

Form B: Formal Community Garden Management Plan Template

Before a group puts in an application to establish a community garden, it is essential for them to think through what challenges they may be confronted with and what might need to be taken into consideration in order to effectively manage their community garden. By working through this Management Plan template, groups will be able to show Council that they have considered the contingencies that may arise from community gardening.

The *Formal Community Garden Management Plan Template* was designed to:

- Assist development of plans that effectively manage community gardens
- Be presented to Council along with Form C '*Application to Establish Community Garden*'

How to use this template

This template is based on the '*Australian City Farms & Community Gardens Network - Plan of Management Template*'.

Initially, the template may be used as a thinking tool or guide to discussion in devising a Management Plan. The template could be distributed to participants to fill in as a worksheet to determine how the Management Plan should be written.

Please contact Council's Health Promotion/ Officer on 02 4232 0444 should you require assistance or additional information while filling in this template, Council staff will be happy to assist with your enquiries.

Kiama Municipal Council appreciates your feedback about your experience in using this Management Plan Template so that Council can improve it for all to use.

1.0 Vision

1.1 Purpose of our community garden

What role will our community garden play for members, the public and Kiama? State this in general terms

1.2 Objectives of our community garden

What sort of place will our garden be? What specific things do we hope to accomplish? Objectives help us achieve our purpose.

1.3 Key steps and milestones

What are the key steps and milestones in working towards the establishment of your group and the garden?

2.0 Management Structure

2.1 Roles in the community garden

Role	Adopt?	Functions	Who
Management Team			
Coordinator	Yes No	Responsible for the coordination of the agreed development of the community garden and its effective operation.	
Secretary	Yes No	Organises meetings; keeps records; correspondence.	
Treasurer	Yes No	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 meetings, for the annual general meeting and reporting to the state government authority that administers community associations.	
Public officer	Yes No	A role called for when incorporating, the public officer is a signatory for the association and a contact for official business.	
Committee members	Yes No	Elected members that attend management team meetings.	
Other roles			
Membership coordinator	Yes No	Maintains register of members, organises member inductions and other membership business. This role helps with internal communication between members.	
Media liaison	Yes No	Someone articulate, who has a knowledge of the community garden (and perhaps of the media), its processes and purpose. The role responds to media enquiries and issues media statements.	
Liaison with landholder	Yes No	Communication and negotiation. Passing information back and forth between the community garden team and the council.	
Social organiser	Yes No	Plans and implements social activities such as shared meals in garden and celebrations.	
Compost coordinator	Yes No	It can be helpful for someone who knows about composting to help skill people up and monitor compost. This is also a training role.	
Shared garden working bee coordinator	Yes No	Someone who organises working bees and makes sure the shared areas and garden infrastructure are well maintained.	
Education coordinator	Yes No	Someone may wish to coordinate the skilling up of gardeners over time. Training could be in the areas of gardening skills, construction or arts in the garden skills.	

Other role/s	Functions	Who

2.2 Gardeners Agreement

(a) Code of conduct/gardeners agreement

What will be our members' responsibilities to other gardeners and to the community garden site? What behaviour is appropriate? What will be the attitude towards visitors? Will we develop a code of conduct for behaviour in the community garden?

(b) Decision making process

How often will we meet? How much notice do we need to give of a meeting? When making a decision do we need a quorum? Does each member have one vote? How do you make minor decisions? How do you make major decisions? How will we make decisions - majority rule/consensus/other?

(c) Resolving disagreement

What will be the process for resolving major and minor conflict within the garden? How do we deal with conflict between individuals or between groups? Under what circumstances and after which processes can we bar a difficult person from the garden?

(d) Communication

Internal — How will we communicate with one another and between the management team and membership?

External — How will we communicate with our stakeholders, the public and the media?

2.3 Budget and Funding

Outline your anticipated construction, set up and ongoing costs and funding sources. How do we fund the continued operation of the community garden? What are your proposed membership fees? Have you received any sponsorships, donations or grants? How will you fund-raise for the garden?

3.0 Ongoing Management

3.1 Gardening Methods

(a) Will our garden use organic gardening practices?

