



The By-Laws for the Community Gardens at the Burnley Backyard

Introduction

The Richmond Community Garden Group Inc (RCGG) is an incorporated not-for-profit organisation established in 2011 to encourage community gardening in Richmond. Its aim is to create more opportunities for gardening here, both for growing food and for bringing people together to share and learn from each other about sustainable gardening practices.

In accordance with the intentions in its Statement of Purposes ('to establish a community garden' and 'to build links with other community groups in Richmond'), RCGG has worked with the Richmond Community Learning Centre (RCLC) since 2011 to develop the Burnley Backyard at 49 Tudor Street, Richmond.

These by-laws have been developed to guide members of the Richmond Community Garden Group Inc as to their behaviour while gardening at the Burnley Backyard.

The Burnley Backyard

The Burnley Backyard (BBY) is an innovative community project managed by the Richmond Community Learning Centre to provide a space for the local community to come together and get involved in community projects and education programs. The BBY was developed as a collaborative project between RCLC and RCGG in response to community pressure for a neighbourhood house/community garden at the site previously occupied by the Burnley Neighbourhood House. The local neighbourhood is comprised of a mixture of houses and a growing number of apartments and access to community and outdoor space is severely limited.

Burnley Backyard has been designed to create a familiar, warm and welcoming space for local residents to meet, enjoy, relax, learn, build things, get involved in artistic pursuits and to grow produce.

Our common vision for the Burnley Backyard, as stated in our Memorandum of Understanding incorporates the following objectives:

- Build a viable and sustainable community asset
- Promote and provide health and leisure programs, activities and services that will meet the lifestyles, needs and aspirations of the local community
- Encourage strong community participation through a range of relevant activities that are inclusive, welcoming, accessible and open to the community
- Ensure community access to the Burnley Backyard
- Comply with local and federal laws and legislation
- Maintain communal gardens for the cultivation of predominantly edible crops
- Participate in sharing knowledge about sustainable gardening practices.
- Build links with other community gardening enterprises in Richmond.

Site definitions and management

(See plans attached at the end of this document. Copies are also displayed in the shed.)

Richmond Community Learning Centre is responsible for the management of the overall site. RCGG holds a sub-lease from RCLC for the area within the perimeter shown on the plan as the **Rental Plots**.

RCGG is responsible for and manages the area called the **Rental Plots**, plus the wicking crate planter boxes on the adjacent nature strip.

To contribute to the overall viability of the BBY, RCGG members also contribute towards the overall programs and services of the BBY when possible, by offering labour and expertise for horticultural activities in the **Communal Gardens** at the BBY. The **Communal Gardens** comprise the **Kitchen Garden, East Garden, West Garden, Outdoor Room**, the perimeter fences and the planter boxes outside the perimeter of the Rental Plots, and the trees on the north side. RCLC is financially responsible for the Communal Gardens.



The By-Laws for RCGG members at the Burnley Backyard

'The Committee' in these by-laws refers to the Committee of Management of the RCGG.

1. Annual membership fees

- a. Membership fees are due on joining and are renewable by June 30 each year.
- b. The additional rental fees for plot holders are payable annually in June. Fees are not refundable if you cease to be a member or plot holder.
- c. For further details about Rental Plot fees, please see Item 7 below.

2. Communication

- a. For economy, most communication, information, invoices etc will be sent online. General notices and newsletters will also be posted on the blackboard in the shed area. If you do not use email, it is your responsibility to inform the committee and discuss other arrangements for communication.
- b. Please advise the Secretary of any change to your postal, telephone or email addresses as soon as feasible. You will risk losing your opportunity for a plot if we are not able to contact you.

3. Members' rights

- a. All members of the RCGG are entitled to join in the working bees at the BBY organised by RCGG/RCLC to maintain the communal gardens. These will be organised at times to suit both parties; please see items 4a -4e below.
- b. Only the holders of individual rental plots (plot holders) are entitled to garden in the Rental Plots area of the garden
- c. Activities organised by RCGG solely for their members at the Burnley Backyard are open to all members of the RCGG, including but not limited to those on the waiting list for an individual plot.
- d. For any other gardening programs or activities being run by BBY, members will need to enrol with the BBY management in the normal way.

