



THE PADDOCK
COMMUNITY GARDEN

plan of management



Created September 2011
Updated July 2022



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Acknowledgement of Country

We acknowledge Aboriginal and Torres Strait Islander peoples as the First People and traditional custodians of the land and waters of this place. We express our gratitude in the sharing of this land, our sorrow for the personal, spiritual and cultural costs of that sharing and our hope that we may walk forward together in harmony and in the spirit of healing.

We acknowledge the importance of Aboriginal custodial and cultural connection to place which is embodied in the term 'Country'. We recognise and admire the ecological knowledge of Aboriginal people that has developed from thousands of generations of careful, sustainable land management practices.

We seek to integrate Aboriginal values around Country with mainstream land management approaches and to learn about complex indigenous knowledge systems and encourage greater understanding of Aboriginal cultural and spiritual connections to Country.

1.0 Introduction

The Paddock Community Garden is managed by the Newtown Sustainability Group, a not-for-profit Incorporated Association that operates under the Department of Fair Trading 'Model Constitution' under the Associations Incorporation Act 2009.

The management of the community garden is based on the following principles that are enacted through the management committee:

- Democratic procedure through which topics are deliberated as a means of decision-making
- Participation by all members interested in being involved
- Fairness and due process.

1.1 Purpose of this document

This Plan of Management has been prepared by Newtown Sustainability Group for the Paddock Community Garden site to:

- Provide information on the use of the community garden site by members of the group.
- Encourage cooperative and positive relationships between community gardeners, the garden committee, the broader community and Camdenville Public School.
- Minimise the risk to the health of members and visitors to the community garden.
- Minimise the risk of environmental damage as a result of the management of the community garden.
- Encourage informed management of the garden for the production of food and other plants.
- Establish the community garden as a community managed public asset and to improve public amenity in the area.

1.2 Aims and objectives of The Paddock Community Garden

The Paddock Community Garden is a space where residents of the area will have an opportunity to connect with each other and to develop our community. It is a welcoming place that accepts people from all backgrounds. Growing fruit, vegetables and herbs will be a primary focus of the garden. It will provide a chance to engage in, experiment with and promote sustainable practices.

The community garden will also provide the opportunity for education. Young and old community members will benefit from the multiple tasks of keeping a garden healthy. Everyone has skills to offer and the garden provides an ideal environment for workshops in composting, chicken and bee keeping, planting and harvesting. Children will learn where their food comes from (not the fresh

food aisle) and will engage in the benefits of helping things grow and develop.

Generally The Paddock Community Garden aims to:

- Produce fresh, seasonal food grown locally by the community. Community gardening provides the opportunity for residents to produce some of the food they eat using gardening methods they choose.
- Build strong neighbourhood relationships, provide a meeting place for local people and opportunities for hands-on learning for students and residents of all ages.
- Reduce green waste, pressure on landfill, and the food miles of the food we eat.
- Encourage people to work together as a community to develop a practical relationship with and an understanding of our interdependence with the natural environment.
- Demonstrate different growing and farming practices using permaculture and organic farming principles.
- Provide a social gathering space for members and their friends and family to enjoy.



1.3 Membership and allocation of plots

Access to the garden is for members only. Anyone over the age of 18 can apply to be a member or to lease a plot (people under 18 can be involved in the garden with someone over 18). You must be a garden member to be eligible to apply for a plot.

Plots are allocated per household / group / individual. Only one plot will be allowed per household / group / individual. You may apply for a full plot or a half plot.

In order to apply for a plot, you must fill out an application form and have read and accepted this plan of management.

Preference for allocating plots will be given to applicants who have demonstrated their commitment to the garden through participation in working bees or equivalent activities. A waiting list generally applies.



1.4 Other documentation

Other relevant documents that should be read in conjunction to this Plan of Management will be made available to members at the time of signing up to the garden. The following documents, which may change or be amended over time, are located in a [shared drive](#):

- Camdenville Public School Lease Agreement (2018)
- **Fees and Charges** document
- The Paddock Community Garden **Site Safety Guidelines**
- The Paddock Community Garden **Induction Form**
- The Paddock Community Garden **Incident Report Form**
- Camdenville Public School **Asbestos Management Plan**
- L-SD-01 The Paddock Community Garden **Design**

1.5 Amendments may be needed over time

As the garden develops, it might become necessary to amend some of the ideas in this Plan of Management. This may come about because circumstances change and because new opportunities become apparent. This should be done after discussing the positive and negatives of the proposed changes. It is important that members are consulted with regarding changes.

