



Bellfield Community Garden

Charter and Rules

Amended 11th November
2020

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Amendments

Date	Amendment	Page
27 August 2014	Approved and Adopted	N.A.
20 th Novemeber 2014	Incorporated changes based on Consumer Affairs feedback	Multiple
11 TH November 2020	Changes approved by committee and adopted.	Multiple

1 About the Bellfield Community Garden

1.1 History of Bellfield Community Garden

- a. The development of the Bellfield Community Garden was jointly initiated by Banyule City Council and members of disestablished Cultivating Ivanhoe Community Group in discussions through 2013 and 2014.
- b. A Community Meeting to establish the level of support for a community garden in Bellfield was held at the Bellfield Community Centre on 21st May 2014, with approximately 80 residents in attendance. At a subsequent meeting on 4th June 2014, two working groups were initiated to establish the garden.
- c. At the Banyule City Council Meeting on 23rd of June 2014, Council resolved to allocate \$40,000 to the establishment of the Bellfield Community Garden as part of its 2014-2015 budget.

1.2 Purpose of the Bellfield Community Garden

- a. The purpose of the Bellfield Community Garden is to establish and maintain an accessible sustainable community garden, a community gathering space and an educational and recreational green space that encourages community participation and interaction. In all activities, members aim to make the garden a community garden a safe and harmonious place for all members and visitors. It is a not-for-profit organisation run by local volunteers.
- b. The three main aims of the Bellfield Community Garden are:
 - i. To develop an open space community fruit and vegetable garden for individual community members and community groups who want to engage in, and learn about, sustainable gardening practices.
 - ii. To provide a meeting place for individual community members and groups to develop a community gardening identity.
 - iii. To promote the Bellfield Community Garden within the Bellfield neighbourhood, and across the Banyule council area and neighbouring council areas, and form strong community partnerships to enhance and influence the success of the garden.

2 Management of the Bellfield Community Garden

2.1 Roles in our community garden

- a. The responsibility and authority for managing the garden rests with the Bellfield Community Garden Committee (the Committee). The table below lists the various roles and responsibilities of the Committee. Names of individuals volunteering is made available to members each year or if a change is made.
- b. These roles are declared vacant at each Annual General Meeting, and a new election held at each Annual General Meeting.
- c. Committee members must be members of the Bellfield Community Garden, and may resign in writing to the Committee.
- d. Committee members will cease to be a member of the committee if they fail to attend three consecutive meetings without a leave of absence.
- e. The Committee may appoint members to fill casual vacancies in the Committee at regular committee meeting.
- f. If the casual vacancy is the Secretary, the Committee must appoint a new Secretary within 14 days.
- g. A general meeting of the Association may—
 - i. by special resolution remove a committee member from office; and
 - ii. elect an eligible member of the Association to fill the vacant position in accordance with this Division.

ROLE	FUNCTIONS
President	Responsible for the coordination of the agreed development of the community garden and its effective operation.
Vice President	Supports the President. Provide cover when President unavailable.
Secretary	Organises meetings; keeps records; correspondence.
Treasurer	Manages community garden funds; banking and payments; management of grant funds; needs ability to produce a balance sheet of incoming/outgoing funds. Produces financial reports for meetings, for the annual general meeting and reporting to the state government authority that administers community associations.
Memberships & Plot Coordinator	Maintains register of members, organises member inductions and other membership business. This role assists with internal communication between members. Maintains record of plot holders, coordinates allocation of plots, and facilitates plot caretaking.
Compost and worm-farm Coordinator	Monitor compost and worm farm, and provide training.
Working Bee Coordinator	Organises working bees and ensures the shared areas and garden infrastructure are well maintained. Communicates with fellow coordinators to facilitate allocation of tasks to members at working bee.
Watering Coordinator	Responsible for organising watering roster of food forest and other common areas. Ensure maintenance of watering systems.
Grants Coordinator	Investigates funding sources such as grants, donations etc.
Fundraising Coordinator	Coordinates fundraising events and activities.
Workshop Coordinator and publicist	Coordinates workshops and advertising.

