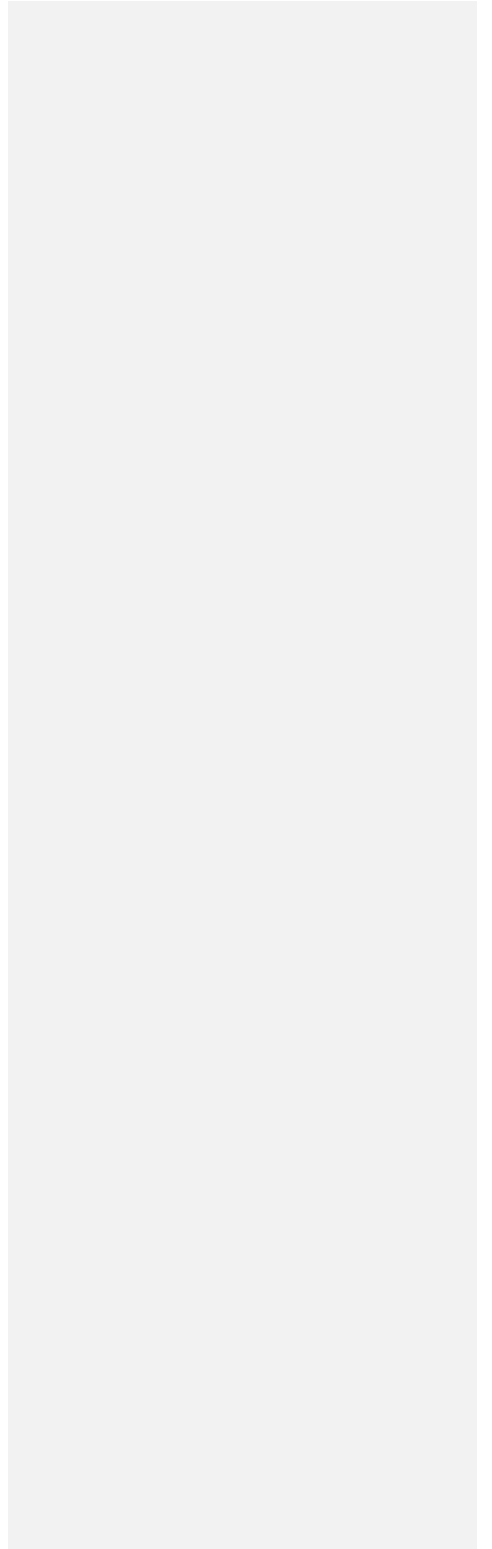




Kensington Community Garden

Management Plan

March 2026



1. Introduction

The Kensington Community Garden (KCG, 'The Garden') is a peaceful, accessible and safe place where local residents can gather to garden and produce food individually and collectively. It is intended to foster community connection and personal health and wellbeing.

In 2026, the Garden transitioned to a community management model led by the Kensington Community Garden Committee ('The Committee') who are responsible for the daily management of the garden.

This Management Plan outlines the roles and responsibilities of the Committee and members to ensure equitable access to the garden.

2. Membership

Garden membership will be free to eligible persons in 2026. A fee will be set by the Committee thereafter. To join the garden, members must:

- Reside in Kensington (3031 postcode area within the City of Melbourne), with proof of address provided
- Be at least 18 years of age
- Participate in at least 2 Monthly Working Bees organised by the Committee every year (or contribute through other equivalent work approved by the Committee)
- Sign and follow the Gardener's Code of Conduct (see Appendix A)

The Committee will verify eligibility of members annually. Members (including plot holders) who joined before May 2024 but do not reside in Kensington are able to retain membership to honour their connection to the garden community, however new memberships will not be issued to residents from other areas.

Members must ensure they sign the attendance roster at working bees or discuss an alternative way to contribute to the garden with the Committee.

3. Plot types and rental fees

The community garden has 83 plots available for private use of members for an annual plot rental fee. A plot can be shared by a household as long as at least one garden member is always present to supervise the other persons on site. Multiple plots will not be issued to the same household.

The community garden also contains 10 shared plots. All garden members maintain and share the harvest from these areas.

Plot and Membership fees are set by the Committee and approved by the City of Melbourne. Plot fees are reviewed on an annual basis to meet the garden expenses.

Members have the right to continue renting their plot as long as they continue to meet criteria for membership, abide by the Code of Conduct and pay the annual plot rental and membership fee.

