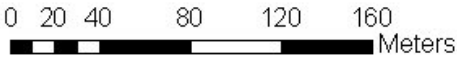




Legend

-  Roads
-  Primary koala habitat
-  Proposed CRCG Site

Primary Koala Habitat



September 2010

Plan of Management

Combine Street Reserve

Prepared by

Coffs Regional Community Gardens (CRCG) incorporated association

ABN: 76 572 246 731

Version 6.0.

September 2017

Coffs Regional Community Gardens recognise and pay respect to the Indigenous nations and traditional caretakers of the land. We acknowledge this land is an integral part of the spiritual and cultural histories of Indigenous peoples.

We express a continued commitment to working with Indigenous peoples of Australia and all lands.

Flowers grow in flower gardens... vegetables grow in vegetable gardens... and people grow in community gardens.

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DEFINITIONS

CRCG	Coffs Regional Community Gardens
Association	Coffs Regional Community Gardens incorporated association
Community Garden	Combine Street Reserve Community Garden
Members	Members of the Coffs Regional Community Gardens association
Management committee	Office bearers and other ordinary members who attend committee meetings
POM	Plan of Management
CHCC	Coffs Harbour City Council

1. Introduction

Community gardens involve residents in sharing in the creation, maintenance and rewards of gardening. They provide food, recreation and therapeutic opportunities for a community. They can also promote environmental awareness and community education. Community gardens form an important part of a city's public open space network.

Community Gardens serve as places for recreation, socialising, learning about plants and re-connecting with the environment. Many cities in the developing world still source much of their food from within their urban boundaries.

Today there are community gardens in cities across Australia. Coffs Harbour had a small community garden on the grounds of the old Catholic Church in the 1970s. The Combine Street Reserve Community Garden builds on that tradition and brings the city into line with other modern regional centres. There are many benefits to this project including:

Health

- community gardening is an active pursuit yielding fresh food
- by growing some of their own food, individuals and families have access to fresh, nutritious food
- physical activity promotes physical fitness and health.

Learning

- learning to grow plants adds to an individual's knowledge and expertise
- organic gardening is a system of gardening that encourages long term thinking and appreciation of working with nature for long term gains with minimal synthetic inputs
- community gardens can be utilised by community and educational institutions e.g. Council, State and Federal Government, TAFE, schools and universities, as learning venues
- community education in waste minimisation and the recycling of wastes through composting and mulching.

Social benefits

- community gardening is a social activity embracing shared decision making, problem solving and negotiation
- community gardens are places where diverse people meet and connect
- community gardens can be used to build a sense of community and belonging

Urban improvement

- open space improving the urban environment
- the diversity of plant types found in community gardens provides habitat for urban wildlife.
- local government cooperating with community gardeners is an opportunity for showcasing local government policy, such as waste recycling, sustainable policy and community development

CRCG Vision

Coffs Regional Community Gardens is driven by a simple ethic which includes:

- Care of people
- Care of the Earth
- Sharing our surplus

CRCG Aims

To establish productive well managed community gardens in our region.

- To develop a working model of a cooperative, community based permaculture garden
- Assist in establishing community gardens throughout our region
- Develop community knowledge and practical skills around local food
- Raise awareness of the benefits of organically home food production and self-sufficiency
- Demonstrate organic methods of managing plant pests
- Foster opportunities for community engagement and cultural exchange

The Combine Street Reserve Community Garden will provide:

- Sustainable living examples for the whole community
- Promotion of healthy eating, waste reduction and recycling
- Organic pest management
- Promote the food mile concept
- Learning hub for residents of all ages

The Community Garden site is located on the Eastern side of the Combine Street Reserve, Combine Street on part Lot 2 DP533050, part Lot 18 DP243762 and part Lot 1 DP791146. The street address is 53 Combine St., Coffs Harbour (Google Maps).

The Combine Street Reserve Community Garden incorporates shared garden areas, individual plots, a mandella style garden, food forests, native plants, water harvest systems, a covered meeting space, waste recycling systems, children's activities area and plant nurseries.

2. Management Needs

The management of Coffs Regional Community Gardens (CRCG) and all associated projects is based upon the following principles:

- Democratic structure and procedures
- Inclusive decision making processes
- Active participation by all interested Members

Coffs Regional Community Gardens (CRCG) is managed by a dedicated group of community gardeners formalised as a 'not-for-profit' incorporated association under the Model Constitution under the Associations Incorporation Act 2009. Members of the CRCG Association are governed by its adopted constitution registered under the Act. All Members are encouraged to take an active role in the management of the garden and every effort is made to facilitate this process.