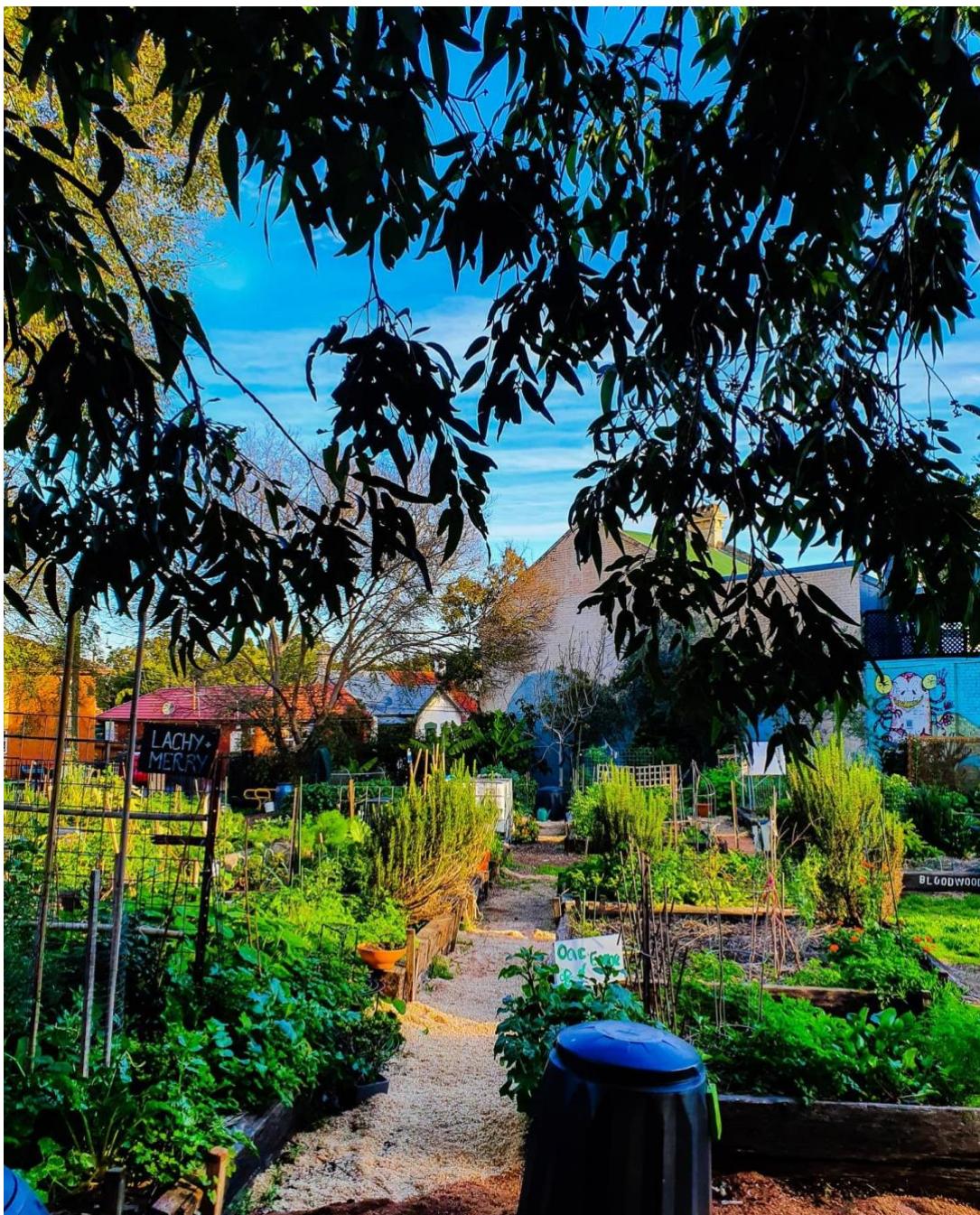
1.6 Code of conduct / gardener's agreement

The Paddock Community Garden welcomes local residents and Camdenville Public School community members who are interested in fostering a sustainable urban environment by growing and harvesting their own food.

The garden exists for the good of the community. We ask members to share responsibility for maintaining the garden for the health and safety of our neighbourhood. For the enjoyment of all, we ask our gardeners to keep in mind the guidelines below:

1. We maintain a neat and orderly garden, and we build an attractive and creative environment that is appealing to other residents of the community. We mow our lawns and our garden beds are lovingly tended.
2. We manage good relationships with our neighbours, other gardeners and the organisations that generously support us.
3. We keep noise within the garden at a level that does not disturb our neighbours.
4. We do not discriminate against one another due to differences in race, disability, culture or sexuality.
5. Our decision-making is democratic, inclusive and transparent.
6. We make sure that any water leaving the garden is not contaminated by sediment, fertiliser, manure or excessive organic matter that might pollute our waterways.

7. We maintain our composting, chicken coops and farming systems in a healthy condition so they do not attract vermin or produce unpleasant odours.
8. We look after our rainwater harvesting systems to ensure our water is of a high quality.
9. We operate an inviting garden where new members are always welcome.
10. Visiting times will be before 11.00am and after 3.00pm Monday to Friday during school terms, or as otherwise directed or agreed with the Principal, Camdenville Public School. During weekends, public holidays and school holidays the garden will be accessible from sunrise to sunset.



2.0 Management of site

2.1 Membership and allotments

The Paddock Community Garden will be open to all residents within the area and members of the Camdenville Primary School community. All participants will be required to maintain an annual membership to the garden. The garden will be primarily an 'allotment style' community garden where individual residents or groups are allocated their own plot and are able to maintain and harvest their own produce. An annual allotment fee is required to occupy a plot (see **Fees and Charges** in the [shared drive](#)). People interested in joining the garden can inquire via the website, social media, in person at the garden or via email.



