



APPLICATION FOR A COMMUNITY GARDEN ALLOTMENT

I, _____ (APPLICANT'S name)

of _____ (STREET address)

_____ (PHONE number)

_____ (EMAIL address, if applicable)

confirm that I have read and understand the Victoria Park Community Garden Association Inc. (VPCGA) allotment guidelines and apply for community garden allotment at READ PARK, SALFORD STREET, VICTORIA PARK. In lodging my application for a community garden allotment with the VPCGA, I understand that (please check boxes):

- I must be a financial member of the VPCGA at all times
- I must actively participate in furthering the purpose and objectives of the VPCGA (according to your ability). In doing so, **I understand that I will be required to participate in busy bees, attending at least 4 of the busy bees held each year if an individual plot holder, or 1 busy bee if participating in the community plots**
- I agree to abide by the VPCGA Code of Conduct and Rules for Allotment Allocation, and Maintenance set out below

On being allocated an allotment, I must pay, within two weeks, the applicable fee based on when I joined.

- Jan - Jun = NO DISCOUNT
- Jul - Dec = 50% DISCOUNT

Yearly allotment fees as follows (please tick the applicable allotment size you require):

- | | |
|---|---|
| <input type="checkbox"/> \$15 – Community (Shared) Plot
<i>Work together to care for plants and share produce.
Sizes vary, more information on application.</i>
\$7.50 – Concession | <input type="checkbox"/> \$85 – Medium (approx. 5m ²)
\$42.50 – Concession |
| <input type="checkbox"/> \$60 – Small (approx. 3m ²)
\$30 Concession | <input type="checkbox"/> \$120 – Individual Large (approx. 7m ²)
\$60 – Concession |

I understand the Management Committee will review the allotment fee every year and they will notify me in advance if there is a change to the allotment fee.

I will agree to uphold the VPCGA code of conduct at all times (copy attached).

Signed: _____ Dated: _____

Please post or alternatively, scan and send by email (see contact details below).

Please retain the following pages for your own reference.

VPCGA Code of Conduct

1. Members must advance the following purpose and objectives of the VPCGA:

The purpose of the Association is to help build and develop the local community through the creation of community gardening projects in and around the town of Victoria Park, Western Australia.

The objects of the Association are to:

- 1.1 promote the welfare and interests of the community;
 - 1.2 create community gardening projects aimed at improving the community environs;
 - 1.3 manage the community gardens of the Association in an organic and chemical free manner;
 - 1.4 Provide opportunities for learning about sustainable gardening, the origins of food, and being environmentally friendly;
 - 1.5 Be inclusive of people of all ages, cultural backgrounds, socio-economic backgrounds and abilities;
 - 1.6 Provide opportunities for community development and social networking; and
 - 1.7 Produce fresh fruit and vegetables and promote good health.
2. All members to treat each other and the gardens with respect at all times.
 3. Pets to be kept on a leash while at the garden.
 4. All members to observe basic gardening safety principles whilst in the garden such as wearing protective clothing and taking care when lifting.
 5. On the rare occasions where disputes may arise between members of the VPCGA that relate to the VPCGA and cannot be resolved by members the management committee should be notified in writing within 1 (one) month of the incident/ dispute so it can attempt to resolve the issue/ dispute as per the Rules of the Association.
 6. Children are strongly encouraged to be involved in the VPCGA but must always be supervised by a responsible adult.
 7. Should members have any concerns or suggestions about the VPCGA please bring these to the management committee's attention.
 8. Members and their guests must be responsible in any alcohol consumption during social events held at the garden.
 9. Smoking is not permitted in the grounds of the VPCGA.
 10. Please keep garden, storage areas, kitchen and surrounds tidy at all times.

RULES for ALLOTMENT ALLOCATION AND MAINTENANCE

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 consider the following 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 participation in busy bees, working parties and membership 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):

- Local residents (ie: those who live in the Town of Victoria Park) have priority in relation to allotment allocation.
- The length of time an applicant has spent on the waitlist.

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 and Maintenance Responsibilities

- 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 rules, and they continue to be actively involved in the garden.
- The Committee may deem a member's allotment to have become inactive. Plots are not expected to be kept pristine, but a failure to maintain plots can impact other plot holders. A plot is deemed abandoned when the plot is:
 - overrun with weeds
 - contains a significant number of crops left to go past harvest
 - is infested with pests which may impact other plot holders
- If a members' allotment appears to be inactive, they will be sent an email or letter asking if they wish to continue with the use of their allotment. If a member fails to respond to that communication 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 reallocated 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.
- The Committee strongly encourages members who are struggling to maintain their plots to contact the Committee to discuss options for support or alternative membership.

Community (Shared) Plot Membership

- If members choose to participate in a Community Plot, they are welcome to assist with the maintenance (weeding, watering, soil improvement) of the community plots which have been designated by the Committee. This can be at times and frequency best suited to them.
- The planting on community plots will be coordinated by the volunteer responsible for the Community Plots.
- Community Plot members can work with the person responsible for the community plot to determine activities and crops, but the responsible volunteer has final say on these matters.
- Community plot holders can participate in Community Plot harvest events and all other VPCGA social activities.
- Community plot holders are required to attend a minimum of 1 busy bee per annum, or else undertake a VPCG community task which best suits their abilities.