



BRAYBROOK COMMONS COMMUNITY GARDEN Inc (BCCG Inc)

Membership Guidelines

Updated Feb 2017

1.0 About The Gardens

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.

The **Braybrook Commons Community Garden** has garden plots for hire, a shared orchard, communally managed garden areas and compost facilities. Plots are available for local individuals, groups and organisations to hire and the shared areas can be used for group activities. The garden is run by members. All members are invited to help in the management of the garden.

2.0 Using the gardens, membership and fees

Everyone is welcome to visit the gardens and use the shared garden areas. Individuals and groups can also choose to become more involved with the garden by becoming a garden member or volunteering in the gardens.

3.0 Braybrook Commons Community Garden membership

This garden is free to drop in when it's open. Plot holders are charged a small membership fee. The fee will contribute to the upkeep of the garden and gardening equipment, and for community events and activities.

Fees for 2016-2017 are below

Membership and Garden Plot

Not For Profit rate: \$70	Community rate: \$35/\$20 concession for a large plot, \$25/\$15 for a medium plot or two mini planters. Mini \$10
Incorporated Associations	Individuals
Schools	
Churches	
Social Support Programs	

- 3.1 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 with 1 month of payment being accepted your plot will be reallocated. If you are having trouble paying your membership fee, please discuss with committee or plot coordinator.
- 3.2 The Membership includes access to the Garden and communal areas, basic garden equipment and storage area.
- 3.3 The Membership fee covers access to garden and allocated plot. Plot holders are responsible for materials and resources i.e. plants or extra soil for plots.
- 3.4 Payment method- plot holders will be sent a tax invoice request and will have the option of paying online via direct lodgement, by deposit at a Commonwealth bank or by cheque.
- 3.5 Plot limit per household -There is a plot limit of one (1) large or equivalent (2 medium etc) 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 to their other share house members) is allowed their own separate plot.

4.0 Individual garden plots maintenance

- 4.1 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 3months, it will be reallocated. (A plot is considered unattended if you have not signed into the garden over the 2 month period)
- 4.2 You must advise the plot coordinator or other committee member immediately if you no longer want your allocated garden plot.
- 4.3 Priority for plots will be given to local residents, community groups and organisations who live and operate in the Braybrook area.
- 4.4 **Individual** compost bins, worm farms or chickens are not permitted in the garden.

- 4.5 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.
- 4.6 No poisonous or hazardous plants can be planted in the garden.
- 4.7 Plot holders may not use non-organic herbicides or pesticides (weed and pest sprays, snail baits etc).
- 4.8 Members shall maintain their plots and nearby area (**within 1 metre**) free from weeds. All invasive or diseased plants must be removed.
- 4.9 If a member no longer requires a plot then it is to be returned to its original condition – **weed free and all structures removed.**

5 Access to the garden

- 5.1 The gardens are available for use between sunrise and sunset.
- 5.2 All members and visitors are required to sign in and out of the garden log book, stored in the shipping container, when using the garden.
- 5.3 Access codes issued must not under any circumstances be reissued to any other person or group.
- 5.4 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 as required after each garden session.
- 5.5 The Group Leader or individual member is 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. Please make sure that everyone is out of the garden or shipping container before locking up.
- 5.6 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 in the compost.

6.0 Do's and Don'ts

Please follow the below rules to help with the smooth running of the garden.

- 6.1 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.
- 6.2 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 permission of the plot-holder
- 6.3 Children must be supervised by a responsible adult at all times while in the garden.
- 6.4 No Alcohol, illegal substances or weapons are permitted in the community garden.
- 6.5 If you wish to bring a dog into the garden please ask any other users of the garden if they are happy for you to do so. Your dog must be on a lead at ALL times and you must ensure it does not create a disturbance in the garden. If any other user feels frightened by the dog or that it is not under your control they can ask you to leave and you must do so. Please clean up after your dog and take any dog poo with you.
- 6.6 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.

7.0 Garden Equipment and Storage Space

- 7.1 Basic garden equipment is stored in the shipping container and is available for Members to use.
- 7.2 Members must not remove or borrow equipment from the garden for personal use.
- 7.3 There is limited storage space for members to leave their own gardening equipment. As such, Members must be considerate of others when using storage space. 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. If the shed becomes too crowded, members will be asked to take their equipment home.
- 7.4 Members must ensure personal equipment is clearly labeled.
- 7.5 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).

8.0 Composting, communal garden areas and working bees

The Braybrook Commons Community Garden has shared compost bins for everyone to use. The garden also has communal garden beds and a communal orchard that is shared by all. There will be regular Working Bees to maintain these areas. Working Bees are a great opportunity for Members to come together and build sense of community spirit in the Garden. In order to maintain membership of the garden, it is an expectation that plot holders will participate in a total of **at least 6 working bees, food swaps and/ or meetings every year or assist with watering the shared garden areas over the summer months or other pre-arranged tasks** .

Notification of meetings and Working Bees will be emailed to members and placed on the notice board inside the container.

9.0 Emergency Procedures

- 9.1 In the event of an emergency, each person and group in the garden will need to adhere to the garden's Emergency Response Procedures. These will be discussed at the induction and copies of the guidelines are available in the container.
- 9.2 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.

- 9.3 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.

9.4 For afterhours emergency maintenance (eg. burst water pipe):

- Call the Council after hours service on 9688 0200
- Follow the prompts in the recorded message
- Provide the necessary information
- Council will notify the relevant department
- Actions will arise in line with requirements

10.0 Your Health and Safety

10.1 All new Members must complete a garden induction by a member of the garden working group before using the garden. The induction is a tour and general information about using the garden, composting and emergency procedures.

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

10.3 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.

10.4 The Braybrook Commons Community Garden are 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.