ROLE	FUNCTIONS
Food Forest Coordinator	Responsible for the development of the food forest. Responsible for coordinating ongoing maintenance including pest control, pruning, Communicates with working bee coordinator to facilitate member participation.
Community Plots Coordinator	Coordinates members in planning, planting, care of, and harvest of communal plots. Communicates with working bee coordinator to facilitate member participation.
Social Media Reporter	Posts promotion of events and workshops, and photos/updates on the garden's social media platforms.
IT Support	Maintains and update website and virtual meeting platform and communicate with members for content.

2.2 General Meetings

- a. All Bellfield Community Garden Members are welcome to attend regular General Meetings – everyone has a voice. Attendance at meetings is not be mandatory for all members, although attendance is encouraged to allow a true representative view on the operation and management of the Bellfield Community Garden. Active participation will be the key to the success of the garden.
- b. General Meetings will typically occur once per month, on alternating days (e.g. on the first Tuesday in odd-numbered months, and the first Wednesday in even-numbered months). Meeting dates will be fixed six months in advance.
- c. Each member has one vote. All attendees must declare any conflicts of interests at the opening of the meeting.
- d. Members will be notified by email with the date and time of the next meeting, at least 14 days in advance.
- e. The notification will -
 - i. specify the date, time and place of the meeting; and
 - ii. indicate the general nature of each item of business to be considered at the meeting; and
 - iii. if a special resolution is to be proposed—
 - (a) state in full the proposed resolution; and
 - (b) state the intention to propose the resolution as a special resolution;
- f. A copy of the agenda will be circulated at least 14 days prior to each General Meeting. All members will receive a copy of the minutes within 14 days of the meeting. Members can request copies of previous General Meetings minutes or tabled documents by writing to the Secretary, who will provide them within 14 days.

2.3 Annual General Meeting

- a. All Committee positons will be declared vacant and re-elected at the Annual General Meeting. All Members of The Bellfield Community Garden are encouraged to attend. Names of all members attending will be recorded. All attendees must declare any conflicts of interests at the opening of the meeting.

- b. Financial records, and any auditors reports will be presented, and accompanied by a signed declaration from two Committee Members (other than the Treasurer) that the financial records are correct.
- c. Minutes will be provide to all members within two weeks of the meeting.
- d. Changes to the Rules, will be considered as a standing item, and votes taken.

2.4 Special General Meeting

- a. Any general meeting of the Association, other than an Annual General Meeting or a Disciplinary Appeal Meeting, is a special general meeting.
- b. The Committee may convene a special general meeting whenever it thinks fit.
- c. No business other than that set out in the notice under Rule 2.2 may be conducted at the meeting. General business may be considered at the meeting if it is included as an item for consideration in the notice under Rule 2.2 and the majority of members at the meeting agree.
- d. Special general meeting held at request of members
 - iv. The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (b) by at least 10% of the total number of members.
 - v. A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
 - vi. If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
 - vii. A special general meeting convened by members under subrule (vi)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
 - viii. The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (vi).

2.5 Quorum and Decision Making Process at Special General Meetings and the Annual General Meeting

- a. The quorum for each General Meeting, Special General Meeting and Annual General Meeting will be a minimum of 5 members eligible to vote. No business may be conducted at a general meeting unless a quorum of members is present. It is desirable that all decisions are reached unanimously, and the numbers of votes for and against each proposition will be recorded. Only Bellfield Community Garden Members (both Garden Plot Members and Friend of the Garden Members) can vote, and each member has one vote.
- b. For members unable to attend a General, Special General or Annual General Meeting in person but wishing to vote on a particular issue, proxy votes will be accepted in writing (to the Secretary), clearly stating the members name and their voting intention.