2.2 Opening times and access

The Paddock Community Garden is accessible via the Wells Street gate (opposite 150 Wells street) and Laura Street laneway entrance with a pin code padlock. For security reasons, and because the garden is situated on Camdenville Public School property, the gardens are accessible by members only. Visiting times are before 11.00am and after 3.00pm Monday to Friday during school terms, unless otherwise agreed or directed by the school principal. During weekends, public holidays and school holidays the garden is accessible from sunrise to sunset.

Members are entitled to full access to the garden as soon as their membership fees have been settled and they have been given a WH&S induction and introduced to the garden practices.

Members may bring visitors such as family and friends as long as the garden and its infrastructure is respected. All children (under the age of 16) are required to be accompanied by a supervising adult.

The general public will be invited to visit the garden on open days / working bees. Such events will be advertised on the paddock website or social media pages as well as on the garden frontage sign.

Disabled access

The garden design allows for adequate path width, accessible garden beds and easy access to most parts of the site. The committee's ability to make the paddock a disabled accessible area will be determined by need and the funds available to do so.

Basketball Court

The basketball court located within the garden site is not within the land parcel leased by the garden, however, under agreement with the school the use of the court is permitted on the basis that it is maintained in good condition. Residents will not be granted membership to the garden solely for access to the basketball courts.

2.3 Social use of the garden

One of the prominent uses of the garden that has developed over the years is the use of the garden as a place to gather socially. The garden is there for the benefit of all its members and primarily exists as a space to grow food, however socially inclusive events can add value to the garden by promoting social connection and community cohesiveness.

Social use of the garden is encouraged as long as the gatherings are:

- Inclusive and respectful to all members;
- Respectful of the garden itself, buildings and fixtures;
- Clean and tidy. Attendees must ensure the garden is left in the same or better condition than before the event.

Children must be supervised during social events and must not be permitted to enter the school property.



If the guidelines above are not followed the committee reserves the right to prohibit social use of the garden to particular members.

If a member wishes to use the garden for a large gathering (e.g. birthday parties, BBQ's or special functions above 12 people), permission must be sought from the committee in writing. The decision from the committee members must be a majority.

Small gatherings (under 12 people) do not need prior committee approval; however the organiser must register their event via a method determined by the committee.

It is important that gatherings should not occupy the garden such that other members cannot go about their business or that their enjoyment of the garden is impacted.

Use of the garden for social purposes is a privilege – not a right of membership. It is expected that members will NOT ONLY use the garden for social gatherings. Members may only use the garden for social use if they contribute to the running of the garden i.e. attend working bees or assist in other ways.

2.4 Alcohol, smoking and drugs on site

No smoking is allowed within the garden. The consumption of alcohol is permitted if it is done so responsibly and during a social gathering. If members are observed to be irresponsible with alcohol consumption on multiple occasions, they will be asked to leave the garden and their membership removed. All illegal drugs are prohibited from the site.

2.5 Managing waste on site - organic and non-organic

The garden produces very little waste to landfill. Where possible, food and organic matter generated on site is composted on site – either in compost

bins, worm farms or by our chickens. Waste and litter that cannot be composted is to be placed in the appropriate garbage bin or taken home. Green bins are provided for green waste that cannot be composted such as twigs and branches.

2.6 Food Scrap Friday and composting on site

Food scraps and organic garden waste are composted on site in closed compost bins and worm farms.

The garden contains many compost bins that are utilised by members and by participants in the Food Scrap Friday community composting program. Established in 2016, Food Scrap Friday is a collaboration between the garden, the local community and Camdenville Public School, and aims to direct food waste away from landfill, while also producing a valuable resource – compost. Every Friday morning during term time, participants bring their kitchen scraps to the paddock for composting. Volunteers weigh and record the food waste and help maintain the compost bins on site. Each week as many as 40 families are contributing. On average the program diverts over 3 tonnes per annum. The generated compost provides a valuable soil additive and helps us reduce our need for inputs from outside the paddock.

Successful composting requires active management of the compost bins. Food Scrap Friday volunteers and garden members can support the program by using the compost bins correctly and helping in their maintenance.

Signage and a system of bin tags is used to indicate how the bins should be used:

- **FEED ME (green)** sign - the bin is currently accepting deposits. Add your food scraps and a layer of 'brown' material (see below).
- **TURN ME (red)** sign - the bin is full and is currently composting. DON'T add any food scraps. If you have time, grab one of the compost corkscrews and spend a few minutes aerating the bin. This helps the process along and helps minimise smells.
- **USE ME / I'M READY (blue)** sign - the compost in this bin is ready to use in the garden. Feel free to use some on your plot, and try to leave some for other members.



What DO we put in compost bins?

- Fruit and vegetable scraps
- Tea bags and coffee grounds (be careful of microplastics)
- Shredded paper and cardboard
- Dry leaves and grass clippings
- Straw and sugar cane mulch
- Egg shells
- Coffee husks
- Sawdust

The Paddock also operates four open compost bays specifically for organic garden waste. No food waste is to be added to these open compost bays. When adding garden waste, please do not add weeds or seeds, and chop your waste finely to speed up decomposition.

As a general rule, the smaller the pieces, the faster they will break down - especially when it comes to food waste and garden clippings. A whole apple or orange will take months to decompose, but if you chop it into pieces, it will break down in weeks or days. The same idea applies when composting garden waste like stems and vines. Chop it finely and it will disappear before you know it!

