

Permaculture Cairns Inc. Information for Members



"What permaculturists are doing is the most important activity that any group is doing on the planet. We don't know what details of a truly sustainable future are going to be like, but we need options, we need people experimenting in all kinds of ways and permaculturists are one of the critical gangs that are doing that."

Dr. David Suzuki, geneticist, broadcaster and international environmental advocate

Permaculture Cairns' recent workshops and People Energy Transfer (P.E.T.) Days.

Above is a group photo of the team that put in a Banana Circle at Machans Community Garden.

Below: the finer points of raised bed garden construction, planting out the herb spiral, 3D model of suburban design at EnviroFiesta 2007.



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and in your folder you should also find ...

- Contacts list for Permaculture Cairns key roles
- Copy of the latest PC Newsletter
- A packet of organic seeds
- and maybe other items from time to time

We plan to make an ongoing project of putting standard PC documents on the PC forum so if you need extra copies of these materials please check the forum and see if you can download the ones you need. If not, contact the President on 0407 243 298.

Introducing Permaculture Cairns

Our structure, our objectives, our activities

This booklet gives members a background to our not-for-profit community association, Permaculture Cairns Inc. It aims to give you a general introduction to the way we operate - the organizational structure of Permaculture Cairns, its management committee, its teams, its volunteer workforce. It sets out our objectives, which are arrived at from members' input and designed to get us all active and involved and to create positive environmental impacts through our work. Many of the positions are in need of filling, so if you see something that interests you don't hesitate in letting us know.

Getting more information

Our newsletter comes to you once a month except in January. Our meetings are held once a month except in January. At the monthly public meetings you can learn more from the PC member's information table. Minutes book, membership list, financial reports and other PC documents will be open and available to members on the PC information table at meetings. There is even an Ideas box for your suggestions. We also have a planning day once a year where you can have a say and learn more about your group. The rules under which we operate are available to be borrowed from the PC Secretary. Please contact anyone listed on the PC contacts list if you need to know more.

Workshops & PET Days

Part of PC's regular activity is holding Workshops & PET (People Energy Transfer) days. Workshops are designed to educate members and the community, on a wide range of skills. They are always inspiring and an essential tool in attracting new members to the group. PET Days give members an opportunity to learn about Permaculture & its practical applications by working on each other's gardens. It's a fair way to share our energy & time as we help each other move toward a greater level of self-reliance & get to know each other in the process!

Our monthly meetings

Each monthly meeting usually includes one or more guest speakers in the first part of the meeting - members of the public are welcome to attend the talks for a donation at the door. The general meeting for PC members follows the speaker. It may include newsflashes, general administration, and discussion around projects we are working on. To get better acquainted with other members and with PC's activities, do stay for this part of the meeting. We are always happy to have new team members: please contact a member of the management committee if you are interested in joining in the life of our community. The tea break after the meeting gives us a chance to catch up with each other, buy raffle tickets, share resources such as surplus food, plants, seeds, skills and even junk.

Benefits of membership

Belonging to a community of Permaculture enthusiasts and professionals brings many benefits to you... Here are some of them. And this is only part of what your membership offers you!

- Enjoy the company of like-minded people who share the Permaculture passion.
- Continue learning about Permaculture through shared knowledge & experience.
- Have a garden working bee, design or consultation by our garden team.
- See garden shows and events.
- Hear informative and interesting guest speakers.
- Receive the Permaculture Cairns newsletter.
- Learn new skills through attending workshops and other activities.
- Have lots of fun social outings and events.
- Be involved in the subcommittees working on special projects.
- Visit other people's gardens and get ideas for yours.
- Get access to plants and other resources through sharing.
- Get help and information about care of chooks and other animals.
- Enjoy the protection of insurance coverage during Permaculture Cairns Inc. activities.
- Get up-to-date Permaculture news from the network.
- Make new friends who have something in common with you.
- Help do your part to repair the planet.
- Care for the earth, people and nature.

Permaculture Cairns welcomes you into its community and the wonderful world of Permaculture.

PC's Mission Statement and Objectives

Mission Statement

Permaculture Cairns is a non-profit community group. Our mission is to implement sustainable design systems throughout the Cairns community & the Far North region, through education, communal design projects & the shared individual experience of Permaculture.

