

Twelve Fine Oranges  
Kings Cross Community Garden  
Management Plan  
November 2017



# CONTENTS

## **Background**

- 1. Vision**
- 2. Site of the garden**
- 3. Management of the site**
- 4. Gardening**
- 5. Management structure**
- 6. Budget**
- 7. Health and safety**
- 8. Garden membership**
- 9. Communication**
- 10. Policies and guidelines**
- 11. Funding**
- 12. Training and education**
- 13. Reporting**
- 14. Garden design**
- 15. Layout**

**Appendix I KXCG Design Report**

**Appendix II Budget proposal**

**Appendix III Design Workshop summary**

**Appendix IV Terms of Reference Sub-Committees**

**Appendix V Key external contact details**

**Appendix VI Gardeners' agreement**

## Background

We are local residents of the Kings Cross area with a shared interest in establishing a community garden in a section of Lawrence Hargrave Reserve, Elizabeth Bay. The garden will allow residents who live in a densely populated urban environment to grow and harvest fresh produce, and learn about and use practical organic gardening methods.

Since we first met in November 2015 the group of local supporters has grown considerably to over 110 people, and there is now a team of local volunteers sufficient to establish and maintain the community garden. We have also been liaising with other local associations and have indications of their support. We are pleased that local author and urban gardener Indira Naidoo recently agreed to be our patron.

After review of several sites in liaison with Council, it was determined that the Lawrence Hargrave Reserve is the optimal choice for the garden. We have obtained in principle support from the Council to submit an application for a community garden.

The committee has been collaborating with the City of Sydney representative and as well as holding monthly committee meetings. A design workshop was organised in May 2016 by Edwina Morris, BA Landscape Architecture (Hons), a member of our Committee.

We also held a meeting updating our supporters in October 2016.

The purpose of the design workshop was to plan the garden design. After a site analysis recording our observations of the people, the materials and the qualities of the site, we undertook a series of exercises to articulate our values, consolidate ideas generated from the site visit and develop a large site map with the major opportunities and constraints.

The output of our collaborations articulates our objectives, how the site should be managed, how we would like to garden and what we would like to grow. Stage 1 (a) and (b) of the proposed community garden are attached in Appendix I.

### **What's in a name?**

Much thought was given to choosing a name and a vote was taken to call it Twelve Fine Oranges – Kings Cross Community Garden (KXCG).

In the 1860s on the site of our proposed community garden was the house Barncleuth, owned by Henry Moore. He landscaped the grounds into a garden and in 1870 displayed plants from his garden at the Horticultural Society of NSW. Also sent to the 1870 exhibition were “ ... twelve fine oranges, raised by John Lumsden of Newcastle. They were pronounced excellent.”<sup>1</sup> The name Twelve Fine Oranges appealed to the group, because of its agricultural or gardening connotations. The extensive gardens of Barncleuth once included an orangery, two orchards (stone fruit and apples, peaches, nectarines, apricots etc.), bananas, passion vines as well as flower beds and trees<sup>2</sup>.

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<sup>1</sup> Minutes Horticultural Society July 1870 <http://trove.nla.gov.au/newspaper/article/70460640>

<sup>2</sup> Heritage Report

## 1. Vision

- a) *'A productive and welcoming urban garden which encourages the community to come together, learn and share their interest in food production, gardening and sustainability, and which co-exists in harmony with others who use Lawrence Hargrave Reserve.'*

The KXCG acknowledges its location in a public reserve and embraces its role in fostering community connections.

### Our principles

Integrated - We will contribute to the overall public amenity of Lawrence Hargrave Reserve by respecting other users, integrating the garden into the broader reserve, and contributing to an inviting street address. Organic - We will promote use and education of organic gardening principles, use natural pesticides and fertilisers and non-GMO seeds. Community - We will share our produce with the community, work towards larger harvests for charity donations, and develop the garden as a place for community gathering, education and leisure.

- b) The purpose of the community garden:
- To create a place which allows community members to connect over a shared interest in establishing and maintaining a productive urban garden
  - To bring the community together to enjoy the garden and to grow, harvest and share fresh produce
- c) How the garden will benefit the broader community by:
- providing a shared space where people can engage in gardening and meet and mix with other members of the community
  - One garden bed (A) is designed specifically as a public herb garden so that the community can share in the harvest
  - increasing community knowledge and awareness of how food is grown
  - being a place where people who are isolated can join others in producing and sharing food
  - respecting the diverse users of Lawrence Hargrave Reserve
  - increasing utilisation of the park, with the concept of growing your own food crops and creating a welcoming atmosphere. We are hoping to reduce anti-social behaviour such as drug use.
  - providing the opportunity for the homeless to interact with the garden members and vice-versa, breaking down social barriers to encourage a strong community.
- d) We hope the garden will be developed in stages over a number of years, (see Section 14).
- e) Our objectives within the community garden will be achieved incrementally and regularly measured according to levels of community support, numbers of regular garden members and garden productivity.

## 2. Site of the garden

a) Who owns the land? Do you have permission for a garden?