Plots	Number Total number 93 (NB: includes shared plots that will not collect a fee)	Annual plot rental fee 2026 Council approved fees	Size of plots
Large	41	\$94.30 – Full \$56.00 – Concession	2.5 x 5 m
Medium	18	\$56.00 – Full \$32.80 – Concession	2.5 x 3 m
Small	34	\$34.00 – Full \$20.50 – Concession	2.5 x 2.5 m

4. Plot allocation

Plot holders are not permitted to transfer their plot to another person, including family members. Only the Committee is able to allocate plots, and surrendered plots must be officially allocated according to the agreed process.

The KCG Committee will allocate available plots based on the date of application and use discretion to provide priority plot allocation to applicants who are, including but not limited to:

- Experiencing financial disadvantage (eg. but not limited to: Holder of Health Care or Pension Concession Card, Student card)
- Aboriginal and/or Torres Strait Islander
- Limited to less than 8m2 outdoor space at home (eg.: Balcony only)

Members currently renting an individual plot who would like to swap plots may also join a waiting list, but will not be given priority unless they are selecting a plot of smaller size.

When a plot becomes available, the Committee will:

1. Contact the applicant by phone (leaving a voicemail where possible). Followed by an email to the applicant with details of plot offer (for Large, Medium or Small plot size) with the RSVP date clearly stated, along with a copy of Code of Conduct, KCG map (excluding plot holder names) and a copy of FAQs.

If the applicant does not respond after:

2. 10 days from initial attempted contact, the Committee will send a final reminder email and attempt to call the applicant.
3. 4 weeks, the plot will be allocated to the next applicant on the waiting list and the unresponsive applicant will be removed from the waiting list.

The Committee's decision is final in all plot allocation matters.

5. Plot monitoring, surrender and abandonment

In fairness to members on the waiting list and to maintain the support of the surrounding community, all plots must be actively gardened and maintained through regular visits and removal of any rubbish, weeds and dead or overgrown plants, including in adjacent edges and pathways.

Occasional periods of absence due to travel, illness, work or emergencies are normal and, in these circumstances, short term arrangements between members to water and maintain plots are encouraged.

If a plot holder will be absent for longer than one month, they must notify the Committee and advise of expected return date and arrangements to care for their plot. Plots can only be allocated by the Committee and members cannot give their plot to another person on a longer-term basis.

If a plot holder is no longer able to maintain their plot, they must advise the Committee who will reallocate their plot to the next member on the waiting list. Members can apply to downsize to a smaller plot that is easier to maintain, or be a member without a plot and garden in shared areas. Members who proactively surrender or downsize their plot will receive a pro rata refund of their plot holder fee for the remainder of the year.

The Committee will monitor plots according to the following procedure:

1. Plot monitors will assess plots every three months. If a plot does not appear to be actively gardened or maintained, the Committee will place a marker flag in the plot and take a photo. The member will be contacted by email and phone, leaving a voice message where possible if the call is not answered.
2. The member should visit the garden as soon as possible to remove the marker flag and maintain their plot as requested. The matter is then considered resolved.
3. If no action is taken within two weeks, the Committee will send a warning by email and phone, leaving a voice message where possible if the call is not answered, and wait a further two weeks for a response.
4. If the member does not remove the marker flag and maintain their plot by the due date, the Committee will take another photo and contact the member by email and phone, leaving a voice message where possible if the call is not answered, to advise them that the plot is deemed abandoned. Members will be given two weeks to remove any produce, plants and infrastructure from their plot before it is offered to the next person on

the waiting list. Any produce, plants and infrastructure that remain after this time become the property of the new plot holder. Members who abandon their plot will not receive a pro rata refund of their plot rental fee.

5. If a member's plot is flagged three times in 12 months, the Committee will contact the member by email and phone, leaving a voice message where possible if the call is not answered.
6. If the plot is flagged a fourth time the Committee will contact the member by email and phone, leaving a voice message where possible if the call is not answered, to advise them that the plot is deemed abandoned. Members will be given two weeks to remove any produce, plants and infrastructure from their plot before it is offered to the next person on the waiting list. Any produce, plants and infrastructure that remain after this time become the property of the new member. Members who abandon their plot will not receive a pro rata refund of their plot rental fee.

6. Shared garden areas

All garden members are welcome to plant, maintain and harvest vegetables, herbs and flowers from shared areas at any time. Members must keep in mind that anything planted in these areas will be shared and may be harvested by others, and it's also important to harvest only what they need.

Fruit trees (and occasional special crops, eg. garlic) will be netted until harvest time. They will be un-netted and shared during regular working bees. Some produce may be left for members who could not attend (on a first come first serve basis), and some may be shared with community food programs.

All members are encouraged to contribute to garden jobs that are directed by the Committee during working bees, with ongoing jobs written on the noticeboard.