4. General behaviour

- a. In addition to these Bylaws for the Community Gardens at the Burnley Backyard, RCGG Members must comply with any rules and guidelines given by RCLC in regard to the entire Burnley Backyard facility.
- b. You are asked to be respectful of other users and not act in a way that could spoil the enjoyment of the Burnley Backyard for others.
- c. The RCGG has a responsibility to contribute to the overall viability of the BBY. The other areas of the BBY venue are open to party hire and programs for private hire, and these users **must** have private use of the area that they hire. RCGG members do not have access rights to the other areas of the BBY venue, other than the bathroom and outdoor sink area.
- d. Gates to the rest of the BBY are to be kept closed.
- e. Any gardening activities undertaken at the BBY should be done in consultation with the management committee of the RCGG. This includes garden workshops, garden working bees, garden events and other ad hoc activities.
- f. RCGG tools and equipment are to be used for RCGG business and not for personal activities other than gardening activities at RCGG sites.
- g. No domestic pets are allowed into the garden at any time.
- h. Cars should not be brought to the site except for deliveries.
- i. You must not use RCGG tools and equipment without supervision by a responsible person, until you have demonstrated that you are competent to use them. This includes equipment such as whippersnapper; BBQ; cutting, digging, pruning, and



raking tools, and any other tools and equipment that are the property of RCGG, RCLC or other members.

5. Use and maintenance of communal areas and facilities

- a. All members are encouraged to help maintain the gardens at the Burnley Backyard and to attend working bees and contribute to garden maintenance.
- b. If you hold a rental plot you **must** attend working bees for a minimum of 4 hours per calendar year, or make equivalent contributions at other times, such as working on communal projects, fundraising events, management committee etc. **Plot holders who do not contribute to the maintenance of the gardens risk losing their plots if this responsibility is not fulfilled.**
- c. It is the member's responsibility to sign in at working bees so that their attendance can be recorded, or inform the Committee of their alternative contribution.

6. Gardening practices

- a. All gardeners are expected to follow recognised organic and sustainable gardening practices. In principle, this means that members must
 - i. improve and sustain the health of the soil at the BBY by the use of organic materials such as compost, animal manures and natural soil amendment materials, rather than synthetic fertilizers, and
 - ii. control diseases and insects by use of natural methods.
- b. Only pest and disease control products approved by the committee may be used. A list of these is displayed in the shed. Advice and information on these will be disseminated periodically through garden workshops, newsletters etc. If in doubt, ask a member of the committee.
- c. Weed killers are strictly prohibited.
- d. You must comply with any State watering restrictions. Members are expected to follow guidelines for watering as set out by the committee.
- e. All members must comply with the instructions for the management of the compost bins. These are displayed on site.
- f. The enclosed compost bins in the Kitchen Garden are for general use. The open compost bins in the Rental Plot are for garden waste only (i.e. no kitchen scraps). This is important for controlling vermin.

7. By-laws for the holders of individual rental plots

- a. Applicants for individual plots must be current financial members of the RCGG Inc.
- b. Plots will be allocated in the order of the date of applying. If there are no plots available you will be placed on the waiting list.
- c. Occupants of one household may not hold more than one plot.
- d. Members may not hold a plot at the Burnley Backyard and another community garden simultaneously.
- e. Plot rental fees will become payable once a year, by June 30, or according to other arrangements determined by the Committee.
- f. Fees will be pro-rata for the part and full quarters remaining if plots are taken up during the RCGG financial year (July to June).
- g. If plot fees remain outstanding longer than 30 days from the due date, you will be advised in writing of the outstanding debt and given 14 days to pay or make other arrangements with the Treasurer. If no payment or other arrangement is made within the 14 days, your plot will be forfeited and will be reallocated to a member on the waiting list.



