

Community Garden Guidelines

1. This Procedure supports the implementation of the [Community Garden Guidelines](#) and applies to Bridge Housing Limited and all its related entities.
2. The Community Team is responsible for the overall promotion and administration of the Community Garden Guidelines.
3. Any resident wishing to set up or register a community garden must:
 - Fill out a Community Garden Application Form
 - Submit to the Community Team
4. Applications must be reviewed within 14 days:
 - Community Development Officer (CDO) - Does the application meet the criteria as outlined in the Community Garden Guidelines?
 - Housing Manager - are there any flags or alerts on the block that need to be considered – Director, Housing to approve
 - Technical Officer – is the block and intended location suitable – Director, Assets to approve
 - Assets to return the form to Sustainable Communities Manager (SCM) for final determination and processing by CDO.
 - Notify all residents in the block in writing.
 - If the application is rejected, refer applicants to a local community garden.
5. Application is stored under Property Diary category **CBAE** action code **Garden Request** under Common Area for that block.
6. For a new garden:
 - Workshop organised with the Community Greening Project and all tenants in block to be invited.
7. For an existing garden:
 - Contact person is notified
 - CDO arranges visit and documents and photographs garden
 - Details recorded under Property Diary category **CBAE** action code **Existing Garden**. No further work required after this step.
8. Following on from the garden workshop the garden group is assisted to:
 - Complete their Garden Plan
 - Submit to CDO

9. This is approved within 21 days by:
 - Community Development Officer
 - Does application meet eligibility criteria?
 - Is requested equipment granted?
 - Technical Officer
 - Is proposal workable and safe?
 - Assesses and costs any requested work
 - Identifies any other work required
 - Director, Assets to approve
 - Assets to return form to SCM for final determination and processing by CDO.

10. Garden Plan is stored under Property Diary category **CBAE** action code **New Garden Plan** under Common Area for that block.

11. If further work is required by Assets:
 12. CDO raises work order with Assets
 13. CDO to notify tenants RE: timeframe for work
 14. Assets to notify CDO when work is completed
 15. CDO to notify contact person that garden work can commence.

16. When Garden Plan is finalised:
 - All tenants in the block are notified in writing and letter is stored under Property Diary **CBAE** action code **Garden Plan Notification** under Common Area for that block
 - CDO orders garden kit and supplies according to requirements
 - All tenants notified of working bee / garden build day

17. For a Garden to be decommissioned:
18. CDO notifies Assets
19. Assets determines if any works are required
20. All tenants in block are notified in writing and details recorded under Property Diary category **CBAE** action code **Existing Garden**. No further work required after this step.

For more information

- Community Garden Guidelines
- Community Garden Application Form
- Community Garden Plan Form
- Community Garden Process Map

Version Control

ID	Community Garden Guidelines Procedure
Version	220617
Owner	Housing & Community
Approved by	Francesca Cathie
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