Landowners consent - We have in principle support from the Council to submit an application for a community garden<sup>3</sup>.

b) The location for the Twelve Fine Oranges garden fulfils the site selection criteria. It is located on open space in a public park on the roof of the Kings Cross Car Park at 15 Elizabeth Bay Road, Elizabeth Bay. The City of Sydney bought the site and built an underground car park here in 1975 at the same time as the extension of Fitzroy Gardens to Elizabeth Bay Road. The car park was completed in 1978 and the roof area landscaped. <sup>4</sup> The site is centrally located and lends substantial support to the City of Sydney stated objective of ensuring “that there is potential for a community garden within a kilometre (a 15 minute walk) from all residential areas”. Across the road is Fitzroy Gardens, a popular park with the famous El Alamein Fountain, children’s playground and weekend markets. We believe this proximity will attract locals to the garden.

3. Community capacity – The Steering Committee is already liaising with the community and will continue this approach with surrounding neighbours to ensure that the site has their support. We already have a group of over 110 local residents who are in support of the garden, and some are keen to participate in the community garden.

4. Safety - Site should be safe with good passive surveillance from park users, passers by, neighbouring accommodation and the local police station opposite.

5. Accessibility – The site should be accessible to the community, some people with disabilities and for deliveries of materials (see 3d below). Note that the Reserve is currently not accessible to wheelchair users and we hope that future Reserve upgrades will allow access.

6. Solar access – The site has suitable growing conditions of at least 6 hours of full sunlight per day.

7. Size – The site is large enough to accommodate basic garden facilities. The garden comprises two stages:

Stage 1 (up to back gate) = 230m<sup>2</sup>

Stage 2 = 180m<sup>2</sup>

Total garden area 410m<sup>2</sup>

Note that the stage 2 design, in addition to the garden, highlights a 70m<sup>2</sup> existing memorial garden. This area is excluded from the total garden area calculation.

8. Water – The site has access to water (see 3f below). Potential for rainwater harvest will be assessed once the garden is established and is viewed as a long-term goal.

9. Soil contamination – The site will be tested for soil contamination prior to Council approval, to ensure it suitable for growing food crops. We will only bring in uncontaminated soil and materials to the garden. We note that Council intends to undertake air quality testing around the car park vent on the Reserve.

10. Multiple uses – We are very keen not to interfere with other users of the land for passive recreation such as dog-walkers and non-gardeners.

11. Existing features – The site contains a number of vents for the car park, and our design takes these into consideration. Existing seating in the park would be retained.

12. Land suitability – The site proposed for the raised garden beds is reasonably flat.

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<sup>3</sup> Correspondence with Council CEO Ref. R2016/058719 Chesher  
<sup>4</sup> History of Lawrence Hargrave Reserve. City of Sydney website

### 3. Management of the site

The resources we will require as part of our garden design (refer Section 14):

- a) Garden beds: Excepting Garden Bed A, we propose to have raised garden beds of 1500mm width and 450mm high, with a 300mm seating edge on all sides. Garden Bed A is designed for wheelchair access on its western (internal) edge, and is 1500mm wide and 700mm high, with a 300mm seating edge on its eastern (external) edge only. At the City's discretion, an optional 450mm wall with seating edge may be included on the external side of Bed A, in addition to the proposed 700mm bed wall, in order to provide public seating and to assist gardeners to reach into Bed A.
- b) Sustainable materials: We will use sustainable materials where possible.
- c) Garden tools and storage: Our site plan includes a secure storage area that will allow us to store materials and tools out of the weather. The shed will be lockable and its contents visible by users of the Reserve.
- d) Accessibility: We welcome access to the garden by the public as it is an open space area. We would like to provide accessibility to all users of our community garden. The plan includes a wheelchair accessible bed. Our garden design is DDA compliant but access to the Reserve is not and would be Council responsibility. We hope that this will be amended in future park upgrades.
- e) Managing waste and contamination: We will re-use all soft organic compostable waste from inception. Other non-organic waste will be collected by arrangement with Council. Acceptable day to day garbage will be placed in the existing Council garbage bins. We note that installation of the garden will require relocation of one existing Council garbage bin (just east of vent). Any rubbish that is dumped on the site will be reported to the City of Sydney on 9265 9333. All garden members will be trained in the safe handling of needles found on site or can contact the Needle Clean-Up Hotline on 1800 633 353.
- f) Water management: We wish to apply to City of Sydney for access to water taps on-site. Our gardening methods will ensure effective water management in dry conditions. In the long term we will explore the possibility of water harvesting off the roof of the shed into a water tank. The land is graded for run-off into the drainage system of the carpark roof-top.
- g) Facilities repairs: Any damage to facilities will be reported to City of Sydney and assistance requested from Council.
- h) Signage: The City of Sydney has existing approved signage which we will apply for once we have received Council approval.

### 4. Gardening

The gardening methods we will use and the resources required, and the structure to maintain these:

- a) Type of garden: In Stage 1, we plan to have seven raised garden beds and eight large planters for small trees. All beds will be communal. At the garden periphery, Bed A will be planted with produce for general community use, and will consist primarily of herbs. Interior beds will include seasonal vegetables, fruit and culinary and medicinal herbs.
- b) Style of garden: The style of raised garden beds responds to local materials at Lawrence Hargrave Reserve and Fitzroy Gardens. Walls will be topped with timber to provide a comfortable sitting edge.

