

Ballina Community Gardens

Operating Rules and Procedures.

(Version 2 - November 2014)

GARDEN MANAGEMENT

GENERAL RULES & PROCEDURES

- Conduct in the Gardens
- Fees & Charges

REGULATION OF GARDEN PLOTS

- All plots
- Community Plots
- Rental Plots

USE OF GARDEN FACILITIES

OTHER MATTERS

- Change in Circumstances
- Personal Possessions
- Animals
- Visitors
- Children in the Gardens

APPENDIX A: Schedule of Fees

GARDEN MANAGEMENT

- Ballina Community Gardens Committee has the responsibility and authority for managing the gardens. The BCG Committee will work with garden members to establish ongoing management arrangements.
- An annual general meeting will be held each year to elect the Committee. All financial members are entitled to stand for membership on the Committee, in accordance with the BCG Constitution.

GENERAL RULES & PROCEDURES

Conduct in the Gardens

- Members and visitors should respect the gardens as community spaces. Members and visitors must not remove any plants or equipment from another gardener's plot without the gardener's permission. Likewise, plants and equipment must not be removed from other areas in the garden without the approval of the BCG Committee.
- All members, gardeners and volunteer workers to the site must read (or have read for them) the Community Gardens Rules and Procedures and OHS Policy and General Information. They

must complete and sign the Ballina Community Garden Member Induction Form or the Contractor/Visitor/Volunteer Acknowledgement Form and sign the Participation Waiver upon commencing any garden activity.

- Contractor's must read (or have read for them) the OHS Policy and General Information and sign the contractor's book on entry to the site acknowledging that they have done so.
- Willful damage to any area of the community gardens will not be tolerated. Each member has the right to quiet enjoyment of the community garden.
- Dealing with any garden management related issues is the responsibility of the BCG Committee. If members have any concern about the garden or other members, they are strongly encouraged to contact BCG Committee in writing. BCG Committee will deal with the matter in accordance with the policy on conflict resolution.
- The BCG Committee reserves the right to cancel any membership/plot rental where a member is in breach of the garden rules. Any member considered in breach of rules will be notified in writing. If after three weeks BCG Committee considers insufficient corrective action has been taken, the member may be advised of cancelled membership and/or plot forfeit, in accordance with the BCG Constitution.

Fees & Charges

- Annual Membership Fees and Garden Plot Rental fees will be determined by the BCG Committee and are contained in the attached schedule of fees (see appendix A).
- Any increase in fees, as determined by the BCG Committee, will apply to all memberships and rental plots and will be applicable on an annual basis (quarterly pro-rata if joining partial year).
- Membership or Rental Plots will be forfeited if fees remain unpaid one month after the due date.

REGULATION OF GARDEN PLOTS

All Plots

- Gardener's are requested to sign the attendance book each time they work in the garden during working bees. This information is useful to the garden in relation to seeking grants.
- Taps must be turned off prior to leaving the gardens, hoses left tidy and reeled up. Members should be conscious to conserve water.
- Fertilisers and pesticides are limited to those approved by the National Association For Sustainable Agriculture Australia Ltd. (NASSAA), BFA (Biodynamic Farmers Association) and/or approved by the BCG Committee.
- Weeds and rubbish are to be placed in the bins provided. Garden waste must not be left exposed. It should be composted, dug in or removed. Diseased plants, tomatoes, couch grass etc must not be composted.
- Each garden member is responsible for ensuring that all BCG communal tools are returned to the sheds if they have taken them out for use.
- Vehicles are allowed in the garden only for the delivery of equipment or soil.
- Prohibited plants, as decreed by law, are not to be grown.

Community Plots

- Distribution of produce grown in the community garden plots is to be determined by the BCG Committee with preference given to fund raising activities such as markets, bottling, canning, shared community meals etc and for donation to charities and other community groups.
- Regular working bees will be conducted to manage these communal plots.
- Generally, harvesting from the community garden plots is to occur during working bees and shared among those members present. Harvesting from community plots can occur at other times, however care should be given to avoid over harvesting to ensure produce is available for other members, and for other garden activities (such as donations). Members harvesting

from community garden plots are expected to make a physical contribution to the garden as a whole (i.e. not including private rental plots).

- Members are encouraged to garden/maintain areas in the communal plots although they must be mindful of existing plantings and crop rotations and regularly consult with the displayed plot 'plan' on the whiteboard before planting.

