

DAPTO COMMUNITY FARM INC
GROWER'S GUIDELINES
August 2022



**29 Darkes Road,
Dapto, 2530
(August 2022)**

www.daptocommunityfarm.org.au

Facebook:
<https://www.facebook.com/DaptoCommunityFarm>

Email: daptocommunityfarm@gmail.com

INTRODUCTION

The aims of the Dapto Community Farm are to encourage the community to be involved in growing food in an environmentally friendly way by following organic principles and practices and to foster social interaction and the sharing of horticultural knowledge and ideas.

The **Dapto Community Farm Incorporated** is a not for profit organic community farm that operates at the premises of 29 Darkes Road, Dapto and runs under a model constitution for incorporated associations. The farm operates and leases plots for private, commercial and shared use.

GROWING ORGANICALLY

... is not just about being 'chemical free'. It is a 'whole system approach' where the soil, the plants, the animals, the food, the people and the environment are all linked together.

It is a system that puts into place 'practices & processes' that enriches the soil and actively manages pests and diseases, rather than just buying 'products' to put into the soil. We try to build a healthy soil by using farming/gardening practices such as crop rotation, green manure crops and compost, to produce healthy food and have a low impact on the environment and the quality of the land for future use.

Members should not introduce non organic chemicals or materials. Treated pine, treated pallets, particle board and craft wood are not organic and are not allowed on the farm.

CODE OF CONDUCT

Dapto Community Farm is a community organisation that has members from many walks of life and cultural backgrounds. We are a tolerant and inclusive organisation that respects people. As a member you are expected to understand and live by the code of conduct. Doing otherwise risks immediate suspension or expulsion.

SAFETY OF MEMBERS AND THE COMMUNITY

The safety of our members and our community is paramount. **Please follow these guidelines.**

- In the event of a serious accident, please call the ambulance on '000'
- If you feel threatened or are assaulted, please call the police on '000'
- All accidents and incidents must be reported to a committee member.
- The farm First Aid Kit is located behind the door, in the kitchen.
- Gumboots or non-slip closed shoes or boots should be worn, as the pathways are very slippery when wet.
- Children must be supervised by parents at all times.
- Park your car in the designated parking area.
- You may only bring your car on to the grass area if you are approved by the farm owner or Committee.
- Parking at Dapto Community Farm is at your own risk.

- Walkways and Common Areas must be maintained free of mud for the safety of you and your fellow members. Your responsibility is to any common area adjacent to your plot and the walkway between your plot and your neighbours.

Leasing a Plot

To lease a plot you need to do the following:

- Read through the Grower's Guidelines and associated policies and become familiar with what is required of you.
- Become a member of Dapto Community Farm by filling out and signing a Membership Form.
- Pay membership.
- Complete a Rental Agreement and pay a minimum of 1 month plot rental before occupying your plot together with a Deposit. Rent is due the 1st of every month, paid in advance.
- New members are required to undertake an induction into how the farm operates with a committee member.
- Read through the DCF Code of Conduct and sign it in front of a witness.
- **Pay a deposit of \$50** when renting a plot beginning from 1 Feb 2019. This will be refunded if the plot is relatively weed free and whenever a plot is relinquished.
- **ALL MONEYS PAYABLE**
 - Direct electronic transfer to Westpac Bank:
Account Name: Dapto Community Farm Inc.
BSB No. 032-686 Account No. 126-244 - Please quote your name or bed number.
 - If paying cash please enter your bed no and name on a cash payment list placed on the kitchen notice board, choose another number and go to Westpac Bank in person. Quote these numbers to the teller, who will give you a receipt.
- **Note: adding or giving up a plot**
 - Any time you want to add garden plots, you need to fill out a new rental agreement.
 - When you wish to end using your plot or part thereof kindly leave it tidy and notify the Secretary so that it can be reallocated.

Plot Management

All members must comply with the following :

- **Pathways.** You are responsible for keeping pathways adjacent to your plot clean and free of debris. Members are not to use hoses to wash the walkways clean between beds. This only moves the soil and rubbish into the walkway for someone else to clean up. Use a shovel or brush.
- **I agree to supply my own hose & fittings** and ensure my hose does not block access to other members' beds or clutter the carriageway between beds while I am watering and afterwards.
- **What to plant:** I agree to plant vegetables, small fruits like strawberries and grapes and flowers only.
- **No trees please.** Dwarf trees are accepted as long as they meet the height rule (1.8m), do not encroach on other members' plots and the roots do not go into your neighbor's plot.
- **Composting:** If composting I agree to do so on my own plot.

