

# Tuross Community Garden

## TCG

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### MANAGEMENT PLAN 2011

#### 1.0 Vision

##### 1.1 Vision Statement

*An engaged and socially active community providing healthy sustainable produce*

##### 1.2 Objectives

- Build community through inclusive community garden activities
- Growing fresh produce
- Demonstrate sustainable gardening, water use, energy practices and design
- Provide ongoing learning opportunities
- Create local food security
- All processes to reflect fairness, respect, transparency and inclusion
- A flexible structure able to reflect and respond to changing community needs

#### 2.0 Management Structure

##### 2.1 Roles in the Tuross Community Garden (as at 1/9/11)

The TCG Committee will consist of a convener, secretary and treasurer.

- Convener/Secretary (Heather Colman [heather@globallearning.com.au](mailto:heather@globallearning.com.au)) - liaise with Eurobodalla Council, organise meetings, maintain contact list/keeping records of meetings and other TCG documentation
- Vice Convener - Stephen McFarland ([acinda@gmail.com](mailto:acinda@gmail.com))
- Treasurer/Public Officer (Susi Sager [susi\\_sager@hotmail.com](mailto:susi_sager@hotmail.com)) plan budgets, manage funds/keep records of membership
- Committee Members – Sandra McFarland, Steve Smith, Tony Payne, Janine Uleman - planting design and plan, rosters, co-ordinating activities, website administration, promotions, advertising, fundraising, mentoring, OH&S, attending working bees and TCG meeting

##### 2.2 Gardeners Agreement and Obligations

- The TCG Committee will hold regular meetings throughout the year as needed.
- The TCG Committee, in discussion with Members will share responsibilities and duties with Members as needed
- TCG meetings are open to non Members and Members are encouraged to actively participate
- TCG management will follow an action learning process – planning, followed by action, evaluation of the actions, and redesign of planning to improve outcomes - on a cyclical basis
- The TCG will be run by the Members, and the committee will be elected at the AGM

- Meetings are open to all and Members are encouraged to actively participate
- Members will act in accordance to the Code of Conduct below
- Members fees will be kept current and set at the AGM
- New Members will complete a Membership form indicating agreement to this TCG Management Plan
- All Members are expected to attend at least 8 working bees throughout the year or provide a service or support considered of similar value agreed at a TCG meeting
- Gardening will be communal and in individual plots as needed
- Key gardening decisions will be made in consultation with other Members
- All Members are responsible for appropriate waste disposal, cleanliness and appearance of the site, proper use, maintenance and storage of tools
- Members are responsible for minimising noise and disturbance to neighbours
- Members will report any damage and wear and tear of tools or infrastructure
- Communal and individual plots will be kept free of weeds
- Members who have contributed to the production of produce in both communal and private plots can share in the produce, and a nominal fee will apply to Members who have not contributed to the production of produce, depending on other contributions made and/or the current financial position of the garden
- Surplus seedlings, seeds & propagated material will be distributed in accordance with the decision making process above, nominal charges may apply depending on the current financial position of the garden
- Members will promote ongoing community participation and encourage new Membership
- Members will maintain positive relationships with each other, neighbours, local businesses and the wider community

#### **Code of Conduct**

All Members are to conduct garden activities and communication with other Members, neighbours and visitors fairly, equitably, respectfully and in a transparent and inclusive manner

#### **Decision making process**

- Decisions will be made at meetings with a quorum of 5 TCG Members present.
- Decisions will be made through a majority vote at meetings with a quorum
- Changing the Constitution requires two weeks notice of any impending amendment
- To pass an amendment a vote of 2/3 of TCG members present is required
- All Members present at a meetings will have an equal vote and be heard
- See Clause 22 of the TCG Constitution

#### **Disputes and Complaints**

- Resolution of conflict will be in accordance with the code of conduct
- Complaints from a Member can be made to a committee Member
- If considered vexatious or trivial may be discounted
- If the committee decides to deal with the complaint the Member will be told of the complaint and the standard procedure for NSW Constitutions will apply
- Unresolvable disputes will be referred to a community justice centre for mediation

- If unresolved within 3 months it will be referred to arbitration
- See clause 10 and 11 of the TCG Constitution

### Communication

- Communication between Members will be via the TCG website, email, if no email via phone, or the TCG notice board
- Communication outside of Membership will be via email, media release and the TCG website