What DON'T we put in compost?

- Meat, seafood and dairy (including bones)
- Fats and oils
- Greasy food scraps
- Large amounts of carbohydrates (bread, rice, pasta)
- Plastics (Watch out for rubber bands, bread tags and fruit stickers)
- Dog and cat poo (obviously!)

There is potential for problems to occur with composting, including unpleasant odours, flies and rodents. To minimize the chance of any issues and ensure an effective composting program the following practices must be employed:

- All compost bins, and any in-ground worm farms, must be rodent proof. All compost bins must have fine gauge wire mesh covering and securely attached to the base to ensure rodents cannot enter the bins.
- The compost must be regularly aerated using compost corkscrews. This process oxygenates the compost and helps encourage aerobic decomposition and minimize unpleasant odours. Active compost bins should be aerated at least once a week.
- When food scraps and green garden waste are added to compost (both of which are high in nitrogen) an equivalent amount of dry or 'brown' materials (high in carbon) must be added. A good balance of nitrogen to carbon will help ensure the compost does not smell. If it does smell, more dry material should be mixed into the compost.
- The presence of black soldier flies and their larvae is good for the compost. However, if there is an excess of other flies, more brown material should be mixed in.

The finished compost (marked with a blue USE ME sign) is available for use by all members. Try always to only use what you need, and leave some for others.

Bokashi composting

For members who use bokashi buckets in their homes, there is the option of completing the final compost step within the garden. Please speak to the Paddock Garden Coordinator or a Food Scrap Friday volunteer to discuss the best way to bury your fermented bokashi bucket on site.

2.7 Chickens

The Garden is very fortunate to have chickens, which are a valued resource to our productive garden and community. The chickens are fed garden waste which is deemed safe for chicken consumption and their waste is added to the compost bins as a valuable source of nutrients. The care of the chickens and collection of eggs is allocated via a roster;
www.volunteersignup.org/PTMKY



Daily chicken duty tasks:

- Open the metal chook house in the morning to let the chickens out into the chicken run
- Scrub water tray and refresh water AM and PM
- Check grain/pellets in feeder and top up if needed (extra food bags are kept in storage area)
- Give plenty of greens (scraps, weeds, grass etc) plus any leftover cooked rice or pasta
- Collect eggs and share any eggs you don't need
- Put the chickens 'away' in the evening - close them into the metal chook house (secure from foxes).

Once per week:

- Change straw in nesting boxes
- Muck out chook roosting area: put any poo-ey straw in a compost bin and replace with new straw
- Scrub down the 'poop deck'

DO NOT feed any of the following to chickens:

Avocado, chocolate, rhubarb, uncooked / dry beans, uncooked rice, apple seeds or tomato leaves.

If your circumstances change and you are not available on your allocated week, please remember to cancel your spot on the roster. Any problems contact the Chicken Coordinator. All children need to be supervised when accessing and handling the chickens.

In the event that a member repeatedly demonstrates that the above duties are not carried out to a satisfactory standard they may be asked to cease participation in chicken care roster.

2.8 Organic gardening practices

The community garden will be managed according to the principles of organic gardening.

This decision is based on the observation that organic gardening techniques are generally safer than the use of many synthetic gardening products.

Organic gardening techniques avoid the use of synthetic chemical fertilisers, pesticides and herbicides because they require precautions in their application such as wearing protective clothing, applying withholding periods before crops can be eaten and care to avoid spray drift and contamination of rainwater runoff.

Organic, botanical chemicals also require care in their application but are considered to pose less danger to gardener and visitor health and safety and to environmental contamination.

Another reason to use organic gardening is that it is knowledge intensive. Rather than simply spraying synthetic chemicals, the use of organic techniques encourages learning about plants, insects and soils, improving the knowledge and skills of gardeners.

Some of the organic principles that we will employ include:

- Companion planting.
- Composting.
- Building healthy soil to reduce pest and diseases.
- No dig gardening.
- Crop rotation.
- Mulching.
- No use of synthetic pesticides/herbicides/fertilisers.
- Regular hand weeding instead of spraying any form of weed killer.

However, if the situation arises that a non-organic solution is required to solve a problem, and after all organic options have been explored, its use may be considered if a majority of garden committee members are in agreement.

2.9 Plot holder responsibilities

General maintenance of plots

Gardeners are responsible for the care and maintenance of their individual allotment throughout the year. It is the responsibility of gardeners to maintain their plot and the area around their plot, keeping it free of weeds, rubbish and any items that may be obstructing the pathways. Mulching of garden plots is strongly encouraged to control weed growth.

If a gardener is unable to tend a plot, or temporarily leaves the community garden due to illness or for the purposes of travel, work or emergency, they must discuss their situation with the Membership Coordinator, or have another member of the garden maintain their plot.

