

THE APPLICATION PROCESS: 6 STEPS TO APPLY FOR A COMMUNITY GARDEN ON COUNCIL OWNED OR CONTROLLED LAND

1



Connecting & Building Community

Develop a community garden group.

2



Explore & Identify Location

Discuss proposal with Council's Community Development Officer.

3



Application & Submission Process

Submit Garden Application Form to communitygardens@logan.qld.gov.au

4



Assessment Process

Council first assesses the application.

5



Decision & Outcome

If approved, application progresses to public consultation. Progress to Lease Advisory Group.

6



Commence Community Garden

Lease approved & ready to start building the community garden.

For any enquiries regarding this process, please contact Logan City Council on (07) 3412 3412 or email communitygardens@logan.qld.gov.au

CONTACT US

LOGAN CITY COUNCIL
Community Services
TEL: (07) 3412 3412
Email: CommunityGardens@logan.qld.gov.au
www.logan.qld.gov.au

STEPPING THROUGH THE 6 STEPS

STEP 1: CONNECTING & BUILDING COMMUNITY

Finding and gathering community members who are interested in starting a community garden group is an important first step.

A great way to do this is by holding a community meeting. This will allow you to get a sense of local support and recruit members to your group.

The following provides suggestions on how you can organise this meeting.

Let others in the community know about your plans.

- Door-knock local residents and visit local groups, organisations and businesses to let them know about your meeting;
- Develop a flyer and do a letterbox drop, and place flyers at local community centres and libraries;
- Ensure specific details of the meeting are on the flyer such as date, time and venue;
- Use social media and local groups to spread the word; and
- Contact Logan City Council's Community Services branch and request assistance to promote the flyer through appropriate networks.

Hold a community garden meeting

Things to consider when you are holding a community garden meeting:

- Do you have a venue that is accessible for all community members?
- How long will your meeting run for?
- What topics will you discuss at the meeting?
- Will someone be able to record notes/minutes at the meeting?

During this meeting, remember to:

- Collect contact details of participants, share and record these;
- Make sure that everyone has the opportunity to have their say;
- Record the discussions taking place, both positive and negative; and
- That you let interested people know how they can become members of the group.

See 'appendix D' for an example activity to assist in identifying the skills and strengths of the group at your meeting and 'appendix G' for a sample of a meeting's agenda and minutes template.

Once you have a general idea of who is interested to build a community garden group, you can plan further meetings.

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Establishing a Community Garden Group

Community gardens can enrich people's lives, develop a deep sense of community and benefit people's health and wellbeing.

After your initial meeting, it is recommended to;

- Develop the aims and objectives of the group to provide a clear vision;
- Develop a garden management plan and spend time bringing community members with you on the journey to create the foundations of the community garden;
- Connect to local organisations and sustainable community partnerships; and
- Seek creative funding opportunities and financial partnerships.

Some other important questions to consider when initially developing a community garden group are:

- Who will be in the community garden group?
- How will you invite community members to be part of the community garden group?
- How will you connect with Aboriginal and Torres Strait Islander Elders and community members?
- How can you engage diverse groups of people from various cultural backgrounds?
- How will you decide roles, responsibilities and structure of garden group?
- How will you develop and clarify goals and group rules of the community garden group?
- Have you developed a shared vision and plan for the community garden?
- Is the community garden group accessible for people with disability?
- Who can you seek to develop community partnerships with?

STEP 2: EXPLORE & IDENTIFY LOCATION

It is important to explore and investigate proposed sites for community gardens, if the site is on Council owned or controlled land then you must lodge a formal Community Garden Application (Appendix A & B) through Logan City Council.

If you are unsure who owns the land at your proposed community garden site, please contact Logan City Council.

When finding a community garden site, have you considered the follow questions;

- Who owns the land? Is it Council's land or privately owned land?
- How much space do you require in overall area including space for garden beds?
- Is it close to public transport and amenities? (recommended within 800m)
- Is the community garden accessible for people with disability?

