



Berkeley Vale Community Garden Policy and Procedures

Version 12

Date September 2017

Purpose: To define the management of allotments at Berkeley Vale Community Garden (BVCG).

Definitions:

Allotment/Plot: An individual garden plot leased to a financial member of BVNC Inc./BVCG to grow produce for personal use.

BVNC Inc.: Berkeley Vale Neighbourhood Centre Incorporated, the governing body.

BVCG: Berkeley Vale Community Garden is a project of BVNC Inc.

POLICY

1. BVCG utilises organic principles in the growing of fruit, vegetables, herbs, trees and flowers. Chemical herbicides and pesticides are prohibited.
2. Fertilisers and pesticides are limited to those approved by the National Association for Sustainable Agriculture Australia Ltd. (NASSAA), Biodynamic Farmers Assoc. (BFA) and the Management Committee.
3. A person must be a financial member of the BVNC Inc. (which includes automatic membership to BVCG) to lease (rent) and allotment.
4. There is only ONE allotment lease per household, person or organisation unless by special arrangement
5. Tenure fees:
 - a. Membership fees and plot rentals will be determined annually by the BVNC Inc. committee.
 - b. Tenure will be subject to renewal annually.
 - d. Plot renewals will be due on or before the date 12 months after initially joining.
 - e. The allotment waiting list will be managed in order of application date with financial members receiving priority.
 - f. Annual Plot rentals are:

Small plot	\$25.00
Large plot	\$50.00
6. Each plot holder must provide a current email address (preferred) or mailing address for



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POLICY cont'd....

7. Safety issues are a priority in the community garden. Each member must be responsible for the safety of themselves and others and report any safety risks to the BVNC Inc. Service Manager.
8. Smokers will respectfully refrain while gardening and retire to the an area at 30metres away from the fenced areas as per Wyong Shire Council requirements. All cigarette butts and litter must be placed in a rubbish bin or taken away by the smoker.
9.
 - a. Members are required to keep their plot and surrounding paths reasonably weed free.
 - b. The BVCG Service Manager will conduct a monthly inspection on allotments and issue a warning to members who are deemed to be not managing their plots.
 - c. Members who receive more than 3 warnings per annum will have their plot forfeited.
10. If you are unable to attend your plot due to illness or holidays, the Service Manager should be notified of the name and contact details of the person responsible for your plot in your absence.
11. Each plot holder is required to bring their own tools and take them home when leaving the garden.
12. Each plot holder must spend at least 1 hour per month on general site maintenance e.g. weeding paths around their plot.
13. Water storage is limited to the tank at the community end of the garden hence gardeners are asked to be thoughtful about their water usage to ensure sustainable water availability during dry periods.
14. Weeds and prunings must be placed in the compost bins whilst diseased plants and prunings are to be bagged and taken away with the plot holder.
15. Propagating structures such as cold frames, cloches, greenhouses are prohibited on plots. Propagation should be carried out at home.
16. Trellises and bean frames should be no more than 2 metres high and positioned to avoid shading their neighbour's plots.
17. Fences are prohibited.
18. Bird netting is prohibited on plots as they trap wildlife (birds, frogs)
19. Illegal plants are not to be grown in the community garden grounds.
20. All produce grown in allotments is the property of the registered plot holder and not to be picked by any other member or visitor without the permission of the relevant plot holder. Failure to respect the property of private allotments will be regarded as THEFT and the offender/s will be asked to leave the garden permanently.



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PROCEDURES

1. A financial member may request an allotment from the Service Manager and pay the appropriate fee.
2. If no allotments are available the member will be placed on the waiting list in order of application date.
3. Renewal will be included in the membership renewal invoice issued annually in December.
4.
 - a. The BVCG Service Manager will conduct a monthly inspection on allotments.
 - b. If, in the Service Manager's opinion, the plot and/or paths require maintenance, he/she will issue a warning to the plot holder by email requesting that action be taken.
 - c. A further inspection will be undertaken after 14 days. If, in the opinion of the Service Manager, insufficient action has been taken, the plot holder will be contacted again and has a further 14 days to rectify the situation.
 - d. Failure to respond after reminders will result with the plot being forfeited. The plot holder will be notified by email.
 - e. A plot holder who has more than 3 warnings per annum will have their plot forfeited. If you don't use it, you lose it!

Berkeley Vale Community Garden
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