

## POLICY

<b>Policy name</b>	Community Gardens Policy
<b>Responsible manager(s)</b>	Divisional Manager, Strategic Services
<b>Contact officer(s)</b>	Community Planning Coordinator
<b>Directorate</b>	Planning and Sustainability Services
<b>Approval date</b>	23 July 2013

### Purpose

Community gardens are places for actively building community through shared activities, and for learning and sharing sustainable living practices. They play a role in improving access to fresh locally grown food for their members, as well as providing valuable recreational activity, social interaction and educational benefits for the local community.

Council values the utilisation of appropriate public open space for community gardening for its contribution to the health and wellbeing of the wider community and for the creation of a sustainable living environment.

The purpose of this policy is to outline Council's position on the concept of community gardens and to clarify the roles of Council and community groups who apply for community gardens on Council owned or managed land within the Eurobodalla Shire.

### Policy statement

<b>1</b>	<p><b>Application</b></p> <p>This policy applies to Council owned community land as classified under the <i>Local Government Act 1993</i> (the Act) and Crown land where Council is the Trust Manager. All Council owned Community Land is required to be covered by Plans of Management under the Act. Where this policy differs from the Plan of Management for the site, the Plan of Management shall be the governing document.</p> <p>The preferred land type for community gardens is Council owned Community Land, which must be categorised as either Park or General Community Use under the Act. Council may consider applications for the use of Crown land where Council is the Trust Manager and appropriate community land is not available.</p>
<b>2</b>	<p><b>Legislation</b></p> <p>This policy is established under the <i>Local Government Act 1993</i>.</p>
<b>2.1</b>	<p><b>Land Use Planning</b></p> <p>Development consent is not required for community gardens on community land. Community garden groups with a licence for the use of Council owned or managed land are acting by or on behalf of Council in accordance with the Act and as such minor development as outlined in the <i>State Environmental Planning Policy (Infrastructure) 2007</i>, would be exempt. This would include but is not limited to, pergolas, rain water tanks, sheds of a certain size and fencing. The size, location and number of these structures are required to be shown on the site plan and will form part of the licence conditions.</p>
<b>3</b>	<p><b>Objectives of Community Gardens</b></p>

	<p>Community gardens on Council owned or managed land should aim to:</p> <ul style="list-style-type: none"> <li>• strengthen sense of community by increasing opportunities for participation in community gardening;</li> <li>• promote access to fresh organic and locally produced fruit and vegetables;</li> <li>• encourage more sustainable resource and energy use in the community;</li> <li>• encourage education and training opportunities in the sustainable production of food; and</li> <li>• provide recreation opportunities to enhance Councils public open space network.</li> </ul>
<b>3.1</b>	<p><b>Council’s Role</b></p> <p>Eurobodalla Shire Council is committed to supporting community groups to establish community gardens on Council owned or managed land within the Eurobodalla Shire. Council’s primary role is as a landowner or land manager. Council will act as an enabler and supporter where possible within its financial and operational capacity. Council’s authorities under the policy are specified in the Community Gardens Code of Practice.</p> <p>The supporting Community Gardens Guidelines outline possible ways in which different sections of Council may be able to assist in the establishment or ongoing management of Community Gardens.</p>
<b>3.2</b>	<p><b>Community Groups Role</b></p> <p>The community garden must be managed and operated in a way that it does not have a negative impact on the amenity, health or safety of the surrounding community or the natural environment.</p>
<b>3.3</b>	<p><b>Licence for Use</b></p> <p>A licence agreement must be established between the Council and the eligible community group for the purpose of establishing and operating a community garden on Council owned or managed land.</p>
<b>3.4</b>	<p><b>Funding</b></p> <p>The community group will be responsible for appropriate income generation to support the establishment and ongoing operation of the garden. In part, this will be through the establishment of appropriate membership fees, fund raising, partnerships and through application for grants and funding from Council and external grant providers.</p> <p>This Policy does not commit Council to providing initial or ongoing funding or donations to Community Garden Groups. The process of obtaining donations or funding from Council is outlined in Councils Finance- Financial Assistance – Donations and Grants, etc. Policy.</p>