- c) Methodology: Our approach will suit the site: (see submitted design). We will use primarily organic gardening methods, importing soil into raised garden beds and planting from seed. We will have one education bed to the rear of the site to experiment and develop our skills and to educate others. Our group has the skills to develop this method of gardening. Our current members represent a wide range of gardening skills, including composting, pest organic management, worm farming, companion planting and using wicking beds or no dig gardening methods.
- d) Allotment gardens: We will not have allotment gardens.
- e) Communal or shared garden: The Garden Committee will meet quarterly to discuss what to plant for each season. Members will regularly organise planting, and be placed on a roster system to ensure watering, maintenance and harvesting routines.
- f) Crops in the garden: We plan to grow various crops including seasonal vegetables, herbs, suitable fruit trees and vines. Considerable skills regarding pest organic management exist in the group but we will seek expert advice as needed. Our site has enough space for these crops.  
Plants in stage 1 may include herbs and fragrances, salad and root crops, wanderers and berries (details in design diagram):
- g) Surveillance: We will encourage passive surveillance by members and locals, and grow community ownership such to encourage participation and educate the locals about the garden.
- h) Watering roster: We will have a watering roster to ensure watering throughout the year. We will purchase and install a rain gauge if required.
- i) Composting system roster: We plan to purchase three dome compost bins. The bins will have appropriate signage to ensure a successful composting system. Our group members have existing skills in composting and we will recommend that members attend City of Sydney composting and worm farming workshops. We also plan to re-purpose a wheelie bin for a worm farm. The worm farm will be clearly signed so that it is not mistakenly used as a litter bin. A tap will be attached to the bin at an appropriate height to allow a bucket to be placed underneath.
- j) Odours and vermin will be controlled by the use of dome composting bins. We expect there will only be low level friendly “noise”. Complaints will be managed by committee members, and via our social media and steps taken to rectify the problem.
- k) Vandalism and undesirables: We recognise there may be some vandalism including stolen produce, misuse of the garden and graffiti, but as the garden develops as a community asset, where the public is welcome, we hope that acts of vandalism will be minimal. For any serious matters we will contact the City’s Community Garden and Volunteer Coordinator.
- l) Poor aesthetics and messy gardens: We plan to organise regular general maintenance rosters to ensure that the overall look of the garden is tidy, and that members understand the importance of keeping the garden well maintained on a daily basis.
- m) Organic gardening: All gardeners will commit to using approved organic gardening practices, including pest, disease and weed management processes.



- n) Maintenance: We will ensure maintenance of the garden by having gardeners agree to a roster system for ongoing maintenance and planting of the whole communal garden, ensuring sufficient gardeners at all times, with backup to cover absences due to illness, holidays etc. Meetings in conjunction with working bees will be held on a monthly basis when any issues arising will be considered and acted on.
- o) Access: A combination lock will be installed on the garden shed.
- p) Animals or native bees: Our garden has enough space and potential to house a beehive. We will consider this at a later stage.
- q) Tree pruning approval: Existing trees requiring pruning will be managed by the City.
- r) Council licences:
- s) Timeframes: Our group will ensure the garden is sustained over the long term by building on our current membership plus committed volunteers. Further ensuring continuity, all gardeners will be required to sign a gardener's agreement prior to joining the group and participating in gardening.
- t) Monitoring: We will continue to liaise with Council on relevant issues.

## 5. Management structure

Description of our group's structure and how it will be managed

### a) Member coordinators

We have appointed two group contact persons to liaise with the City, being Terry Chesher and Paul McNeilly, thus ensuring there is a group coordinator in case of leave or sickness.

Group coordinator contact details are:

Terry Chesher - Mobile: 0413 011 139 Email: [terrychesher@gmail.com](mailto:terrychesher@gmail.com)

Paul McNeilly - Mobile: 0403 795 110 Email: [mcneilypaul0@gmail.com](mailto:mcneilypaul0@gmail.com)

### b) Roles and responsibilities of members

Below is a list of Steering Committee Members' roles, responsibilities and contact details.

Chair:	Terry Chesher	0413 011 139	<a href="mailto:terrychesher@gmail.com">terrychesher@gmail.com</a>
Secretary:	Ali Mackay	0407 299 332	<a href="mailto:alis.mackay@gmail.com">alis.mackay@gmail.com</a>
Treasurer:	Adriana Vellar	0404 860 034	<a href="mailto:adriana.vellar@unswalumni.com">adriana.vellar@unswalumni.com</a>
Other Members:	Cathy Ryan	0411 255 815	<a href="mailto:cathyryangen@me.com">cathyryangen@me.com</a>
	Edwina Morris	0470 757 680	<a href="mailto:edwina.morris@gmail.com">edwina.morris@gmail.com</a>
	Marisa Minelle-Katis	0413 377 202	<a href="mailto:mmkatis@yahoo.com.au">mmkatis@yahoo.com.au</a>
	Paul McNeilly	0403 795 110	<a href="mailto:mcneilypaul0@gmail.com">mcneilypaul0@gmail.com</a>
	Libby Darlison	0404 487694	<a href="mailto:libby.d@themillergroup.com.au">libby.d@themillergroup.com.au</a>
	Michelle East	0411 161672	<a href="mailto:meast@certaintycompliance.com.au">meast@certaintycompliance.com.au</a>

Steering Committee members were elected at our AGM on March 11<sup>th</sup>, 2017.

