding and donations. Bushcare/Landcare Volunteer Groups are not permitted to install promotional signs or logos promoting donors or sponsors on land we own or manage.

Existing Bushcare/Landcare Volunteer Groups

There are several self-coordinated Bushcare/Landcare Volunteer Groups who meet regularly to maintain native vegetation and enhance wildlife habitat in the city. These groups are actively maintaining sites across Pyrmont and Ultimo, as well as the Orphan School Creek bush restoration corridor through Camperdown, Forest Lodge and Glebe.

Some of these groups have been participating in bush regeneration and biodiversity projects in the local area for more than 20 years.

Experienced City Volunteers share knowledge and expertise with new volunteers willing to get involved in weekly, monthly or seasonal activities. Our [Biodiversity Volunteering Groups webpage](#) includes contact details for current Bushcare/Landcare Volunteer Groups.



Bushcare and Landcare group volunteers, Forest Lodge. Image: Katherine Griffiths/City of Sydney

Parkcare programs

Parkcare programs provide City Volunteers with opportunities to participate in greening activities in Public Spaces under the supervision of our Employees.

Parkcare volunteers may be involved in nurturing:

- local native vegetation
- plantings and habitat features to support native wildlife
- pollination gardens to attract beneficial insects and pollinators
- educational plantings of native foods
- communal plantings of herbs and other edible plants (restricted to designated areas where growing edible plants is compatible with regular parks maintenance activities).

We'll provide all plants, mulch and materials to manage risks of accidentally introducing invasive species, pests, disease and contaminants into Public Spaces.

Parkcare programs are planned by our Employees to meet site specific requirements and to align with relevant objectives in our Urban Ecology Strategic Action Plan. City Volunteer opportunities at Parkcare sites may involve one-off, occasional or semi-regular activities.

Participants are required to sign an attendance record each time they volunteer. We will guide volunteers and provide tools, equipment and materials.

Our Employees will maintain Parkcare sites before, after and in between volunteer activities.

Parkcare volunteer opportunities are promoted on the [What's On website](#).

To find out more, email urbanecology@cityofsydney.nsw.gov.au.

Starting a new Bushcare/Landcare Volunteer Group or Parkcare program

We'll coordinate the formation of a new group/program provided:

- there is strong interest in volunteering
- a group does not already exist nearby
- there is a suitable site available
- there is a high level of commitment to the site by the local community.

To find out more about starting a new Bushcare/Landcare Volunteer Group or Parkcare program on land we own or manage, email communitygreening@cityofsydney.nsw.gov.au.

New Bushcare volunteer groups may request to operate as self-coordinated groups or under supervision of our Employees.

Sydney City Farm volunteers

Sydney City Farm is a 0.5ha urban agriculture project in Sydney Park at St Peters.

City Volunteers work with our Employees to grow fresh food using organic growing principles. The harvest is donated to local charities who support people experiencing food insecurity. The farm also offers educational talks and hands-on workshops about urban agriculture and sustainable food production.



City Volunteers at Sydney City Farm, St Peters. Image: Chris Southwood/City of Sydney

The farm has a flexible volunteer model, with various roles to suit availability and desired commitment. Volunteer activities align with Sydney City Farm site operational plans. Details can be found on the [Volunteer for Sydney City Farm webpage](#).

Supervised volunteer working bees

Volunteer working bees are held several times each week, including weekends.

Each volunteer session involves different seasonal activities such as raising seedlings, collecting and processing seed in the nursery, caring for fruit trees in the orchard, and weeding, watering, planting and harvesting in the cropping area.

We provide materials, equipment, a safety briefing and guides for volunteers during activities.

City Volunteers must:

- complete a new volunteer registration form
- attend an induction session
- book into each volunteer working bee
- sign an attendance record each time they volunteer
- wear recommended clothing and Personal Protective Equipment (PPE) suitable for outdoor activities.

