

9.6 Community Gardens in Warringah

EXECUTIVE SUMMARY

Purpose

To advise Council of the results of the telephone survey, the online survey and the online discussion forum, with a view to preparing a policy for community gardens in Warringah.

Summary

Both surveys and the discussion forum indicate a high level of support for community gardens in Warringah. Research has also been undertaken on the management of community gardens in other local government areas. In order to provide a framework for considering future requests for community gardens it is recommended a policy and guidelines be developed to facilitate the establishment of these facilities.

Financial Impact

The costs of preparing a policy and guidelines are within Council's budget.

Policy Impact

Once finalised and in place, a policy and guidelines will guide proposals, assessment and implementation for community gardens in Warringah.

RECOMMENDATION OF ATING DIRECTOR STRATEGIC AND DEVELOPMENT SERVICES

- A. That Council note the results of the telephone survey (Attachment Booklet), the online survey and the discussion forum on community gardens as outlined in this report.
 - B. That Council place information on community gardens on its website so that the community can easily access such information.
 - C. That Council staff, in consultation with the community and in accordance with Council's community engagement policy, develop a policy and guidelines for community gardens in Warringah.
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REPORT

Background

At its meeting of 6 October 2010 Council considered a Notice of Motion on community gardens and resolved as follows:

That, given the recent opening of the Manly Vale community garden and given the uncertain level of demand for further community gardens in Warringah, Council:

1. *Undertake a review of successful models for the developing of community gardens in NSW / Australia;*
2. *Review lessons learned from Manly Vale;*
3. *Ascertain the level of demand for community gardens in Warringah via community consultation and surveys and, if possible, the reason for that demand, eg. is it for social sustainability (assisting socially disadvantaged / social cohesion), ecological sustainability (city farms, permaculture), improved nutrition, education, or because people just enjoy gardening?*
4. *And, depending on the level of demand, develop a strategy for community gardens in the Warringah LGA, that is ideally bottom up, rather than imposed by Council on the community. The strategy should include appropriate models of engagement with the community and identify possible locations for Community Gardens in Warringah. This policy is to be underpinned by equity and fairness, in terms of access to all, and those most disadvantaged, both in terms of access to green space and those socio- economically disadvantaged.*

Each point in Council's resolution of 6 October is addressed below.

1. Successful community garden models

Council staff reviewed several successful community gardens to gain an understanding of the set-up and governance models which have been applied, and the policy frameworks which have been most widely endorsed. The gardens were located in Sydney, Randwick, Ku-ring-gai, Leichhardt and Woollahra local government areas and the review of policies were in the Sydney, Randwick Ryde, Redland and Wollongong local government areas. See Attachments A and B to this report for further detail.

In summary:

Set-up or establishing a community garden: the bottom-up approach is generally considered to be the preferred community garden model.

Governance: generally policies required garden groups to become incorporated, or required the group to have an agreement with an incorporated association.

Role of council: very limited council involvement, apart from the basic management responsibilities for land under council ownership or management, initial training and workshops, promotion, advice regarding design and management, and funding. Day to day management is chiefly the responsibility of the relevant garden groups.

Ownership: Most gardens reviewed were located on council land or Crown land managed by council, were generally zoned recreation / open space, and a community land classification was often required as a site selection criterion.

Funding: prospective garden groups need to be financially sustainable and not rely solely on council for ongoing financial assistance. Funding from councils is primarily undertaken as part of a broader grant application process and is subject to council budgetary constraints.

Process for Selection, Application and Assessment: key features are site selection criteria, site assessment criteria and a clear application and assessment process. These matters form the core of the policy and ensure that both Council and any prospective garden group clearly understand what processes must be followed.

Insurance and Licensing: public liability insurance, licence preparation fees and licensing periods are included in most of the policies.

2. Lessons learnt from Manly Vale Community Garden

Set Up Approach

There was a blending of both the top-down and the bottom-up approaches at Manly Vale.

Council's original responsibility was for the provision of the playground. Accordingly, Council officers were required to take on the responsibility of managing the project and funding the costs associated with the planning, design and construction of the project.

However, following the inclusion of the community garden, the community garden group sought to play a more significant role in the design and construction of the garden component of the project, as would be expected under the bottom-up approach.

The integration of the two approaches resulted in confusion about the roles and responsibilities of the garden group and Council officers.

Application and Assessment Process

There was no clear process for the application and assessment of the proposed community garden, resulting in additional costs and confusion.

Summary

The main issues identified are summarised below.