Refer to Model Constitution under the Associations Incorporation Act 2009 regarding the organising and management of the committee and members

2.1 Roles in the community garden

ROLE	FUNCTIONS
Management Team	
President/Chair	Chair meetings; deliver annual Chair's report; communicate with other CRCG association Members; represent the association in the broader community or delegate as appropriate. Coordinate the activities of the garden
Vice President, as required	Chair meetings in President's absence; assist the president in coordinating the garden activities, maintain administrative documents, communicate with association members
Secretary	Organise meetings; create and distribute agenda; keep records; prepare and distribute minutes; correspondence, Receive and process nominations for membership,
Treasurer	Manage community garden funds; banking and payments; management of grant funds; produce balance sheet of incoming/outgoing funds. Produce financial reports for meetings, for the annual general meeting and reporting to Dept. of Fair Trading.
Committee Members	Attend management team meetings and coordinate or participate in working groups or project/pod teams.
Other Roles	
Public officer	Contact for official business; lodge Annual Statement (summary financial transactions) to the NSW Office of Fair Trading, Maintain the register of Association Members.
Dedicated Garden Coordinator (maybe be appointed from time to time)	Coordinate activities as per current job description.
Council Representative	Liaise with CRCG as necessary.
Pods	Designated groups of work teams for specific projects or activities e.g. maintenance, fund raising, events etc

2.2 Membership

Application for Membership

Prospective Members can fill in an application form available at the garden or via the website.

Membership fees

An annual Membership fee as determined by the committee is provided by each Member of the CRCG Association..

There are different levels of membership available:

- Individual membership
- Family membership
- Concession* (on proof status) Individual membership
- Concession* (on proof status) Family membership

*concession: you must hold a Health Care Card or a Student Card to qualify for concession membership.

Individual plots will be leased to eligible members at a yearly cost as designated by the committee (refer to the Gardeners Agreement for details regarding participation in leasing a garden plot).

Member Responsibilities

To remain a members of the CRCG association with its entitlements you must:

- pay an annual membership fee
- sign a Gardeners' Agreement which includes a code of conduct and agreeing to the conditions of the CRCG
- undertake appropriate induction including OH&S training

Members are also encouraged to attend CRCG association meetings, working bees and keep informed of garden activities.

2.3 Gardeners Agreement

Our Gardeners Agreement covers expectations about behaviour and conduct of gardeners on site, access to and management of shared garden areas and allotments. New Members must agree to these conditions as well as a process of conflict resolution. Each prospective Member will get a copy of the agreement. The agreement may require amendment from time to time. This will be done in an open manner with changes passed at Committee and members meetings. Refer Appendix 10

2.4 Decision making process

The CRCG management committee meets regularly to discuss administrative issues, progress of association projects and other relevant business. All CRCG Members may forward agenda items to the Secretary for consideration at the Committee meeting.

A general meeting for all CRCG Members is held in conjunction with regular committee meetings usually on a monthly basis. All Members are invited to attend the general meeting.

Members are entitled to vote on decisions made at general meetings. No decision may be made at these meetings without a quorum as per the Model Constitution under the Associations Incorporation Act 2009 meeting protocols.

At CRCG general meetings working groups will be formed to work on smaller projects, working bees and other areas of garden management as necessary. These working groups may meet independently to discuss their projects and make decisions relating to their assigned tasks. Working groups will report to the management committee about progress made. Decisions relating to budgeting for any project must be approved at committee meetings through a vote of the membership.

Each year an annual general meeting is held. The purpose of the AGM is to receive reports on the activities of the association during the last preceding year and to elect office bearers of the association and ordinary members of the committee.

2.5 Resolving disagreement

Should conflict arise it be dealt with according to the Model Constitution under the Associations Incorporation Act 2009. The resolution process should aim to provide a satisfactory solution to those involved at the earliest possible opportunity.

A person with a grievance or dispute is encouraged to discuss the issue with the other person(s) directly involved if they feel comfortable with this otherwise they may refer the matter to the committee who will then proceed according to the guidelines as per the Model Constitution under the Associations Incorporation Act 2009. Alternatively a person may request professional mediation (Community Justice Centres Act 1983) as per the Model Constitution under the Associations Incorporation Act 2009 if they prefer. As per the Model Constitution under the Associations Incorporation Act 2009 the committee is entitled refuse matters that in their opinion are in vexatious as per the Model Constitution under the Associations Incorporation Act 2009. Matters that fail mediation should be referred to arbitration (The Commercial Arbitration Act 1984 which applies to any such dispute referred to arbitration).

2.6 Communication

The management committee will communicate with the membership via email and the CRCG website (www.coffscommunitygardens.org.au). Minutes of CRCG meetings will be made available to all Members. Meeting agendas will be available one week prior to meetings.

Media liaisons must be sanctioned by the President or Vice.

CRCG events and workshops will be advertised as determined by the committee and as per available funding permits.

2.7 Media communications policy

This Media Communications Policy has been developed to ensure that the CRCG Executive, CRCG Association Members, staff and volunteers, as well as partnership organisation staff and Members involved in CRCG activities, understand the Association's approach to media relations.

Our goal is to provide information that is accurate, official and consistent.

Persons Authorised to Release Information – Media Liaisons

Any media releases must be sanctioned by the President or Vice President or a Media Officer if appointed.

While Association Members are free to provide comment to the media about their involvement in the Association activities they are not authorised speak on behalf of the Association.

Funding bodies

The CRCG has received financial assistance from a number of sources and aims to recognise their contributions in media relations.