Surplus fruit, herbs and flowers from the shared areas, plus any donations from members' plots are donated to Kensington community food programs after each working bee, or at other times placed on the sharing shelf.

7. Code of Conduct breaches

See Appendix A for the Code of Conduct. The process for breaches of the Code is:

1. If the Committee receives a formal complaint and has reason to believe that a member has breached the Code of Conduct, they will contact the member by phone to discuss the matter, leaving a voice message where possible if the call is not answered. The member will also be notified via email. For serious breaches, Council and/or the police may be contacted and the member may be suspended from the Garden while the matter is resolved.
2. If a second breach occurs, the Committee will call the member again to discuss the Code of Conduct requirements, and send a final warning email.

3. If a third breach occurs, the Committee will call the member again and send a notification by email that their membership is terminated. Members with a plot will be given two weeks to remove any produce, plants and infrastructure before it is offered to the next person on the waiting list. Any produce, plants and infrastructure that remain after this time become the property of the new plot holder. Members who have their membership terminated will not receive a pro rata refund of their plot rental fee.

8. Committee rules, role and responsibilities

All members of the Committee must be current garden members. The Committee has adopted the Constitution based on Consumer Affairs Victoria's model incorporation rules, which are included in Appendix B.

In addition to working towards the garden's vision, the roles and responsibilities of the Committee are to:

- Self-fund through membership fees, fundraising, grants, donations etc
- Maintain a clear governance structure and management plan
- Invite membership and welcome participation from all local residents
- Encourage a wide cross-section of the community to participate in its operation and management. This includes people of all ages, ability, gender, cultural and language backgrounds
- Encourage visitation and use of common garden areas by the whole community
- Maintain the garden to a high standard, including keeping the site tidy and clear of rubbish
- Use only natural or certified organic methods and products
- Avoid planting unsuitable species e.g. declared weeds
- Ensure that no disruption or planting to soil (except for weeding) on site outside of planter boxes and plots
- Ensure the site always remains accessible and safe, and children remain under adult supervision
- Maintain a focus on health and safety in the garden. Take reasonable steps to address risks
- Comply with any Council requests to address issues within specified timeframe
- Ensure watering within the licenced area is in accordance with laws and regulations in relation to watering throughout the term of the Licence

The roles and responsibilities of the City of Melbourne are to:

- Maintain basic infrastructure including fencing, accessible major paths and a potable water connection
- Supply mulch for the site on request and subject to availability and minimum delivery quantities
- Remove large items of refuse (eg. dumped rubbish)
- Inform of any scheduled works or other disruptions to the site

9. Amendments

The Committee will amend this Management Plan and the Code of Conduct as needed to meet the needs of the Garden, and submit updates to the City of Melbourne for approval. Where amendments have been made to these rules and guidelines, the Committee will

Commented [TM1]: This is the only unresolved point. At the meeting on 10 March 2026, we agreed to replace this with what the responsibilities are in the Licence. BUT Vince is checking with counsel about the mulch. The licence only says the following are the Council's responsibility:

Waste collection: Provide bins for general waste and recycling and waste collection.

Fences and gates: Repair, maintain and replace at end of life cycle

- Surrounding Chain mesh fence
- Fence posts
- Gate

Outdoor Furniture: major repairs and maintenance. Replacement at end of life cycle.

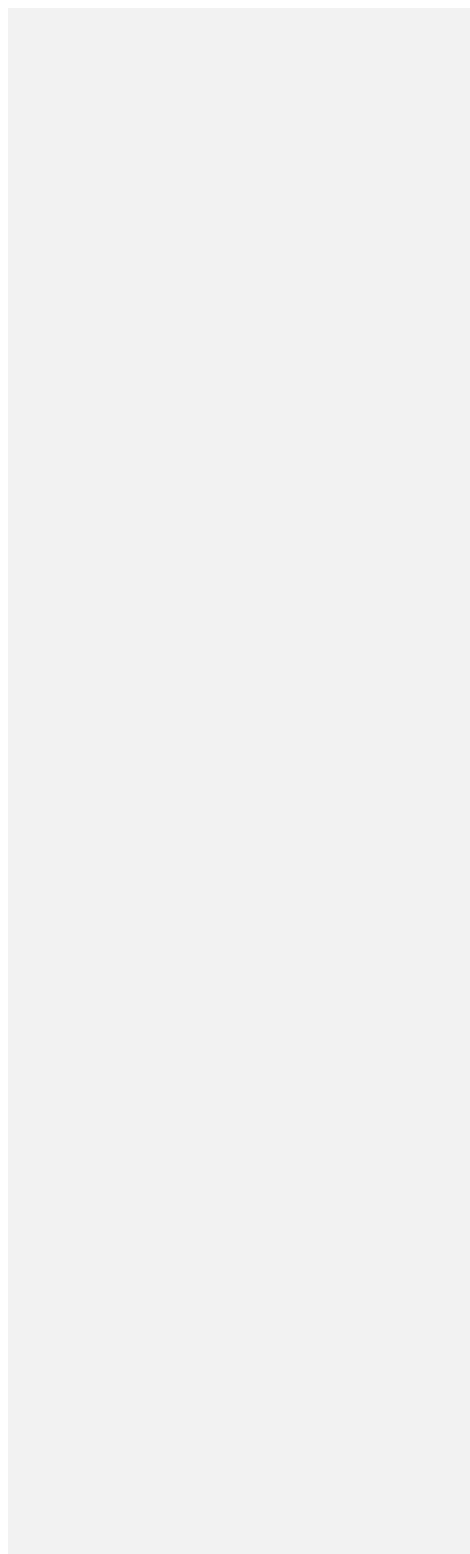
Plumbing and fixtures: Structural defects of external drainage up to the public sewer but excluding blockages. Repair and replace existing installations (i.e. taps)

