

The Community Gardens Management Plan has been developed to:

- Assist garden groups develop plans for effective management and sustainability of community gardens.
- 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.

Garden management plan

Date:

Garden Group name:

Management structure of the garden (Governance)

Consider the roles required to effectively manage your community garden and list below. Please remove or add additional roles if applicable to your garden.

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.	
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.	

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		
Allocation and management of plots		
Pest and weed control		
Water connection (supply and management)		
Maintenance of site		

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?

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?

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?

Partnership and community engagement

Please outline any partnerships and/or collaborations with other organisations or groups and the role they will play in your community garden. Please also share how you will involve whole of community in your garden?

Crime Prevention through Environmental Design Principles (CPTED)

These principles are one of many ways that Council uses in a holistic approach to crime prevention, it will not always stop crime. Please visit our website [Crime prevention through environmental design – Logan City Council](#) or refer to 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?



Exit Strategy

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