- c. The members may also resolve to postpone a vote if further information or more extensive discussion is required. the resolution will be carried by a simple majority vote of the member attending or voting by proxy.
- d. During the establishment phase, decisions will be made by both the Governance and Design working groups via a simple majority to reach a decisions.

2.6 Minutes and Access to Records

- a. The Committee must ensure that minutes are taken and kept of each general meeting.
- b. The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- c. In addition, the minutes of each annual general meeting must include—
 - i. the names of the members attending the meeting; and
 - ii. proxy forms given to the Chairperson of the meeting under rule 34(6); and
 - iii. the financial statements submitted to the members in accordance with rule 30.8
 - iv. the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - v. any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.
- d. Members may on request inspect free of charge—
 - i. the register of members;
 - ii. the minutes of general meetings;
 - iii. subject to subrule (b), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.
- e. The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- f. The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- g. Subject to subrule (d), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- h. For purposes of this rule relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and including membership records, financial statements, financial records and records and documents relating to transactions, dealings, business or property of the Bellfield Community Garden

2.7 Meetings of Committee

- a. Meetings
 - i. The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.
 - ii. The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
 - iii. Special committee meetings may be convened by the President or by any 4 members of the Committee.

- b. Notice of meetings
 - i. Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
 - ii. Notice may be given of more than one committee meeting at the same time.
 - iii. The notice must state the date, time and place of the meeting.
 - iv. If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
 - v. The only business that may be conducted at the meeting is the business for which the meeting is convened.

- c. Urgent meetings
 - i. In cases of urgency, a meeting can be held without notice being given in accordance with rule 2.6b provided that as much notice as practicable is given to each committee member by the quickest means practicable.
 - ii. Any resolution made at the meeting must be passed by an absolute majority of the Committee.
 - iii. The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

- d. Procedure and order of business
 - i. The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
 - ii. The order of business may be determined by the members present at the meeting.

- e. Use of technology
 - i. A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
 - ii. For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (i) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

- f. Quorum
 - i. No business may be conducted at a Committee meeting unless a quorum is present.
 - ii. The quorum for a committee meeting is the presence (in person or as allowed under rule 2.6e of a majority of the committee members holding office.
 - iii. If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - (a) in the case of a special meeting—the meeting lapses;

(b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 2.6b.

- g. Voting
 - i. On any question arising at a committee meeting, each committee member present at the meeting has one vote.
 - ii. A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
 - iii. Subrule (ii) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
 - iv. If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
 - v. Voting by proxy is not permitted.

- h. Conflict of interest
 - i. A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
 - ii. The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.
 - iii. This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

- i. Minutes of meeting
 - i. The Committee must ensure that minutes are taken and kept of each committee meeting.
 - ii. The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed .

- j. Leave of absence
 - i. The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
 - ii. The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

2.8 Grievance Procedure and Dispute Resolution

All grievances will be resolved using the Bellfield Community Garden Grievance Procedure described in Appendix 1.

3 Disciplinary Procedures

3.1 Grounds for taking disciplinary action

- a. The Bellfield Community Garden may take disciplinary action against a member if it is determined that the member—
 - i. has failed to comply with these Rules; or
 - ii. refuses to support the purposes of the Bellfield Community Garden; or
 - iii. has engaged in conduct prejudicial to the Bellfield Community Garden.

3.2 Disciplinary subcommittee

- a. If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- b. The members of the disciplinary subcommittee—
 - i. may be Committee members, members of the Association or anyone else; but
 - ii. must not be biased against, or in favour of, the member concerned.

