

APPENDIX B - COMMUNITY GARDENS MANAGEMENT PLAN TEMPLATE

The Community Gardens Management Plan Template has been devised to:

- assist in the development of plans for the effective management of community gardens; and
- present to council as part of an application for community gardens on Council owned or managed land

How to use the template

The template is based on the *Australian City Farms and Community Gardens Network* Plan of Management Template and has been designed so that information can be edited under suggested headings relative to the *Community Gardens Policy and Guidelines*. Headings may be added or deleted to suit your individual project.

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

Green italics text should be deleted and replaced with your group response or information to complete the template.

This template should be completed and submitted as part of your groups licence application package to Council.

Eurobodalla Shire Council appreciates any feedback on this Management Plan template and you are encouraged to contact Council on 44 74 1000 should you require assistance or additional information.

COMMUNITY GARDENS MANAGEMENT PLAN

for

INSERT GROUP NAME HERE

The topics that follow are a guide. You may wish to alter the topics to suit your proposal. Suggestions for discussion follow each heading.

1.0 Vision

1.1 Vision Statement (Section 1.2.1 – The Vision)

What role will our community garden play for members, the public and the local government area?

1.2 Objectives (Section 1.1.1 – Why a Community Garden?)

What sort of place will our garden be? What specific things do we hope to accomplish? Objectives help us achieve our vision, they are steps or milestones in moving towards what we plan to accomplish

2.0 Management Structure

2.1 Roles in the Community Garden (Section 3.2.1 – Management Structure)

Please list the roles and responsibilities that will be required for the effective management of the gardens.

2.2 Gardeners Agreement (Section 3.2.1 – Management Structure)

What sort of rules will there be for the conduct and behaviours of gardeners. Describe your decision making process, process for resolving disagreements and how the group will communicate internally and externally.

2.3 Budget and Funding (Section 3.2.2 – Budget and Funding)

Outline your anticipated construction, set up and ongoing costs and funding sources. What are your proposed Membership fees, have you received any sponsorship, donations or grants?

3.0 Ongoing Management

3.1 Garden Maintenance Systems (Section 3.2.3 – Ongoing Management)

Outline how you will maintain the garden in a safe, functional and appealing manner. Who will do the work in communal areas? Will you have rosters for tasks, or working bees?

3.2 Gardening Methods

Will your garden use organic gardening practices? If yes, outline your proposed organic practices. Refer to Australian City Farms and Community Garden Network website for fact sheets on organic gardening, crop rotation and no dig gardening

3.3 Allocation of Plots

Who can have a plot? How do members apply for a plot? How do we allocate plots? How does a member forfeit their plot how long can a plot be retained while in disuse? Will we start a waiting list for plots?

3.4 Recruitment of New Members

How will we familiarise new members to the accepted practices i.e. gardening and maintenance methods? Will we have induction programs?

3.5 Site Safety (Section 3.2.3 – Ongoing Management)

How will we cover safety within the member induction process? How will we document any incidents onsite? How will we communicate any safety issues? How will we store materials on site safely including solid and liquid composts tools and building materials?

3.6 Amenity (Section 3.2.3 – Ongoing Management)

How will we deal with odours, noise and poor aesthetics or unslightly/messy gardens – this is a subjective appreciation and depends on how individuals think gardens should look. How will we deal with pests/vermin?

4.0 Garden Design

4.1 Garden Design (Section 3.1.1 – Garden Layout)

Outline how you have designed for sociability, senses, learning, safety and continuity

4.2 Structures (Section 3.1.2 Buildings and 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. Are all your proposed developments covered under the appropriate legislation?

4.3 Sustainability (Section 3.1.3 Sustainability)

Outline how you have incorporated or plan to incorporate sustainability into your community garden project? Outline what materials you will use in construction, specifically for garden beds, fencing, pathways and structures.

4.4 Accessibility (Section 3.1.4 Accessibility)

Outline how you have incorporated or plan to incorporate accessibility into your community garden project?

4.5 Animals (Section 3.1.5 Animals)

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

4.6 Water Management

Outline how you will prevent run off and fertilisers flowing onto neighbouring properties or into adjacent waterways How would our garden harvest store and use rainwater? Do we want to consider having a bore if possible?

5.0 Community

5.1 Partnerships (Section 2.3 Partnerships and Promotion)

*What partnerships has your group developed thus far, what are you planning to pursue?
Provide information on how the group plans to encourage and maintain partnerships with other organisations?*

5.2 Public Access (Section 5.2 Public Access)

How does your group propose to deal with the perception of Alienation of Public Open space and the benefit of the community garden only to those who participate in it? Will you have a program of events to invite the public to your garden? When will the garden be open for access? Will it be locked at night?

6.0 Action Plan

It is now a good idea to put all 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 tasks you plan to complete within the 5 year timeframe of the plan.

Task	Person Responsible	Timeframe	Cost /Funding

7.0 Evaluation and Review

7.1 Evaluation (Section 5.3 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?