- There was no clear set-up approach
- There was no site selection criteria in place
- There was no application process to follow
- The matters which were up for negotiation (and those which were not negotiable) were not known early enough in the project
- The responsibilities of Council and of the prospective community garden group were not defined
- The design costs escalated due to changes occurring part-way through the project
- The construction costs were higher due to the site being integrated with the children's playground

To resolve such issues, each must be addressed early in the process through a clear, established policy.

3. Ascertaining demand

To ascertain the level of demand and the reasons for the demand for community gardens in Warringah a telephone survey, an online forum and an online survey were used.

In association with the online forum and survey, 1500 email contacts on Warringah's community engagement register were emailed; notification was placed on both Twitter and Facebook, 1,100 members of the Your Say Warringah forum were emailed, and contacts in the Community Directory were emailed.



Demand Analysis

Telephone Survey

A telephone survey of 600 random and representative people was undertaken by consultants Jetty Research in July 2011 to identify the level of demand for community gardens within Warringah. Generally this type of survey would carry more weight than the online survey and discussion forum. The report is contained in the Attachment Booklet.

In brief, there is a high level of support for the establishment of community gardens in Warringah at 82%, but the proportion of people likely to use such a garden is far lower at 28%.

It should also be noted that 70% of respondents remained supportive of community gardens and thought it was a good use of Council funds when advised that costs to Council for a mid-sized community garden may be around \$50,000.

When respondents were asked what they saw as the main advantages in establishing community gardens, the main benefits were identified as:

- building community spirit and / or helping residents make new friends;
- growing local produce;
- assisting those without gardens of their own;
- helping share gardening knowledge; and
- teaching children where produce comes from.

A variety of locations suitable for a community garden were nominated, with the most popular areas by suburb being Collaroy / Collaroy Plateau (21); Dee Why (19); Allambie / Allambie Heights (16); and North Manly (15).

Online Survey

The online survey was hosted on the Your Say Warringah website, using questions similar to those in the telephone survey. There were 186 completed surveys.

The online survey is based on 'self-selection', and most respondents were keen gardeners or wished they could garden more (33.71% 'keen gardener'; 37.14% 'would like to garden more but have limited opportunities').

Ninety two per cent (92%) of respondents strongly agree or agree with establishing community gardens in the Warringah area and more than 90% think that it is a good use of Council funds.

Interestingly, and in contrast to the telephone survey, more than 70% of respondents said they would be likely to use a community garden (49.73% 'very likely' with 20.81% 'likely').

The nominated advantages emphasise building community, improving health and growing food.

Online Discussion Forum

An online discussion forum was held also on the Your Say Warringah website, from 24 August 2011 through 30 September 2011.

Five questions were raised, in line with the survey questions, and a total of 76 comments were received, with 44 registered participants.

Fifteen respondents support establishing community gardens, with only one not in support.

The nominated advantages emphasise firstly health, followed closely by building community, education, growing food and recreation.

The top three nominated areas by suburb for a community garden are indicated in the table below. Dee Why is the only suburb that appears in both surveys and the forum, with Freshwater nominated in the online survey and online forum.

Jetty Research	Online Survey	Online Forum
Collaroy / Collaroy Plateau	Queenscliff	Dee Why
Dee Why	Freshwater	Freshwater
Allambie / Allambie Heights	Dee Why	Narraweena

Other results

One email was also received, indicating support for community gardens, on the basis that too much reliance is placed on commercial markets and it would be good to get back to basics.

4. Developing a policy and guidelines

In accordance with Council's resolution of 6 October 2011 and given the level of support for community gardens in Warringah, subject to Council resolution, it is envisaged that a Council policy and guidelines for community gardens in Warringah could be developed in conjunction with the community.

Consultation

A draft policy and guidelines for community gardens in Warringah can be developed to form the basis for community engagement and discussion in accordance with Council's community engagement policy.

Policy Impact

Should Council resolve to develop a community gardens policy and guidelines, once implemented, both Council and the community will have a clear policy with guidelines to guide proposals, delivery and implementation of community gardens.

Financial Impact

The costs of preparing a policy and guidelines are within Council's budget.