3.3 Notice to member

- a. Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - i. stating that the Bellfield Community Garden proposes to take disciplinary action against the member; and
 - ii. stating the grounds for the proposed disciplinary action; and
 - iii. specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
 - iv. advising the member that he or she may do one or both of the following—
 - (a) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (b) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - v. setting out the member's appeal rights under rule 2.6.5.
- b. The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

3.4 Decision of subcommittee

- a. At the disciplinary meeting, the disciplinary subcommittee must—
 - i. give the member an opportunity to be heard; and
 - ii. consider any written statement submitted by the member.
- b. After complying with subrule 2.6.4 (a), the disciplinary subcommittee may—
 - i. take no further action against the member; or
 - ii. subject to subrule 2.6.4 (c)—
 - (a) reprimand the member; or
 - (b) suspend the membership rights of the member for a specified period; or
 - (c) expel the member from the Association.
- c. The disciplinary subcommittee may not fine the member.
- d. The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

3.5 Appeal rights

- a. A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- b. The notice must be in writing and given—
 - i. to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - ii. to the Secretary not later than 48 hours after the vote.
- c. If a person has given notice under subrule 2.6.5 (b), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- d. Notice of the disciplinary appeal meeting must be given to each member of the Bellfield Community Garden who is entitled to vote as soon as practicable and must—
 - i. specify the date, time and place of the meeting; and
 - ii. state—
 - (a) the name of the person against whom the disciplinary action has been taken; and
 - (b) the grounds for taking that action; and
 - (c) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

3.6 Conduct of disciplinary appeal meeting

- a. At a disciplinary appeal meeting—
 - i. no business other than the question of the appeal may be conducted; and
 - ii. the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - iii. the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- b. After complying with subrule 2.7.6 (a), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- c. A member may not vote by proxy at the meeting.
- d. The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

3.7 Communications

To ensure effective communication between the Bellfield Community Garden Members and with the wider community, the following methods of communication will be used:

- i. Distribution of meeting dates, agendas and minutes by e-mail
- ii. Email distribution lists
- iii. A Notice board and suggestion box in the garden
- iv. Other communication including newsletters, a website, and Facebook will be developed over time.

3.8 Common Seal

The Bellfield Community Garden does not use a common seal, but may agree to use a logo or other identifying mark for publicity purposes.

3.9 Winding Up Dissolution, Alteration of Rules, Change of Name or Amalgamation

- a. The Bellfield Community Garden may be wound up voluntarily by a special resolution at a General Meeting, Special General Meeting or Annual General Meeting with not less than three quarter of eligible members voting.
 - i. In the event of the winding up or the cancellation of the incorporation of the Bellfield Community Garden, the surplus assets of the Bellfield Community Garden will not be distributed to any Members or former Members of the Bellfield Community Garden.
 - ii. Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Bellfield Community Garden and which is not carried on for the profit or gain of its individual members.
 - iii. The body to which the surplus assets are to be given must be decided by special resolution at a General Meeting, Special General Meeting or Annual General Meeting.
- b. These Rules may only be altered or rescinded by a special resolution at a General Meeting, Special General Meeting or Annual General Meeting of the Bellfield Community Garden.
- c. Any proposal for amalgamation with another association or organisation can only be made by a special resolution at a General Meeting, Special General Meeting or Annual General Meeting of the Bellfield Community Garden.
- d. These Rules may only be altered or rescinded by a special resolution at a General Meeting, Special General Meeting or Annual General Meeting of the Bellfield Community Garden.
- e. In all cases under rules a, b, c and d above, members will be given 21 days' notice of the proposed resolution and meeting date.

4 Membership Types, Fees and Levies

4.1 Memberships

- a. Any member of the community can apply to be a Member, provide they support the aims of the Bellfield Community Garden and agree to be follow this Charter and Rules.
- b. There are two types of membership:
 - i. **Garden Member:** For members who do not wish to maintain a gardenplot , but wish to access the garden space for other approved activities.
 - ii. **Garden Member + Plot Holder:** For members who wish to use and maintain a garden plot, an additional membership fee will apply.
- c. The Membership year is from 1st July to 30th June. Fees are payable on 1st of July each year.
- d. The membership list will be maintained by the Membership coordinator, and records held by the Secretary.
- e. Members can request a copy the current membership list from the Membership coordinator.