- h. Plot custodianship is not transferable.
- i. You may elect to share your plot with another member who is currently a financial member. The plot holder who was first allocated the plot will be deemed the principal plot holder. Arrangements to share plots must be made in writing to the committee and agreed to by all parties (the full plot sharing protocol is available on request from the Committee).
- j. RCGG will deal only with the primary plot holder on all matters such as payment and revocation.
- k. If the principal plot holder relinquishes the plot, it will be reallocated to a member on the waiting list. The plot will not automatically become the responsibility of the member sharing the plot.
- l. If you decide to give up your plot permanently, please advise the Committee in writing and remove your belongings from the plot within 14 days of giving notice.
- m. Subject to the provisions of the Rules of Association of the RCGG Inc, the Committee is authorised to use its absolute discretion in relation to the allocation and revocation of plots for the benefit of RCGG members.

8. Use and Maintenance of the rental plots

- a. You must cultivate, weed and harvest your plot.
- b. You are encouraged to maintain the health of the soil in your plot by using crop rotation.
- c. You must not grow noxious or invasive plants. A list of prohibited plants is displayed in the shed.
- d. Care should be taken when planting crops to ensure that plants do not overshadow neighbouring plots.
- e. No trees or large shrubs may be planted in individual plots.
- f. All pathways alongside plots must be kept clear of weeds, rubbish, stakes, bales of straw etc. All rubbish, including seedling punnets and pots, must be taken home.
- g. Tools stored in the shed are for communal use. Your personal equipment and tools must be stored on your own plot, not in communal areas.
- h. You must return communal tools to their storage areas to minimise loss and maintain a tidy and safe garden.
- i. You must turn off all taps after use so that trigger nozzles do not burst from water pressure, and leave hoses safely stowed so as to avoid tripping hazards.
- j. You must not take compost until the members have been told that it is ready.
- k. You must chop all matter for composting into no larger than 10 cm pieces to aid decomposition, and follow the instructions for the management of the compost bins displayed on the site.
- l. You must lock the shed and gates if you are the last to leave the garden.
- m. You must not reveal the combination of the locks to anyone other than plot holders.
- n. Members should notify the Committee immediately about malfunctioning locks, gates, taps etc.
- o. If, through illness or other short-term difficulties, you are unable to attend to your plot, you must advise the Committee so temporary advice or assistance can be provided.
- p. If you are temporarily unable to maintain your plot, you may choose to relinquish the plot and be placed on the on-hold waiting list until you notify the Committee



in writing that you are ready to resume gardening, at which time you will be allocated the next available plot.