Stakeholders and Partner organisations Recognition Program

The CRCG Association develops relationships with a variety of individuals, education and community service providers and not for profit community groups. These relationships are sometimes formalised as partnerships designed to deliver mutually beneficial outcomes to the organisations concerned. In particular we aim to improve communication about and access to Association activities for the client groups of these organisations.

Partner organisation should be informed about their responsibilities under this Media Communications Policy before any agreement to partner is reached. Under no circumstances should partner organisations and Association stakeholders speak on behalf of the Association. All media releases and interviews relating to the organisations' involvement with the Association must first be approved by the CRCG Media Liaisons.

3. Funding

An initial grant given by the NSW Environmental Trust NSW Environmental Trust, Administered by Coffs Harbour City Council through the Local Food Futures Project to fund the first two years of the Combine Street Reserve Community Garden's operation has now ceased. The garden has now established self funding via various grants, through its members and the donations in return for produce and various events including workshops. There are plans to supplement the gardens finances through donations for use of the garden's facilities.

3.4 Sponsorship

Local organisations and businesses may be approached to take on sponsorship of the Community Garden in exchange for recognition of their contribution to our community resource. Partners or sponsors will be recognised in a three tiered systems of Pioneer, Emergent and Climax categorised by the following donations levels;

- Pioneer = up to \$500
- Emergent = \$501- \$1,000
- Climax = \$1001 -

4. Recruiting and induction of new gardeners

There is a continual process of attracting potential new members to the CRCG. Information will be displayed on signage at the Combine Street Community Garden, flyers on public and community notice boards, Council Notices in local newspapers, via the stalls at community events etc.

New Members will be provided with:

- Tour of the garden site by a garden mentor
- An information pack including a code of conduct, OH&S Policy, spill procedures, site evacuation procedures, information about parking, opening hours etc.
- Sign a Gardeners Agreement

- Pay a membership

5. Safety in the garden

All gardeners are required to undertake OH&S training during the induction process. A copy of our OH&S policy is provided in Appendix C. Any accidents on site or during the course of CRCG activities off site will be documented in the Incident Report form (Appendix D) available at the garden. A First Aid kit is held in the tool shed.

The Management committee in consultation with and CRCG Association Members will develop risk management strategies as required.

In addition, a log book will be available in the meeting space to document day to day safety issues or hazards as they arise. Serious incidents or concerns will be forwarded to the Management Committee for review.

6. Partnerships and community engagement

CRCG has developed strong relationships with service providers and community organisations in the Community Garden planning process and other associated projects.

CRCG Community partnerships include but are not limited to:

- Coffs Harbour City Council
- North Coast Regional Botanic Garden
- Coffs Regional Organic Producers Organisation (CROPO)
- TAFE
- Coffs Harbour African Community Association

7. Policies

7.1 Managing waste on site - organic and non-organic waste

- All garden waste will be recycled and re-used on site through mechanisms such as the enclosed recycling system, the banana circle, and mulching practices.
- Organic food waste generated by the cooking demonstrations or un-edible produce will be recycled through the enclosed recycling system.
- All other waste will be removed from site via the regular garbage pickup by Council.
- No non-organic, commercially produced chemicals will be used at the CRCG site.

7.2 Gardening methods

Organic gardening techniques will be used in the Combine Street Community Garden.

The CRCG aims to build a sustainable garden environment through the sensitive use of water and waste recycling, developing healthy living soils, crop rotation, companion planting, mulching, watering, and Integrated Pest Management practices..

- Use of non organic commercially produced chemical inputs or applications is not allowed
- It is important that all tools be cleaned after use to avoid the spread of weeds and disease.

7.3 Water management

See CRCG Environmental Management Plan

7.4 Use of sustainable materials on site

CRCG supports a no waste approach to materials used on site and hence recycled construction and garden materials will be favoured in the Community Garden..

7.5 Garden tools and storage

Garden tools will be available for use by gardeners on site. These will be secured in a small lock up shed in the garden meeting space after hours.

7.6 Access and acceptance

CRCG is committed to equity and access in the garden and will not allow discrimination on the basis of sex, age, race, ethnic origins, political, cultural or religious beliefs, sexual orientation or disability. Instead, the CRCG will foster an atmosphere of tolerance, promoting positive and mutually beneficial relationships between users and visitors of the Community Garden and associated projects.

The Combine Street Reserve Community Garden is open to all residents from Coffs Harbour that meet the memberships requirements

The Community Garden opening hours may vary from time to time according members availability but will be broadcast via our web and emails.

7.7 Allocation of allotments

See Gardeners Agreements for details of plot allocation and conditions of usage

7.8 Management of shared areas

The shared areas of the Community Garden will be maintained by working groups from within the CRCG association membership.

Working bees will be held regularly to engage the wider membership in maintenance of the shared areas and development of the site. OH&S information and equipment where necessary will be provided to everyone involved.

7.9 Alcohol, smoking and drugs on site

Smoking A no smoking policy is in place in the garden. The policy encourages smokers to use areas outside of the fenced garden space and to please take butts with them.