To register for an induction session for new volunteers and sign up for working bees on the farm, visit the [What's On Sydney City Farm](#) webpage.

Farmhand volunteers

Farmhand volunteers work on farm tasks assigned by our Employees in small self-coordinated teams outside of regular volunteer sessions. These teams collectively organise times and days of volunteer activities.

We provide specialised guidance, safety information, equipment and materials to support activities.

Farmhand volunteers must:

- attend and complete an induction program
- sign an attendance record each time they volunteer
- work during daylight hours and in minimum groups of 2 volunteers
- wear recommended clothing and PPE suitable for outdoor activities.

To register your interest or find out more email cityfarm@cityofsydney.nsw.gov.au.

Education and event volunteers

Sydney City Farm education activities and events are held at Sydney City Farm and other locations in the city. Education and event volunteers participate under the supervision of our Employees to welcome visitors and support participants to engage safely in hands-on gardening activities.

City Volunteers may also assist with serving light refreshments, set up and pack down of displays and workshop/event areas. We'll provide materials, equipment, a safety briefing and guidance to volunteers during events and activities.

This volunteer role is flexible to individual volunteer availability, with many programs running outside work hours and on weekends. City Volunteers must carry out an induction session and are then able to assign themselves to volunteer at events and programs on a seasonal roster.

Education and event volunteers must:

- attend and complete an induction program
- sign an attendance record each time they volunteer

- wear recommended clothing and PPE suitable for outdoor activities
- have a current NSW Working with Children Check where it's identified as a requirement for an event or activity.

To register interest or find out more email cityfarm@cityofsydney.nsw.gov.au.

Community Greening events

Community Greening events provide opportunities for the city's diverse local communities, including families to gather, volunteer, connect, celebrate, learn and share.

Events are held at various outdoor locations across the city and may involve planting and citizen science activities. These include events such as National Tree Day, Bioblitz and NAIDOC week community planting activities. These events are planned by our Employees to meet site specific requirements and align with objectives and targets in our Urban Ecology Strategic Action Plan.

Events are usually one off and advance registration is usually required. Participants are required to sign an attendance record each time they volunteer. We'll provide materials, equipment, a safety briefing and guide volunteers through the activities.

Community Greening events are promoted on the [City of Sydney website](#) and through the [urban ecology newsletter](#).

To find out more email urbanecology@cityofsydney.nsw.gov.au.



Getting hands-on with weeding. Image: Katherine Griffiths/City of Sydney

Information for City Volunteers

Our policies and procedures

We have several policies and procedures that City Volunteers must follow.

City Volunteer Policy

Our [Volunteer Policy](#) provides guidance on how City Volunteers are engaged, inducted and managed. It outlines roles and responsibilities of the City of Sydney and City Volunteers.

Code of Conduct for City Volunteers

City Volunteers are expected to exhibit the highest ethical standards at all times, and behave in ways that are consistent with our [values](#) and [Code of Conduct](#). City Volunteers must treat others fairly, equitably and with respect, follow WHS policies and procedures and never put themselves or others at risk.

Work Health and Safety Policy

We're committed to the health and safety of our Employees and City Volunteers. City Volunteers are required to follow our [Work Health and Safety Policy](#).

Information management and privacy

City Volunteers must not disclose, either while engaged as a City Volunteer or afterwards, any confidential, personal or health information gained while working as a City Volunteer with us.

City Volunteers are required to:

- exercise caution and sound judgment in discussing other people's confidential, personal or health information
- comply with relevant laws and regulations about collection, storage, and use of all personal and health information.

For more information, refer to our [Privacy Management Plan](#).

Child Safety Policy

Our [Child Safety Policy](#) outlines how we meet our commitments and obligations to safeguard children's wellbeing and rights.

Education and event volunteers at Sydney City Farm and other City Volunteers supervising children or young people are required to hold a current NSW Working with Children Check.

