

## Membership Guidelines

Previous version: February 2017

Current version: February 2024



The Braybrook Commons Community Garden is a shared community space. The Garden is a communal place for locals to grow fruit, vegetables, herbs and flowers as well a place to come together, have fun, share knowledge and build a sense of community.

This garden is accessed through a coded lock and members are invited to visit during daylight hours . Plot holders are charged a small yearly membership fee. The fee will contribute to the upkeep of the garden, gardening equipment and for community events. The garden is run by members and all members contribute to the maintenance of the space.

### 1. Braybrook Commons Community Garden membership

1.1 Membership fees are non- refundable and will be charged annually. Members must renew their Membership Registration at the start of every financial year. If the membership fee is not paid within 1 month of invoice being received, your plot will be reallocated. If you are having trouble paying your membership fee, please discuss with the committee or plot coordinator.

1.2 The Membership includes access to the garden and communal gardens, orchard, garden equipment and water.

1.3 The Membership fee covers access to the garden and allocated plot. Plot holders are responsible for materials and resources for the plot including plants, soil and fertilisers.

1.4 At the end of the financial year plot holders will be emailed a tax invoice request and will then pay through direct deposit. Gate codes will then be changed and shared with paid up members.

1.5 There is a plot limit of one plot per 'family'/household. A person who lives in a share house or boarding house and is an independent person, (buying their own food, separate from their other share house members) is allowed their own separate plot.

### 2. Individual Garden Plots Maintenance

2.1 Plot memberships are valid for one year and renewed every financial year. Plots must be maintained and kept neat and tidy. If a plot is left unattended for more than 2 months, a courtesy warning will be provided to the plot holder. After this time, if the plot is not used within 3 months, it will be reallocated (A plot is considered unattended if you have not signed into the garden over the 2 month period).

2.2 You must advise the committee immediately if you no longer want your allocated garden plot.

2.3 Individual compost bins, worm farms or chickens are not permitted in the garden.

2.4 Gardeners are welcome to plant what they like in their allocated garden beds, however fruit trees or any other trees may not be planted as this will overshadow other plots.

- 2.5 No poisonous, hazardous or invasive plants can be planted in the garden e.g. mint
- 2.6 Plot holders may not use non-organic herbicides or pesticides (including weed and pest sprays, snail baits).
- 2.7 Members shall maintain their plots and nearby areas including paths (within 1 metre) free from weeds.
- 2.8 When abandoning a plot it would be left in its original condition and be weed free with all structures removed.
- 2.9 If no plots are available a waitlist will be created. Plot offers will occur in order of request.

### 3. Access to the Garden

- 3.1 The gardens are available for use between sunrise and sunset.
- 3.2 All members and visitors are required to sign in and out of the garden log book, stored in the shelter, when using the garden.
- 3.3 Access codes issued must not under any circumstances be shared to any other person or group.
- 3.4 Members must make sure that shared garden areas are left clean and tidy. Users are also required to clean, lock up and pack away equipment after each garden session.
- 3.5 Members are responsible for the opening and closing of the garden. It is important that all storage areas and all gates in the Garden are to be locked if last to leave. Making sure that everyone is out of the garden and all materials including the shipping container are secure before locking up.
- 3.6 All rubbish and waste must be correctly sorted and placed in the correct bin. Diseased plants and weeds with seeds should be placed in the green waste bin (green lid). Other garden waste can be placed in the compost.

### 4. Garden Rules and Expectations

- 4.1 Everyone is welcome in the Braybrook Commons Community Gardens and everyone has the right to be treated with integrity and respect regardless of age, race, gender or ability.
- 4.2 The Garden has a shared space philosophy. All users are to respect the rights of others including equipment, belongings and gardening practices. Do not take from other garden plots without expressed permission of the plot-holder.
- 4.3 Children must be supervised by a responsible adult at all times while in the garden.
- 4.4 No alcohol, illegal substances or weapons are permitted in the community garden.
- 4.5 Any dogs must be on a lead at ALL times and you must ensure it does not create a disturbance in the garden by checking other members are happy for the dog to be in the space. Please clean up after your dog and take any dog poo with you.
- 4.6 No smoking in the garden. Smokers should always be 5 metres away from the outside of the garden in accordance with Council's Non-Smoking Policy.