Acting Manager Strategic Planning

Attachment Booklet Random Telephone Survey Results - Jetty Research

Review of Gardens and Policies

Review of Gardens and Policies

1. Review – Successful Community Gardens and Policies

In response to item 1 of the Notice of Motion, Council staff undertook a review of i) successful community gardens within the Sydney Metropolitan Area to gain an understanding of the set-up and governance models which have been applied, and ii) the policy frameworks which have been most widely endorsed.

i) Successful Community Gardens

A matrix comparing the set-up and governance models for each garden has been included as Attachment 2. The community gardens reviewed as part of this process are:

- James Street Reserve Community Garden, City of Sydney
- Turramurra Lookout Community Garden, Ku-ring-gai Council
- Randwick Organic Community Garden, Randwick Council
- Glovers Community Gardens, Leichhardt Council
- Paddington Community Garden, Woollahra Council

ii) Review of Policies

A matrix incorporating the review of community garden policies adopted by the following councils is included as Attachment 3.

- City of Sydney
- Randwick Council
- Ryde Council
- Redland Council
- Wollongong Council

Outcomes of the Review

The principal components of successful community garden models are outlined below:

Set-up Approach

The bottom-up approach is generally considered to be the preferred community garden model.

Under this approach a garden group with no land and limited funds approaches council to access certain land.

It is demand driven by the community and imposes less on council's resources as the garden group does most of the design, construction and management of the garden. These gardens are also generally more effective as the members of the group have a stronger feeling of ownership.

Four of the five community gardens applied the bottom-up approach and were initiated by an incorporated community garden group. All of the policy models which were reviewed generally recommend that the bottom-up approach be applied.

Review of Gardens and Policies

The Turrumurra Lookout Community Garden adopted the top-down approach and was instigated by Ku-ring-gai Council. The top-down approach is where council identifies a location and leads the process of establishing the community garden. It is supply driven and requires council to dedicate a significant amount of time and resources toward the design, construction and set-up of both the garden and the garden group.

Governance

Most of the policies reviewed required garden groups to become an incorporated association.

Becoming an incorporated association binds the group to the reporting and operational requirements set by NSW Fair Trading.

Four of the five gardens reviewed are currently managed by incorporated associations. The Turrumurra Lookout Community Garden is not incorporated and accordingly is not subject to the requirements of NSW Fair Trading.

Role of Council

Most of the models have very limited involvement from council, apart from the basic management responsibilities which these councils would ordinarily have over land under their ownership or management. With regard to the operation of the community gardens, the day to day management is chiefly the responsibility of the relevant garden groups. Generally, the role of council was limited to the following forms of assistance:

- Initial training and workshops.
- Promotion via council events and website
- Advice with regard to design and ongoing management of the garden. A council garden liaison officer usually performs this role.
- Funding through:
 - Initial grants (high capital items such as water tanks and legal fees),
 - Discretionary funding (compost making, recycling etc), and
 - Urgent repair of items that pose a safety risk.

Ownership

The gardens reviewed were mostly located on either council land or Crown land managed by council. These gardens were also generally located on land zoned recreation / open space under the relevant local environmental plans.

Similarly the policies related primarily to council-owned or managed land. Many of the policies specifically identified sites with a community land classification under the *Local Government Act* 1993 as being appropriate. This classification was often identified as a site selection criterion.

Funding

The policies reviewed require prospective garden groups to be financially sustainable and to not rely solely on council for ongoing financial assistance. Accordingly groups need to identify how they intend to fund the operation of the garden through the application and assessment process. These requirements are generally identified within a community garden plan of management submitted at time of lodging a community garden application.

Funding from councils is primarily undertaken as part of a broader grant application process and funding is subject to relevant council budgetary constraints.

Review of Gardens and Policies

Process for Selection, Application and Assessment

The key features which are inherent within most of the policy models are the inclusion of site selection criteria, site assessment criteria and a clear application and assessment process.

These matters form the core of the policy and ensure that both Council and any prospective garden group clearly understand what processes must be followed. This reduces the level of confusion and establishes clear areas of responsibility.

- Site Selection Criteria

Site selection is where the key planning issues are taken into account. The Council policies require the garden group to carry out their own site assessments prior to approaching Council with a concept.

- Assessment Criteria (Community Garden Plan of Management)

The assessment criteria ensure that the proposed garden is appropriately designed. The community garden groups must address these criteria as part of their application. The criteria are often addressed as part of, or in addition to, a community garden plan of management. These criteria also require the group to demonstrate to the land owner how the group will be managed and governed.

- Application and Assessment Process

Having a clearly defined process for the application and assessment of community garden proposals provides a level of certainty for both applicants and Council. It also sets a legal framework which must be followed and prevents *ad hoc* decisions and requests.