- **Illness** - If any member becomes ill and is unable to tend their plot for a short term of up to two months they should notify the committee and alternative arrangements will be made to tend the plot in their absence. But only once per year.
- **Going away** – It is important to suppress weed growth as much as possible in your absence. This can be achieved using thick mulch, green manure crops or plastic covering.
- **Taking produce** - You must not take produce from other grower's plots without their permission. A committee member must be told if someone else is to tend and harvest from your garden plot.
- **Structures** on plots should be no higher than 1.8m from soil level to avoid casting shadow on neighbouring beds; and
- **Wheelbarrow access** – structures and plants need to be placed far enough from the edges of beds to allow access with a wheelbarrow.

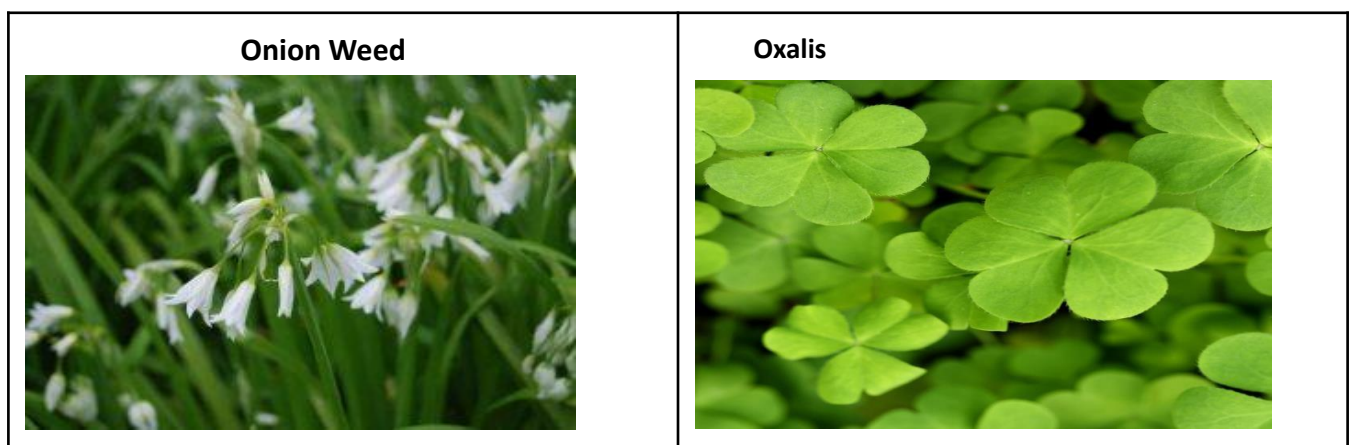
WEED MANAGEMENT

It is important to prevent weeds from going to seed so they should be pulled out at the earliest point of growth. This will avoid the spread of weeds on your plot or adjoining plots and saves you a lot of time long term.

Please refer to the [Weed Management Policy](#) for details of how weed management will be undertaken for plots. The policy is extensive and covers:

- How each plot will be assessed for weeds. Each plot will be regularly given a weed status of either **WEED SEED**, **WEED FLOWERING**, **WEED GROWING**, and **NO WEEDS**
- The time to rectify plots with a status of **WEED SEED** or **WEED FLOWERING** is 10 days and 14 days respectively from the lastest review
- The approved methods to clean weeds at various statuses of growth are outlined. Please note whipper snippers are not allowed if weed seeds are present as they cast seeds across neighbouring plots
- The triggers for the Committee to initiate a clean your plot and recover costs from the member if your plot is not cleaned within the specified timeframe
- The triggers for the Committee to reducing your plot lease or have it terminated outright

No Onion Weed or Oxalis to be composted at DCF. **THEY CANNOT BE COMPOSTED.** These weeds must be put in one of DCF's red rubbish bins or taken home.



PEST MANAGEMENT

The farm and its members minimises the effect of pests in the following way:

- **Rodents.** Numbered bait traps are distributed throughout the farm and allocated to specific plots. If these are assigned to your plot, these are not to be moved and kept tied to the provided star picket
- **Insects.** Insects can be treated by certified organic products including Dipel for green caterpillars, natrasoap for aphids and white fly and other homemade organic treatments. To attract beneficial insects, members are encouraged to plant flowers that attract these beneficial insects.
- **Deers.** An electric deer fence is installed at the southern creek end of the property. It operates during the night time hours. Plots that back onto the creek are responsible for keeping the area clean, free of grass and weeds so that the fence can operate.
- **Foxes.** Chickens attract foxes. Please ensure your coups are secure and have mesh secured in the floor of the enclosure.

