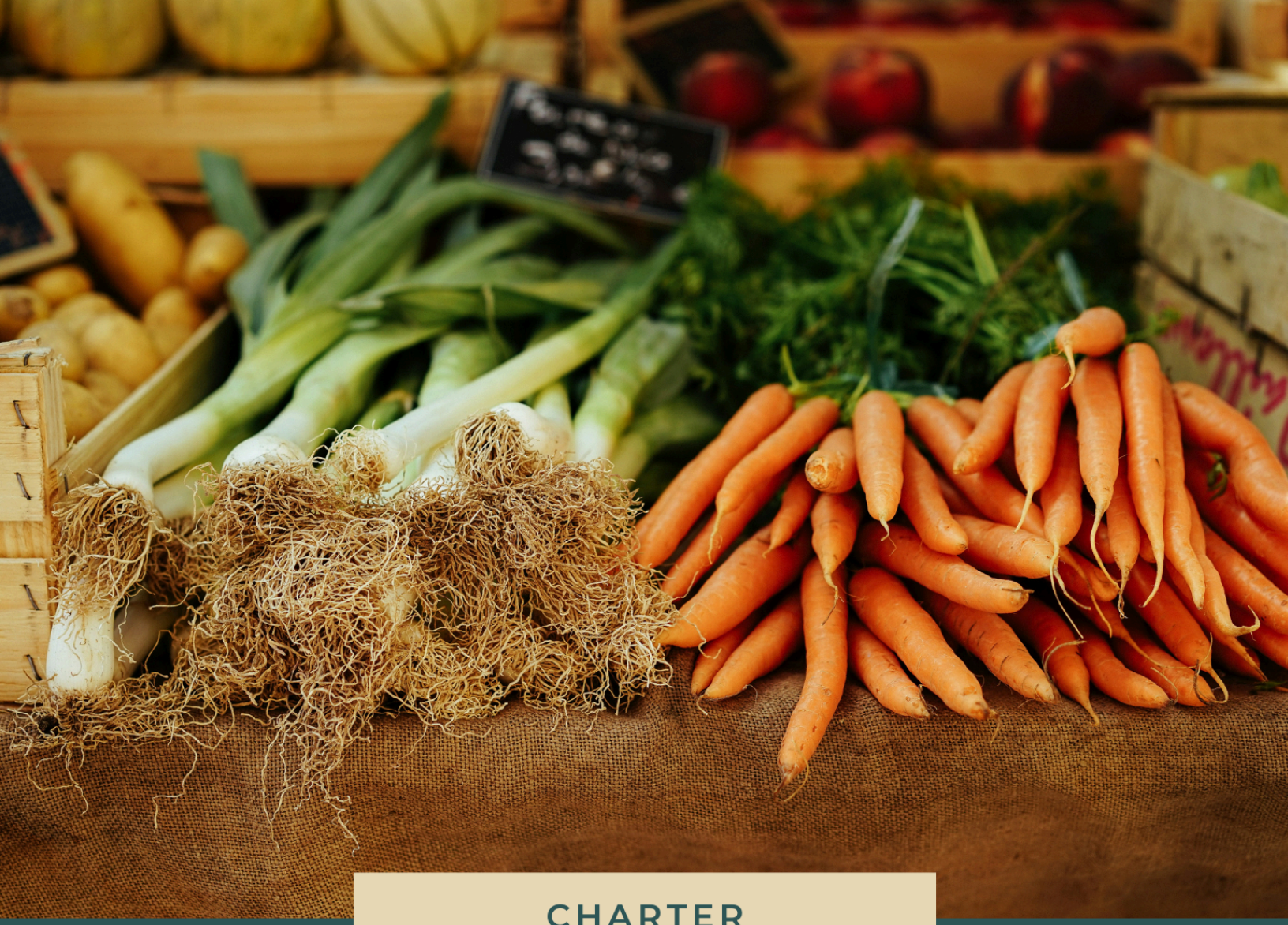

CHARTER

SUFFOLK PARK COMMUNITY ASSOCIATION

Farmers Market Working Group

Suffolk Park Farmers Market Working Group

Charter

The Suffolk Park Farmers Market Working Group is established as a subcommittee of the Suffolk Park Community Association (SPCA) to plan & develop a community-led farmers market for Suffolk Park. Operating under the authority of the SPCA Committee, the Working Group will lead all aspects of the planning & establishment phase, including site selection, liaison with Byron Shire Council & relevant authorities, market design, logistics, compliance, stakeholder engagement, & financial planning. The initiative aims to support local growers, producers, & artisans, strengthen the local economy & food resilience, & create a vibrant, regular community gathering space aligned with principles of sustainability, localisation, & community wellbeing. The Working Group will provide recommendations to the SPCA Committee, with all final decisions, financial commitments, & legal authority remaining with SPCA. Once established, the market may continue under SPCA or transition to an independent incorporated entity, subject to Committee determination.

