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| Housing Advocacy Support - Garden Management  91454 |
| Outcome objective: Victorians are safe and secure  Output group: Housing Assistance  Output: Housing Support and Homelessness Assistance |

**OFFICIAL**

**1. Service objective**

To ensure Director of Housing owned/managed community gardens, including equipment and amenity, are maintained to meet health and safety standards and managed to achieve beneficial outcomes for public renters.

**2. Description of the service**

Under this activity, a funded community service organisation:  
• provides day-to-day management of the gardens  
• maintains community gardens including equipment and amenity to meet health and safety standards  
• ensures viable gardens plots are allocated and waiting lists are maintained  
• works in partnership with community garden plot holders in the management and service planning of community gardens

**3. Client group**

The client group for this activity is the public renter community garden plot holders and public renters on the waiting list for a plot..

**4. Obligations specific to this activity**

In addition to the obligations listed in the Service Agreement, organisations funded to deliver this activity must comply with the following:

**4a. Registration and Accreditation**

N/A

**4b. Program requirements and other policy guidelines**

* [Community Gardens Program funding and framework guidelines](file:/F:/Oracle/Middleware/Oracle_Home/user_projects/domains/bi)

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* [Community Gardens Program operational guidelines](file:/F:/Oracle/Middleware/Oracle_Home/user_projects/domains/bi)

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**5. Performance**

Funding is subject to achieving the performance targets specified in Schedule 2 of the Service Agreement.

Performance is measured as follows:

**Key performance measure 1: Percentage usage of community garden plots**

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| **Aim/objective** | Ensure that all viable garden plots are allocated. |
| **Target** | 95 per cent |
| **Type of count** | Cumulative |
| **Counting rule** | Count the number of individual plot holders in each garden  Count the number of public renters on the waiting list for each garden. |
| **Data source(s) collection** | * Service provision reports against workplan specifications |
| **Definition of terms** | • Usage – a measurement of quantitative performance against the budget. • Microsoft compatible spreadsheet Community Gardens Program service provision data report detailing progress on outcomes against the service agreement and work plan. Community Gardens Program service provision reports due on 28 February and an annual report within 90 days after the end of the financial year. |

**Key performance measure 2: Number of community garden plots managed**

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| **Aim/objective** | To ensure Director of Housing owned/leased community gardens, including tools and amenity, are maintained to meet health and safety standards and managed to achieve beneficial outcomes for public renter plot holders and the local renter community. |
| **Target** | The performance measure target is provided in the Service Agreement and the workplan. |
| **Type of count** | Cumulative |
| **Counting rule** | Count the number of viable and non-viable plots and vacant plots. |
| **Data source(s) collection** | * Community Gardens Program Data Collection * Service provision reports against workplan specifications |
| **Definition of terms** | • Non-viable plots means, those plots where it would be difficult to grow produce.  • Microsoft compatible spreadsheet Community Gardens Program service provision data report detailing progress on outcomes against the service agreement/work plan. • Community Gardens Program service provision reports due on 28 February and an annual report within 90 days after the end of the financial year. |

**6. Data collection**

The reporting requirements for this service are:

| **Data collection name** | **Data system** | **Data set** | **Reporting cycle** |
| --- | --- | --- | --- |
| Service provision reports against workplan specifications | Manual Data Collection | Community gardens program data collection | Half-yearly |
| Community Gardens Program Data Collection | Manual Data Collection | Community gardens program data collection | Half-yearly |

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