Operations will be managed by four sub-committees each with at least one Steering Committee member: Gardening; Planning and communication; Finance and fundraising; Community liaison.

All our operations are now streamlined through the adoption of Teamwork, a productivity platform.

Terms of reference for these sub-committees are attached in Appendix IV.

The Committee is aware of key external contact details (refer Appendix V).

c) Children in the fenced area of the garden: People under the age of 18 who want to garden must be accompanied by a parent/guardian/carer. The garden is not within a community school.

d) Communication: All members will be communicated with by email or on Teamwork platform. Communication with other stakeholders will be via our proposed Face Book page and via the community garden notice board placed at the entrance of the garden.

e) Meetings and minutes: The KXCG Committee intends to meet monthly during the establishment phase. Whole group meetings will be held at least biannually. Minutes from formal meetings will be taken and circulated to all members of the relevant group, and to the Council representative.

f) Community: The community will benefit from interconnecting with diverse members of the Kings Cross community whilst engaging in Garden activities (see Section 1). We hope to build on existing relationships including St Canice's, Wayside Chapel, Rotary and dog owners.

g) Structures: The garden design accompanying this Management Plan describes Stage 1 with low barriers to deter dogs and a lockable shed to store tools.

h) Working bees: We plan to have monthly working bees and will invite and encourage new members to get involved.

i) Demonstrations, open days, bus tours: Open days will be organised once the garden is established.

j) Festivals and displays: We are keen to actively participate in community festivals and set up displays to promote our garden to the local community and to generally support community access to the garden.

k) Community education: We will provide informal education to all visitors and volunteers who visit the garden when members are in attendance. When the garden is fully productive we will consider organising educational sessions about the garden and composting systems with interested community groups.

l) Committee: We have an established Committee of 9 members, elected at our AGM in March 2017, who will also have a role in sub-committees (Garden, Planning and Communication, Finance and Fund-raising and Community Liaison).

m) Gardener's agreement: Our gardener's agreement is attached. The gardening sub-committee will have discretion to enforce the gardener's agreement.

n) Garden beds: Our garden will be communal for all members and at Stage 1 there should be no need for waiting lists for membership.

o) Decision-making process: Decisions will be made by the Committee or relevant sub-committee. If an urgent decision is required this can be made by agreement between at least 2 committee members.

p) Corporate groups or unemployment schemes. This could be considered once the garden is established.

q) Conflict resolution and resolving disagreements: Any conflict will be managed using appropriate conflict resolution skills and some members have skills in this area.

## 6. Budget

The Committee has prepared a budget (see Appendix II). In this process, after funding has been determined, we will be able to prioritise expenditure.

- a) Proposed budget for the development and construction of the garden
- b) Costs for planting out the garden
- c) Ongoing maintenance costs including plants, mulch and manure.

## 7. Health and safety

Description of how our group will meet the health and safety requirements:

- a) Induction to site: All members will be inducted to the site by the City of Sydney, new members will be inducted by existing selected garden members.
- b) Personal protective equipment: Gardeners will be expected to supply their own approved personal protective equipment and we will insist that all gardeners wear covered shoes and suitable gloves when gardening.
- c) Risks and safety: Garden design will incorporate safety features and the committee will regularly monitor hazards, risks and safety issues.
- d) Needles and asbestos: Needles and syringes: garden members will contact the needle hotline clean up on 1800 633 353. If a garden member is suspicious of asbestos in the garden they will contact the City of Sydney Community garden coordinator or City of Sydney on 9265 9333.

## 8. Garden membership

Description of how our group will manage garden membership and partnership.

- a) New memberships and friends of the garden: We will welcome new members. Friends of the Garden will be residents who do not wish to be members of the garden but are very supportive towards the established garden and concept.
- b) Organisations: We will welcome participation in the garden by local cafes, businesses and organisations. The Committee will consider contributions of sponsorship by relevant organisations and composting material.
- c) Communication and promotion: We will continue to communicate with members by established processes and look to use social and local media (Facebook, newspapers, notice boards) to ensure the wider community is informed about our activities and encouraged to participate as members of the garden. We also intend to further develop collaboration with both St Canice Church and Wayside Chapel garden.
- d) Communication with the City of Sydney: The appointed Committee members will continue to communicate with relevant people at the City of Sydney via phone, email and on site meetings as required.

## 9. Communication

Description of how our group will communicate with each other about meetings, issues, new ideas or suggestions.

We have formed four Sub-Committees (Planning and Communication, Gardening, Community Liaison, Finance and Fund-raising) to share the workload. The Steering Committee meets monthly, and Sub-Committees will arrange their own meetings as needed and will report on outcomes and endorsement by the Steering Committee.

- a) Community consultation: The City of Sydney will implement community consultation for a period of 2 weeks to receive feedback from the broader community about our proposal for a community garden at Lawrence Hargrave Park Kings Cross.
- b) Social media: We plan to use social media and develop a website or Facebook page to promote our group and to communicate garden activities.
- c) Media and sponsorship: We plan to send out media releases about our garden to local media, and will also ask for media assistance with the City of Sydney. We will apply for sponsorship to assist with funding the garden.
- d) Media: Our group will be available in due course for photos and media interviews through television, radio or magazines. Our Committee members are already investigating media articles.