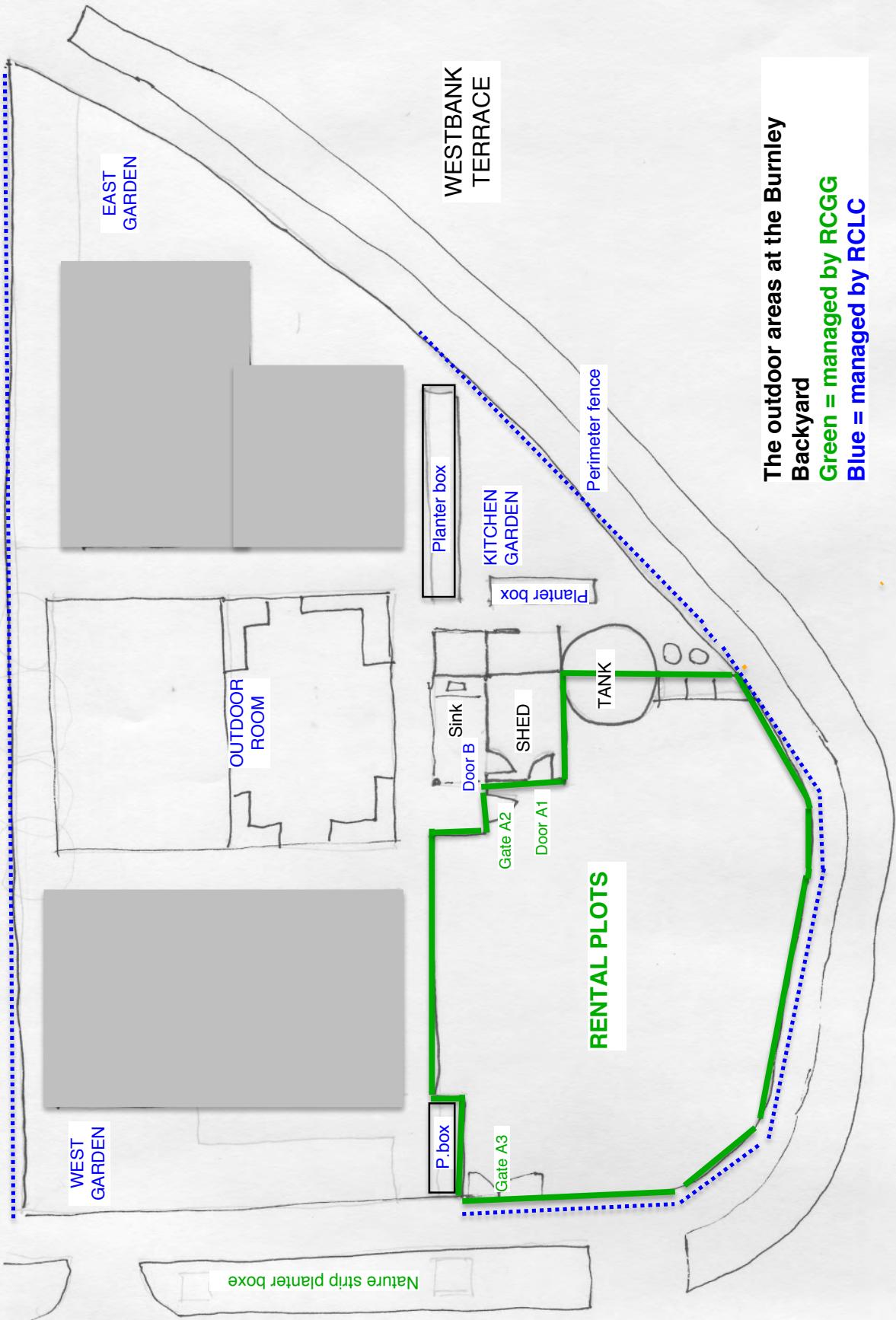
- q. If you are going away for more than 3 weeks, but less than 4 months, you must advise the Committee of the period of absence and the name, address and phone number of the person responsible for maintaining your plot during the period of absence. The responsible person must also be a member of the RCGG.
- r. If you are unable to maintain the plot for a period longer than 4 months, the plot will be allocated to a person on the waiting list and you will be placed on the 'on-hold' waiting list until you notify the Committee in writing that you are ready to resume gardening, at which time you will be allocated the next available plot.
- s. If a plot is not maintained, you will be notified by phone and/or email and given 14 days to attend to the plot. You may elect to attend to the plot, or to relinquish the plot and be placed on the 'on-hold' waiting list until you have time to maintain a plot fully.
- t. If after 14 days the plot has not been attended to satisfactorily, you may be warned that you are in danger of forfeiting the plot. If after a further 14 days the plot is still in an unsatisfactory condition, the committee may re-allocate the plot to a member on the waiting list.

9. Withdrawal of membership

RCGG has adopted the Model Rules for an Incorporated Association (2012). Under the Rules, a member may be expelled or suspended if the member

- a. has failed to comply with these Rules; or
- b. refuses to support the purposes of the Association; or
- c. has engaged in conduct prejudicial to the Association.