1. Establishment

The Suffolk Park Farmers Market Working Group (“Working Group”) is established as a subcommittee of the Suffolk Park Community Association (SPCA).

The Working Group operates under the authority of SPCA & reports directly to the SPCA Committee.

2. Purpose

The purpose of the Working Group is to plan, develop, & establish a community-led farmers market in Suffolk Park that:

- Supports local growers, producers, & artisans
- Strengthens the local economy & food resilience
- Creates a regular community gathering space
- Aligns with the values of sustainability, localisation, & community wellbeing

3. Scope of Responsibilities

The Working Group is responsible for the planning & establishment phase of the Suffolk Park Farmers Market, including:

- Site identification & suitability assessment
- Liaison with Byron Shire Council & relevant authorities
- Market design (layout, stall mix, operating model)
- Development of policies & guidelines (e.g. stallholder criteria, local produce focus)
- Coordination of infrastructure & logistics (e.g. access, amenities, waste, traffic)
- Risk assessment & compliance requirements (including food safety considerations)
- Stakeholder engagement (community groups, growers, local organisations)
- Budget planning & financial modelling
- Identification of funding opportunities, sponsorship, or grants
- Development of branding, communications, & community outreach

4. Authority

The Working Group may:

- Make recommendations to the SPCA Committee
- Undertake planning & consultation activities
- Develop draft policies, budgets, & operational frameworks

The Working Group may not:

- Enter into contracts or legal agreements on behalf of SPCA without prior approval
- Commit SPCA to expenditure without approval in accordance with SPCA financial delegations
- Open bank accounts or independently manage funds

All final decisions remain with the SPCA Committee.

5. Membership

The Working Group will consist of members of the Suffolk Park Community Association (SPCA) in accordance with the Constitution.

The Working Group will include at least one SPCA Committee member, who will act as a liaison to ensure alignment with SPCA governance, reporting & decision-making processes.

Participation may also include invited representatives from relevant community groups (e.g. Community Gardens, sporting clubs), as well as individuals with relevant skills, experience or interest in market development, event delivery, agriculture or logistics. These individuals may contribute to discussions & activities but do not hold formal membership or voting rights within the Working Group unless they are members of SPCA.

The SPCA Committee retains the authority to appoint or remove Working Group members as required to support the objectives of the project.

6. Roles

Working Group Coordinator (or Chair):

- Leads meetings & coordinates activities
- Acts as primary point of contact with SPCA Committee

SPCA Liaison:

- Ensures alignment with SPCA governance & reporting
- Facilitates communication between Working Group & Committee

Members:

- Contribute to planning, research, & delivery of tasks

7. Meetings

- Meetings will be held as required during the establishment phase
- A simple majority of members constitutes a quorum
- Decisions should be made by consensus where possible

8. Reporting

The Working Group will:

- Provide regular updates to SPCA Committee
- Submit key documents for approval (e.g. budget, site proposal, operating model)
- Escalate risks or issues in a timely manner

9. Financial Management

- All funds must be managed through SPCA accounts
- Accurate records must be maintained for all income & expenditure
- Any funding applications or sponsorship arrangements must be approved by SPCA

10. Risk & Compliance

The Working Group must:

- Identify & assess risks associated with the market
- Ensure appropriate insurance coverage is in place through SPCA
- Comply with relevant laws, regulations, & Council requirements

11. Conflict of Interest

Members must disclose any actual or perceived conflicts of interest & act in accordance with SPCA policies.

12. Duration & Transition

This Charter applies during the planning & establishment phase of the market.

Once the market is operational, SPCA will determine whether the market will:

- Continue as a subcommittee of SPCA, or
- Transition to an independent incorporated entity with its own governance structure

13. Review

This Charter may be reviewed & amended by the SPCA Committee as required.

Adoption

This Charter is adopted by the Suffolk Park Community Association Committee on:

Date: 20/04/2026

Signed:
Hayley Devlin - Secretary