4.2 Garden Members

- a. **Annual fee: \$30 (\$15 concession)**
- b. A Garden Member can:
 - i. use the garden for recreation and approved social events
 - ii. use the communal food forest.
 - iii. become a Garden Plot Member upon paying the difference in fees
- c. The annual fee will be reviewed periodically by the Bellfield Community Garden Committee and members will be notified of any changes to fees.
- d. Garden Members have full voting rights, are not obligated to attend working bees, and are encouraged to participate in all garden activities.

4.3 Plot Holders

- a. **Additional Annual Fee: \$30 (\$15 concession).** This fee is in addition to Garden Memberships fee.
- b. The additional Plot Holder fee is payable when a member is first allocated a plot, and annually on 1st of July for as long as the member holds a plot.
- c. The additional annual fee will be reviewed periodically by the Bellfield Community Garden Committee and members will be notified of any changes to fees.
- d. For Plot Holder Members becoming a Plot Holder Member part way through a membership year (e.g. upon allocation of a garden plot) , fees will be halved if joining after the 1st of December.

4.4 Working Bee Levy

There will be a minimum of six working bees per year and Plot Holder Members are expected to attend at least two of these. A levy of \$10 for each working bee fewer than two that was not will be added onto the Member's fees when they next fall due i.e. \$10 will be levied if a member attended one working bee, and \$20 will be levied if the member attended no working bees.

4.5 Sponsorships

The Bellfield Community Garden will be open to opportunities for local businesses or organisations to provide sponsorship and possibly display some limited advertising or promotional material on certain areas of the site. All such arrangements will be discussed at a General Meeting and be the subject of a vote, and any conflicts of interest must be declared.

4.6 Use of Fees, Grants, Levies, Donations, Fundraising and Sponsorships

- a. All Fees, Levies, donations, and moneys from fundraising and sponsorships will be used to support the activities and aims of the Bellfield Community Garden, including payment for:
 - utilities (water and electricity)
 - insurance and incorporation
 - maintenance of communal planting areas e.g. Food Forest, fruit trees

- maintenance of communal facilities, including fences, gates and locks, watertanks and the shelter
 - some communal garden supplies
 - social gatherings for members
 - other costs as agreed by the Committee
- a. Cheques issued by the Bellfield Community Garden will require two signatures from the five signatories members authorised to use the account held at the Bellfield Community Garden's bank.

4.7 Review of Fees and Levies

The Membership Fees and Levies will be reviewed periodically (at least annually) by the Bellfield Community Garden Committee, and only changed subject to a vote at a General meeting. All members will be notified of any changes to fees.

4.8 Payment of Fees and Charges

- a. Payments can be made by:
- Electronic Funds Transfer, quoting your full name. BSB and Account Number details are available from the Treasurer and are described on the application form This is the preferred method of payment for all fees and levies.
 - Cheque - payable to "Bellfield Community Garden"
 - Cash (but please do not send cash via Australia Post)
- b. The Membership year is from 1st July to 30th June. Fees are payable on 1st July.
- c. The treasurer will maintain the financial records, and provide a summary in writing as an Agenda Item, and a verbal update at each General meeting. Nominated signatories (Treasurer, President, Vice President, Secretary and two other Committee Members) will control the accounts.

4.9 Cessation of membership

Membership will cease if a member requests in writing to the Membership Coordinator. Members who have not paid their fees within 6 weeks of the due date, and who have not made alternative arrangements with the Membership Coordinator, will cease to be members.

5 Garden Plot Allocation

5.1 Eligibility - who can apply for a garden plot?

- a. Individuals that reside or work in the vicinity of the Bellfield Community Garden are eligible to apply for a plot, and thus become a Garden Member + Plot Holder.
- b. Other individuals or organisations may also be eligible for a garden plot at the discretion of the Bellfield Community Garden Committee.
- c. A Garden Member can become a Plot Holder upon paying the difference in price in membership fees.

