

Community Contribution Scheme

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This scheme seeks to support, encourage and recognise the many contributions made by members in running and improving the Dapto Community Farm for its members. These contributions are made over the course of the year and in the case of long term members, over the course of their lifetimes.

Contributions can include time, expertise, monetary or asset contributions and even securing favours from friends and family. Every little bit helps and as a community run farm we want to encourage, record, recognise and celebrate even the smallest contribution.

Community Contribution Credit (Triple C's) Programme

Starting [**??/??/????**] the committee established a voluntary Community Contribution Credit or **TripleC** program that allows members to have many opportunities to contribute regularly but at the same time have the flexibility to tailor their contribution in more interesting ways than just having to attend a working bee.

By outlining all the ways members can contribute and utilising an annual points system, members can choose how they are best able to contribute in any given month or year, leveraging their gifts and passions to benefit the farm community and more broadly the local community.

Each member can choose their own contribution goal through an annual pledge, but as a general guide members are encouraged to look for how they can contribute at least 12 points in a year per plot allocation.

When considering your goal, please consider making your contribution fair and equitable, recognising that if you rent larger or numerous plots there is a greater proportion of the maintenance and upkeep for your proportion of plots than a member who has a single small plot.

The table below outlines the points attributable per contribution task as defined by the committee. A member can choose how and when they contribute using the list provided. For example a member makes a pledge of 24 points for the year. They can look to help out by running a seedling store for 3 months, thereby meeting their contribution goal of 24 in just three months. Likewise if you attend a fundraising event like the Bunnings BBQ on a given day you can accumulate 7 contribution points at a single event.

Points can be pooled and utilised for the benefit of members who are currently struggling to maintain their plots or even helping out a neighbour to water for a week while they are away.

Ways that you can contribute

The following are some of the potential ways you can contribute back to the farm community.

All contributions are appreciated and acknowledged, so if you want to contribute in a way not shown on the table, please let the committee know and we will add and attribute points.

How you can contribute	Contribution Credits
<p>Committee Attending and running meetings, reviewing minutes, managing risk, maintaining policies and taking any followup actions</p>	2 points per month
<p>Sub Committee Running a sub area of the farm such as Plot Allocation, Seedlings, Compost, Water, Working Bees etc.. and reporting back to the committee</p>	2 points per month
<p>Plot Inspections Reviewing 268 plots against the growers guidelines and associated policies (Weed Management, Water Management, Biodiversity etc..)</p>	2 points per month
<p>New Member Inductions and Visits Showing new members around, managing the waiting lists and liaising with potential new members</p>	2 points per month
<p>Allocation of Plots Making recommendations to the committee for allocation of vacant plots to new and existing members. Performing associated paperwork and arranging all required parties once allocations approved by the committee.</p>	2 points per month
<p>Arranging for plots to be cleaned Coordinating a third party to clean plots as the request of the committee. This does not include doing the cleaning, just scheduling and reviewing the completed work.</p>	1 point per month
<p>Cleaning a plot. At the request of the committee, some plots may be identified as requiring rehabilitation by the removal of rubbish and weeds. This can be physically demanding and quite a workout.</p>	4-6 points per plot
<p>Cleaning Common Area Walkways and Bed Walkways for another Member If you have cleaned one or more member's area of responsibility such as a walkway or common area.</p>	2 points per clean
<p>Safety Officer. The safety officer is charged with monitoring and enforcing the safety of the farm. By monitoring walkways, blocking off walkways that are deemed unsafe, and teaching people about safety, the Safety Officer helps reduce the risk of an accident and harm to our members, their friends and family, and visitors to the farm.</p>	2 points per month
<p>Security Officer</p>	2 points per

<p>The security officer is the first point of contact in the event of a security incident such a potential theft, assault or accident. You need to be able to use an app on a smartphone to check the camera footage and record an incident. In more serious circumstances, you may need to call emergency services such as the police and ambulance.</p>	<p>month</p>
<p>Educating our Members Running or contributing to a gardening workshop or getting a speaker in to run a workshop for members</p>	<p>4 points per event</p>
<p>Participation in Focus Workshop From time to time the committee will run focus workshops to get members feedback and ideas on proposed changes and projects. We want your ideas and we are willing to recognise the sharing of ideas as a contribution to the farm</p> <p>These workshops are not General Meetings; there are no decisions that are made that affect members, but there is an expectation of respectful collaboration, sharing of viewpoints and discussion of ideas which may inform the committee's policies and decisions.</p>	<p>2 points per event</p>
<p>Video & Photography Services The farm would like to create a number of video presentations and website collateral for members. If you can take photos or edit videos and have any video recording gear such as outdoor mics , GoPro or drone cameras we can create educational tools for everyone and future external communities we engage with like schools or community groups.</p>	<p>4-6 points per project</p>
<p>Language Translation Farm members come from a diverse cultural background and different levels of English competency. If you can read, speak or write in English and another language then you can help our members to understand the communications sent by the committee including minutes, notices and our guidelines and policies. This will help those members get the most of our farm and build a strong community.</p>	<p>2 points per document</p>
<p>Managing the Website Updating the website and handling queries from the public who message through Google Maps</p>	<p>2 points per month</p>
<p>Managing Social Channels Posting and responding to messages on social channels like Facebook and Instagram</p>	<p>1 point per month</p>
<p>Information Technology Support Managing emails, you tube channels, domain names</p>	<p>1 point per month</p>
<p>Marketing to the Community There are opportunities to tell our story to the local community and be a vibrant hub of gardening and organic food</p>	<p>2 points per month</p>
<p>Running a Social Event Advertising, organising and running a DCF social event that involves food and/or activities. Social events are completely separate from working bees</p>	<p>6 points per event</p>