Alcohol No alcohol may be consumed on site.

Other drugs Drugs may not be consumed on site unless used for medical purposes. Persons are requested to take sharps with them from the site and dispose of syringes safely.

7.10 Animals on site

Livestock The committee will determine what livestock within Council ordinances, that can be kept on site.

Pets Pets should be kept out of the garden site

7.11 Public Liability Insurance

Public liability insurance will be obtained upon approval of the garden site. The licence for the site requires the CRCG association to hold public liability insurance to the value of \$10 million under the Landcare scheme of subsidised insurance for Community Gardens. The Combine Street Community Garden site and the products it provides will be indemnified against claims of a third party for personal injury or property damage.

7.12 Vehicles and parking

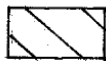
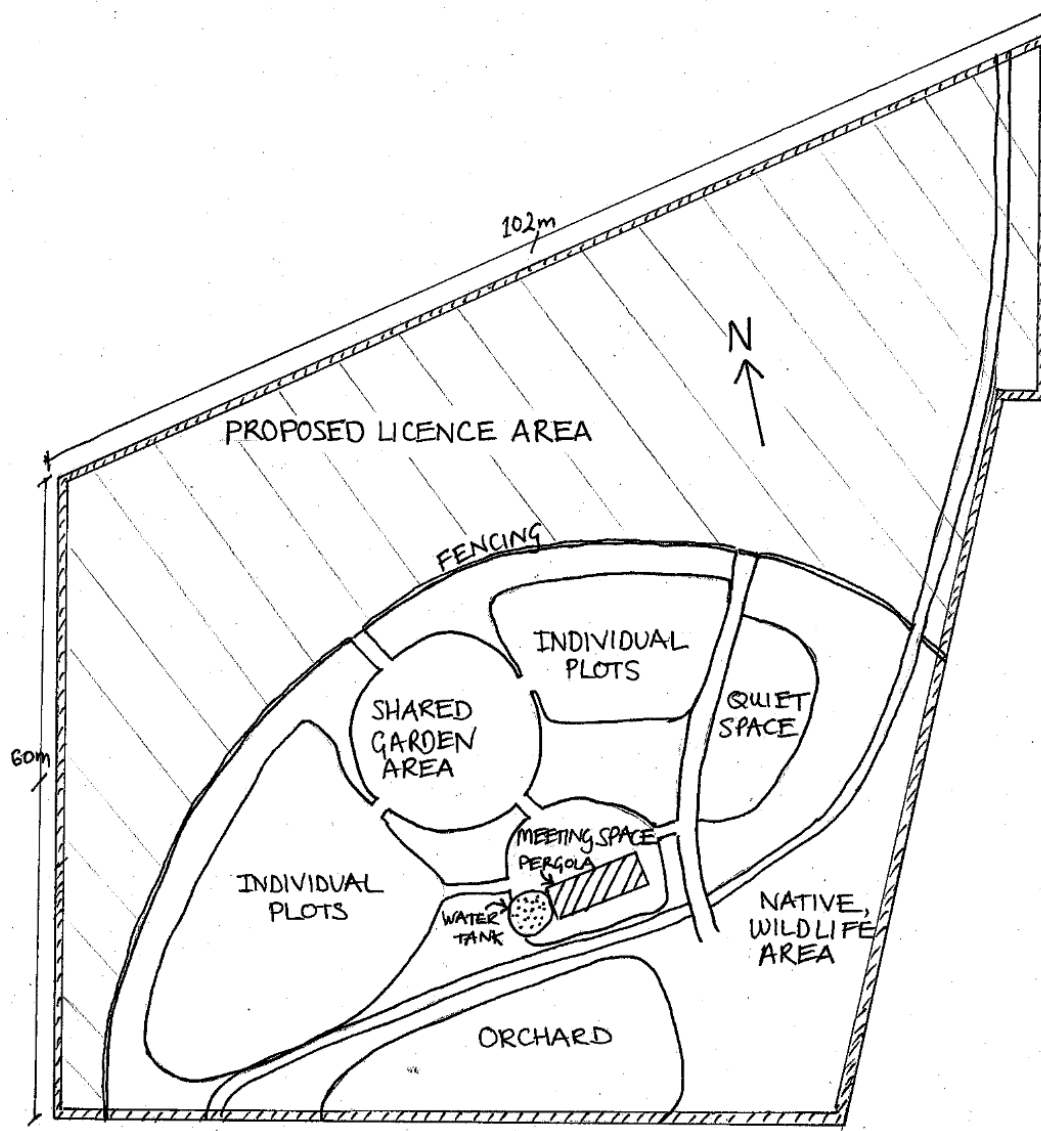
Private vehicles are not allowed on the Combine Street Reserve Community Garden site. Parking will be available on Combine Street for gardeners who drive to the site. New gardeners will be advised of the recommended parking areas. There is no parking available on Pitt Street. This will be written into the Gardener's Agreement. The Garden Co-ordinator will be responsible for encouraging the parking restrictions set by the CRCG association.