Media

City Volunteers are not authorised to answer questions or make comments to the media, or to use the City of Sydney logo without permission.

All media enquiries must be directed to our media team, by phone on 02 9246 7292 or email to mediateam@cityofsydney.nsw.gov.au.

Working safely

We're committed to the health and safety of our Employees and City Volunteers.

City Volunteers are expected to:

- take care to ensure the health and safety of themselves and others
- follow directions of our Employees or the Group Convenor
- attend inductions and safety briefings
- follow safe work practices, safety recommendations and use appropriate personal protective equipment
- report any hazards, injuries or incidents that occur during volunteer sessions to our Employees or the Group Convenor (who can report these to the City Coordinator by email at communitygreening@cityofsydney.nsw.gov.au or on 02 9265 9333).

If you experience antisocial behaviour while volunteering, we recommended you leave the area. Don't engage or escalate a disagreement. If City Volunteers feel unsafe or observe illegal activity, contact NSW Police.

Risk Assessments

We carry out Risk Assessments for Sydney City Farm, Parkcare programs and Community Greening events. These ensure City Volunteer sites are safe and any activity-specific risks will be managed appropriately. They identify potential hazards and document how safety risks will be mitigated by implementing controls.

Self-coordinated Bushcare/Landcare groups are required to ensure Risk Assessments are developed for City Volunteer activities on approved sites on land we own or manage. Our City Coordinator can provide support with developing these Risk Assessments. Email communitygreening@cityofsydney.nsw.gov.au or call 02 9265 9333.

Onsite inductions and safety briefings

All City Volunteers are required to complete a site induction, so they're familiar with the site, activities and overall safety considerations. All City Volunteer inductions must be recorded and kept.

Safety briefings are carried out at the start of every City Volunteer session/activity/working bee to cover specific activities, current site conditions and considerations for tools, equipment and Personal Protective Equipment to be used.

Inductions and safety briefings at Sydney City Farm and Parkcare programs are conducted by our Employees.

Self-coordinated Bushcare/Landcare groups are required to induct all volunteers into sites and activities, and carry out safety briefings. The City Coordinator can assist with developing appropriate onsite inductions and briefings. Email communitygreening@cityofsydney.nsw.gov.au or call 02 9265 9333.

Community Greening event volunteers are provided with a safety briefing by our Employees before activities.

General City Volunteer safety considerations

All City Volunteers are expected to:

- determine if their experience, skills and physical ability/health is suitable for the nature of the volunteer work being carried out and the equipment used
- bring a water bottle to volunteer sessions and stay adequately hydrated

- warm up and stretch before and after physical activities
- be aware of their surroundings including slip/trip hazards such as steps, stairs, holes, uneven ground, wet or slippery surfaces
- take regular breaks and frequently vary posture and tasks
- use appropriate equipment to move heavy items (such as wheelbarrows and trolleys) and seek assistance to move loads outside their capability. Contact the City Coordinator for assistance with moving heavy loads by emailing communitygreening@cityofsydney.nsw.gov.au
- not work when fatigued or distracted and be mindful of moving vehicles/equipment, avoid rushing through tasks without full attention and maintain good balance/traction/grip
- stop work or postpone activities under extreme heat, lightning storms, strong winds, heavy rain, or when hazardous air quality is forecast.

Personal Protective Equipment (PPE)

City Volunteers in Community Greening programs work outdoors and must consider clothing suitable for the conditions and PPE to reduce risk of harm.

Recommended clothing and PPE includes:

- closed toe shoes with good grip
- long sleeved shirt/trousers or below the knee shorts
- broad brim hat (UPF material)
- gardening gloves
- SPF 50+ sunscreen and lip balm
- wrap-around sunglasses with eye protection factor 9 or 10
- wet weather jacket if raining
- high visibility clothing if working near roads or moving vehicles.

Injuries and incidents

An employee with First Aid training attends all Sydney City Farm and Parkcare programs and Community Greening events. They have access to a basic First Aid kit and can assist with minor injuries if required.