<p>Selling Seedlings and Store Items Staffing the store at a prescribed time(s) of the week for members to buy seedlings</p>	2 points per shift
<p>Running a Market Garden Our members and commercial growers on the farm have excess produce and would like to sell this to the local community, it boosts the local economy and lowers food miles. If you are able to , we need a volunteer to run a market. This will be shared with other members to share the load</p>	6 points per market
<p>Coordinating with OzHarvest Dapto Community Farm and Mountain Range growers has a partnership with OzHarvest and we require to regularly prompt members and commercial farmers to donate excess produce, not suitable for sale , but still delicious and wholesome</p>	1 point per week
<p>Working Bees Attendance Attending and working at a working bee including providing refreshments for those attending.</p>	2 points per event
<p>Construction Projects From time to time we identify a number of small construction projects that are more than a working bee activity. If you are licensed tradesperson or handy with tools, there are some small projects like building picnic tables and chairs, or awnings over the top of our wheelbarrows</p>	8 points per project
<p>Fundraising Staffing the Bunnings BBQ for a shift or applying for a community grant</p>	10 points per event
Cleaning The Shed	2 points per month
Taking out/in the garbage each week	1 points per month
Taking rubbish to the dump after a cleanup	2 points
Picking up seedlings At least once a fortnight	4 points per pickup
<p>Helping out another member From time to time there are members who need some help with their garden, maybe they are incapacitated or just unable to come due to illness or death in the family. When the committee is made aware of such opportunities we look to our community of members to step up and assist where they can.</p>	2+ points
<p>Running a DCF communal plot Communicating with members and arranging activities for a communal plot where 5-6 members are preparing, planting, maintaining and harvesting produce. This is a coordination and instructional role helping new members and members who may have released their plots in exchange for sharing the workload with other members.</p>	4 points per month
<p>Switching the water for rain events Prior to, during and immediately after any rain event, there are tasks to</p>	1 point per rain event

maximise how rainwater is harvested into the irrigation tanks and then delivered out to the garden beds	
Water Steward Members have issues with the water , turning it on and off and when problems occur we may have to perform triage on the issue or call for our professional irrigation maintenance person	4 points per month
2nd Contact Person for Water When the 1st contact point is not available , or requires additional help, the 2nd contact point may be required. Complementary tasks for the 2nd Contact Point are switching water for rain events, identifying leaks, liaising with members	1 point per month
Maintaining the First Aid The first aid kit is located in the kitchen area and must be maintained and kept up to date.	1 point per month
Gear Steward Wheelbarrows, shovels, tools and everything else mechanical we use for our gardening must be maintained. Wheels need to be pumped or tyre tubes replaced and even screws tightened all need a team of people who can step in and help	2-6 points for month
Compost Steward Maintain compost areas at the rear and grass area of the property	4 points per month

Pledging Your Contribution

We want all members to have the opportunity to give back to the farm and to help other members and the community.

Upon becoming a member of Dapto Community Farm, each **new member makes a contribution pledge** that outlines how they intend to contribute to the farm

Prior to the start of a new calendar year, **each existing member remakes their contribution pledge** to a contribution goal of their choosing. The level of contribution is not stipulated or mandated, however we want to give members an opportunity once a year to review their contribution based on what they are able to do.

Choosing to participate in the scheme means that the contribution pledge becomes a list of contribution tasks with a check box for each task, totalling the points for all selected tasks to arrive at a total contribution goal for the year.

A pledge is more than a goal, but less than an obligation. There are no penalties if the goal is not achieved, only an upside as there may be awards where any contribution is made.

A pledge could also be for a monetary or asset donation in addition to or in lieu of participation in the points scheme.

Lastly there is an option for a member to elect to make no contribution and not participate in the scheme. We respect each member's right to make that determination for themselves.

Recording Your Contribution

The committee will provide a number of ways for members to self record the community contribution made by them or to record the contribution made by another member and notify the committee on their behalf.

Online Form on the Website

https://docs.google.com/forms/d/e/1FAIpQLSftKqTkXV28_SIFBL13H_gVShc3QWXg1kL13UBm2sa0StTeEw/viewform

Short URL

<https://bit.ly/DCFtripleC>

QR CODE Linking to the Online Form



Paper Form to be Submitted to the Secretary

[Show Form]

Monetary Contribution

If you have the means, you may choose to contribute with a monetary contribution to the farm. These funds will be used to purchase materials for farm based and community outreach projects which you can explicitly nominate funds to go towards. Examples of future projects could be picnic tables or seedlings for a children's education program.

