

## Site design and project management

<b>Category:</b>	Gardens and Site	<b>Version:</b>	1
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### Purpose

To provide guidance on providing ecologically, socially and financially sustainable design and project management outcomes for the whole of Northey Street City Farm's site. This includes buildings, below and above ground services (water, electricity, sewer, etc.), gardens and landscapes, pathways, artworks and other built elements.

### Policy

1. All site design needs to be informed by permaculture design principles and strategies such as the 12 design principles detailed by David Holmgren (2003). Best practice approaches such as durability, renewability, low carbon emissions, water and soil conservation and replacing bio-cultural diversity should be adhered to.
2. The principles of caring for people – beauty, accessibility, inclusive spaces, health and safety, legibility, food and other needs – should guide the design process.
3. Community engagement and participation should influence the design process so that The Farm community has the opportunity to collaborate in determining project outcomes.
4. Significant new projects, including major maintenance upgrades and retrofit, needs to be informed by The Farm's goals and direction, which are discussed annually at planning events.
5. Physical changes to The Farm should be assessed by the relevant team using the 3-Tier approach to decision-making, Mini, Midi and Maxi, to determine how designs will be implemented.
  - a. **Mini Site Design** includes decisions that will only impact on the team implementing them and that don't affect other teams, members or customers. This includes minor upgrades, maintenance and retrofits to existing structures and gardens. Examples include replacement or updating signs, replanting garden beds, fitting AAA taps.
  - b. **Midi Site Design** decisions include those that affect more than one team, and need to have some element of coordinated planning and budgeting. Examples include installing solar panels on a roof, adding an extension to a building, expansion or contraction of existing spaces, new signage or art works, removing or adding trees, changes to whole garden beds including pathways.
  - c. **Maxi Site Design** decisions include those that affect the whole Farm and a majority of teams, and have major coordination, planning and budget requirements, or are a new focus for The Farm. New buildings, major capital works, major upgrades to buildings/garden spaces that change the structure or design and new styles of gardens (allotments, animals, etc.) require a maxi design process. Examples include upgrades to the mango tree/kitchen area, installing allotments or building new storage sheds.

This policy should be read in conjunction with the Decision-Making Policy.

### Procedures

1. **For mini site designs**
  - a. Those designs can be assessed by the relevant team and implemented immediately provided they have the budget.
  - b. The Farm can be informed via the Team Reps meeting.
2. **For midi site design plans**



## policy and procedures manual

- a. The plan is created by the relevant team and the idea is pitched at the Team Reps meeting for awareness, comment, and ultimately, approval to commence work.
- b. The plan is drawn up and pinned to the site design notice board.
- c. The Farm community will have one month from posting on the notice board to comment on the design.
- d. After one month, the plan can be implemented immediately, budget permitting.
- e. Significant site designs can be promoted in the Farm E-News.

### 3. For maxi site design plans

- a. The idea needs to be proposed at a Team Reps Meeting where it can be discussed in relation to this policy and the Farm's goals and priorities. The Team Reps meeting members will decide if the proposal should be implemented.
- b. A working group should be formed with members from relevant teams and a group leader, who can be either a volunteer or staff member, but must have design and/or project management experience.

### Project Management

4. The working group develops a project brief that includes:
  - a. location and physical extent,
  - b. probable budget (including sufficient funds to cover design development),
  - c. Farm community engagement process,
  - d. stakeholders and key staff,
  - e. any known particular requirements (method of build, materials),
  - f. timing,
  - g. an outline of project milestones,
  - h. documentation required (i.e., concept plans/drawings, detailed contractual documents).

This site design brief is discussed and reviewed at the Team Reps meeting for approval. The brief is then updated, if necessary.

### Design Stage

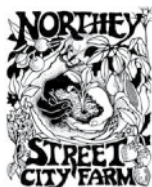
5. The Working Group then requests fee proposals (minimum of two) from licensed built environment professionals (for example, a permaculture designer, architect, engineer, landscape architect, or builder) for designing the project.
6. The subcommittee then chooses the best proposal, obtains money for the design and engages the professional to prepare the design, including detailed construction drawings, a bill of quantities (materials) and a construction estimate.
7. The plan is drawn up and pinned to the site design notice board.
8. The Farm community will have one month from posting on the notice board to comment on the design.

### Construction Stage

9. The subcommittee then puts the design to tender for pricing by building contractors (minimum of two).
10. The subcommittee then selects the best tender proposal, obtains money for the construction and selects an internal project manager who engages the contractor to undertake the work.

This finalises the work of the working group.

If necessary, the level of design decision (mini, medi or maxi) should be decided via the Team Reps meeting.



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