## Implementation

Requirements		Responsibility
<b>1</b>	<p><b>Code of Practice</b></p> <p>This policy will be implemented by following Council’s <i>Community Gardens Code of Practice</i>, which specifies in detail the plan, procedures and matters to be considered.</p>	Manager, Strategic Services
<b>2</b>	<p><b>Staff</b></p> <p>Under supervision, applicable Council staff will be responsible for ensuring that policies are implemented appropriately within their</p>	Community Planning Coordinator

	work area, after they have received relevant training to do so.	
3	<b>Concerns</b> Concerns received regarding this policy will be recorded on council's customer service request (CSR) or records system and handled in accordance with council's Customer Service Request Policy. They will be used to analyse the history of concerns and requests and to help determine follow up actions.	Council Officers
4	<b>Complaints</b> Complaints received regarding this policy will be lodged with the Public Officer and handled in accordance with council's Complaints Policy.	Public Officer
5	<b>Consultation</b> Consultation that may occur in relation to this policy will involve key stakeholders, community garden groups, Council's Parks Coordinator and the community.	Community Planning Coordinator Parks Coordinator

### Review

The policy will be automatically revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless council revokes it sooner. **Note:** *Automatic revocation of the policy is provided for by section 165(4) of the Local Government Act 1993. The next general local government election is expected to be held in September 2016.*

This policy may also be reviewed and updated as necessary if legislation requires it; or when Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages community gardens.

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Complaints	Council records
Customer Feedback Survey Responses	Surveys
Internal or external audit	Audit

### Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

#### Related legislation and policies

Name	Link
Local Government Act 1993	<a href="http://www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1993+cd+0+N">www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1993+cd+0+N</a>
Associations Incorporation Act 2009	<a href="http://www.legislation.nsw.gov.au/maintop/view/inforce/act+7+2009+cd+0+N">www.legislation.nsw.gov.au/maintop/view/inforce/act+7+2009+cd+0+N</a>
State Environmental Planning Policy (Infrastructure) 2007	<a href="http://www.legislation.nsw.gov.au/maintop/view/inforce/epi+641+2007+cd+0+N">www.legislation.nsw.gov.au/maintop/view/inforce/epi+641+2007+cd+0+N</a>
Financial Assistance - Donations & Grants Policy	<a href="http://www.esc.nsw.gov.au">www.esc.nsw.gov.au</a>

*Related external references*

Name	Link
Division of Local Government	<a href="http://www.dlg.nsw.gov.au">www.dlg.nsw.gov.au</a>

*Supporting documents*

Name	Link
Code of Practice	Internal Document – see Council staff.
Community Gardens Guidelines	<a href="http://www.esc.nsw.gov.au">www.esc.nsw.gov.au</a>
Plan of Management	Plan of Management applying to the relevant site - see Council staff.

*Definitions*

Word/Term	Definition
community garden	shared garden managed by a not for a profit community organisation and valued for its social, recreational, educational and community building benefits. The garden may contain shared plots, allotments or a mix of both.
shared plot	garden that is cultivated by the members of a group working as a group. The work and produce is shared between its members.
allotment garden	garden that is divided into separate sections for the sole use of individual parties. The user of each allotment takes responsibility for that area.

*Change history*

Version	Approval date	Approved by	Minute No	File No	Change
1	28 June 2011	Council	11/186	E11.5098	Policy adopted –report O11/126
2	23 Jul 2013	Council	13/173	E13.7095	Updated Template, review date, references and links

*Internal use*

Responsible officer	Director, Planning and Sustainability Services			Approved by	Council
Min no	13/172	Report no	O13/112	Effective date	23 July 2013
File No	E13.7095	Review date	Sept 2016	Pages	4