

**MULLUMBIMBY SUSTAINABILITY EDUCATION AND ENTERPRISE  
DEVELOPMENT INCORPORATED  
POLICIES AND PROCEDURES MANUAL**

**ALLOTMENTS**

**Category-** Mullumbimby Community Gardens

**Version** 6

**Date** September 2014

**PURPOSE:** To define the management of allotments at Mullumbimby Community Garden (MCG)

**DEFINITIONS:**

**ALLOTMENT/PLOT:** An individual garden plot leased to a financial member of Mullum S.E.E.D Inc./MCG to grow produce for personal use.

**Mullum S.E.E.D Inc.:** Mullumbimby Sustainability Education and Enterprise Development Incorporated

**MCG:** Mullumbimby Community Garden is a project of Mullum S.E.E.D Inc.

**POLICY:**

1. MCG utilizes organic principles in the growing of fruit, vegetables, herbs, trees and flowers. Chemical Herbicides and pesticides are prohibited.
2. Fertilizers and pesticides are limited to those approved by the National Association for Sustainable Agriculture Australia Ltd. (NASSAA), BFA (Biodynamic Farmers Association) and the Management Committee.
3. A person must be a financial member of the Mullum S.E.E.D Inc. (which includes automatic membership to MCG) to lease (rent) an allotment.
4. There is only ONE allotment lease available per household or organisation.
5. Allotment Fees:
  - a. Tenure will be subject to renewal annually.
  - b. Membership fees and plot rentals will be determined annually by the Mullum S.E.E.D Inc. Board.
  - c. In the first year of membership, fees will be pro rata.
  - d. Plot rentals will be due on the 1<sup>st</sup> July and payable by the 31<sup>st</sup> July.
  - 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	(2.4m x 2.4m)	\$48 p.a + GST
Medium Plot	(2.4m x 4.8m)	\$72 p.a. "
Large Plot	(4.8 m x 4.8m)	\$96 p.a. "
6. Each plot holder must erect a letterbox or container on their plot for communication purposes. It should be located approximately 50cms inside the corner of the plot. Creativity is encouraged in decorating your letterbox.

**7.** Safety issues are a priority in the community garden. Each member must make themselves aware of the Work Health and Safety Plan and abide by the guidelines. A copy will be available in the office on site or by request.

**8.** Smokers will respectfully refrain from smoking while gardening and retire to the allocated smoking area when necessary. All cigarette butts and litter must be placed in the appropriate rubbish bins.

**9 a.** Members are required to keep their plot and surrounding paths reasonably weed free.

**b.** MCG Allotment manager will conduct a monthly inspection on allotments and issue a warning to members who he deems 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 Allotment Manager should be notified of the name and contact details of the person responsible for your plot in your absence.

**11.** Each plot holder must ensure that all tools are returned and locked in the storage shed when leaving the garden.

**12.** Each plot holder must spend *at least 1 hour per month* on general site maintenance eg. weeding the paths around their plot.

**13. a.** Watering will be by hand held hoses only.

**b.** Hoses must be rewound onto reels and taps turned off before leaving the garden.

**c.** Recommended watering times are before 9am and after 3 pm.

**14.** Weeds and prunings must be placed in compost bins or fed to the chickens.

**15.** Propagating structures such as cold frames, cloches and greenhouses are prohibited on plots. Propagation should be carried out in the communal propagation in the nursery or 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 over 50cm high around the perimeter of plots are prohibited.

**18.** Bird netting is prohibited on plots as they trap wildlife (birds, snakes, 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.

## **ALLOTMENTS contd.**

### **PROCEDURES:**

- 1.** A financial member may request an allotment from the Allotment 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 June.
- 4. a.** MCG Allotment manager will conduct a monthly inspection on allotments .
- b.** If, in the Allotment 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 Allotment 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 two 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!

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