If a plot is disused for **3 months** and the plot holders have not had any communication with the management committee, the following process will be followed;

- A notice will be sent to the plot holder seeking feedback regarding lack of maintenance and a notice of intention to remove plot allocation given. This correspondence is considered the 'first and final warning'.
- If the plot holder commits to maintain their plot and to actively participate in gardening they will be allowed to continue as plot holders. If the plot maintenance is not improved within a reasonable timeframe the 'final warning' will be invoked and the plot holder will forfeit their plot. Fees will not be refunded.
- If no response to this correspondence is received with 14 days of the initial notice the plot holder will forfeit their plot. Fees will not be refunded.

In either scenario above the evicted plot holder may still be permitted to remain a general garden member.

Other members plots

Members are not permitted to harvest produce from plots that are not their own, unless given permission by the plot owner. Produce grown in 'communal areas' can be harvested with the understanding that this produce is for everyone to share and only take what you need.



Climbing plants

Gardeners should use stakes for climbing plants such as tomatoes and beans. If gardeners wish to store stakes when not in use, they should be taken home or bundled neatly and placed in the appropriate storage shed. If sharing allotments, consideration should be given to over-shading from tall climbing plants.

Building and other materials

Permanent structures must not be built on garden plots or on vacant areas of the community garden without the approval of the committee. Members cannot use the community garden to store building or other materials. Please do not bring any items such as furniture or bulky materials unless there is an agreed use for the item. The garden is not a dumping ground for unwanted materials.

Types of plants

Community garden plots are intended for growing herbs, flowers and vegetables. Trees and large permanent shrubs are not suitable for garden plots because they may block sun to other plots. It may be possible to grow larger trees and permanent shrubs in communal spaces, after discussion with the committee.

We want the garden to be a place for children, adults and dogs to explore safely and so we ask members not to plant flowers or plants which are considered dangerous to health when touched. Flowers such as Delphinium (also known as Larkspur) or Foxglove are beautiful but can be poisonous especially for children and are best avoided.

For further reference, Raising Children Australia lists plants which are considered deadly or dangerous.

<https://raisingchildren.net.au/toddlers/safety/poisons/dangerous-plants>

Soil management

Soil is our most precious resource. Gardeners are responsible for maintaining and improving the condition of the soil in their plot. It is important that nutrients are put back into the soil after every season as plants use up the nutrients in the soil as they grow. This can be done by adding manure, worm castings, compost and mulch.

When a gardener hands back or forfeits their plot, under no circumstances are they permitted to remove any soil from their plot.

2.10 Water management

Water is precious. The garden captures and stores its own water via water tanks located on site. During dry periods and when the water tanks are empty, members may be required to bring their own water from off-site. Water-wise gardening techniques should be employed by all members to ensure this resource is used judiciously.

A temporary connection to school mains water may be called upon in case of emergency situations such as drought – after consultation between the committee and the school Principal.

We will monitor and manage general stormwater run-off on the site. All members are encouraged to be aware and speak up if any issues are noticed. We will also stay in regular contact with surrounding neighbours. It is important that our neighbours feel included and listened to.

2.11 Garden tools and storage

All tools are stored in the tool enclosure. The gate to the enclosure is to be kept closed when not in use. Tools are not to be left lying around to avoid trip hazards and are to be returned to the enclosure. Hoses are to be rolled up and placed back at tap after use.

Children are not permitted to access the tool enclosure unless they are accompanied by an adult.

No tools or equipment belonging to the garden are to be removed from the garden without express permission from the committee. Tools belonging to individual members must not be left on pathways or any public areas where they could be a hazard to others.

2.12 The ‘Eco House’ and composting toilet

The Eco House is a sustainable structure that was designed to showcase sustainable design and living.

It is a space to run meetings, workshops and educational programs. We could consider pickling / harvest / workshops, sustainable architecture talks, solar power workshops and more.

Children must be supervised when in the house. The house must be left clean and tidy after use.

The house contains a composting toilet. Directions for use of this toilet are located inside the house and must be followed to ensure the toilet is safe and clean for the use. The system is maintained by members and this may be a regular task for working bees. For more information, see the **Composting Toilet** document.

Solar power is generated by solar panels on the roof of the house, with power stored in a battery. Power can be used for lighting. The battery and associated equipment is kept locked for security and safety reasons. Only allocated committee members are permitted to adjust or maintain the solar set up. For more information, see the **Our Solar Power System** document.



2.13 Site safety and community garden WH&S policy

The Paddock Community Garden is committed to the health and safety of all members and visitors to the garden. Safety is the responsibility of all members. All precautions will be taken to reduce the risk of harm, including:

- Adequate maintenance of the garden to ensure hazards are managed within tolerable thresholds;
- Ensuring that any equipment or substance provided for use is safe and without risk to health when properly used;
- Ensuring that the working environment is safe and without risk to health;
- Providing information, instruction, training and supervision to ensure health and safety;
- Recording of all incidents so hazards are identified, and mitigation processes are put in place.
- Providing adequate facilities for the welfare of the members.

Site Induction

All new members of the Community Garden will be given a site Induction and be provided with the garden's **Site Safety Guidelines**, located in the intake package on the [shared drive](#). The induction will be a short talk given by an allocated Committee member, to ensure that everyone is aware of the hazards associated with working in a garden environment.

Members of the garden will be made aware that they have the following responsibilities:

- To take reasonable care for the health and safety of themselves and other members;
- To cooperate with fellow members in the interest of the health, safety and welfare of everyone at the garden;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare.