## 2.3 Budget and Funding

### Membership fees

- Fess set annually at AGM
- Membership fee due by 1st August (these fees apply as at 1/9/11)
- \$40 (individuals, families and self funded retirees)
- \$20 (pensioners couples and student concessions)
- \$30 (private plot fee in addition to Membership fees)
- Special circumstances will be considered on application
- Free Membership for under 19 years old

### Fundraising

- Fundraising activities will be undertaken as needed through eg: garage sales, stalls, auctions and other ideas as opportunities arise
- Grants will be sourced as needed for expenses (as at 1/9/11 existing grants from eg. Coles, Optus, Woolies, IMB, Community Grants Program, Telstra, and other Australian Government, State, and Local Government Grants)
- Donations and sponsorships will be sort
- Excess produce sold

## 3.0 Ongoing Management

### 3.1 Garden Maintenance Systems

- Management of the garden will be coordinator by Members through, rosters and working bees
- Working bees for Members include asset maintenance, composting, garden preparation, planting, weeding, mowing and harvesting
- Maintenance needs will be listed by Members on the TCG notice board
- TCG can be accessed as required under the Council's Community Garden Policy
- TCG tools will be cared for and stored securely by Members after use and used only on TCG sites or at TCG events unless a TCG meeting has agreed otherwise

### 3.2 Gardening Methods

- Organic garden practices will be used, similar to those in the ABC's Organic Gardening magazine
- Promote for healthy soils, though worm farming, composting, moisture, drainage, mulching, companion plant, diversity, rotation and protection
- Gardening materials brought on site need to be of high quality, chemical and disease free
- Biological controls for weeds and pests will be used with permaculture principles where ever possible

### 3.3 Allocation of Individual Plots

- Individual plots will be in a small portion of the site, depending on the capacity and

choice of current Members. If individual plots are not utilised and become a weed source they will be reallocated to others or amalgamated into the communal area.

### **3.4 Recruitment of New Members**

- Membership is open to all residents and visitors to Tuross Head that accept the garden agreement and obligations along with the code of conduct. If active Membership is greater than the capacity of the site, alternative land sharing off site will be investigated and a waiting list started
- Existing Members will share TCG progress and activities: - inviting Membership through word of mouth -presentations to other local interest groups about the project, media releases, articles in the local paper and interviews on the radio. Signage at the garden, fliers on local notice boards and in local business in the area, internet and community garden websites and letter box drops

### **3.5 Site Safety**

- New Members will be mentored, before commencing activities, by completing and signing a checklist. This includes general information about the garden, water use, organic practices, OH &S procedures
- Mentoring will be by Members familiar with the checklist process.
- Any OH&S incidents will be communicated to a committee Member and brought to a meeting for future OH&S considerations
- 20 All new and existing Members will be informed of local training opportunities as they arise
- Activities involving vehicles, machinery, chemicals or tools will have a risk assessment undertaken to identify and reduce risk and the situation monitored
- Basic safety procedures include enclosed footwear, sun protection, gloves, adequate hydration and safe lifting techniques will be encouraged
- Paths are to be kept free of tools, hoses and other obstacles
- Care is to be taken when using tools near other people
- Security is everyone's responsibility, the last Member leaving the garden ensures that tools are secured and the garden locked
- Members will report any damage and wear and tear of tools or infrastructure

### **3.6 Amenity**

#### **Odours and Pests**

- All organic waste will be recycled and composted on site away from neighbouring properties and recreational activities
- Non organic waste will be disposed in appropriate Council waste disposal outlets
- Composting and worm farming materials need will be stored and used away from neighbouring houses and recreational activities in the area Organic garden practices will be used, similar to those in the ABC's Organic Gardening magazine

#### **Noise**

- Members are responsible for minimising noise and disturbance to neighbouring properties

#### **Aesthetics**

- Management of the garden will be coordinator by Members through, rosters and working bees
- All noxious and environmental weeds will be controlled and disposed of according to the particular plant and current Landcare Practices
- Vehicle access will be away from neighbouring properties
- Working bees for Members will attend to asset maintenance, composting, garden preparation, planting, weeding, mowing and harvesting and ensuring the site is well kept