All of the policies reviewed incorporated a staged process to be followed by the applicant and an assessment process to enable the applicant to identify how their application would be assessed by Council. This also provides Council with a clear and consistent approach to follow.

Insurance and Licensing

Matters relating to public liability insurance and licence preparation were included within most of the policies. These matters would need to be considered as part of the preparation of any subsequent policy position.

- Public liability insurance

The amount of public liability insurance generally ranged between \$10-20 million of coverage. The ongoing public liability insurance is generally paid for by the community group. However a number of councils often pay for the first year of insurance as part of an initial start-up grant.

- Licence preparation fees

Licence preparation fees were waived by all councils with the exception of Randwick and Wollongong Councils. Licence preparation fees often prevent the garden group from being financially sustainable. The limited revenue which the garden groups can generate is often required for public liability insurance and for funding the minor costs associated with day-to-day running the garden.

- Initial licence period

All councils had an initial licence period to enable the council to be confident that the proposal is viable and that the garden will not be abandoned by the garden group. This period usually ranges from 1-2 years.

Review of Gardens and Policies

- Licence period

The length of the licence periods were approximately 5 years. However, the City of Sydney and Ryde Council state that a longer period may be negotiated after the initial period.



Gardens and Policy Review

	Paddington Community Garden – Trumper Park	Glover Street Community Garden	Randwick Organic Community Garden	Turramurra Lookout Community Garden	James Street Reserve Community Garden
Local government area	Woollahra	Leichhardt	Randwick	Ku-ring-gai	City of Sydney
Approach	Bottom-up (idea initiated by community garden group which formed a steering group, council developed a policy in response)	Bottom-up (hospital allocated land to volunteers)	Bottom-up	Top-down	Bottom-up
Governance	Community Association	Community Association	Community Association	Council instigated and managed by a Community Association	Community Association
Garden group	Incorporated Community Group	Incorporated Community Group	Incorporated Community Group	Community Association – (Not Incorporated)	Incorporated Community Group
Model	Mixed (shared and allotments) – 28 allotments and 7 communal (20%)	Mixed (shared and allotments) – 12 allotments (one- third of the land) and communal	Mixed (shared and allotments) – 36 allotments and communal areas	Mixed (shared and allotments) – 20 allotments (30-40% of the garden area) and communal garden	Shared – Communal garden containing 6 large raised garden beds
Number of members in the group	45 members	25 members (3 persons on wait list to plots)	More than 70 members	40 members	30 household members (approx. 50 adults and 12 children).
Role of Council	Training (assistance of bush care and sustainability unit) Promotion (nil) Financial assistance (nil) Construction (establishment of the land from the previous storage use,	Nil – Council has very limited involvement with the Garden	Initial \$9,000 start up grant to cover legal costs and a water tank Promotion (Council website) Material, when resources are available, for a limited supply of	Nil – Council has very limited involvement with the Garden	Training (compost making) Promotion (opened by the mayor and advertising by surrounding cafes) Financial assistance (discretionary funding

Gardens and Policy Review

	Paddington Community Garden – Trumper Park	Glover Street Community Garden	Randwick Organic Community Garden	Turramurra Lookout Community Garden	James Street Reserve Community Garden
	remediation of some contaminated land, fencing, landscape plan)		mulch, compost and plants Financial support for items in urgent need of repair that pose a significant safety risk to community gardeners and that cannot wait for a grant Financial support (public signage and educational materials).		from council e.g. compost making) Construction (nil)
Size of park	700 square metres	600 square metre	1,200 square metres (approx)	1,000 square metres	115 square metres
Previous use	Storage	Hospital	Public park and road reserve adjacent to park.	Public park	Public reserve
Land use zone	Public Recreation	Special use	Public Recreation	Public Recreation	Medium Density Residential
Ownership	Crown land managed by Council	Crown land, managed by Sydney Harbour Foreshore Authority	Part Crown and Part Council	Crown	Council
Land classification	Managed as Community Land	N/A	Community Land	N/A	N/A
Approval process and consultation	No development application required. Public exhibition of plans.	Not stated	Randwick Organic Community Garden was established prior to the adoption of the current policy. The current policy requires an Expression	Public meeting to start the process of establishing the garden and with regards to designs.	Not stated