## 10. Policies and guidelines

Our group will educate members about policies, procedures and documents:

- a) Policies, procedures and supporting fact sheets: These will be available on Facebook or our website and gardening members will be required to read them. There will also be a laminated copy of these documents on display in the tool shed.
- b) Alcohol and smoking on site: The City public space regulations will apply to the whole garden.
- c) Pets: Pet owners will be encouraged to keep their pets on the grassed areas. The garden area will have a low barrier to deter dogs entering the garden beds. We would like a dog bubbler to be installed.

## 11. Funding

We plan to raise funds over the short and long term. We have a strong core of gardener members who are willing to donate their time. Group members also have experience in fund-raising and we will look for ways to obtain donations of funds, supplies, materials and expertise.

Membership fees: A modest membership fee of \$20 will be charged. The membership fee may be reduced or waived in cases of financial hardship upon application to the Treasurer.

- a) Budget: (See Appendix II) Costs to develop our garden and acquire materials to be discussed with the Council. Our plan is to develop the garden in stages over time to coincide with our funding.

Stage 1: Enclosed garden along Western perimeter.

Stage 2): Enclosed garden along rear Southern perimeter (fenced off area). The fence will be designed to comply with City of Sydney Standards.

- b) Applying for grants: Our group will apply through the City of Sydney Matching Grants Program. We have Committee members with expertise in this area however any City of Sydney assistance will be appreciated. We will also explore other grants.
- c) Fundraising activities: Fundraising activities and events will be investigated by the Committee including sponsorships.

## 12. Training and education

Our group will gain new skills and education for gardening, team building, administration and health and safety:

- a) Training workshops: To improve knowledge related to community gardening we plan to attend City workshops such as composting, worm farming, bee keeping etc. We will undertake to be pro-active in increasing our skills and keeping up-to-date.
- b) Sharing knowledge and skills on site: Members will undertake to share skills and experience with other members and the general public whilst working in the garden and at working bees. We envisage members will share their skills and gardening knowledge during our regular meetings. We look forward to sharing skills with other groups and the opportunity to mentor new groups at a later stage. We also intend learning from existing community gardens including James Street Reserve, Charlie's Garden, Wayside Chapel Garden and Paddington Community Garden.

## 13. Reporting

Our group will report outcomes, measure the success of the garden and lessons learnt to the Community Gardens and Volunteer Coordinator:

Our group plans to report outcomes at our regular meetings.

- a) Minutes of formal Committee meetings will be forwarded to the City. We expect to report monthly during the initial stage of developing the garden.
- b) Measurement

Report twice yearly to the City on the following;

- Measures of success e.g. good news stories on Facebook, media promotions
- How many active members and names
- How many friends of the garden
- How many hours do the volunteers participate (if required)
- How much waste has been composted i.e. a full compost bin equals 220 litres
- How much funding has been received and how e.g. by which grant

## 14. Garden design

Detailed description of the overall garden design and placement of materials on the site:

Please refer to Appendix 1, KXCG Design Report, which gives details as to materials and styles used, garden design layout plan, including garden stages and boundaries.

a) Design principles and b) Garden design layout plan:

A key principle in the design is to integrate the Garden within the broader Lawrence Hargrave Reserve in order to respect other users, contribute to the overall public amenity of the Reserve, and help to create an inviting street address which invites users into the Reserve and improves anti-social behaviour through increased passive surveillance.

In order to integrate the Garden with the Reserve, minimal fences have been used in the design; instead garden beds are arranged to create informal walls which define a semi-private space. Members of the public are deterred but not prohibited from entering the Garden through periphery walls and low gates. Periphery beds are viewed as community beds. It is expected that the general public will take produce from these beds, which will be planted primarily with herbs.

A wheelchair-accessible bed is provided at Garden Bed A, at 700mm high and 1500mm wide. As this is a periphery bed, an option for a second low wall with seating at 450mm high on the external edge is provided for public amenity and to assist gardeners to reach into this bed. All other beds are 450mm high and 1500mm wide with a 300mm seating edge. All efforts will be made to source recycled materials for the beds.

Other features within the garden include compost bins, a movable worm farm (made from re-purposed wheelie bin), shed, large planters for small trees, and a long table for gatherings. Water is sourced from City supply through existing taps on-site.

In Stage 2, we propose to build a fence on the southern edge of the car park in order to access the raised area at the back. Low garden beds (450mm high) are designed to connect and integrate Stage 1 and Stage 2 gardens, whilst still allowing for continuous and connected public circulation throughout the Reserve. A generous curtilage is provided around the memorial garden in the south-western corner of the Reserve, from both the lower and upper levels.

Stage 2 garden will include secondary compost and watering systems, intimate sitting areas, and native bees and chickens, which will be protected from vandalism by the higher fences around this garden. The fence will comply with City of Sydney standards.

## 15. Layout

The detailed layout design of the garden (see Appendix I, KXCG concept design) was undertaken by one of our Committee members who is a qualified landscape architect.