Self-coordinated Bushcare/Landcare Volunteer Groups may have a representative onsite with access to a basic First Aid kit.

All injuries including minor injuries (like a cut, sting, sprain) or incidents (like conflict or antisocial behaviour) should be notified to our Employees or the Group Convenor, who can report these to our City Coordinator as soon as possible by email at communitygreening@cityofsydney.nsw.gov.au or 02 9265 9333.

Contact emergency services on triple zero (000) immediately for any significant injuries or incidents.

Community sharps

Community sharps are needles, syringes and lancets that are used to administer medications and drugs outside a clinical setting.

Whether or not a community sharp is used for medication or drug use, sharps are to be treated as clinical waste, like they would be in a hospital.

If City Volunteers find a community sharp they must alert our Employees or contact the NSW Health needle clean-up hotline on 1800 633 353.

Self-coordinated Bushcare/Landcare Volunteer Groups should also notify their Group Convenor and advise other volunteers onsite to avoid working in the area where the sharp is located. Groups can request hazard safety cones from us, which can be used to mark the location of community sharps while waiting for removal.

Visit our website for more information about managing community sharps.

Insurance

We hold public liability insurance to provide protection against claims for compensation by third parties for reasonably foreseeable injury, loss or property damage caused by City Volunteer actions or lack of action.

We also hold personal accident insurance coverage for City Volunteers claiming injury sustained while volunteering who:

- are participating in City Volunteer activities on land we own or manage
- have completed a site induction and/or safety briefing before City Volunteering, and have completed any required registration forms
- are carrying out activities within their capabilities and in line with City of Sydney plans, and any instructions provided
- sign an attendance record each time they City Volunteer
- are aged 18 to 85 years old (children under 18 are not covered by personal accident insurance and must be supervised and in the care of a parent or guardian at all times).

Reduced personal accident coverage is available for City Volunteers over the age of 85. Contact our City Coordinator for more information at communitygreening@cityofsydney.nsw.gov.au.

Personal injury insurance claims process

If an injury is sustained while volunteering, contact the City Coordinator for assistance by email at communitygreening@cityofsydney.nsw.gov.au or call 02 9265 9333.

Please note:

- attendance records/sign on documentation, witness statements and other evidence may be required for investigations
- keep documentation and tax invoices for any treatment you receive
- an excess of \$500 may be payable if a claim is made.

Duke of Edinburgh volunteers

Young people (16 to 18 years) taking part in the Duke of Edinburgh International Award may request to participate in Community Greening programs as part of their voluntary service award requirement.

These volunteers are usually covered by Duke of Edinburgh Award insurance and may need to provide proof of program registration from their school.

Partner organisations

Some Community Greening events hosted by partner organisations will offer insurance to registered participants. The conditions of these policies may differ from ours.

Visitors to volunteer sites

Self-coordinated Bushcare/Landcare Volunteer Groups must manage the risk of visitor groups joining their activities. Volunteers or visitors paying a fee to participate in activities are not covered by our insurance for City Volunteers.

Volunteer host groups should ask fee-paying visitor groups to provide a copy of their public liability insurance certificate.

City of Sydney contacts

Community Greening team

For general information about Community Greening volunteer opportunities, contact our Community Greening Gardens and Volunteering Coordinator by email communitygreening@cityofsydney.nsw.gov.au.

For information about Community Greening events, bush restoration plans, plant selection, habitat creation and fauna, contact our urban ecologist by email urbanecology@cityofsydney.nsw.gov.au.

For information about Sydney City Farm volunteer opportunities and activities email cityfarm@cityofsydney.nsw.gov.au.

Report an issue

You 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](#).

Homelessness

If City Volunteers are concerned about the wellbeing of a person experiencing homelessness, email homelessness@cityofsydney.nsw.gov.au or call 02 9265 9333.

Item 4.