Rental Plots

Eligibility and Allocation

- A person must be a current financial member of the Ballina Community Gardens to apply for a rental plot.
- People wishing to apply for a rental plot must complete and sign an application form.
- Rental plots applications will be processed and plots allocated in the order they are received.
- If no plots are available at the time of applying, applicants will go on a waiting list and they will be advised when a plot becomes available.
- The maximum size that may be allocated per single/family membership is 1/2 standard bed.
- The allocation of rental plots is made at the discretion of the BCG Committee.
- Plots cannot be transferred under any circumstances to other members or non-members. If a gardener no longer wishes to maintain their plot they must advise the BCG Committee as soon as possible. The plot will then be reallocated to someone on the waiting list. No refund is given if a plot is no longer wanted irrespective of how much of the annual fee is remaining.

Maintenance and Care

- Garden plot holders are responsible for the care and maintenance of their individual plots throughout the year. It is the responsibility of gardeners to maintain their plot and the area around their plots, keeping it free of weeds, rubbish and any items that may be obstructing the pathways. Mulching of garden plots is strongly encouraged to control weed growth.
- Gardeners are responsible for improving the condition of the soil of their plot. It is important that nutrients are put back in to the soil after every season as plants use up the nutrients in the soil that they grow in. This can be done by adding manure, compost and mulch. Soil and compost may be added to plots but never removed.
- Climber frames must not, within reason, shade neighbouring plots and be constructed in a safe manner.
- No propagating, shed or other structure may be erected on a rental plot. Propagation is to occur at home or in the communal areas.
- All produce grown in individual rental plots remains the property of the plot holder and is not to be harvested by other members or visitors to the garden.

USE OF GARDEN FACILITIES

- All meeting and education places, BBQ's and other cooking areas, propagating areas, sheds and other storage facilities must be left in a clean and tidy manner and as they are found.
- Equipment that belongs to the Ballina Community Gardens is not to be removed from the site. All equipment used is to be left in good, clean working order and replaced promptly after use.
- Propagation areas are to be used to propagate plants to grow 'on site' or by members of the BCG for group fundraising activities. No propagation facility should be used to grow items for external sale by members at markets or privately.
- The person/member unlocking the garden gates is responsible to ensure they are relocked either by themselves or by arranging for them to be locked by another. In all cases, the last

person out of the garden is to check the gates are locked prior to leaving. Security of garden is important and diligence by all is appreciated.

OTHER MATTERS

Change in circumstances:

Members must advise the BCG Committee of:

- Any change in their address, email contact or telephone number.
- If they are no longer able to keep their plot
- If they are unable to tend their plot for one month or more.

Personal Possessions

The BCGC will not be liable for theft or damage to any personal possessions brought to the garden or left in parked vehicles while members, volunteers or contractors attend garden activities.

Responsibility at all times remains with the owner.

Animals

Dogs are not permitted within the garden, but may be tied up near the gate.

Visitors

All visitors to the gardens are the responsibility of the gardener who has invited them.

Children in the Gardens

Children are welcome in the garden. Adults must supervise children at all times. All children 15 yrs and under must be accompanied on site by a parent or guardian.

Appendix A

Ballina Community Gardens

SCHEDULE OF FEES

@ Date: November 2014

Membership (per year):

Single Adult (+16 yrs)	\$20.00
Family (2 Adults + Children)	\$35.00

<u>Rental Plots (per year)</u>	<u>Price</u>	<u>Membership Type</u>
Quarter Bed (size 2.4m x 2.4m)	\$28.00 per yr	Individual/Family
Half Bed (size 2.4m x 4.8m)	\$56.00 per yr	Individual/Family

Fee Schedule Operation:

- **Fees and Renewals:** Membership and Plot Rental Fees are due at the AGM in Dec and must be paid no later than 31 January of the following year. This being payment for the calendar year (1 January to 31 December) so the period of membership and rentals covers 2012, 2013 etc. If applying for membership/plot rental AFTER the year has begun (1 Jan) then the fee is based on the quarter in which the application is made, so example if paid in Jan-Mar (100%), April-June (75%), July-Sept (50%), Oct-Dec (25%), the member would then progress onto the normal annual renewal process at the AGM in Dec.
- **Non-renewals:** Members who do not renew automatically forfeit any rental plot under their care as you must have up to date membership to have a plot. Forfeited plots will be tidied up during February and reissued to anyone on the waiting list.