

## CG 3231 Plot Allocation Guidelines

### General

1. **Membership** of the garden is open to all who agree to the garden rules and pay their membership fees. All members are expected to help the garden in some way. This could be at working bees, collecting local food waste, watering, helping at events, assisting at the recycle shed, being a 'friend', tidying up, making signs, helping with publicity and many other small and large tasks.
2. **Rented plot allocation:** If a member wishes to rent a personal plot they should apply in writing (preferably by email). The treasurer keeps a waiting list and is the main contact for plot enquiries.

### Allocation of rented plots

1. Only residents or ratepayers of the Surf Coast Shire are eligible to apply for a private plot.
2. Allocations will be made on the basis of one plot per household.
3. Plots are normally offered in order of application. However, the Committee of Management may exercise discretion in particular circumstances such as need, disadvantage or increasing diversity in the garden membership.
4. Plots can be allocated when available but generally this will be on an annual basis when renewals are due.
5. While on the waiting list, applicants are encouraged to get involved (see **General** above).
6. Any surplus unrented plots should be actively used for overflow community plantings or offered to a member on a temporary seasonal basis by agreement between the Garden Team Leader, the Treasurer and the member.
7. If the plot waiting list grows too long, the garden team may consider sharing a community bed as an interim solution on a seasonal basis until a private plot becomes available.
8. If a member wishes to share a plot with other members, they remain the principal plot holder and cannot pass it on to others if they leave the garden as plots are not transferable.
9. The membership agreement requires a plot holder to actively cultivate their plot and to keep their plot and the surrounding pathways tidy and reasonably free from weeds. Plot holders should arrange for another member to maintain their plot if they will be absent for more than two months. If a member is unable to maintain their plot for some reason, they should let the treasurer know. CG3231 will try to help. Plot holders who fail to maintain their plots without good reason will receive a "Please visit your plot" communication and are required to respond within 2 weeks.
10. If a plot holder fails to respond to communications or fails to pay their plot fees by the set date, they may have their plots reallocated.

**Approved at COM Meeting, September 25, 2020**