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## Agreement

This is an agreement of the Kings Cross Community Garden group

Date: 2017

Review date:

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Signature of authorised person

Signature of authorised person

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Full name and position of signatory  
Community Garden Group Coordinator

Full name and position of signatory  
City of Sydney

## Appendix I - KXCG Design Report

See separate attachment.



## Appendix II Budget (to be finalised)

### Income

Description	Funding Source	\$Amount Cash	\$Amount Kind	For later works
City of Sydney Matching Grant	City of Sydney Cash	\$10,000.00		\$10,000.00
Volunteer hours on garden proposal development	Volunteer time in kind		\$18,728.10	
Sponsorship	Local Businesses	\$ 3,110.13		
Membership Fees	Members	\$ 800.00		
Membership labour in constructing Garden for tasks allowed under CoS Community Engagement Public Liability Insurance 320 hrs X \$20	Members	\$ -	\$ 6,400.00	
<b>Total</b>	<b>N/A</b>	<b>\$13,910.13</b>	<b>\$25,128.10</b>	<b>\$10,000.00</b>

### Expenditure

Description	Funding Source	\$Amount Cash	\$Amount	For later works
Garden beds 1 to 3 timber (beds 4 to 6 later)		\$ 4,752.00		\$ 3,088.80
2 Barrel Planters		\$ 625.00		
Delivery		\$ 100.00		
Soil for beds 1 to 3 (Beds 5 to 6 later)		\$ 1,693.22		\$ 569.23
Soil for Barrels		\$ 184.25		
Delivery		\$ 80.00		
Mulch, straw, manure, compost, fertilizer		\$ 224.40		\$ 200.00
Delivery		\$ 50.00		\$ -
Deco gravel for paths		\$ -		\$ 694.40
Delivery		\$ -		\$ 80.00
Pest control products		\$ 125.00		
Garden shed		\$ 1,850.00		
Concrete slab for shed		\$ 600.00		
Fixtures for shed		\$ 144.86		
Compost bins/worm farms/Council bins		\$ 1,115.58		
Potting bench		\$ 139.00		
Rain water tank		\$ -		\$ 2,080.00
Long table and chairs		\$ -		\$ 1,519.25
Gates and fences		\$ 456.00		
Irrigation		\$ -		\$ 300.00
First aid kit		\$ 150.00		
Garden tools and hardware		\$ 1,016.21		
Plants		\$ 604.61		
<b>Totals</b>		<b>\$13,910.13</b>		<b>\$ 8,531.68</b>

## Appendix III - Design Workshop Output Summary

MAY 7<sup>th</sup>, 2016 Lawrence Hargrave Reserve & Reg Murphy Centre

The design workshop for committee and members was devised by Edwina Morris (BA Landscape Architecture (Hons.)).

Twelve people met at Lawrence Hargrave Reserve for the Site Analysis (with apologies from ten others).

Three groups recorded observations of the people, the materials and the qualities of the site. After the move to the Reg Murphy Centre, hosted by manager Bishop Laryea, Edwina led the group through a series of exercises to articulate our values, consolidate ideas generated from the site visit and to develop a large site map with the major opportunities and constraints. Council's Rae Broadfoot attended the latter part of the workshop.

Produce palette: Each participant listed their top 3 produce selections for the garden, all were tabled and discussed, then the group talked through emerging themes, common ground and points of difference.

Big ideas: All were encouraged to voice any ideas (forgetting money and labour and Council and site restraints) and these were recorded. The aim of this final section (Goals and guiding principles) was to distill the issues raised at the workshop into a set of 5 goals for the garden and to address the issues raised in the Plan of Management (POM).

Open survey: There were then votes on a range of issues (Organic, Sustainable, Community, Place Making) and highest scores were identified.

Edwina to review the results and report back in a few weeks

### Record-keeping

Michelle and Adriana put forward ideas on the best method of ongoing project management and communication which will be presented at the next committee meeting.

Names for the garden were discussed and a name was chosen. [However after the meeting EM reported she needed to do more heritage research before finalising the name].

## Appendix IV Terms of reference of sub-committees

### **KINGS CROSS COMMUNITY GARDEN**

#### **Community Liaison Sub-Committee**

#### **TERMS OF REFERENECE**

#### **Purpose**

*To increase community support for, and participation in the Kings Cross Community Garden.*

#### **Roles and Responsibilities**

- Develop and implement an agreed strategy for liaising with and gaining support from target group(s) e.g.
  - Neighbours, including families and dog owners
  - local residents/community members
  - local businesses (where relevant)
  - any other key local stakeholders
  
- Review other community garden websites/visits/presentations to identify:
  - common issues in engaging support from local members
  - strategies for successfully addressing these issues
  
- Liaise closely with other KX Community Garden Committees– especially, but not only - Planning and Communication, to ensure consistent messaging to the community
  
- Maintain regular contact with other relevant Kings Cross Community Garden communities to:
  - Exchange ideas and information
  - Ensure a commonly agreed and consistent approach

#### **Membership**

#### **Meeting dates**

## **KINGS CROSS COMMUNITY GARDEN**

### **Finance and Fundraising Sub-Committee**

#### **TERMS OF REFERENECE**

##### **Purpose**

To ensure that the finances of the KX Community Garden are maintained in good order