A copy of the RCGG Rules of Association outlining the procedures to be followed by the Committee, including the appeal process, is available to all members by emailing the Secretary on **richmondcommunitygardengroup@gmail.com**



The outdoor areas at the Burnley Backyard

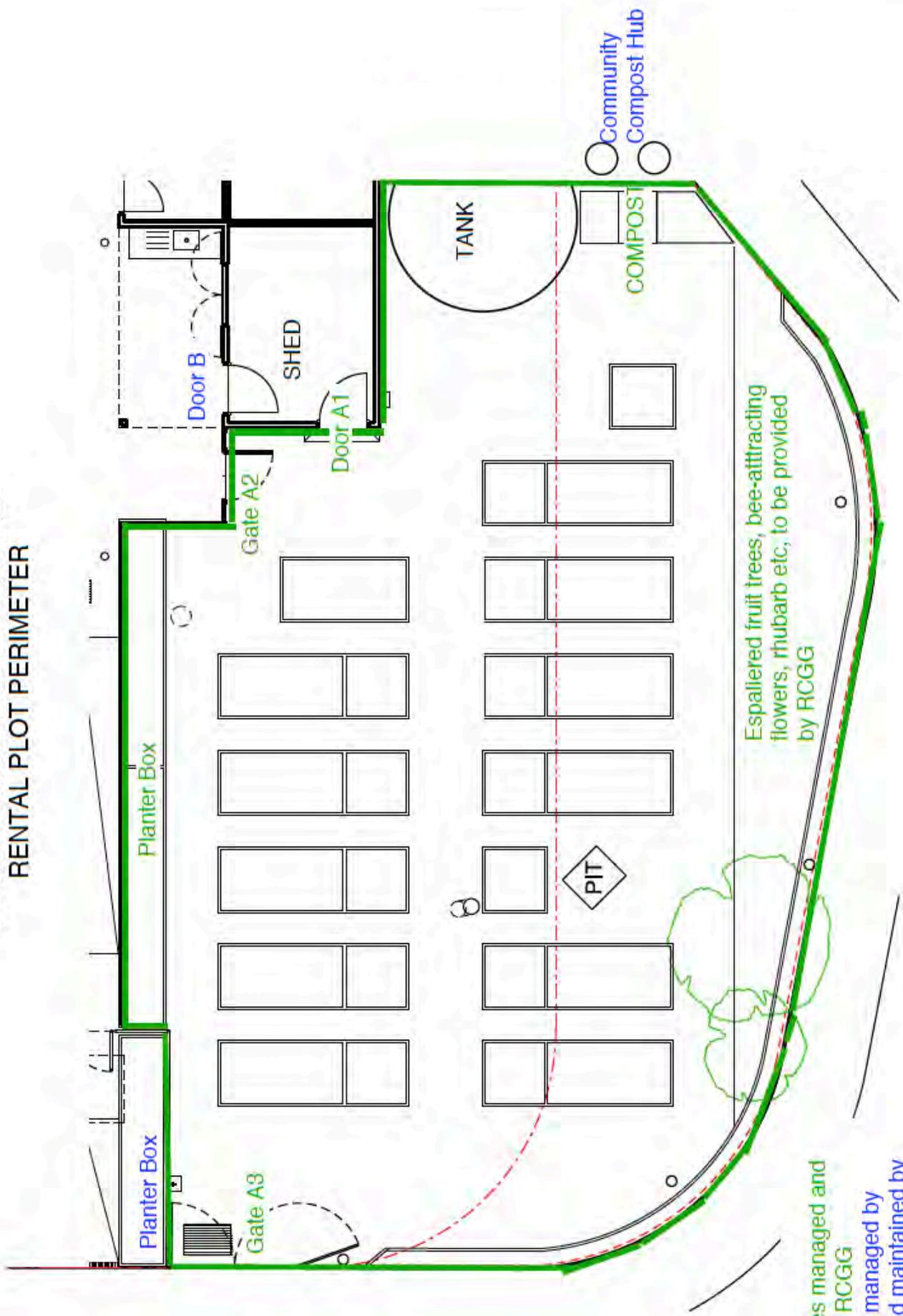
Green = managed by RCGG

Blue = managed by RCLC

THE GARDENS AT THE BURNLEY BACKYARD

VESPER STREET

RCGG at the BURNLEY BACKYARD
RENTAL PLOT PERIMETER



Key
 Green Indicates managed and maintained by RCGG
 Blue Indicates managed by RCLC/BBY and maintained by RCGG