



GARDEN MANAGEMENT PLAN

Logan City Council

Date

Garden Group
Name

Organisation

The Community Gardens Management Plan Template has been developed to:

- Assist garden groups develop plans for effective management and sustainability of community gardens; and
- Provide to Council as part of the application for community gardens on Council owned or controlled land.

The template is based on the Australian City Farms and Community Gardens Network Plan of Management Template.

1. VISION

What is the purpose of your community garden and what role will it play for members, the public and the local government area?

What are the objectives of the community garden group?

Objectives help us achieve our purpose. They are steps or milestones in moving towards what we plan to accomplish.

2. SITE MANAGEMENT

Please explain how you will manage the following elements on your garden site and who will be responsible.

How?

Who?

Managing Waste

Garden tools and
storage

Site Safety

How?

Who?

Allocation and management of plots

Pest and weed control

Water Connection (supply and management)

Maintenance of site

3. RISK MANAGEMENT

A risk management plan is important when planning for your garden. You must attach a risk management plan with your application.

Please refer to the Community Garden toolkit or Logan City Council's Community Gardens [website](#) for an example of a risk management plan.

Hazards to consider when completing your plan should include (but not limited to):

- Odours
- Noise
- Possible theft and vandals
- Parking space for public
- Vermin/Pests
- Damage
- Noxious Plants and Weeds
- Disaster Management Plan (see Appendix J in Community Garden toolkit for advice and resources)

4. MANAGEMENT STRUCTURE OF GARDEN (GOVERNANCE)

Consider the roles required to effectively manage your community garden and list below.

Role	Functions	Who
Coordinator	Responsible for the coordination of the agreed development of the community garden and its effective operation.	
Secretary	Organises meeting; keeps records correspondence	
Treasurer	Manages community garden funds; banking and payments; management of grant funds; needs ability to produce a balance sheet of incoming/outgoing funds. Produces financial reports for meeting, for the annual general meeting and reporting to the state government authority that administers community associations.	
Committee Members	Elected member that attend management team meeting.	

Role	Functions	Who
Compost organiser		
Volunteers		
Other		
Other		
Other		
Other		

5. CODE OF CONDUCT

What will be our members' responsibilities to other gardeners and to the community garden site?

What behaviours are appropriate towards gardeners, visitors and the community garden site?

6. DISPUTE RESOLUTION PROCESS

What will be the process for resolving major and minor conflict within the garden group?

Under what circumstances and after which processes will you exclude a difficult person from the garden?

7. POLICIES

Opening times for the community garden?

How will you provide access to all abilities?

What will be your process for recruiting and inducting new gardeners?

8. BUDGET PLAN

It is a requirement to complete and submit a budget to demonstrate a financial plan for costs related to establishing your community garden.

A template has been provided and is available on Logan City Council's Community Garden webpage or in the Community Garden Toolkit appendix.

Examples of costings to consider in your submitted budget are listed below:

Funding Source Examples

- In-kind
- Fundraising
- Earned revenue
- Neighbourhood support
- Corporate Support
- Government Grants

Description of Costs Examples

- Plants and Flowers
- Construction costs
- Water Connection Costs
- Ground Cover Plants
- Tools
- Mulch

We would also recommend that you complete a forecasted budget for a period of 3 years. This assists in planning for the sustainability of your garden beyond establishment. A sample template can be found in the Community Garden Toolkit or on Logan City Council's Community Garden webpage to support your application.

9. PARTNERSHIP AND COMMUNITY ENGAGEMENT

Please outline any partnerships and/or collaborations with other organisations or groups and the role and/or function they will play in your community garden.

How will your group involve the local community? (eg: working bees, activities etc)

10. CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN PRINCIPLES (CPTED)

Implementing CPTED principles will not always eliminate crime but it is one of many different techniques that Council uses in a holistic approach to crime prevention. Please visit Logan City Council's website via <http://www.logan.qld.gov.au/community-support/safety/community-safety-and-crime-prevention> for a factsheet on applying CPTED principles to your community garden.

Please see the Community Garden Toolkit for further information on safety.

What actions will you take to ensure CPTED principles are included in the community garden, including passive surveillance?

11. EXIT STRATEGY

If required, what is your exist strategy for returning the garden to its original use?

Please ensure you attach this completed Garden Management Plan to your Community Garden Application Form.

You can lodge your completed application:

Email communitygardens@logan.qld.gov.au

Post ATTN: Community Development Program, Logan City Council, PO BOX 3226 Logan City DC Qld 4114

In Person Council's Administration Centre, 150 Wembley Road, Logan Central

If you have any questions regarding this form, please contact Council's Community Development Program on 3412 3412.