ANIMALS

The guidelines surrounding animals that are brought onto the farm and your plots are as follows:

- **Dogs** being brought onto the farm must be supervised by the owner, must be on a leash and must not be allowed onto other members' plots.
- **Chickens** – If members are going to keep chooks there are a number of requirements that need to be met.
 - Housing needs to be of suitable size for the number of animals being kept and an outdoor run (perhaps 1 square meter per chook, but please check with RSPCA). All need shelter from the weather (rain, wind and hot sun).
 - Remember - keep the pens clean, and with water and food available at all times.
 - The enclosure should be fully protected from foxes digging under the sides to access the chickens. An underfloor mesh should be installed and connected with the sides.
- **Ducks** - need continual water to be able to eat and swim – an essential element according to the RSPCA. It has been decided not to allow DUCKS at the farm.

COMMUNITY TOOLS & EQUIPMENT

The farm provides for shared tools and equipment under the following guidelines:

- As a member, you have access to the tool locker and other community equipment. Please make sure that you return tools and equipment after each use. Any breakages are to be reported to a committee member immediately.
- No motorised equipment is available for hire. Members are welcome to bring their own motorized equipment.

COMMUNITY FACILITIES

The farm provides for the following facilities which each member has responsibility for responsible use:

- Each member has a tray for notices, memos, receipts, etc. in the kitchen. Please check for notices on a regular basis.
- There is a notice board for information about DCF events, dates of meetings, committee activities. This is located near the entrance to the seedling shed.
- Food preparation area and packing facilities. Please keep these areas clean and tidy at all times.
- There is a storage area for growers to store their boxes, specialised equipment and produce.
- There is one small cool-room that is available for members storing vegetables grown on DCF plots. The large cool-room is used by commercial grower's growing produce on the Certified Organic area leased directly from the Landlord, Lance Carr.
- If you would like a locker for your equipment, please ask a committee member.

MEN'S & WOMEN'S TOILETS

Please leave toilets in a clean and hygienic state. Notify a committee member if there is no toilet paper.

THE SHED

You are entitled to keep your seedlings on the shelves in the shade house. Please make sure that your trays are clearly labelled. There is a hose in the shed to water seedlings.

The shed is not a storage area for your tools, equipment or amendments. You should keep this in a secure and tidy place on your plot or bring these with you each time.

GRIEVANCE AND DISPUTE RESOLUTION

Please treat other members of the farm with respect at all times.

If you have a complaint / dispute, please fill out a complaints form. These forms can be found in the complaints tray in the kitchen or you can ask a committee member or check the members areas of the website. When the form is completed please put it in the President's tray.

Any complaints /problems will be referred to the committee and will be dealt with ASAP or at the next committee meeting, depending on the nature of the problem.

MEETINGS

The following meetings will be regularly held

- There will be approximately four general meetings per year that are open to all members. These are based on the seasons : Spring General Meeting, Summer General Meeting, Autumn General Meeting and the Winter General Meeting
- Committee meetings are held monthly. Minutes of the committee will be posted to the notice board
- Minutes of General Meetings will be posted on the notice board outside the shed.

NON COMPLIANCE TO GUIDELINES & POLICIES

If a member does not comply with these guidelines and associated policies, the Committee according to our Constitution has the right to request that the matter be attended to in an appropriate timeframe to bring it into compliance. If the member does not respond to the request within the timeframe, a second request will be issued. If the member fails to respond a second time, the Committee has the right to cancel the membership and reallocate the plot/s.

NON PAYMENT OF INVOICES

If any invoice or fee (membership, rent , cleanup fees or replacement bonds) are not paid by the end of the month a reminder will be sent out giving the member 2 weeks to pay the rent or contact the committee to make arrangements for payment. If payment is not received in the next 2 weeks, (8 weeks in total) your plot/s will revert to DCF and be made available for someone else.

Any further cleanup of the plot will incur an additional fee or use of the plot bond.

LEAVING THE FARM

Please tell a committee member if you want to discontinue your membership, email the secretary or put a note into the Secretaries letterbox.

CONTRIBUTION TO FARM

Members are asked to contribute 2 hours per month helping to keep the Farm tidy and well maintained. This can include cleaning the walkways at the ends of the beds, mowing the common areas, cleaning the kitchen or getting involved with farm projects.

COMMITTEE

The currently elected committee is below. You can contact any committee member.

Position	Name	Mobile/Telephone
President	Frank Marzano	0418 423 434
Vice president	Denis Bagnall	0492 069 331
Treasurer	Sally Nielsen	
Secretary	Alexis	
Ordinary members	Matthew Lloyd	0421 114 141
	Lynn Smith	0439 640 118
	Alan Coulson	
	Roy Baker	0497 037 348, Home phone 4261 9331