##### **Roles and Responsibilities**

- Develop a plan for approaching sponsors (including - if relevant - a sponsorship plan)
- Identify potential funders and fundraising activities (e.g. local clubs and local shop owners, larger traders such as Bunnings, crowd funding, seedling sales etc.)
- Identify garden members with the relevant expertise and availability to approach sponsors
- Manage (and maintain)
  - the budget (all expenditure and income sources)
  - membership records and fees
  - records and expenditure of donations
  - register of professional and volunteer hours
  - Matching Grants (Including application, council reviews, receipt, timeline of expenditure)
  - auditing processes (if required)
  - all other financial actions and records

##### **Membership**

##### **Meeting dates**

## **KINGS CROSS COMMUNITY GARDEN**

### **Gardening Sub-Committee**

#### **TERMS OF REFERENCE**

##### **Purpose**

*To ensure the successful and coordinated operation of the KX Community Garden*

##### **Roles and Responsibilities**

- Maintain ongoing contact with other relevant Committees to coordinate the Sub Committee's roles and responsibilities
- Liaise with Council on requirements re suppliers, and timing and responsibility for (for example) purchase of sheds, compost domes, water tanks etc.
- Develop an occupational health and safety policy and ensure adherence to the policy
- Organise:
  - Timetables and working parties
  - Construction and preparation of garden beds
  - Ordering of necessary materials (e.g. soil, implements, water tank, compost bins, shed etc.)
  - From the expertise and interest in the group - identify team (s) to undertake ongoing tasks such as maintenance of compost, watering, work bees for weeding etc. (this may be done on a rotational basis)
- Purchase and organise the planting of seeds, seedlings, trees
- Maintain rosters and records of activities

##### **Membership**

## **Meeting dates**

# **KINGS CROSS COMMUNITY GARDEN**

## **Planning and Communication Sub Committee**

### **TERMS OF REFERENECE**

#### **Purpose**

To initiate and/or support and to record the planning of Garden activities and tasks and streamline internal communication (across committees, and to volunteers) and external communication (to the community) using a range of communication strategies

#### **Roles and Responsibilities**

- Develop and maintain the KX Garden Strategic and Operational Plans
- Manage the establishment and maintenance of the KX Garden Web Page and Facebook Page
- Work with the relevant Sub Committees and volunteers to develop and implement a communication and promotion plan
- Identify other communication strategies to promote the KX Community Garden (e.g. Instagram or other social media channels and platforms)

#### **Membership**

#### **Meeting dates**

## Appendix V – Key external contact details

**Emergency 000**

**Kings Cross Police 8356 0099**

**Poisons Hot Line 131 126**

**Needle Clean-up 1800 633 353**

**City of Sydney 24hour 9265 9333**

**Trolley tracker** - If you spot an abandoned shopping trolley you can report it to Trolley tracker call 1800 641 497 or visit the web site <http://www.trolleytracker.com.au/>

**Tree pruning** – The group can forward any requests for pruning to the City of Sydney for assessment

## Appendix VI – Gardeners’ agreement

### **Twelve Fine Oranges Kings Cross Community Garden Gardeners’ Agreement**

The Kings Cross Community Garden (KXCG) is a communal garden with shared garden beds and a place to garden, socialise and share crops. KXCG is based on an organic gardening philosophy. The garden has an integrated pest management philosophy, an ecological approach with the main goal to significantly reduce or eliminate the use of pesticides, while at the same time managing pest populations at an acceptable level. Fertilizers and pest controlling substances should contain natural occurring chemicals only, such as garlic, chilli, pyrethrum, rotenone, which break down after 48 hours leaving no residue. Also the use of companion planting is encouraged.

Membership is open to all residents. The Term of Membership is until the next Annual General Meeting (AGM).

New members will “buddy’ up with an experienced member for four weeks as part of their induction. This will include attending one harvest day or social event as an introduction to other members.

Induction will include site orientation, introduction to other members, and explanation of health and safety requirements and general discussion of fees, rosters, composting, maintenance and garden vision.

After the induction period new members will be given access code (Combo to shed lock).

Member fees and signing of Gardener’s Agreement will also occur at this time.

Members are expected to be respectful to each other and promote a harmonious social environment, work together and share responsibilities.

Members are expected to participate in general maintenance and monthly gatherings.

### **Conditions of Membership**

Gates to be kept closed, especially if children are present in the garden.

Members must attend at least four scheduled garden related activities or social events, including at least one working bee per year.

Produce only to be taken at scheduled harvest days. Harvested produce to be placed in a designated area and members can take a selection of this produce. Produce will be shared however, there is no guarantee of availability. Beds ready for harvest shall be designated by a flag system. The exception is the herb bed, which will be available for all public to pick any time.

Dogs, on a lead, may be brought to the Garden. During working bees dogs must be tied up in a safe place, away from gardeners. Dogs must be kept off the garden beds.

The garden will not be used for commercial or personal gain or storage.

Decisions relating to garden beds will be discussed and decided on by the committee and AGM.

Members agree to participate in the following rosters, watering, and composting and worm farm management.