Deliveries of building materials or major plant will only be accessible via the designated delivery entrance gates.

8.0 Appendices

Appendix A

Combine Street Reserve Community Garden plan



Stage 2 Future
Garden Development

Coffs Harbour Community Garden
Draft Layout, Combine Street
Stage 1
October 2010

1:500



Occupational Health and Safety Policy

This document is designed to enable the participants, both visitors and users of the Coffs Regional Community Gardens (CRCG) to be able to use the gardens safely.

All users and visitors of the CRCG are required to:

- take reasonable care to protect your own health and safety
- not affect the health and safety of others
- use the equipment provided by the garden to protect your health and safety
- follow reasonable instructions on health and safety
- wear covered shoes
- not be affected by drugs or alcohol
- report hazards and incidents/injuries.

Tool Use

1. If you are taking more than one or two tools into the garden, carry them from storage into the garden in a wheelbarrow, bucket or a basket so there is a predetermined place to put them when they are not in use and at the end of the gardening session.
2. Before using a spade, garden fork, rake or other long handled tool, look to make sure there is nobody behind or beside you so that you don't hit them with the tool.
3. When you have finished using a garden tool or you put a tool aside for a moment, place it out of the way of people.
4. Never lay a tool across a path or place it in long grass where it is hidden and where people could trip over it.
5. Lean a garden rake or long handled tool against something when you put it aside. If you have to lay it down, place it away from where people might walk. Place it with the pointed tangs or blade on the ground, not pointing up.
6. When putting a garden spade, shovel or fork aside, push it into the soil so that it remains upright and visible.
7. Carry tools such as spades, garden forks and rakes in your hand rather than over the shoulder. Carried on the shoulder, it is easy to hit someone accidentally if you turn around and they are close by.

Avoid sunburn and dehydration

1. Wear a hat to avoid sunburn.
2. If you sunburn easily, consider wearing a lightweight shirt with long sleeves as well as long trousers.
3. Use a sunscreen cream to avoid sunburn.
4. If in the garden for some time, remember to drink water to avoid dehydration.

Care with creatures

1. Do not try to pick up bugs, spiders and other creatures you come across. They might defend themselves by biting, stinging or scratching.
2. Look before lifting buckets, watering cans, boxes and other things. Spiders sometimes nest in them and a bite can be dangerous.

3. Do not interfere with any wildlife you see in the garden.

Lifting

1. When lifting something heavy, bend your knees and crouch down, then lift it by straightening your legs.
2. To avoid back injury, do not bend over to pick up something that is heavy.

Storage

1. There is a designated area in the meeting space for storing materials.
2. Store materials so that they are unlikely to fall over or spill.
Place heavier materials close to the ground and lighter materials on top of these.
3. Stack and store materials neatly so that they are easily accessible and out of the way of paths and places where people walk.
4. Avoid storing materials that the gardeners have no plans to use. This avoids our Community Gardens becoming an eyesore.
5. Store fuels in designated areas, please ask another garden member if you are unsure

Caring for children

Children must be supervised by an adult on site.

Construction

Building approvals should be sort with Council as required.

1. Adhere to all building and safety standards as required.

Care with organic pest sprays

1. The creation of organic controls for garden pest and plant disease management should be made with relative caution and stored and handled accordingly.
2. Some organic pesticides can cause injury. When making, handing and applying any home made insecticides/herbicides such as chilli and garlic sprays, remember to wear gloves and keep hands away from your face.
4. Wash your hands after working in the garden and before preparing or eating foods.

Other protective precautions

1. If you suffer breathing difficulties or asthma, consider wearing a dust mask when making or turning compost or spreading mulch.
2. Consider wearing gardening gloves to protect your hands and to avoid blisters from handling garden tools, and when doing garden construction, spreading compost and mulch and when removing pest insects from plants manually.
3. Wear enclosed shoes to protect your feet. Do not garden in open footwear.
4. Avoid leaving water in buckets etc where mosquitoes may breed.

This policy will be reviewed annually or as required.

Appendix C

Incident report form

CRCG Incident Report Form

Name: _____ Address: _____

Location of Incident: _____ Date of Incident: _____

Nature of Incident (what happened) _____

Who did you report the incident to? _____

Did you or will you need medical or other treatment? _____

Are there any witnesses to the incident? If so, please supply names and contact details: _____

Signature: _____ Date: _____

Office Use Only:

CORRECTIVE ACTION: Taken Required Not required

ACTION TAKEN:

DATE ACTION TAKEN:

Discussed at staff meeting / OHS committee Date:

Follow up required Yes No

DATE COMPLETED _____ Date _____ Signed _____

Appendix D

CRCG

Environmental Management Plan



Combine Street Reserve

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OBJECTIVES OF THIS ENVIRONMENTAL MANAGEMENT PLAN (EMP)

The objectives are:

- Ensure that all construction activities comply with current environmental legislation and best practice environmental management
- Provide a process for the implementation of all the mitigation measures and safeguards
- Minimise risk to workers on the site, and ensure public health and safety
- Minimise amenity impacts to local residents.