All visitors will need to be accompanied by a member and are required to follow the Site Safety Guidelines and abide by them at all times. If a member is away, their plot could be looked after by a friend or family member, in which case this person will need to be inducted and made aware of WH&S guidelines.

Identifying Hazards

Safety should be the responsibility of all members and all reasonable measures put in place to manage risk. Hazards are everywhere around us. Before commencing a task it is a good idea to carefully assess the situation for possible risks to health and safety. Things you should take into account when assessing risks include:

- Your immediate environment;
- The materials you are working with;
- The tools and equipment you are using;
- Your own health and wellbeing.

Examples of hazards in the garden environment include excessive sun exposure, insect bites, injury from use of tools, inhalation of spores in soil, and back strain from inappropriate lifting techniques.

All accidents &/or injuries, major or minor, are to be reported to the garden committee

2.14 Site remediation

The garden site is a 'Remediated Site'. Fragments of asbestos containing materials were identified through an occupational hygiene audit conducted in July 2011. The hygienists followed up this sighting, removed any visible asbestos fragments and issued a clearance certificate to state that the site was free from surface contaminants.

All the raised garden beds located on the site (timber sleeper beds) are deemed safe for use. They are filled with clean imported soil laid over geotextile cloth which acts as a separation layer (capping) to the potentially

contaminated soil below. All pathways and gravel areas are clean imported material also laid over geotextile cloth and are considered safe.

It is possible that asbestos may remain in the sub soil. Control measures include a ban on digging into or otherwise disturbing the soil in areas not cleared as safe, these areas include all boundary garden beds areas. The fruit trees located in the western boundary garden were planted under controlled conditions and supervised by an Asbestos Hygienist. Asbestos is an airborne carcinogen not a chemical toxin. As such fruit trees do not absorb the asbestos and their fruit is safe to eat.

If asbestos is found anywhere on the site, it should be left undisturbed, and Garden Committee notified immediately. More detailed explanation and a site asbestos management plan and register can be located on the [shared drive](#).



2.15 Communal areas and Working Bees

Shared, or communal, garden areas are areas within the community garden that are not allocated to personal cultivation in the form of allotments. Maintenance of these areas is the shared responsibility of all members.

Allotment holders are expected to participate in the maintenance and development of shared areas via working bees. Some members may prefer to participate only in shared gardening and forego the opportunity for an allotment.

The Garden Coordinator facilitates the management of shared areas and organises working bees.

Tasks that need completing at working bees are placed on the communal notice board and are checked off when completed. Regular working bee tasks include:

General

- Tool shed sweep and tidy
- Clean gutters and sweep swale drains
- Mow/clear edges and walkways

- Rubbish clearance
- Eco house sweep and clean

Gardening

- Weed all communal areas
- Plant out any gaps in communal areas

Chooks

- Full muck out chook coop
- Coop house repairs

Compost

- Composting toilet empty
- Compost aerated and compost status updated
- Cut up green waste and add to compost garden waste bays
- Worm bins/sub pod turn and check

Attendance at working bees is a condition of membership. A minimum of **3 working bees must be attended annually**. Non-attendance at this many working bees may result in termination of your membership and forfeiting of your allotment. It is understood that some people may not be able to attend working bees on weekends. If you are unable to attend, other arrangements must be made with the Garden Coordinator to achieve your contribution to upkeep of the garden.

2.16 Dogs on site

It's important that the community garden is a happy place for all members – dog lovers and otherwise. Safety of children and others is of primary importance, so we've established the following guidelines:

- Dogs must be kept on leash until you have checked whether other members and children are present, and whether the chickens are 'free ranging'.
- Owners should check with other members present at the garden if they are comfortable with dogs. If they are not, the dog must be kept on the lead.
- When off-leash, dogs should still be supervised at all times.
- Dogs must not enter plots and should be controlled around the chickens. Dogs must not be allowed to bark at the chickens.
- Droppings are to be removed by dog owners. (After visiting the garden with your dog, it's your responsibility to look around and pick up any droppings you see, even if it isn't from your dog).



3.0 Management structure

The Paddock Community Garden is managed by the Newtown Sustainability Group, a not-for-profit Incorporated Association that operates under the Department of Fair Trading 'Model Constitution' under the Associations Incorporation Act 2009. This is available for viewing at www.fairtrading.nsw.gov.au.

Management of the Newtown Sustainability Group is by committee, with roles allocated at each Annual General Meeting via a majority vote. 'Under the Model Constitution' referred to above, there are three statutory roles which must be filled each year: President, Treasurer and Secretary. Other roles in the committee can also be allocated (see below for roles and responsibilities).

The management of the community garden is based on the following principles that are enacted through the committee:

- democratic procedure through which topics are deliberated as a means of decision making
- participation by all members interested in being involved
- fairness and due process.

Persons allocated to these roles will be published as part of the AGM minutes which will be made available on the website, so members are aware of who the committee members are. No one person can occupy a role within the committee for more than 4 (four) years, unless there is an agreement by the committee to extend their tenure.