Objectives

Help members of PC to develop their own Permaculture gardens. *G*

Assist in the development of community gardens in Cairns and look into the feasibility of a PC broad acre city farm and Permaculture Education facility on sustainability. *G*

Share Permaculture information, ideas and resources with the community (educate and inform). *E, V*

Promote Permaculture to the public. *S, V*

Develop mechanisms to empower, up skill and educate members of PC. *Cr, E*

Develop systems & mechanisms that promote effective communication within PC, and ensure information and ideas are shared. *C*

Address public policy issues that directly affect PC or the principles of Permaculture. P
Develop fundraising activities, so we are sustainable and self-reliant, to meet external objectives. F
Develop effective democratic decision-making processes within PC. MC
Develop a system to assess and review projects and their priorities. MC
Plan and co-ordinate PC activities & events effectively and efficiently. MC
Distribute tasks democratically within PC. MC
Network, liaise & work with related or relevant groups regarding Permaculture & sustainability. MC

C Communications Team	Cr Craft Team	E Education Team
F Fundraising Team	G Garden Team	P Policy Team
S Shows Team	V Van Sub-Committee	MC Management Committee

Permaculture Cairns roles

PC members Determine the direction of PC. Set the aims, objectives and strategies of PC at planning days. Nominate & vote for the Management Committee. Vote on major decisions including any changes to the PC constitution.

PC Management Committee Elected body. Manages the affairs of PC. Is responsible for implementation of PC's aims, objectives and strategies. Aims to represent the PC membership, share the tasks and responsibilities, report to members regularly and make recommendations to members about key decisions. Fulfils duties required by Office of Fair Trading.

President Has an overall responsibility for making sure that PC is running smoothly and achieving its aims and objectives. Maintains regular communication with all PC stakeholders and represents PC in public. Specific duties: organizes and chairs meetings, prepares agendas, is spokesperson.

Vice President Assists the president and fills in when President is absent.

Secretary Key contact person for correspondence, phone messages etc. Specific duties: office and administrative systems, correspondence, maintaining records, minutes.

Treasurer Manages the financial accounts and reports for PC. Specific duties: banking, budgets, accounting, financial reporting, auditing.

Team Leaders Represent both their team and PC members on the Management Committee. Co-ordinate their team's activities and help their team meet their aims and objectives. Attend team meetings, team leaders meetings and Management Committee meetings. Co-operate with other teams and regularly communicate with members at PC meetings and via the PC newsletter. The structure has been put in place and these roles are now in need of being filled. An opportunity therefore exists to make a real difference to the effectiveness of PC, in you area of interest.

Team Leader Co-ordinating function

Communications Activities such as PC newsletter, website, promotions, publications

Craft Team's education, activities & events

Education Team's projects & educational displays

Fundraising Team's projects & events

Garden Team private and public gardening events e.g. PC working bees

Policy Team meetings, activities & events

Shows Team activities and large public shows & events

The following PC positions (staffed by volunteers) may become necessary as the group grows

Graphic Designer to design PC print materials and maintain PC logo and graphic appearance

Librarian that manages the library systems and resources

Meet & Greeter to welcome new members at PC meetings and show them around

Membership Secretary that manages membership lists and payments

Reporter who writes articles for PC newsletter

Returning Officer to administer the nominations and AGM elections for PC positions

Seed Bank Manager who collects, cleans, stores and packages seeds for distribution and sales

Webmaster to administer and update PC website

Permaculture Cairns' structure

The role of the Teams is to channel, from the membership, all the inputs of ideas, knowledge, time, energy and support for their chosen leadership. The shape the organization will take, and the outputs PC generates, will depend on the quality of the input from the membership.

The Seven PC Teams

Communications, Craft, Education, Fundraising, Gardens, Policy, Shows

Introducing the PC teams and their purpose

PC is developing its teams as a way of achieving the work and the wishes of its members. Members have said they want PC to:

- Provide guest speakers at meetings
- Promote Permaculture to the public through shows and events
- Educate the public about Permaculture
- Influence public policy and decision-making affecting Permaculture
- Raise resources and funds for PC
- Assist people to develop private & community Permaculture gardens
- Develop new skills to increase members' self-reliance
- Stimulate good communications amongst the members of PC
- Develop a sense of community amongst PC members

The teams can do all of this:

- Ensure all PC's aims and objectives are addressed "Get things done"
- Share the workload around people fairly "Fair share" "People care"
- Enable people to work in their area of interest "Specialize or generalize"
- Meet in small workable personal groups "Small friendly gatherings"
- Stimulate activity of members "Less talk, more action"
- Develop skills and knowledge "Is that how you do that?"
- Cultivate friendships "Getting to know you"
- Give people enjoyment and fun "Lots of wine and laughter"
- and much much more.....