## 4.0 Garden Design

<p><b>4.1 Garden Design</b></p> <ul style="list-style-type: none"><li>• Has been undertaken to take advantage of the site slope, aspect and access for the best lay out of the garden</li><li>• To reduce odour, noise and pests</li><li>• Composting situated away from neighbouring properties and recreational facilities</li><li>• Allows for social spaces with shade and protection</li><li>• Allows for human and vehicle access</li></ul>
<p><b>4.2 Structures</b></p> <p><b>As per site plan:</b></p> <ul style="list-style-type: none"><li>• Composting area</li><li>• Shed to store tools with a shaded area, with rainwater tank, sink and tap</li><li>• Fencing gate – height and dimensions and materials</li><li>• All other structures within site plan</li><li>• All structures will be made of fit for purpose materials, and designed to enhance sociability and safety</li></ul>
<p><b>4.3 Sustainability</b></p> <ul style="list-style-type: none"><li>• Onsite materials will be reused, recycled and locally sourced where practical</li><li>• Waste will be recycled on site where possible, if not disposed of at the Council waste sites</li><li>• Rainwater will be the primary source of water</li><li>• Water will be managed conservatively to minimise consumption</li><li>• Solar pumps and panels</li><li>• The whole site will take into consideration prevailing winds and solar aspect</li><li>• Promoting healthy soils, through worm farming, composting, moisture, drainage, mulching, companion plant, diversity, rotation and protection</li><li>• Materials brought on site will be chemical and disease free</li><li>• Weeds and pests will be controlled by permaculture biological methods and principles where possible</li></ul>
<p><b>4.4 Accessibility</b></p> <ul style="list-style-type: none"><li>• Parking in existing designation parking areas near Kyla Park Hall</li><li>• Wheels, prams and wheelchair will access garden on a packed path</li><li>• Disabled parking will be immediately outside the garden gate</li><li>• Some raised beds with wide paths will be constructed for disability use</li><li>• Beds will be mounded for drainage, 90cm across with a 30 cm wide path (SAGE finds these the best)</li></ul>
<p><b>4.5 Animals</b></p> <p><b>Productive animals</b> (<i>eg ducks chickens</i>)</p> <ul style="list-style-type: none"><li>• At this point in time we do not envisage having animals, this may change over time</li><li>• Animals will be managed and supervised on a roster basis</li><li>• Any animals kept on site will be housed in a fox proofed enclosures</li></ul> <p><b>Domestic animals</b></p> <ul style="list-style-type: none"><li>• Pets entering the site will be on leash and supervised by owners at all times</li></ul>
<p><b>4.6 Water Management and Waste Management</b></p> <ul style="list-style-type: none"><li>• All water leaving the site will be managed to insure no contaminants enter adjoining waterways through the use of swales and vegetated barriers</li></ul>

- Water will be managed conservatively to minimise consumption
- Rainwater will be collected from tanks on Kyla Park Hall and pumped to a header tank on site, through to a reticulated irrigation system
- All organic waste will be recycled and composted on site away from neighbours
- Non organic waste will be disposed in appropriate Council waste disposal outlets

## 5.0 Community

### 5.1 Partnerships

- TCG has a partnership with SAGE and Narooma Community Garden
- Australian City Farm and Community Garden Network
- South East Regional Permaculture
- Tuross Head Preservation Group
- Eurobodalla Community Support Officer and Landcare coordinator
- In future TCG intends to form partnerships with other community gardens
- Local businesses and local community groups and clubs
- TAFE
- Local Schools
- Local Libraries
- Other opportunities as they arise
- Maintenance of partnerships will be through activities at the garden and promotion of partners activities and products

### 5.2 Public Access

#### Access and Acceptance

- The garden will be opened to non Members when Members are available to ensure OH&S is maintained
- Interested groups will be invited to visit the garden
- Interest in Membership can be made at anytime through contact details on the website and the TCG notice board
- A fence will be maintained to enclose the garden, providing appropriate safety and security
- Local youth, all community Members and visitors, will be encourage to participate creating full stewardship of the site
- Opening hours will depend of a Member being available and by request
- Unless otherwise arranged the garden will be closed at night

## 6.0 Action Plan

It is now a good idea to put all your proposed actions into a table format similar to the one below where you outline the task, who will be responsible for undertaking it, the timeframe for completion and the cost and source of funding. Only outline tasks you plan to complete within the 5 year timeframe of the plan.

## 7.0 Evaluation and Review

### 7.1 Evaluation

- Reviewing and recording the progress of the garden will be part of each TCG meeting

and included in the TCG meeting notes

- These ongoing reviews and evaluations will inform TCG annual review prior to licence renewal

### **7.2 Succession Planning**

- Mentoring and training Members will form the major part of succession planning
- The ongoing action learning process used for management of TCG will be the main succession planning tool
- It is envisaged that partnerships and community capacity building undertaken by TCG will be ongoing and an asset for the area
- If Members deem that TCG is no longer viable Council will be notified and any residual funds will be distributed according to the TCG Constitution Section 37 (3)