5.2 Applying for a garden plot

Eligible gardeners are required to read and agree to abide by this Charter and Rules, and must sign and submit an application form. Garden Members + Plot Holders must be allocated a plot by the Plot Coordinator prior to starting work on their allocated plot.

5.3 Allocation of Plots

- a. If no plots are available at the time of application, the applicant's name will go on a waiting list and they will be advised when a plot becomes available. Garden Members will have priority over new members.
- b. Allocation of plots will be based on:
 - i. the date of application
 - ii. the physical needs of the applicant
- c. Priority may also be given to applicants:
 - i. that do not have a garden or only have a small garden
 - ii. that are actively involved in other community groups
 - iii. that live in the local area
 - iv. that attending working bees or other garden events including fundraising activities
- d. Applicants on the waiting list are encouraged to participate in the garden by become a Garden Member, and attending working bees and other activities in the garden. Details on expected waiting time and length of the waiting list can be obtained by contacting the Plot Coordinator.

5.4 Forfeiture of Garden Plots

- a. Plots are allocated to the person or persons registered as plot holders.
- b. Plots are not transferable without the permission of the Plot Coordinator. Plot holders cannot just give their plot to another person.
- c. A plot holder will lose their allocated plot if they do not follow the charter rules for plot maintenance .
- d. If a gardener no longer wishes to maintain their plot they must advise the Plot Coordinator.
- e. Forfeited plots will be reallocated to the next applicant on the waiting list.

5.5 Change in Circumstances

Gardeners must advise the Bellfield Garden Group Plot Co-ordinator:

- i. of any change in their address, telephone number or e-mail address.
- ii. if they are no longer able to maintain their plot.
- iii. if they are unable to tend their plot for six weeks or more, and have not made other arrangements

6 Access and Use of the Garden

Two coded key boxes will be placed at strategic entrance points to the garden. Each box can be opened with the same combination code. A new code will be issued to members once per year, on 1st of July, upon the payment of fees. The keys will open the padlocked gates. Other locks will use a combination lock.

6.1 Keys and Security

- i. Gardeners must place the key back in the key box once they have opened the padlock to the gate.
- ii. Gardeners must ensure they close and lock the garden gate when they exit the garden and return the key to the key box.
- iii. Gardeners must lock the shed and other facilities if they are not in use and when they exit the garden.

7 Responsibilities of Plot Holders

7.1 General maintenance of plots

- i. Plot holders are responsible for maintaining their individual plots and the area around the plot throughout the year. This includes keeping it free of weeds, rubbish and any items that may be obstructing the pathways.
- ii. Plot Holders must not interfere with other Plots without permission
- iii. Mulching of garden plots is strongly encouraged to control weed growth.
- iv. If a plot holder is unable to tend a plot for six weeks or more, and cannot arrange caretaking, they must contact the Plot Coordinator.

7.2 Caretaking of Garden Plots

Plot Holders are encouraged to have another Plot Holder maintain their plot in times of extended absence. Plot holders should advise the Plot Coordinator of these arrangements. The Plot Coordinator may also be able to assist to find suitable caretakers.

7.3 Additional planting space

- a. Plot holders who want planting space in addition to their allocated plot (e.g. polystyrene boxes, planter boxes and containers), must seek permission from the Bellfield Community Garden Committee beforehand.
- b. There is a restriction on the number of polystyrene boxes and other containers permitted due to space and safety issues in the garden. Once permission is granted gardeners are asked to put their plot number on their boxes so that they can be identified.
- c. Those Plot Holders exceeding the permitted number of containers will be asked to remove their boxes from the garden.

7.4 Types of plants

Bellfield Community Garden plots are primarily for growing edible plants. Gardeners are not permitted to grow large trees or shrubs without permission. Any exception to this rule must be raised as an agenda item and approved at a General Meeting.