Organic gardening techniques avoid the use of synthetic chemical fertilisers, pesticides and herbicides because they require precautions in their application such as wearing protective clothing, applying withholding periods before crops can be eaten and care to avoid spray drift and contamination of rainwater runoff. Organic, botanical chemicals too require care in their application but are considered to pose less danger to gardener and visitor health and safety and to environmental contamination. Will our garden use organic techniques or leave that decision to individual gardeners?

adopt organic gardening practices

leave the decision on gardening methods to individual gardeners

(b) If our group is adopting organic gardening practices, outline how this will be done.

Building healthy soil to reduce pest and diseases, use of organic practices such as crop rotation, companion planting, mulching, watering, Integrated Pest Management etc.

3.2 Shared Garden or Allocation of plots

Decide whether there will be shared gardening or allocated plots?

Allocation of Plots: If the garden is allocated plots - Who can have a plot? (Plots or allotments are areas allocated for gardening by individuals, families, groups of friends, schools). How do members apply for a plot? How do we allocate plots? Do members complete introductory workshops and working bees before being allocated a plot? How does a member forfeit their plot? How long can a plot be retained while in disuse? Does a plot holder need to be involved in the maintenance of shared garden areas and infrastructure? Will we start a waiting list for plots?

Management of shared areas: Will we set up teams to manage specific areas and tasks in the shared areas? How often will we have working bees? Will we have a roster of tasks to maintain shared gardening areas and garden infrastructure such as paths, compost, structures, garden beds etc?

3.3 Site safety

How will we cover safety within the member induction process? Will we document any accidents on-site? How will we communicate any day-to-day safety issues on site? (see Australian City Farms and Community Garden Network fact sheet - Safety in the Community Garden) How will we store materials on-site (including solid and liquid composts, tools, building materials)?

3.4 Garden tools and storage

What tools will be use – will people bring their own or will they be shared? How will we maintain and store tools on site? How will we fund tools?

3.5 Amenity

How will you deal with odour, noise, poor aesthetics or unsightly messy gardens – this is a subjective appreciation and depends on how individuals think gardens should look.

3.6 Community Liaison

Who will be the contact person for your garden if someone wants to enquire about the garden or raise a matter.

4.0 Garden Design

4.1 Structures

List your proposed structures, their proposed timeframe for completion, cost to construct and their dimensions. Ensure that you clearly show all structures on your site plan. Some structures may require a Development Application. You should check if all your proposed developments are covered under the appropriate legislation.

4.2 Sustainability

Outline the types of materials you will use for construction and how we will store these materials safely on site.

4.3 Access and Acceptance

What will be the opening times for your community garden? Will the garden be locked at night? When can interested people enquire about joining? Will we provide disabled access? Will we have a statement about acceptance of a range of people and children?

4.4 Animals

Do you propose to have any animals onsite at the community garden? If so, how are you proposing to manage their welfare and effects on neighbouring properties?

4.5 Water Management

Outline how we would prevent runoff and fertilisers flowing onto neighbouring properties or into adjacent waterways. How would we harvest, store and use rainwater for irrigation?

4.6 Waste Management

How will we manage organic wastes ('green' wastes) and other waste materials on-site?

4.8 Alcohol, smoking and drugs on site

Should we have a no-smoking policy? Do we allow alcohol only at events or at any time?

5.0 Training

5.1 Start-up phase

What initial training will be needed in the start-up phase of the garden?

5.2 Recruiting and induction of new gardeners

What will be our process for recruiting and inducting new gardeners? How will we familiarise new gardeners with accepted practices? (eg. compost production, organic gardening methods)? Will there be a series of workshops to introduce our preferred gardening techniques?

5.3 Ongoing training workshops

What ongoing training will be required?

6.0 Community

6.1 Partnerships and community engagement

What partnerships has your group developed so far? Are there potential partnerships with other organisations or business that would be mutually beneficial?

6.2 Public Access

Will you have a program of events to invite the public to your garden? How will the garden involve the local community?

7.0 Action Plan

It is now a good idea to put your proposed actions into a table format similar to the one below where you outline the task, who will be responsible for undertaking it, the timeframe for completion and the cost and source of funding. Only outline the tasks you plan to complete within the first year.

Task	Who	Time Frame	Cost/Funding

8.0 Evaluation and Review

How do we plan to evaluate our progress, how often? Who will be involved? Will we report back to the group, as well as Council and the community? How will we report?