



# ALLOTMENTS GUIDELINES

**Category-** Site

**Version 8** May 2018

**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 MCG to grow produce for personal use.

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

**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 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 allotment rentals will be determined annually.

c. In the first year of membership and allotment fees will be pro rata.

d. Allotment lease fees will be due on the 1st July and payable by the 31st July. Payment plans can be negotiated if needed.

e. The allotment waiting list will be managed in order of application date with current financial members receiving priority.

f. Annual Allotment fees are:

Small Plot (2.4m x 2.4m) \$48 p.a + GST = \$52.80

Medium Plot (2.4m x 4.8m) \$72 p.a " = \$79.20

Large Plot (4.8 m x 4.8m) \$96 p.a. " = \$105.60

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

7. 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.

8 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.

9. 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.

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

11. Each plot holder must spend at least 1 hour per month on general site maintenance.

12. 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.

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

14. Trellises and bean frames should be no more than 2 metres high and positioned to avoid shading their neighbour's plots.

15. Fences over 50cm high around the perimeter of plots are prohibited.
16. Bird netting is prohibited on plots as they trap wildlife (birds, snakes, frogs).
17. Illegal plants are not to be grown in the community garden grounds.
18. 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 allotment holder. Failure to respect the property of private allotments, will be regarded as THEFT and the offender/s may be asked to leave the garden permanently.

## **PROCEDURES:**

1. A financial member of MCG 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. a. Renewal will be included in the membership renewal invoice issued annually in June.  
  
b. Allotment fees must be paid by 30<sup>th</sup> July each year or be forfeited. If payment creates financial difficulty, an arrangement must be made with the Allotment manager for a part payment schedule.
4. a. MCG Allotment manager will conduct a monthly inspection on allotments  
  
b. If, in the Allotment manager's opinion, the plot and/or surrounding 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!