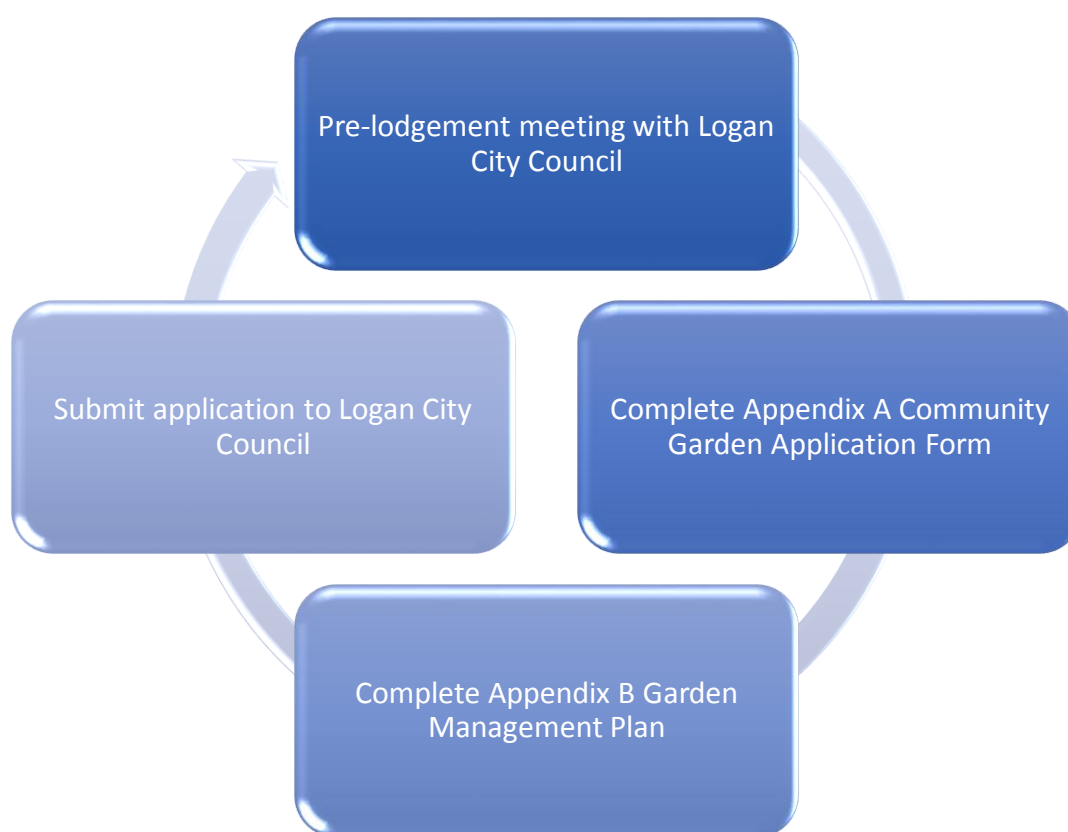
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- Can the community garden be easily seen from nearby houses or shopping areas?
- Is the site in a [flood prone areas](#) or well-known flooding hotspots?
- How much direct and indirect sunlight will the site have throughout the year?
- Is there water supply on site? Or do you have to install a main water supply which may incur additional costing?

STEP 3: APPLICATION & SUBMISSION PROCESS

After you have identified potential sites and established your garden group, it is time to meet with Logan City Council in a pre-lodgement meeting. During this meeting, a Council officer will support you through the application process, including providing information on the Community Garden Application Form (appendix A) and the Garden Management Plan (appendix B) that needs to be submitted.



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STEP 4: ASSESSMENT PROCESS

The application will first be assessed by Council's Community Garden Assessment Panel. The panel consists of Logan City Council staff from relevant branches including Parks, Health, Environment and Waste, Community Services, and, Sport, Leisure and Facilities.

If the application **is progressed** by Council, public notice is sent to local residents. Council will consider all feedback and work with the community to ensure any concerns are addressed. If there is considerable opposition to the proposal, Council reserves the right to consider alternative sites.

If the application **is not progressed** by Council, written feedback will be provided and applicants may discuss alternative options with Logan City Council.

STEP 5: DECISION & OUTCOME

Following the assessment panel and public notification, the application progresses to Council's Lease Advisory Group for final determination.

Application is **approved** Council staff will meet with the applicants and complete any relevant lease agreements.

Application is **not approved** Written feedback will be provided and applicants are encouraged to discuss alternative options with Logan City Council.

STEP 6: SIGN LEASE & COMMENCE COMMUNITY GARDEN

Once the application has been approved and the lease agreement has been executed, applicants can begin developing their community garden.

Logan City Council will be available to provide ongoing support to the community garden group through the Community Garden Network and a Sport and Recreational Officer provides annual leasing support and monitoring.

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