INTRODUCTION

- The EMP must be used in conjunction with the Plan of Management.
- The CRCG site will be constructed and managed by the CRCG.
- Site construction works will include:
 - a) Only minor earthworks will be undertaken during construction and all excavated material will be reused on site. The earthworks will involve:
 - transferring topsoil from various locations for pathways and garden or as per DA approved plans
 - Some drainage work may be required from time to time to arrest waterlogging issues.
 - b) Construction will be as per Council ordinances or as directed
 - c) Participants in the construction process
 - Construction on site will be shared between Members of the CRCG, CHCC and private contractors as per Australian Standards.

e) **Ecological information**

- There is a creekline to the north of the site which flows to the Coffs Creek approximately 700 meters from the CRCG site. A secondary smaller intermittent creek line intersects through part of the CRCG site and joins into the creekline to the north-east of the CRCG site.

g) **Native vegetation and fauna habitat**

- Adjacent to the CRCG site is primary koala habitat. The species is currently listed as "Vulnerable" under the *Threatened Species Conservation Act 1995*. The CRCG site will not be affecting this habitat.
- Community consultation has identified a small Spurwing Plover (*Vanellus miles*) colony that is of concern to local residents. The CRCG will minimise disturbance to any potential nesting sites as identified.
- Community consultation has identified a Masked Lapwing (*Vanellus miles*) nesting site that is of concern to local residents. CRCG will minimise disturbance to any potential nesting sites as identified.
- CRCG will endeavour to have minimum impact on all animal species in the vicinity of the community garden.

h) **Surrounding buildings**

- Residential houses border the southern and eastern boundaries of the site

i) **Services**

- An underground sewer rising main intersects the north-western boundary of the site. An access point for the sewer is located on an adjacent parcel of land.

j) **Land use zoning**

- The CRCG site is zoned as open space 6A Public Recreation Zone under the Councils LEP

k) **Catchment**

- The CRCG site is located in the Coffs Harbour Creek catchment.

l) **Site history**

- Council has advised the CRCG that the area has not been subjected to landfill type operations in the past.
- Potential acid sulphate soils are located in adjacent sites however the Combine Street Reserve is not affected by these types of soils and therefore not considered an issue for this proposed development.

ADMINISTRATION OF THE ENVIRONMENTAL MANAGEMENT PLAN BY THE COMMUNITY GARDENS

Structure

The CRCG Committee will discuss environmental issues as identified notwithstanding the contents of the contents of this plan.

Management Responsibilities

Specific environmental and related responsibilities for this project are as follows.

The Community Garden Committee shall:

- Manage any works onsite in accordance with all relevant statutory requirements, industry best practice, Council Policies and this EMP
- Ensure that appropriate resources are made available to enable compliance with the requirements of this EMP
- Ensure that all project personnel are aware of the requirements of this EMP and ensure contractors can comply with the relevant requirements of this EMP
- Record incidents and community complaints and organise follow up preventive or corrective actions deemed necessary

Garden Users shall:

- Comply with this EMP and statutory requirements.

LIST OF APPROVALS AND LICENCES

- Development consent under the *Environment Planning and Assessment Act 1979* is required for structures that are to be constructed within the CRCG site, such as fencing, garden shed, meeting space and water tanks.
- Coffs Harbour City Council licence for site.
- Banana growing permit from Department of Agriculture
- No other approvals or licences are required.

RELEVANT LEGISLATION

- Protection of the Environment Operations Act 1997 (POEO Act) and Regulations
- Environmental Protection and Biodiversity Conservation Act 1999
- Threatened Species Conservation Act 1995
- Occupational Health and Safety Act 2000

RECORD KEEPING

- Copies of the EMP will be kept by CHCC and the CRCG Association.
- A record of incidents and community complaints will be kept by the CRCG Association.

TRAINING

All personnel working on the site will receive an introduction to the site, explaining the environmental hazards, sensitivities and emergency procedures for the site. The site introduction will include:

- Familiarisation with the requirements of the EMP and other relevant management plans.
- Environmental emergency response procedures.
- Familiarisation with site environmental controls.

EMERGENCY CONTACTS AND RESPONSE

Emergency services contact details are as follows:

- Emergency Hotline: 000
- Ambulance: 000
- NSW Fire Service: 000
- Police:000

Other contacts include...

- CRCG AH contact listed on notice boards

COMPLAINTS MANAGEMENT

Records of any complaints received at/or related to the project, will be directed to the Secretary of the Association.

Each complaint will be investigated by CRCG. Appropriate actions will be implemented following the suitable investigation of the complaint.

