

# Garden management plan

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 information 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

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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

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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		
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 example of developing a Risk Management Plan on page 32 of the Community Garden Toolkit.

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 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
President.	Responsible for the coordination of the community garden and its effective operation. Provides a point of contact for communication. Is the signatory for the garden group's official business.	
Vice President.	Provides support to the President, and can fill-in on duties when the President is not available or requires help.	
Secretary.	Organises meetings and keeps records and documents. Manages general duties for the garden group meetings.	
Treasurer.	Manages community garden funds such as banking and payments. Provides a balance sheet for incoming and outgoing funds. Also provides support for grants. Any financial reports are developed and produced by the treasurer. These documents may be reported to stated government authority.	
Fundraising and Sponsorship.	Seeks funding and applies for grants.	
Events Coordinator.	Assists to coordinate events or working bees.	

#### 4. Management structure of garden (governance) continued..

Role	Functions	Who
Committee Members.	Voted member that attend management team meeting and votes.	
General Garden Group Members.	General garden group members contribute to the community garden. May pay an annual fee to be a member of the community garden. Assists with working bees and events relating to the garden.	
Compost and Recycling Leader.	Leads any compost and recycling tasks or projects.	
Other.	You may have other roles members may wish to provide their support and skills in.	

#### 5. Code of Conduct

What will be your 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 can we exclude a difficult person from the garden?



## 7. Policies

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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

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

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. This assists in planning for the sustainability of your garden beyond establishment. A sample budget template can be found in the Community Garden Toolkit on page 30 or on Logan City Council's Community Garden webpage: [logan.qld.gov.au/community-gardens](http://logan.qld.gov.au/community-gardens)

## 9. Partnership and Community Engagement

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

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

## 10. Crime Prevention through Environmental Design Principles (CPTED)

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These principles are one of many ways that Council uses in a holistic approach to crime prevention, it will not always stop crime.

You can download a factsheet from our website to apply these principles to your community garden.

Please visit our website [logan.qld.gov.au/safety](http://logan.qld.gov.au/safety) or refer to page 27 of the Community Garden Toolkit for further information on safety.

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

## 11. Exit Strategy

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

## Lodging your application

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

If you have any questions about this form, please contact Council's Community Development Program on **(07) 3412 3412**.

**You can lodge your completed application:**

### Email

**[communitygardens@logan.qld.gov.au](mailto: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, Qld, 4114

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