Monetary contributions can be made to the farm by a Bank Direct Deposit and referenced with “**Donation and [Plot Number]**”

Asset Contribution

Members can contribute assets that can be utilised by the farm. These might include working second hand tools, electrical equipment, storage and furniture that are no longer used by the member or have been purchased specifically for the use of the farm using the members funds. For example this could be in relation to a project or a need communicated by the committee or another member.

Asset donations will be reviewed by a nominated committee person to ensure the farm can utilise the assets, and once accepted, the asset is then recorded in an asset register which recognises the member making the contribution and tracks the asset going forward.

Recognition & Awards

Recognition and Awards are key aspects of the scheme. All awards and recognition culminates at the Farm Family Day run for members, their friends and family in late December, and cover all recognition of contributions including Life Member Awards, Triple C Awards and Contribution Certificates.

Life Member Awards

Life Member status represents a member's long standing contribution to the farm, the other members and the wider community. They should be recognised for their consistent dedication to contribution, for their efforts that go above and beyond the norm and a demonstrated desire to be improving the farm each year. Life Members are more than contribution, they are ethical and a champion for people's rights to be respected.

At the **Spring General Meeting**, the committee will call for nominations for Life Member awards. These nominations will be **provided in secret** by the members present and collected by the Secretary or their nominated person. Members not present will also be able to nominate prior to the General Meeting using a paper or online nomination form which goes to the Secretary or their nominated person. Nominations close 7 days after the Spring General Meeting and then the committee will convene a special committee meeting for the purpose of reviewing all nominations.

At this Special Meeting the committee will review all nominations and consider the contribution, ethics and character of each nomination. A Life Member Award is a significant award and only members that have shown to be highly ethical, demonstrated exceptional long standing contribution and consideration for the farm, its members and the community at large should be seriously considered.

A vote is run for each nomination to determine if a Life Member Award will be granted to that member. For voting to take place, there **must be a special majority (not just a corum) of committee members present** and the **vote must be carried unanimously** for the nomination to be considered awarded. For clarity, committee members that are also nominated will abstain from voting for their own nomination and the remaining members must vote unanimously for the vote to carry.

Life Members are recognised with an engraved plaque at the Farm Family Day and have membership to the farm for the entirety of their lives without the need for paying a membership fee. If they rent a bed, then Life Members will continue to pay fees for the use of the plots.

Nominations and Awards for Life Members can be dealt with posthumously, in which case if awarded, a close friend or family member is invited to attend the Farm Family Day and the award is then received by them on behalf of the past member.

A Life Member Honour Roll will be updated with the names of all Life Members and this Honour Roll will be provided on the website for members, friends and family to see. In

respect of remembrance, a second engraved plaque is also secured to the concrete wall of a garden bed nominated by the member signifying their contribution to the farm and their status as a Life Member.

Triple C Awards

The Triple C awards will culminate at the Farm Family Day and are recognition of the accumulation of TripleC points over the year. Award winners are determined on the 14th of December of each year which is the deadline for recording a member's contribution. Any contribution after the 14 December will be carried over to the following year.

This is a fun award where members can receive cumulative Triple C Awards where they meet or exceed the points associated with more than one individual award for a calendar year (January to December Farm Family Day) . For example if a member accumulates 45 points they would be awarded 4 Awards (12, 24, 30 and 40) simultaneously. If another accumulates 50, they would receive the 4 , plus the final award for 50 points .

In calculating the awards, any points related to being on the committee is deducted from the tally for that member as we want the contribution recognised but not skew the awards which is really for “**outside of committee**” member contribution. This means a committee member may still qualify for one or more awards, but their committee contribution will not be used in the tally.

At the Farm Family Day awards, the total of all points for a member (including their committee points) will be shared with everyone present so there is a complete recognition of a member's contribution.

The awards are:

Triple C Badge	Triple C Award	Triple C points
	Marigold Award (5 flower seedlings)	12 points
	Vegetable Basket Award (10 various seedlings)	24 points
	Thyme Award (5 Herb Seedlings)	30 points
	Eggplant Award (2 mature pots)	40 points

	Ox Heart Tomato Award (2 mature pots)	50 points
	Dwarf Citrus Award (1 Dwarf Citrus Plant)	100 points

Recognition of Donations

The committee will recognise the monetary and asset donations made by members where they do not nominate to make these donations anonymously. Recognition will be made by presenting members with a Certificate.

In some cases, the recognition of donations may have a project or initiative named on behalf of the contributor.

Member Responsibilities versus Contribution

Member responsibilities as per the guidelines and policies do not account for TripleC points.

Only activities that contribute to the broader community and farm shown in this scheme which are for the benefits of other members are recognised.

Examples of Responsibility versus Contribution are shown below:

- Keeping your plot clean is your responsibility
- Keeping your plot clean and then someone else's is contribution

- Keeping your walkway clean is your Responsibility
- Keeping your walkway clean and your neighbours is contribution