Gardens and Policy Review

	Paddington Community Garden – Trumper Park	Glover Street Community Garden	Randwick Organic Community Garden	Turrumurra Lookout Community Garden	James Street Reserve Community Garden
			of Interest and meetings prior to lodgement of Development Application. There was a Development Application for fencing on the site boundaries.		
Length of licence	User agreement/ deed of lease, 3 years agreements following a 12 month trial period.	Not stated	Policy allows for a five year licence following a 2 year licence period.	Not stated	No prohibited plants/ vegetables/ fruit/ herbs species. Strong preference for organic practice and discourage use of pesticides for community safety.
Produce grown	Year-round eatable garden and flower organically grown. No livestock (such as poultry) as per policy.	Eatable garden with organic vegetables, herbs and fruit, and some flowers (previously honey), chicken pan for eggs and waste produce for manure, compost and worm farms.	Vegetables herbs and flowers.	Vegetable garden including vegetables and fruit trees, flowers for bees. Organic practice. No proliferating species such as native species to contain plot sizes and blue gum forest in proximity.	No prohibited plants, vegetables, fruit or herbs species. Strong preference for organic practice and discourage use of pesticides for community safety.
Occupant rate	100% (>100 persons on wait list)	100%	100%	Data Not Available	Data Not Available
Comment	Policy has been in place for 18 months. Council worked together with the community garden group in choosing a suitable site, and have	The hospital funded the fencing and provided water. Currently water is sourced from the hospital building but	Council assisted in finding a suitable land for the garden, especially in this case when the garden was evicted from the previous location.	The community garden is a result of council's resolution and a public meeting was held to gauge interest. Council prefers the current operation in	Council's Community Garden Policy was adopted February 2010. James Street Reserve Community Garden was the first generally in accordance with the

Gardens and Policy Review

	Paddington Community Garden – Trumper Park	Glover Street Community Garden	Randwick Organic Community Garden	Turrumurra Lookout Community Garden	James Street Reserve Community Garden
	<p>given the use of the land to the community garden group.</p> <p>Gardeners of the community garden group have been trained to provide training to new members.</p>	<p>there are threats to discontinue some existing small water tanks. Plans for future larger tanks (potentially with council's funding).</p> <p>Council prefers the current operation in minimal management of the community garden group.</p> <p>Council is in the process of drafting a Community Garden Policy, with public consultation including that with Glovers Community Garden Group.</p> <p>Glovers Community Garden Group was by word of mouth. It was incorporated to get a bank account for funding from Tiger Leagues Club, and now finds benefits in insurance.</p> <p>Glovers Community Garden Group is insured, as part of the land care group at a reduced premium,</p>	<p>Council has a comprehensive system in place to address the greater demand for community gardens than the land available and to ensure the suitability of land.</p> <p>Community Group must become incorporated and have public liability insurance as conditions of development consent, as per the current policy.</p>	<p>minimal management of the community garden group.</p> <p>Council has no dedicated fund but provide land and assistance when needs arise, including preparation of Review of Environmental Factors, removal of some trees, erection of a silt fence, remediation of some contaminated land, insurance (OH&S)</p> <p>The garden received sponsorship from The Turrumurra Community Bank branch of the Bendigo Bank, grant from the Volunteers 2009 Program funded by the Federal Department of Families, Housing, Community Services & Indigenous Affairs, and grant from Council.</p> <p>The community garden group charge membership fees (\$40 pa) and hold lessons such as stone building lessons to raise fund.</p>	<p>Policy.</p> <p>Non requirement of Development Application and first year insurance in association with City of Sydney are to encourage community gardens, especially in areas of lower socioeconomic background.</p> <p>James Street Reserve Community Garden Group operates in accordance with a Plan of Management. The Plan refers to matters such as conflict resolution, decision making and governance.</p> <p>James Street Reserve Community Garden Group has been fairly independent, does not require assistance in initial construction or start up, sourcing free nurseries and corrugated iron sheets materials.</p> <p>A soil survey has identified contamination at part of the land that is not used for horticulture</p>

Gardens and Policy Review

	Paddington Community Garden – Trumper Park	Glover Street Community Garden	Randwick Organic Community Garden	Turrumurra Lookout Community Garden	James Street Reserve Community Garden
		avoiding liability of members.		The community garden group prefers to operate as volunteers within the Council structure and be covered by Council's insurance. It operates as a not for profit group with guidelines.	



