

## VPCGA ALLOCATION OF ALLOTMENT GUIDELINES

These guidelines are intended to assist members of the VPCGA who wish to apply for a garden allotment with the VPCGA.

The allocation of garden allotments with the VPCGA is determined by the Management Committee. The VPCGA management committee will take into account the following considerations when allocating allotments:

### **These requirements are compulsory:**

- The applicant must be a financial member of the VPCGA at all times;
- The applicant must actively participate in furthering the purpose and objectives of the VPCGA (according to your ability). This could include (but is not limited to) helping out at working bees; getting involved in fundraising; volunteering in the communal area of garden; becoming a member of the management committee.
- The applicant must pay their allotment fee every year and in advance (concessions available for unwaged and low income earners). The allotment fee will be reviewed by the Management Committee every year.
- The applicant must agree to uphold the VPCGA code of conduct at all times.

### **The following factors are also relevant in relation to allocating allotments to VPCGA members (although not determinative):**

- The length of time an applicant has been a member of the Victoria Park Community Garden Association.
- Local residents (ie: those who live in the Town of Victoria Park) have priority in relation to allotment allocation.

### **Reserved allotments**

The VPCGA Management Committee has reserved the right to allocate approximately 6 allotments for community organisations (such as schools, and other non-profit groups) The successful applicants for these allotments shall be determined at the discretion of the Management Committee.

### **Allotment Renewal**

A member with an existing allotment will be eligible to renew their application for the same allotment for a further year, provided they continue to comply with these guidelines and they continue to be actively involved in the garden.

The Management Committee may deem a member's allotment to have become inactive. If a members' allotment appears to be inactive, they will be sent a letter asking them if they wish to continue with the use of their allotment. If a member fails to respond to that letter within a month of the letter being sent, then they will be deemed to have surrendered their allotment and it will be re-allocated.

If the member does respond to the letter, and indicates that they wish to relinquish their entitlement, to their allotment, then they will be deemed to have surrendered their allotment and it will be re-allocated in accordance with these guidelines.

A member is not entitled to a refund of their allotment fee if they surrender their allotment before the expiration of their yearly allotment entitlement unless otherwise approved by the Management Committee.