Members will register in the log book (kept in the garden shed) every time they visit the garden, what task they performed and any issues.



Any conflicts or membership misconduct shall be communicated to the Committee; the Committee will try to resolve any issues fairly and quickly. If unable to resolve the issue it will be put to the full Committee vote, by majority rule on the day. The Committee has the final say on a member's continuing membership and may be revoked if necessary. The Committee is not required to refund Membership Fees in these circumstances. Members will notify the Committee should they no longer wish to be involved in the garden. Members will read the communications board and post any notifications regarding communal space activities when attending the garden. Members, when able, shall bring food scraps for the compost and obtain straw, leaves, grass material whenever they can. No meat, dairy or bread to be added to the compost or worm farm. No citrus or onion to be added to the worm farm. Members are encouraged to bring to monthly meetings any concerns or issues you would like to discuss. Members are encouraged to share their gardening experiences so we can all learn from mistakes, failures and positive outcomes. Ideas, suggestions and general feedback from members are encouraged. However, until the next AGM, the Committee shall direct and interpret the philosophy for the garden and its implementation. Members are required to sign in on working bees so we have a record of attendance. The member agrees safety is paramount and will at all times observe the Safety Rules and City of Sydney Guidelines for Volunteers Working on Council owned or controlled land which form part of this Agreement.

As a KXCG Gardener –

1. I am aware and have an understanding of the KXCG Management Plan, garden design layout for the site, as well as the organic gardening philosophy.
2. I have been oriented to the site and made aware of possible risks and safety requirements.
3. I have completed the 4 week buddy period.
4. I understand the record keeping requirements.
5. I have been provided the codes to the garden shed.
6. I will contact the KXCG contact if I have any problems or questions on -----
7. I have paid \$20 membership fee to the Treasurer.
8. I agree to attend a minimum of four garden gatherings per year.
9. I have completed the City of Sydney Induction form.
10. I have been shown the location of the first aid kit and sharps container. If I use any supplies from the first aid kit I will record so in the log book, located in the garden shed.
11. I am aware of contact details on the shed noticeboard.
12. Activities prohibited at working bees include consuming alcohol, smoking cigarettes and using non-prescription drugs.
13. I will supervise my children and ensure my children and invitees are aware of safety issues and act in a safe way.

**Policies and Guidelines**

Copies of the City of Sydney policies, guidelines, procedures and fact sheets are kept in the garden shed and attached to this document.

A copy of the KXCG Management Plan is also kept in the garden shed.

Members are encouraged to read the above.

**Contacts:**

Committee Chairperson:	Terry Chesher
Secretary:	Alison Mackay
Treasurer:	Adriana Vellar
Kings Cross Police:	8356 0099
Needle Clean-Up Hotline:	1800 633 353

Member's Name: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

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

Witness initial: \_\_\_\_\_

## City of Sydney

### **GUIDELINES FOR VOLUNTEERS WORKING ON COUNCIL OWNED OR CONTROLLED LAND**

This document outlines the City's guidelines for volunteers working on Council owned or controlled land in the following three areas:

1. Community gardens
2. Community managed verge gardens
3. Bush regeneration in the City of Sydney parks and public open spaces.

**Set out below are the terms and conditions for all persons wishing to participate in these activities on Council land:**

#### **Safety:**

- You use this site safely.
- You use the site at your own risk.
- You report any safety concerns or hazards to Council as soon as possible.
- You wear personal protective equipment such as gloves, hats, sunscreen and closed shoes when working.

#### **Respect and Cooperation:**

- You respect other gardeners and encourage a spirit of cooperation and community pride in the project.
- You do not discriminate against another gardener due to differences in race, culture or sexuality.
- You ensure that decision making within the group is democratic, transparent and inclusive.
- You regularly communicate with the City and/or other stakeholders.
- You agree to adhere to any additional guidelines that may be set up for a particular site.

#### **Maintenance:**

- Pedestrian access is maintained down all walkways which must be free of any tripping hazards.
- Garden areas are kept tidy; any materials delivered to or stored at the garden are maintained so as not to create an unpleasant environment for other residents.
- Any water leaving garden areas is not contaminated by sediment, fertiliser, manure or excessive organic matter that might pollute waterways.
- Noise levels within the garden areas are maintained at a level that is not disturbing to neighbours.
- Any compost and worm farming systems are maintained so as not to attract vermin.
- Any rainwater harvesting systems are maintained to ensure water is of a high quality.
- You avoid planting noxious weeds and any illegal plants, for a list of noxious weeds visit: [www.dpi.nsw.gov.au/agriculture/pests-weeds/weeds](http://www.dpi.nsw.gov.au/agriculture/pests-weeds/weeds)
- You do not prune any trees on Council land or attach signs to a tree, if tree pruning or signage is required please notify Council.
- Only natural fertilisers and pest control products are to be used on the site, contact Council if you cannot remove a weed using simple hand tools.
- Council is not responsible for the theft or damage to tools or garden items from the site.

For more information on Community Gardens please contact Council's Community Gardens Coordinator on 9265 9786 or visit Council's website at: [www.cityofsydney.nsw.gov.au/CommunityGardens](http://www.cityofsydney.nsw.gov.au/CommunityGardens)