Gardens and Policy Review

Local Government Area	City of Sydney	Randwick	Ryde	Redland	Wollongong
Approach	Bottom-up	Bottom-up	Bottom-up	The bottom-up is the preferred approach	Bottom-up
Governance	Community Association	Community Association	Community Association	Community Association	Community Association
Garden group	Incorporation of the Garden Group is encouraged.	Policy stipulates that the garden group must become and Incorporated Association.	Incorporation of the Garden Group is advised.	A not-for-profit Incorporated Community Group or a not-for-profit Community Group with an auspice agreement with an Incorporated Association.	Incorporated Community Group. Un-incorporated groups can only apply if they have an auspice agreement with an Incorporated Association.
Role of Council	<p>Advice on developing garden management plans.</p> <p>Support to establish recycling, worm farms and composting facilities.</p> <p>Workshops and training on an as-needs basis.</p> <p>Promotion through events and website.</p> <p>Facilitation of group meetings.</p> <p>Policy requires that the Garden Group must be financially sustainable and not be reliant on unreliable sources of funding such as grants.</p>	<p>Advice and land suitability and site safety.</p> <p>Advice on legal requirements and conditions of a Council licence.</p> <p>Advice on the availability of grants.</p> <p>Depending on staff availability and resources advice can be provided on garden design, preparation of a plan of management.</p>	<p>Promotion.</p> <p>Advice on design.</p> <p>Advice relating to ongoing management of the garden.</p> <p>Budgetary provisions relating to ongoing management.</p> <p>Assistance the Garden Group with obtaining grants.</p> <p>Workshops and training.</p> <p>Policy requires that the Garden Group must be financially independent</p>	<p>Identification of suitable land.</p> <p>Provision of information.</p> <p>Support community groups to be self managing, vibrant and sustainable.</p> <p>Financial support available through the Council's community grants process.</p>	<p>Provision of advice.</p> <p>Workshops and training.</p> <p>Promotion through events. and website.</p> <p>Information about applying for grants.</p> <p>The policy does not commit Council to the provision of direct support or resources toward a community group.</p>

Gardens and policy review

Local Government Area	City of Sydney	Randwick	Ryde	Redland	Wollongong
	Financial support restricted to urgent repairs, signage, education material, and a limited supply of mulch and soil. Grants are subject to the grant application process.		and not be reliant on unreliable sources of funding such as grants.		
Land use zone	No zoning is identified, however considers community gardens to be an important land use within the City's open space network.	No zoning information is identified. Subject to Local Environmental Plan.	Policy applies to land zoned open space.	Not Stated	Not Stated
Ownership	Applications for community gardens on Council owned or controlled land the site selection criteria must be addressed.	Applies to Council owned or managed land.	Applies to private land (zoned open space) and land which is owned or managed by Council.	Council and non-Council land.	Applies to land owned by council and Crown land where Council is the Trust Manager.
Land classification	The policy identifies that sites classified as Community Land may be appropriate.	No land Classification is identified (Community and Operational would more than likely be appropriate).	Sites classified as Community Land are identified as being appropriate.	Not Stated	Regulated applications for community gardens on Community Land. Gardens on Operational Land also permitted
Approval process and consultation	Final approval by Council following public consultation and internal assessment.	Development Application is required.	Final approval by Council following public consultation and internal assessment.	Not Stated	Development Application is required.
Licence preparation fees	Community Garden groups are not charged for licence	Licence fees and charges must be paid in advance	Community Garden groups are not charged for licence preparation	Not Stated	Licence fees must be paid in accordance with councils Fees and

Gardens and policy review

Local Government Area	City of Sydney	Randwick	Ryde	Redland	Wollongong
	preparation fees.	or as invoiced annually.	fees.		Charges.
Length of licence	One year initial licence period. A longer licence period can be negotiated following the initial trial period.	Two year initial licence period. A five year licence period can be issued following the trial period.	One year initial licence period. A longer licence period can be negotiated following the initial trial period.	Not stated. The length of any agreement is determined on a case-by-case basis.	Not stated. The length of any agreement is determined on a case-by-case basis.
Site selection criteria		Yes, the policy incorporates site suitability criteria.	Yes, clear site selection criteria are included within the policy.	Yes	Yes, site selection criteria are incorporated as part of the site assessment requirements.
Assessment criteria		Yes, the Garden Group must lodge a plan of management outlining how the proposal complies with the assessment criteria.	Yes, the policy includes criteria which applicants must address.	Yes, the supporting guideline incorporates general design requirements for gardens.	Yes
Application procedure established		The supporting guideline is set out in the steps which the community garden group must follow. Council's assessment procedure is included as a step in this process.	Yes, the policy incorporates a list of procedures for applicants and Council to follow.	No specific process included within the policy document.	Yes, the policy includes and application procedure and an assessment procedure.