Position Statement - Lockboxes on City Assets

File No: S087656

Summary

This report sets out the City of Sydney position on lockboxes attached to its assets and recommends adoption of a formal position statement to guide management of the devices in the public domain.

In March 2026, Council resolved to investigate options for addressing the increasing use of lockboxes attached to City assets, particularly in relation to short-term rental accommodation, and to report back with a recommended approach.

Lockboxes attached to City assets present risks to safety, accessibility, amenity and the integrity of infrastructure.

This report recommends that Council endorse a clear position statement confirming that lockboxes are not permitted on its assets and outlining a proportionate, education-led approach to their management, supporting voluntary compliance and including removal from 1 April 2027, following a public notification and education period.

Recommendation

It is resolved that Council:

- (A) endorse the Position statement - Lockboxes on City assets, as shown at Attachment A to the subject report
- (B) note that the City will commence removal of the lockboxes from 1 April 2027, following a public notification and education period to support voluntary compliance
- (C) note that during the notification and education period, the City may remove lockboxes where they present a safety risk, obstruction or affect high-use or sensitive infrastructure
- (D) note that the City will move to a proportionate compliance approach, including removal of remaining lockboxes, following this period.

Attachment

Attachment A. Position statement - Lockboxes on City assets

Background

1. In March 2026, Council considered a Notice of Motion regarding the increasing presence of lockboxes attached to public infrastructure across the local government area.
2. Council noted that these devices are commonly attached to public assets such as poles, signs, fences, bike racks, tree guards, trees and other infrastructure, and that their use has increased alongside evolving access arrangements for residential and commercial premises.
3. Council further noted that lockboxes can contribute to:
 - (a) safety risks and obstructions in the public domain
 - (b) impacts on accessibility, particularly in a high-density urban environment
 - (c) visual clutter and reduced amenity
 - (d) risks associated with unauthorised access and security concerns.
4. Council resolved that lockboxes should not be placed on Council property due to public safety concerns and impacts on Council assets and requested that the Chief Executive Officer investigate options for implementing this position, including education and enforcement approaches, and report back with a recommended course of action.
5. In response, it is proposed that Council adopt a formal Position statement confirming that lockboxes are not permitted on City assets.
6. The Position statement provides a clear and explicit policy position that guides a consistent, proportionate approach to education, compliance and removal activities and provides a clear position to the community on this issue.
7. The proposed approach:
 - (a) provides clear guidance to the community
 - (b) supports education and voluntary compliance, including an initial public notification and education period
 - (c) enables removal of lockboxes and prioritises action where they present a safety risk, obstruction or affect high-use or sensitive infrastructure.
 - (d) supports a transition to ongoing compliance and removal following the notification and education period
 - (e) ensures consistent operational practice.

Key implications

Strategic alignment - Sustainable Sydney 2030-2050 Continuing the Vision

8. Sustainable Sydney 2030-2050 Continuing the Vision renews the communities' vision for the sustainable development of the city to 2050. It includes 10 strategic directions to guide the future of the city, as well as 10 targets against which to measure progress. This policy is aligned with the following strategic directions and objectives:
 - (a) Direction 1 - Responsible governance and stewardship - supports clear, consistent and legally sound management of public assets and compliance activities, ensuring transparent and accountable decision making.
 - (b) Direction 3 - Public places for all - Protects the safety, accessibility and amenity of the public domain by reducing obstructions and visual clutter on City assets.
 - (c) Direction 5 - A city for walking, cycling and public transport - Improves pedestrian safety and movement by removing potential obstructions and hazards in high-use public areas.
 - (d) Direction 7 - Resilient and diverse communities - Supports safe neighbourhoods by addressing security risks and promoting equitable use of shared public spaces.

Organisational impact

9. Implementation will involve existing City teams, including Corporate Communications, Customer Service, City Greening and Leisure, City Rangers and Infrastructure Services.