7.5 Soil and Fertilisers

Plot holders are encouraged to replace nutrients back into the soil after every season by adding manure, compost and mulch.

Only organic based fertilizers are to be used as organic fertilisers feed the plants without harming micro-organisms that are essential to a garden's life cycle. Run-off from organic fertilizers will not cause significant groundwater pollution.

7.6 Weed and Pest Control

No toxic chemicals for treating weeds and pests are to be used. Gardeners can use safe, environmentally friendly products. Herbicides are completely banned. The only products considered safe and therefore approved for use in the Bellfield Community Garden are:

- Dipel (biological control)
- Pyrethrum
- Lux flakes
- Garlic spray
- Beer traps
- Other options as agreed by the Bellfield Community Garden Committee

8 Common Garden Beds and Public areas

All gardeners are expected to take responsibility for the care, maintenance and development of common garden beds and public areas in the garden. The Bellfield Community Garden encourages 'active gardening' in the garden. This includes:

- Removing weeds along the border of garden plots and pathways.
- Picking up and disposing of any rubbish around the garden.
- Participating in at least two Working Bees per year. The dates of the Working Bees will be advertised on the Noticeboard and by e-mail.
- Worm Farm – To be discussed by working group, opportunity for children and members to contribute for communal use

9 Waste Management

All Members are encouraged to keep the Bellfield Community Garden neat and tidy by minimising the amount of waste left on site. Most organic waste easily can be composted, and other waste should be recycled where possible

9.1 Organic Waste

Organic waste will be managed the Compost Coordinator.

- Compost bins will be provided and should be the first option for waste.
- Gardeners are encouraged to place any suitable waste organic and plant matter in the composting bins.
- All compost must be chopped to 10 centimetre pieces to aid decomposition.
- Do not take compost until a "ready" sign is displayed on the bin.
- Worm Farms may also be available.

9.2 Other Waste

All other rubbish must be taken offsite, although the provision of recycling bins will be investigated.

10 Water Management

Water for plots and gardens will be primary from water tank provided by Banyule City Council, but mains water will also be available.

10.1 Garden Water

Members are encourage to use tank water for all garden watering where possible.

- Hoses connected to mains water may be needed occasionally.
- Mains water use is metered, so Members are reminded to not to waste water

10.2 Drinking Water

Mains water for drinking will be provided and labelled appropriately.

11 General Conduct in the Garden

Members and invited visitors should respect the gardens as community spaces. Members and invited visitors must not remove any plants or equipment from another plot without the plot holder's permission. Likewise, plants and equipment must not be removed from other areas in the Bellfield Community Garden without prior approval for the Committee. Members are responsible for the behaviour of any invited guests.

11.1 Domestic Pets

Gardeners are welcome to bring their pets but they must be on a leash and supervised at all times. Under no circumstances are they to wander over planted areas. Any pet poo must be removed and bagged by the pet owner straight away.

12 Appendix 1 Bellfield Community Garden Grievance Procedure

Before initiating the following procedure, complainants are encouraged to try to settle any dispute or grievance directly with the person(s) concerned, as early as possible.

All persons associated with the grievance resolution process must maintain confidentiality and only discuss the grievance with those that have responsibility for dealing with the grievance.

The procedure for grievance resolution at Bellfield Community Garden is:

- 1.1. In the first instance the aggrieved person shall attempt to resolve the grievance by notifying a member of the Bellfield Community Garden Committee. This notification shall include a clear statement of the grievance, including the parties to the grievance.
- 1.2. The Committee member will attempt to mediate and resolve the grievance. If this is unsuccessful, the Committee member will escalate the issue to the Committee.
- 1.3. All other grievances will be addressed by the Bellfield Community Garden Committee at a Committee Meeting, that will take a vote on a course of action to resolve the dispute.
- 1.4. Steps 1.1 to 1.3 shall take place within a maximum of 14 days.