Would you like to do more than just come to the meetings? Do you want to actually do something, learn more, develop your skills, and meet like-minded people?

Then a PN team is for you.

Choose from one of the teams:

**Communications, Craft, Education, Fundraising, Garden, Policy, Shows . . .
there's one waiting for you!**

The proposed work of the PC teams

Communications Team

This team's work will involve editing, design, illustrating, reporting, writing, and distribution of information. If you can contribute to any of this work, please join the team that keeps communication flowing around and out of our community. The PC newsletter is a standard monthly project.

Craft Team

The Craft Team members can get together to learn a range of home skills such as spinning, weaving, knitting, and how to make useful household articles like clothes, paper, blankets, rugs, fencing and lots more. This gives members the opportunity to become more environmentally sustainable, energy efficient and self-reliant in the home.

Education Team

The Education Team shall seek to inform and educate anyone about Permaculture. It is the team that will give workshops and talks to groups upon request and at public shows and local events. It aims to produce information sheets, leaflets and signs. It is also interested in raising the skills, confidence and knowledge of PC members and in sharing information. If you like giving talks and educating others you will enjoy this team.

Fundraising Team

The Fundraising Team aims to provide the means for Permaculture Cairns to achieve its objectives. It raises funds by selling products such as PC organic seeds and educational show-bags, by applying for Government grants, and by organizing activities and events. It is also interested in building the wealth of PC members through sharing of resources. If you are interested in creative ethical ways to raise funds & resources, or in creating and running a local trading system, then this team is for you.

Garden Team

The Garden Team will work in both private and community gardens. It will help members to develop their Permaculture gardens, organize working bees and coordinate the activities, people & resources needed. If you want to learn more about growing food, improve your design or gardening skills, or if you just love gardening and helping others to develop their own sustainability, the Garden Team is for you.

Policy Team

The Policy Team will deal with policy issues arising within PC as an organization and with any public issues that affect PC. It will also consider any public policy issues that involve or should involve the principles of Permaculture (for example, local planning decisions, establishing community gardens and so on). If you are interested in public policy decisions, in representation and lobbying and in bringing about social change, this team needs you.

Shows Team

The Shows Team is setup to organize our display stands at events such as the Tropical Garden Fair show at Cannon Park, the Cairns Show, and EnviroFiesta. This team designs, constructs and deconstructs the displays. Public shows allow us to promote Permaculture and to share our passion. They also help us to gain new members and raise funds. If you would like to practice your creative garden design and construction skills, or just help organize these exciting events, then the Shows Team is for you.

Roles and responsibilities of PC Team Leaders

General

Be prepared to commit the necessary time to run your team well. (Consult Management Committee members and/or previous team leaders for advice, information, and support.)
Control petty cash advances provided to team leaders on request to Management Committee, and account for your expenses - i.e. return all Tax Invoices, receipts and/or surplus cash at year's end. Manage annuity (granted to team leaders on request to Treasurer) to cover personal expenses incurred, e.g. use of private phone etc.

Team meetings

Organize date, time, and venue for regular team meetings. Notify team members of upcoming meetings. Ensure minutes are recorded at each meeting. Co-ordinate team activities.

Management Committee meetings

Attend Management Committee meetings. Provide a one-page report of team's activities and proposed activities.

Permaculture Cairns public meetings (3rd Monday every month except January)

Prepare and update a Team Board for PC meetings to promote team & to provide information to members. Invite and recruit new members to the team. Report to Permaculture members at meetings if necessary.

Newsletter

Prepare reports on team's activities to keep members posted and to generate assistance and ideas etc. Organize articles for newsletter. Meet newsletter deadline (Friday ten days before public meeting Feb to Dec: see PC calendar for dates) to ensure publication.

Team activities & events

Look after any receipts & monies generated from activities and events until they are banked or handed over to the Treasurer.

PC contact details



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Teams emails (not yet effective)

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Education

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Fundraising

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Garden

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Policy

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