3.1 Roles in the Committee

ROLE	FUNCTIONS
President/ Chairperson (Statutory role)	General management of garden operations, and ensuring the garden is run according to this Plan of Management. Signatory for the association and an external contact for the official business. Camdenville Public School liaison and leasing arrangements. Media liaison.
Vice President	Provide a support role to the President and ensure roles within the committee are clearly understood and functional.
Secretary (Statutory role)	Organises meetings and other correspondence with members; keeps records including minutes of meetings; manage general committee correspondence.
Treasurer (Statutory role)	Management of community garden finances; coordination of bank account(s) and facilitation of payments and receipts; preparation and budget management; preparation of financial reporting, including monthly/quarterly income statement and balance sheet. Responsible for ensuring compliance with all tax and external reporting requirements.
General Committee members	Presence needed for creating a quorum to allow decision-making. Other informal committee positions / responsibilities may occasionally be added (as required) for coordinating the

	member newsletter and social media, managing compost, native beehive, worm farms, grant writing, coordinating workshops etc.
Membership Coordinator	Manages all aspects of membership to the garden, including maintaining the register of members. Organisation of waiting list for future members and ensuring membership payments are current.
Garden Coordinator*	Someone with good knowledge of gardening skills. This could be a shared role with people who have specialist skills in various areas of gardening. Responsible for the day-to-day running of the garden and organization of working bees.
Chicken Coordinator*	Ensuring chickens are cared for and healthy. Organise rosters for chicken care and egg collection.
Project Coordinator*	Plans for and coordinates the delivery of capital improvement projects within the garden. This position is responsible for the management of budget allocated to each project.

3.2 Financial Delegations

Garden expenditure is managed through a forward budgeting process to ensure funds are managed effectively and appropriately. Approved expenditure amounts below are based on the assumption that these funds have been approved as part this forward budgeting process.

Expenditure amount	Position
Under \$500	Approved committee members (indicated above with *)
Under \$1000	President
\$1000 - \$5000	Committee approval required
Over \$5000	Committee + notification to members

3.3 Decision making process

General Meeting Guidelines

The Garden Committee meets monthly. A quorum is 4 people from the committee, with at least two of those people holding statutory roles. All committee meetings must be minuted. If the Secretary is not present, participants must organise a delegate to record and distribute the minutes.

In additions to regular committee meetings, an Annual General Meeting must be held every year. Committee meetings are open to all members, unless

confidential items are listed on the agenda which will necessitate all or part of the meeting to be closed session.

Types of Decisions & Methods for Decision Making

The Committee is responsible for making decisions on the following areas:

- Financial (including insurance and fundraising)
- The strategic direction of the garden including any incidents or decisions that relate to the philosophy of the garden (e.g. organic gardening principles)
- Significant decisions or meetings with the school.
- Disputes between garden members that have been referred directly to the Committee, or escalated via the Membership Coordinator
- Breaches of the code of conduct
- Any change to policy, rules, procedures or fee structures
- Any change to coordinator or Garden Committee roles
- Any occupational health and safety issues or breaches
- Significant media engagements
- Significant changes to the garden (with the involvement of relevant coordinators) e.g. increasing/reducing number of garden beds or adding a new physical structure. Membership – limits on membership, management of the waiting list and fee collection (with the involvement of the Membership Coordinator).
- Approval of visits to the garden by external groups.

Members also have the right to make decisions related to the garden. Generally, this will be under the leadership / facilitation of the relevant coordinator. Following is a guide to the areas members are likely to make decisions, but the Garden Committee have the right to take part in decision making if they deem it important:

- Planting – type, number and placement of plants
- Colour schemes, aesthetic decisions about the gardens
- Working bees, maintenance schedules, composting decisions
- Use and retention of water
- Coordination of workshops, inductions, visits to other gardens
- First level of dispute resolution

Both the Committee and Members will use the following decision-making methods (see definitions below):

- Majority rules for decisions that are not controversial or heavily debated such as how much petty cash should be, what type of form to use for a specific need or what date to have a special event.
- Consensus for decisions relating to disputes, disciplinary action or changes to the philosophy of the garden or major physical changes to the garden.

- The Garden Committee are more likely to use majority rules most of the time in their meetings to enable them to be efficient and effective.
- Members are more likely to use the consensus method the majority of the time as the involvement and input from all members for on the ground decisions will be important.

Definitions

Majority Rules – adopt the preference of the majority (at least 60%) by a show of hands, or by written votes if the members prefer confidentiality.

Consensus – where all parties agree to accept one position / decision even though it may not be the first choice for all. Consensus means that those who didn't chose the outcome have agreed to accept and support it even though it may not have been their preference.

3.4 Resolving disagreement

Where people attempt to cooperate in an endeavour such as community gardening, interpersonal conflict is possible because people's differing life experiences, beliefs, attitudes and learnings influence how they think and react to things.

The purpose of the gardener's Code of Conduct is to suggest ways to minimise conflict and permit constructive decisions to be negotiated in the interest of all members.

It sets out standards of conduct expected of members so that the experience of gardening is personally fulfilling and so that the shared experience is harmonious.

It is recommended that the agreement or charter be shown to prospective gardeners before they sign on as members, so that they have time to consider whether they are prepared to comply with its requirements.