Storage: No responsibility. Removal of inappropriately stored items (at Licensee's cost) if items not removed by Licensee.

bring the amendment to the attention of members by displaying an updated version in the community garden noticeboard, emailing a copy to all members and noting changes at the next garden meeting.

10. Issues and complaints

The general public, neighbours or members with any issues or concerns about the garden are encouraged to contact the Committee, who will investigate and find a solution. Where a satisfactory resolution cannot be found, Council may step in to resolve the matter. Please call 000 in an emergency.



Appendix A. Gardener's Code of Conduct

I, _____, understand that being a member of the Kensington Community Garden requires me to follow this Code of Conduct to the best of my ability.

Safety and security

- I will ensure any guests that I invite to the Garden comply with this Code and I will supervise any guest under 18 years old at all times. I accept that I will be held responsible for their actions
- I will watch out for any safety issues, resolve these if I can and notify the Committee of any risks, near misses or accidents
- I will clear plants, weeds, hoses, tools and other obstacles from pathways near my plot before leaving the garden. I will store any personal gardening items such as my watering can, bucket, bagged products or small garden tools on my plot, not in the pathways or garden shed
- I will ensure any pets brought into the garden are on a lead and secured at all times so as not to damage plants or create a nuisance for other gardeners
- I will refrain from smoking, vaping, and consuming any alcohol or illegal substances in the garden
- I will secure the garden by locking the tool shed and gate upon exit and I will not share the gate code with anyone who is not a member

Respect

- I will respect other gardener's perspectives, cultural differences and gardening practices, and play my part to create a safe, inclusive and welcoming environment. Violence, sexual harassment and bullying will not be tolerated. Bullying comes in many forms including false accusations, gossiping and humiliation
- I will maintain a friendly relationship with the surrounding community and show respect to our neighbours (eg. keep noise to a reasonable level)
- I will strictly avoid taking produce, seeds, plants, tools or equipment from another member's plot without permission

Gardening practices

- I will follow organic gardening practices and will not use synthetic chemical fertilisers, pesticides and herbicides in both plots and path areas
- I will use water efficient practices and follow all water restrictions
- I will compost organic waste in my plot or in the shared compost system, and place any rubbish in the bin

Maintenance, working bees and sharing

- I will take reasonable care to look after garden tools and infrastructure, and report any damage to the Committee
- I will attend a minimum of 2 working bees per year to assist in the maintenance of our garden (including shared areas and perimeter plantings) and grow our community, and help to maintain the shared areas at other times
- I understand that anything I plant in shared areas may be harvested by others. I will distribute produce from shared areas fairly, leaving plenty for others and where possible sharing surplus with community food projects to assist those in need

Additional requirements for plot holders

- **I will maintain and actively garden my plot and the adjacent pathways through regular visits to manage pests and remove weeds, rubbish, and dead or overgrown plants**
- I will not plant trees and large permanent shrubs in my plot
- I will ensure any trellises or infrastructure used in my plot are safe (eg. no sharp or protruding materials) and do not create excessive shade on other plots. I understand that I may be asked to remove structures that are deemed unsafe or unfair to other garden users
- I will organise another member to care for my plot during any short term absences (illness, holiday etc), and notify the Committee if absent for longer than one month
- I understand that my plot will be monitored and I may forfeit the plot if I do not maintain and actively garden in it

I agree to these conditions and understand that breaching this Code of Conduct may result in loss of my plot and/or membership. I will comply with any requests from the Committee and respect their decisions as final.

Signed:

Date: