



Public Housing Community Gardens

RULES & RESPONSIBILITIES



Business for good

What are the Rules & Responsibilities in the Community Garden?

General Maintenance of Your Garden Space

You are responsible for maintaining your space throughout the year.

- ✓ The space must be actively used to grow plants and be free of weeds and rubbish.



Inactive Garden Spaces

If you do not feel you can use your space for a short-term period between 4 - 8 weeks, you will:

- ✓ Contact Cultivating Community to say how long you will not be using your garden space or
- ✓ Ask someone to notify us on your behalf via SMS, phone call or email that you are unable to use your space.

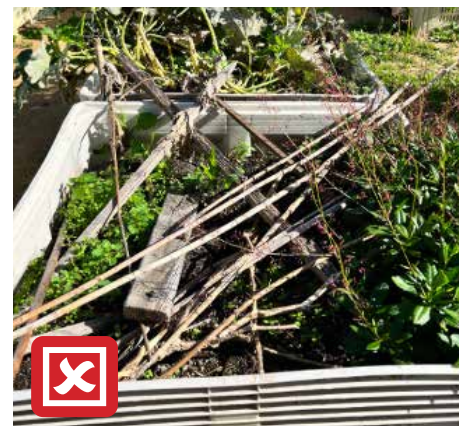
If you are inactive and do not contact us we will:

- ✓ SMS, call or email you to discuss your inactivity and if you need support
- ✓ Negotiate with you a realistic time frame to get active in your garden space

If after 8 weeks if you are still inactive we will:

- ✓ Consider unallocating the space from you if we do not see a good reason for your inactivity
- ✓ The garden space will then go to the next person on the waiting list
- ✓ The decision of Cultivating Community will be final.

We may cancel your membership if the space is inactive without good reason in a continuous 8-week period



Garden Spaces and Sharing

Each garden space is allocated to one plot per household to ensure the garden is accessible, fair and equitable

- Garden spaces cannot be sublet to another person or gardener
- Garden spaces cannot be transferred to another person or gardener
- Empty garden spaces cannot be cultivated with permission
- Inactive garden spaces cannot be cultivated or harvested from

Animals

Dogs, cats and other pets must not be brought into the community gardens unless they are Service Dogs



Garden Security

You must close and lock the garden gate when you enter or exit the community garden and lock the shed after using

You may not give your key to someone who is not a garden member or an approved family member.

Do not let any other people into the garden unless they are:

- ✓ a known existing gardener
- ✓ a family member or friend accompanied by you
- ✓ Cultivating Community staff
- ✓ a staff member from the DFFH or Homes Victoria with proven identification
- ✓ police, security services, SES or Ambulance Service
- ✓ an interpreter with proven identification joining a meeting at the garden



Children

Children (under the age of 16) are welcome in the garden under the condition that they are always supervised by a responsible adult.

- You will be held responsible for the actions of your own and other children you invite into the garden.
- If a child connected to you breaches a rule you be responsible for the consequences.

Sale of Garden Produce

- Gardens spaces are for personal use only.
- ✗ You are not permitted to sell plants or produce for profit that have been grown in the community garden.
- This includes any spaces utilised by Community Groups and Social Enterprises.

Noise

Noise levels must be kept to a reasonable level.

- Noise that disrupts quiet enjoyment or causes alarm or distress can be considered a breach of tenancy.
- Cultivating Community acknowledges there may be periods of noise caused by us including mowing, brush cutting, waste management, and soil delivery. We will aim to do this during the hours of 7.00am till 6.00pm.

Smoking & Vaping

- ✗ Smoking and Vaping is not permitted in the Community Gardens.
- Any damage caused by smoking in the garden will escalate to a zero-tolerance serious breach



Alcohol and Illegal Substances

Alcohol and illegal substances are not permitted in the Community Gardens.

Fires

Bonfires are not permitted in the Community Gardens. The use of wood fire ovens where installed is permitted with Cultivating Community supervision. The wood fires ovens must not be used on Government fire ban days.



Garden Structures

Many popular culinary plants need a strong structure or growing frame for support. Building a structure on your garden space provides valuable extra vertical space for growing plants. Cultivating Community supports and encourages the building of strong safe structures for growing plants.

Our strong preference is for structures to be actively used to grow plants that need support. When you are not growing on a structure we ask it is taken down, and the materials stored safely and off the pathways. Structures may be left up permanently but will be assessed regularly by Cultivating Community staff to ensure they are strong and safe.

You will be asked to remove or modify a structure if:

- It is leaning to one side
- It is too heavy on top
- It has been built with unsuitable materials
- The materials are rotting, broken, or damaged

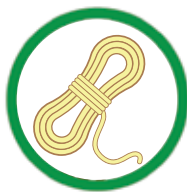
Materials that can be used for structures.



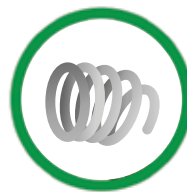
BAMBOO



HARDWOOD



STRING/ROPE



WIRE



Materials that cannot be brought into the garden.



METAL



FURNITURE



GLASS



PAINTED WOOD



**POLYSTYRENE
BOXES**



**BROKEN, CRACKED
OR RUSTED
MATERIALS**



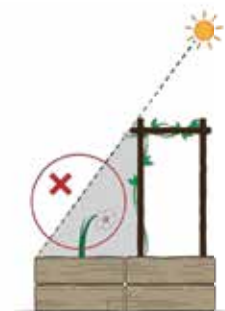
It is important that structures are safe and fair to all in the garden.



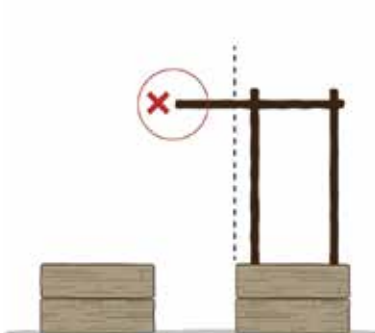
**1. NOT LEANING OR
UNSTABLE**



2. NO FENCES



**3. NO SHADING
OTHER PLOTS**



**4. NOT OVER
PATHWAYS**



**5. NO HEAVY
MATERIALS ON TOP**

Garden Pathways

You must always keep the pathway clear for access

- No pots or personal items are to be stored on the pathway
- Gardeners are responsible for clearing weeds and picking up rubbish from around their garden space

Storing of items on pathways and overhanging structures that are not allowed could look like this:



Clear pathways and non-obstructive structures look like this:



Storage of Personal Items

Personal items related to gardening need to be stored on your garden space.

- They cannot be stored on paths, in sheds, communal spaces or anywhere else in the garden.
- Items not used in gardening must not be kept on your garden space.



Items for Removal

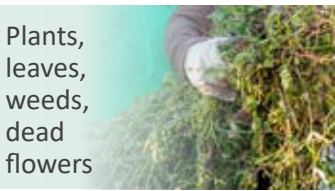
You will be notified by Cultivating Community by SMS, phone or email if an item needs to be removed.

- You will have ten days from notice to remove it.
- If not removed by the ten days this will be counted as a first strike.

Dangerous materials such as glass, sharp metal, chemicals and other hazards will be removed by Cultivating Community without notice to maintain garden safety.

Waste Management

There are green waste areas in some community gardens, and you are required to put your garden waste here. No food waste must be placed in these areas or brought into the garden. General rubbish should be placed in rubbish bins or removed from the garden.

	GREEN WASTE 	FOOD WASTE 	RUBBISH
WHAT	Plants, leaves, weeds, dead flowers 	Food scraps from the kitchen 	Plastic, bags, pots, tags, string, stakes, broken tools 
WHERE	In greenwaste bays or cages located in the garden	Not permitted in the community gardens. Food waste attracts vermin, rodents and is unhygienic. Cultivating Community do not have capacity to manage food waste systems in the gardens. Food waste is: ✗ Not to be brought into the garden ✗ Not to be stored or buried in garden spaces ✗ Not to be stored in buckets	Rubbish bin only
WHO	Cultivating Community do regular green waste removal from community gardens. Do not contaminate green waste by adding rubbish and sticks.	Gardener will receive warning notices for bringing food waste into community gardens	Cultivating Community staff will swap bins at each scheduled visit. Do not overload bins if they are full. Do not bring rubbish from outside into the garden

Water Management

You are required to adhere to the guidelines for water use outlined by the State Government.

- You must not waste water in the garden.
- Hoses must be always handheld and must not be left in plots running unattended.
- Nozzles on hoses are not to be removed.
- The use of water from water tanks with watering cans is strongly encouraged.
- Garden hoses must remain connected to the tap and wound up.
- Hoses must not be left on or across pathways.



- ✓ Water only by hand using the hose and sprayer provided in the garden.
- ✗ Do not use sprinklers brought into the garden.
- ✗ Do not leave the hose unattended at any time.

Garden Pests and Diseases

No chemical insecticides or herbicides are to be used in the community gardens.

- You can use safe products such as pyrethrum or garlic sprays and for the eradication of snails only Multiguard®.
- Please ask Cultivating Community if you require further information before purchasing or applying.



✓ These products are approved for use in the Community Garden by Cultivating Community

Unsuitable Plants

- ✗ You must not grow trees, large permanent shrubs, and invasive plants in garden spaces
- ✗ Tobacco and other illegal or toxic plants are prohibited and will be removed
- ✗ You may not grow plants classified as environmental weeds
- ✗ Trees and permanent shrubs may only be planted by Cultivating Community in communal areas

Illegal or Toxic plants:



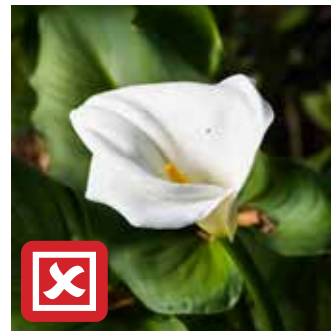
Wild tobacco



Marijuana



Angels Trumpets



Arum Lily



Mushrooms or toadstools



Asthma weed, sticky weed



Castor oil plant



Opium poppy

Communal Spaces

Communal spaces can be used for growing herbs, flowers, trees and vines.

- Their use is managed for everyone in the precinct by Cultivating Community.
- They are not for the individual use of gardeners
- You cannot grow personal vegetables and herbs in these spaces.
- You must gain Cultivating Community approval before planting or removing anything in the communal spaces.

Any produce grown is for shared use for approved gardeners and/or wider community members and organisations.

Tools

Cultivating Community will provide garden tools for shared use in the garden.

- Tools are to be stored in the garden shed and not kept on garden spaces for personal use.
- If any garden tools are missing or damaged, please report this to Cultivating Community as soon as possible.
- You may not take garden tools out of the garden
- Do not bring or store your own personal tools in garden sheds

Garden Netting and Regulations (based on State Law)

Household fruit netting Government regulations

- Netting used to protect household fruit-trees, vegetable gardens, or other fruiting plants must have a mesh size, of 5mm x 5mm or less at full stretch.
- If you use netting to protect your household fruit or vegetable harvest you will need to comply with this new mandatory requirement introduced under Victoria's Prevention of Cruelty to Animals Regulations 2019 (POCTA Regulations).
- Any existing household fruit netting that does not meet this specification must be replaced with appropriate netting.
- Failure to comply with this regulation could result in a fine under the POCTA Regulations. The maximum penalty for using fruit netting that does not comply is \$184.92. Cultivating Community reserve the right to report this offence to authorities.

Why has the Regulation Been Introduced?

- Fruit on household trees and plants is a tempting treat for hungry wildlife. Netting is a popular way to protect fruit, but inappropriate types of netting can kill or injure animals such as birds, possums or flying foxes.
- Netting with a large mesh size is more likely to entangle animals and their struggling can cause deep cuts and strangulation, often leading to death.



Images show correct netting size and incorrect netting as you can see you can put your fingers through the holes, this is a good test to see what is incorrect netting size.

Cultivating Community will provide all structural materials required in the garden. These materials will be stored securely by Cultivating Community and supplied to you upon reasonable request and in a timely manner suitable for all parties.

Annual Surveys and Evaluations

You will be encouraged to take part in two surveys per year. It is not a requirement to take part.

- Each Spring there will be an impact survey on what the garden means for you.
- Each Autumn there will be a feedback survey where you can comment about the service, we provide you.

Cultivating Community will:

- Organise the surveys
- Consider these at annual planning meetings
- Keep all results anonymous but share overall results

Part of the service we provide is to ensure that community gardens are clean, safe and fair for all people to use. We do this by checking regularly that garden spaces are being cultivated and that the rules are being followed.

Three Strikes Rule **XXX**

Some rules and guidelines are less serious than others, Cultivating Community aims to give gardeners an opportunity to rectify breaches of rules and guidelines in reasonable timeframes.

Our policy is three strikes before you lose access to your garden space.

STRIKE 1 X	STRIKE 2 XX	STRIKE 3 XXX
Verbal and written warning about breach and 10 days given to rectify. SMS or email sent	Verbal and written warning about breach and 10 days given to rectify SMS or email sent	Suspension from garden 3-12 months

THREE STRIKES RULE applies if you: XXX	
Bring pets into garden	Do not actively use your garden space for 8 weeks
Do not lock the gate	Plant trees, permanent shrubs, environmental weeds, or toxic plants
Allow people into the garden who are not permitted	Plant or remove plants from communal spaces without permission
Smoke &/or vape in the garden	Bring banned or unsuitable materials into the community garden
Put your waste or rubbish into the incorrect area	Use non permitted herbicides, pesticides, and chemicals in the garden
Leave water running and unattended on your garden	Do not remove personal items from pathways, sheds, communal areas or anywhere else when requested
Don't roll up hose	Cultivate or harvest in a garden space where you do not have permission
We will give you a verbal and written warning about the rule breach and give you 2 weeks to rectify. The third time we must warn you we have the right to suspend you from the garden for 3-12 months	

Serious Breach & Zero Tolerance

We need to have processes in place to act when behaviour within a community garden is unacceptable or dangerous. More detail about serious breaches and outcomes is detailed in Breach Processes document.

CODE OF CONDUCT - We have ZERO TOLERANCE if you do not comply with the following conduct at all times in the Community Garden 	
Treat everybody in the garden equally, fairly and with respect.	Behave in a manner that maintains the security, safety, peace, and social connection of the garden.
Be inclusive and accepting of all people's cultures, religions, and sexuality	Encourage and support each other
Breaches of this conduct will result in a minimum 12 months or permanent suspension	

Unacceptable Behaviors in the Community Garden 	
Removing plants, soil or equipment from another person's space or communal space without permission .	Willfully damaging or vandalizing any area of the Community Gardens
Bullying in any form. Bullying includes but not limited to: false accusations, psychological harassment, gossiping and humiliation, bad language or physical gesturing	Sexual harassment in any form. Sexual harassment includes, but is not limited to: unwelcome sexual advances, request for sexual favors, verbal or physical behavior of a sexual nature.
Selling garden produce	Unacceptable noise
Consuming alcohol or any form of illegal substances within the garden	Lighting a fire
Knowingly growing toxic or illegal plants	Giving or swapping your garden space to someone else to use
Entering the garden while under the influence of alcohol or any form of illegal substance	Using unregulated netting
All Unacceptable Behaviours are considered Serious Breaches. All Serious Breaches have ZERO TOLERANCE and will result in minimum 12 months or permanent suspension from the garden.	