Complaints may be lodged in writing with:

Coffs Regional Community Gardens

PO Box 1757

Coffs Harbour NSW 2450

OR, via email to: contact@coffscommunitygarden.gmail.com

ENVIRONMENTAL MANAGEMENT

a) Air& Odour Management

- Composting will not producing any undue odour through using a balanced carbon/nitrogen mix.
- Cooking demonstrations will occur occasionally on site which may generate cooking food type odours. All activities will be confined to the central open meeting space. Vegetation will provide a barrier between the central open meeting space and the local residences. This will minimise any wind carried odours.
- Any cooking activities will be conducted on designated barbeque facilities within the central open meeting space. Open campfires will not be allowed on this site.
- The CRCG will be reducing the carbon footprint of the Coffs Harbour Region through introducing an extensive planting of trees and shrubs.
- There will be no chemical drift offsite as no chemical fertilisers, pesticides or herbicides will be used at the CRCG site

b) NoiseManagement

- Construction activities will be conducted as per Council ordinances..
- No private vehicles will be allowed on site except to load and unload heavy materials.
- The garden will be used during day light hours only by Members that work in the garden.
- Entrances to the garden are on the northern boundary of the site and will be at the area furthest away from the surrounding dwellings.

- Lawn mowing equipment will be used to maintain the grassed area to the north of the planted area. Lawn mowing activities are currently carried out on the reserve by the CHCC. These activities are consistent with the activities already carried out by the surrounding dwellings.

c) Water Management

- It is envisaged that the rehabilitation work conducted on the creek within the site boundary will improve the water quality over time.
- At all times section 120 of the *Protection of the Environment Operations Act 1997* will be complied with (i.e. pollution of waters is prohibited unless undertaken in accordance with relevant regulations).
- During construction of the CRCG site sediment erosion controls will be in place to ensure there is no impact from the minor earthworks.
- Rainwater will be captured on site and stored in two water tanks. The water tanks will comply with all Australian standards. Overflow from the rainwater tanks will be directed into the creek line. The tanks will only contain collected rainwater so any discharge will not negatively impact on water quality of the surrounding area.
- Only small quantities of organic fertilizers, or vermi cast water will be stored at the CRCG site which should not impact the environs.

d) Soils and Contamination Management

- During construction only minor earthworks will be undertaken. There are no historical soil contamination issues at the CRCG site that will affect the planned minor earthworks during the construction phase.
- Activities conducted at the CRCG will improve the quality of the soils.
- Planting of vegetation along the creek lines will assist with minor existing soil erosion issues.

e) Waste and Chemicals Management

- All garden waste will be recycled and re-used on site through mechanisms such as the enclosed recycling system, the banana circle, and mulching practices.
- Organic food waste generated by the cooking demonstrations or un-edible produce will be recycled through the enclosed recycling system.
- All other waste will be removed from site via the Council garbage service.
- Regular litter patrols will be carried out by CRCG Members. This will ensure that any litter generated by non-users of the site is removed.
- Lawn mower fuel will not be stored in appropriate containers.

f) Biodiversity Management

- Pest species identified will be removed.
- The primary koala habitat to the northwest of the CRCG site will not be impacted by the activities carried out by the CRCG.
- All users of the CRCG site will be informed during induction to the site about the location of the primary koala habitat and existing nest site of the Masked Lapwing adjacent to the CRCG site.
- No threatened species have been identified within the CRCG site boundary. The CRCG site once established will provide habitat that is ideal for many species.
- Masked Lapwing:
 - Notify the Council regarding location of Masked lapwing nesting site so mowing can be placed on hold while the birds are in the incubation period.
 - Include a temporary fence and restrict access of community garden Members where practicably possible if conflict occurs.
 - Notice to garden Members in a newsletter of the nesting and occurrence of young birds in the garden complex.

- Information on dealing with the masked lapwings during the breeding phase – including their possible aggressive behaviour.

MITIGATION MEASURES

- Inductions will be provided for all new Members. Induction will include CRCG policies and procedures, OH&S, emergency and spill procedures, and site evacuation procedures.
- Signage will be placed within the CRCG site with emergency contacts numbers and procedures.
- A register will be maintained for all users of the site.
- Ongoing training will be provided to CRCG Members as required.
- A section of the CRCG site will be fenced for security purposes to minimise after hours visitors to the site or vandalism. The fencing is being designed to minimise visual impact on adjacent residents and will have a secondary function as a vertical growing space.