Risks

10. The proposed approach aligns with the City's risk appetite, including:
 - (a) a "minimal appetite to take risks which may impact on our reputation where there are alternative avenues available"
 - (b) no tolerance for "unsafe work environments or unsafe infrastructure".

Social / Cultural / Community

11. The proposal supports a safer and more accessible public domain for all users.
12. It reinforces the principle that City assets are for shared use and helps reduce clutter and obstructions, particularly in high-density areas.

Environmental

13. The proposal supports the protection and maintenance of City assets, including trees, landscaping elements and heritage items.
14. No adverse environmental impacts are anticipated.

Economic

15. The proposal may have minor impacts on some short-term rental accommodation operators who rely on lockboxes for guest access. However, impacts are expected to be limited as alternative access arrangements are readily available.
16. Overall, the proposal supports the fair and appropriate use of City assets and is not expected to have a significant broader impact on local business activity.

Financial implications

17. The proposal will be funded within existing operational budgets.
18. Minor costs may arise for communication and education materials, and the removal and storage of lockboxes; however, these are expected to be absorbed within current operational budgets.
19. No additional budget allocation or variation is required, and the proposal will not generate revenue.

Relevant legislation

20. Local Government Act 1993.
21. Roads Act 1993.

Critical dates / Time frames

22. Subject to Council endorsement, implementation will be in accordance with the following timeframe:
 - (a) publication of the Position statement and supporting information materials following adoption
 - (b) public notification and education period activities will be undertaken from 1 October 2026 to 31 March 2027 to support awareness and voluntary compliance
 - (c) targeted intervention during the notification and education period where lockboxes present a safety risk or obstruction
 - (d) commencement of ongoing compliance and removal activities from 1 April 2027.

Options

23. Council could not adopt the recommended position statement and maintain status quo. This option is not recommended as it would not resolve the ongoing community concern regarding misuse of public assets or the ongoing impacts on safety, amenity and infrastructure.

VERONICA LEE PSM

Executive Director City Services

David Cornett, Executive Manager City Services

Attachment A

**Position statement - Lockboxes on City
assets**

Lockboxes on City assets

City position

The City of Sydney does not permit lockboxes on its assets in the public domain, including public infrastructure such as poles, signs, fences, tree guards, trees and bike racks. These assets are provided for community use and must remain safe, accessible and free from uses that are not intended for them.

Why lockboxes are not appropriate

Lockboxes can:

- create safety risks, including trip hazards and obstructions
- interfere with access to and maintenance of public assets
- damage or affect infrastructure
- reduce the visual quality of streets and public spaces
- increase security risks by signalling vacant properties or enabling unauthorised access

How the City manages lockboxes

The City manages lockboxes on its assets in the public domain in a practical and proportionate way, with a focus on safety and voluntary compliance.

The City may immediately remove lockboxes attached to its assets, prioritising action in locations where lockboxes cause a safety risk, obstruction or affect high-use or sensitive infrastructure.

Where the City has removed lockboxes, they will be stored for 28 days before disposal.

The City prioritises education and clear communication and may use targeted information or signage in areas where lockboxes are commonly found.

The City will take reasonable care when removing lockboxes. However, removal may require force and damage to the device is likely. The City is not responsible for any loss or damage resulting from removal, storage or disposal.

Collection of removed lockboxes

Owners can arrange to collect a removed lockbox within the 28-day storage period by contacting the City's customer service team:

- phone: 02 9265 9333
- email: council@cityofsydney.nsw.gov.au

What you need to do

Please do not attach lockboxes or similar devices to any structures in the public domain.

There are practical alternatives available for managing access and key storage.

Examples of suitable alternatives include:

- using lockboxes installed on private property (such as within a building, on a private fence or inside an entryway)
- arranging in-person key handover or concierge or key management services
- using digital access systems such as keypad, smart lock or access control solutions
- storing keys in a secure internal location accessible to authorised users