## 5. Garden Equipment and Storage Space

- 5.1 Basic garden equipment is stored in the shipping container and is available for Members to use.
- 5.2 Members must not remove or borrow equipment from the garden for personal use.
- 5.3 Members leaving equipment in the shared storage shed do so at their own risk, the committee will not be held responsible for any theft or damage of equipment.
- 5.4 Members must ensure personal equipment is clearly labeled.
- 5.5 All faulty and damaged shared equipment must be reported to the garden committee (leave a note in the message book in the container with your name and details or send an email to [bccgardens@gmail.com](mailto:bccgardens@gmail.com))).

## 6. Composting, communal garden areas and working bees

- 6.1 The Braybrook Commons Community Garden has shared compost bins for members to use.
- 6.2 The Garden has communal garden beds and a communal orchard that is shared by all members.
- 6.3 As part of membership plot holders are expected to attend at least **6** working bees every year or by completing pre-discussed communal tasks that equal to 12 hours of work e.g. regular mowing, compost maintenance or watering.
- 6.4 If members are not attending working bees/contributing to maintenance of the garden their plot will be passed to the next person on the waiting list.
- 6.5 Notification of meetings and Working Bees will be emailed to members.

## 7. Emergency Procedures

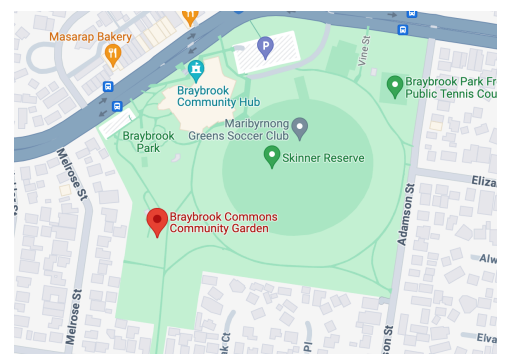
7.1 In the event of an emergency, evacuation will be to the oval at Skinner Reserve

7.1 In the case of an emergency in or around the garden, take care to move yourself and away from the danger. Call emergency services (police, fire or ambulance) on 000 (or try 112 for mobiles). The location of the Community Garden is Adjacent to Skinner Reserve and Braybrook Community Hub, Churchill Avenue, Braybrook.

7.3 Report any vandalism, suspicious dangerous or aggressive behaviour to the police on 000 immediately. Inform a member of the committee as soon as possible about any incidents that occur at the garden so an Incident Report can be completed. Incident Report Forms are available in the container.

7.4 For after hours emergency maintenance (eg. burst water pipe):

1. Call the Council after hours service on 9688 0200
2. Follow the prompts in the recorded message
3. Provide the necessary information
4. Council will notify the relevant department
5. Actions will arise in line with requirements



## 8. Health and Safety

8.1 All new Members must complete a garden induction by a member of the garden committee before using the garden. The induction includes a tour and general information about using the garden, composting and emergency procedures.

8.2 Members are responsible for their own safety and the safety of others at all times in the garden. This includes, appropriate safety wear, enclosed shoes, safe handling, use and storage of equipment.

8.3 If you are using the gardens by yourself, be aware of your surroundings and take care of your safety. Keep your belongings with you at all times.

8.4 The Braybrook Commons Community Garden is located on land owned by Maribyrnong City Council and leased by BCCG Inc. All individual and group members are covered by the BCCG Inc Public Liability Insurance. This insurance does not cover loss of personal items stolen or lost in the garden. By completing the Membership Application form it means that you agree to the rules as set out in these guidelines, and that you agree to indemnify BCCG Inc for any incidents, losses or injuries that occur to Council property, staff or other Members that are the result of your negligent actions or inactions.