EMP Appendix 3

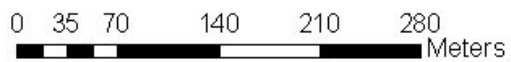
Contour Map



Legend

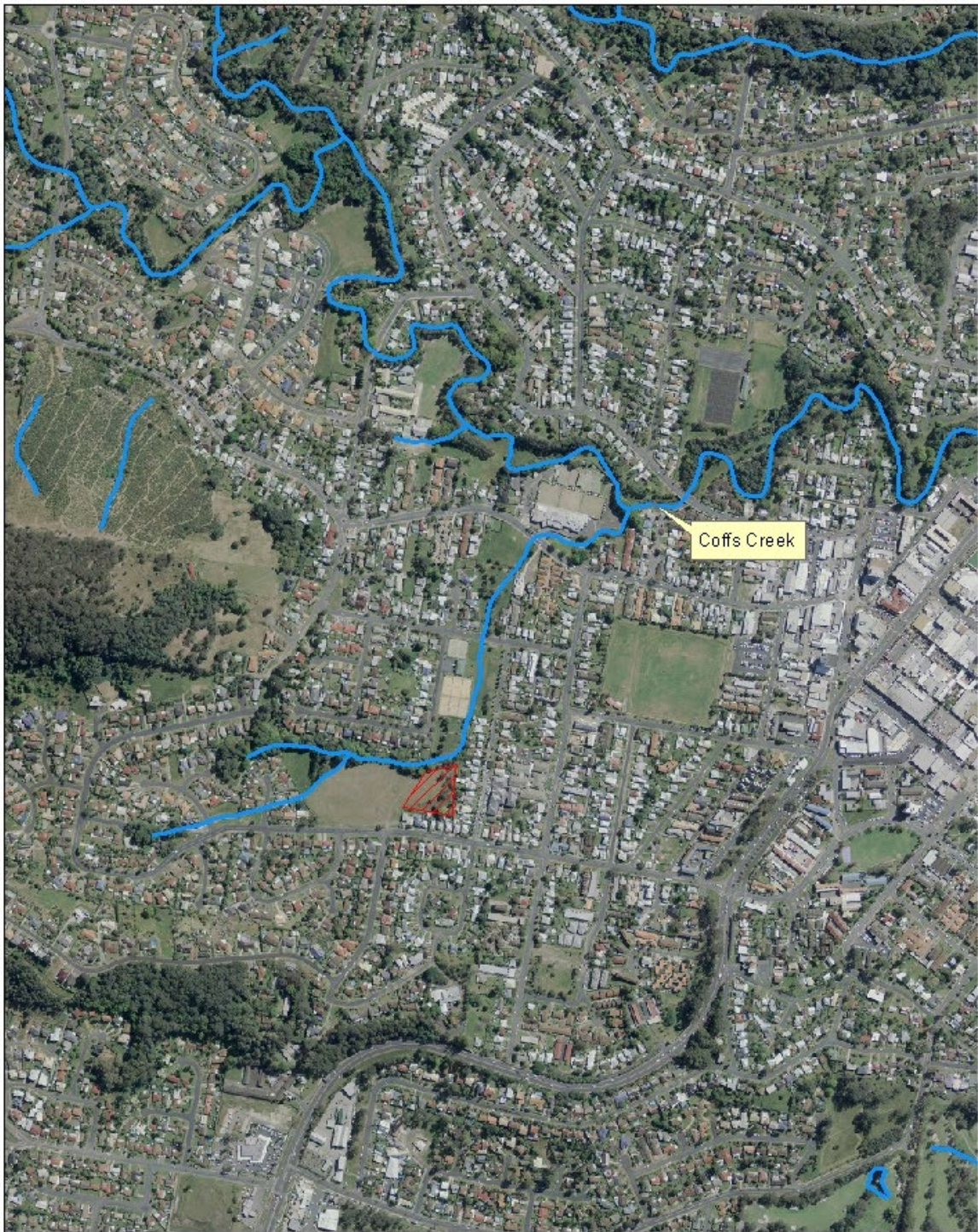
- Contours (10 meter intervals)
- Secondary intermittent creek line
- Creek line
- Proposed CRCG Site

Contours





September 2010

EMP Appendix 4 Creeks




Drainage

Legend

-  Drainage
-  Proposed CRCG Site

0 80 160 320 480 640 Meters



September 2010

Appendix 5 - Koala Habitat



Appendix 6 Masked Lapwing information

Masked lapwing

Under the Environmental Protection and Biodiversity Conservation Act 1999 *Part 13 Division 2* the Commonwealth must maintain a list of migratory species which have an Australian “range state”. The Masked lap wing is a Member of the family Charadriidae which contains a large number of species held under the international agreements such as Jamba, Camba and Bonn as endangered, threatened or near threatened. Although the masked lapwing is a common and conspicuous bird found in our urban environment and populations can be local or migratory impacts do need to be considered.

Masked Lapwings prefer open areas to nest such as parkland, golf courses and schools. The nest is a simple scrape in the ground, of which, the birds are highly protective of both the nest and their young and will defend them with great vigour. The incubation period is generally 28 days on which the parents will incubate the eggs in situ, on hatching the young are highly mobile within only a few hours.

The EBPC Act function is to determine if a development, action or activity will negatively impact on birds such as the Masked lapwing and determine if that impact is of National Significance. It has been noted that the community gardens will have limited to no impact on the masked lapwings utilisation of the reserve, with large areas of retained open grassland suitable for breeding purposes being retained. It is suggested that the community gardens create an action plan if breeding is to occur in close proximity to the gardens in order to ameliorate impacts or conflicts arising in the future.

Actions include:

- Notify the Council regarding location of Masked lapwing nesting site so mowing can be placed on hold while the birds are in the incubation period.
- Include a temporary fence and restrict access of community garden Members where practicably possible if conflict occurs.
- Notice to garden Members in a newsletter of the nesting and occurrence of young birds in the garden complex.
- Information on dealing with the masked lapwings during the breeding phase – including their possible aggressive behaviour.

EMP Appendix10

Gardeners Agreement

EMP Appendix11

Association Rules – Model Rules for Incorporated associations.