In order to ensure that any disagreements are resolved quickly and with minimum disruption, the following process must be followed by all members:

1. The issue causing disagreement must first be raised between the parties involved in the conflict. These parties should attempt to solve the problem by themselves.
2. If the parties are unable to resolve their conflict and the issue continues, then it will be raised at the next committee meeting.
3. If the issue cannot be resolved at the committee meeting, then an outside mediator will be engaged to resolve the issue. There are free community services offering mediation.
4. If the conflict is still occurring and is causing significant disruption to the community garden, the committee will consider asking the person / people involved in the conflict to leave the community garden.



4.0 Funding and workshops

4.1 Membership fees

Membership fees make up the majority of income for the garden and are essential to keep the garden running, make repairs, and purchase new materials and equipment.

Membership fees are charged annually to allow members access to the garden. General members can be involved in working bees, access communal areas and chickens, and could also tend another member's plot if they are unable to for a short amount of time. Once someone becomes member of the garden, they can apply for an allotment.

Lease fees are charged to members who lease a plot within the garden. These fees are charged annually and are set out in the Camdenville Paddock **Fees and Charges** document in the [shared drive](#). Fees may be adjusted if approved by the committee on an annual basis.

The number of allotments is limited. Once all allotments have been taken, further applications will go on a waiting list, to be managed by the Membership Coordinator.

Hardship Clause

In the event that a member becomes unable to meet their fee commitment due to financial hardship they are able to apply to committee in writing for a fee reduction or waiver. In coming to a decision on this the committee will consider the following criteria;

- Contribution to the running of the garden (e.g. attendance at working bees)
- Length of time involved with the garden
- Number of other fees waivers granted in that financial year

4.2 Applying for grants

Newtown Sustainability Group will occasionally seek community grants to support the ongoing growth of the garden. In the past and in general, grants have related to specific projects or major purchases such as garden infrastructure, the composting toilet, solar panels and rainwater tanks. Grant applications will be coordinated by the Committee.

4.3 Fundraising activities

Supporters

From time to time, local businesses may wish to support the garden with funds or in-kind contributions. The benefits of becoming a supporter of the garden are that the business name and logo will be displayed on website and their contribution acknowledged on social media and in member communications. The supporter can also be given a certificate indicating the support for display in their workplace.

Other garden supporters might donate equipment or plants such as garden tools, shed, water tank, fruit trees.

Other fundraising activities

In partnership with Camdenville Public School, the Committee organises events such as the annual Camdenville Garden Party which over the years has grown to be the largest fundraiser to the garden.

As an ongoing fundraising activity, the garden could have printed tee shirts, aprons and tea towels to sell on site on the website, open days and at local markets. This would not only raise money but also bring community awareness about the existence of the garden.

Depending on crop results the excess could be either donated to a local charity or sold at the local markets to fund ongoing costs.

Allocation of funds

The Paddock Community Garden is a not-for-profit organisation. As such, all money received by the Newtown Sustainability Group will be invested into the development of the garden.

In the establishment phase of the garden, most funds were put towards the purchasing of capital items such as sleepers for the raised garden beds, soil, water tanks, storage sheds, fruit trees, mulch and garden tools.

Ongoing costs that the garden incurs include;

- Annual Insurance payments
- Pest control fees
- Purchasing of new infrastructure such as chicken coops, compost bins or building decks
- Purchasing and repair of tools and equipment
- Maintenance costs such as resurfacing of paths, oiling decks and the Eco House, and mulching garden beds
- Compost and soil (including additives such as rock dust, worm castings, compost worms, straw etc)
- Chicken feed and bedding, and occasional vet fees
- Social and community events.

4.4 Training and workshops

Training workshops are beneficial to develop a range of skills and practices that will be valued by all members, and it is hoped that these will become a staple of the garden. Capacity to deliver these workshops will depend on the knowledge base of the members and the resources, including time available to deliver them. Workshops may also be delivered in partnership with other community garden or networks.

In the past we have provided workshops in collaboration with Inner West Council, The Bower, Reverse Garbage and other related local organisations.

These workshops include:

- Soil preparation and mulching
- Compost practices
- Bee keeping and encouraging pollinators
- Growing fruit trees
- Organic pest and weed control
- Spoon carving
- Worm farming
- Companion planting
- Seed saving
- Handling and Maintenance of tools
- Water saving practices

4.5 Partnerships

Are there potential partnerships with other organisations that would be mutually beneficial?

Camdenville Public School

The partnership between Camdenville Public School and The Paddock Community Garden will be beneficial for the educational purposes of having a working garden on school grounds. It will encourage and demonstrate children about sustainable living practices that can be achieved in their own backyard. Food Scrap Friday is one example of a program that has engaged both the garden and school community.

Inner West Council

Inner West Council has provided the garden with several community grants over the years, for which the garden is very grateful. Council also facilitates the 'Inner West Community Gardens Network' and the 'Sustainable Schools Network', two valuable networks of likeminded community members involved in community gardening.

Local Cafes

The garden could collaborate with local cafes by recycling their green waste or coffee grounds for composting. Local cafes may be interested in becoming a member of the garden as a way to support a great community cause but also to reduce their food miles.

Other Community Gardens and Seed Savers Groups

The garden would gain valuable knowledge from other established gardens in sharing advice and tips. It would also be a great asset to the garden to become part of the Seed Savers network.

