# Management Plan for [enter Community Garden name]

*This template is based on a template developed by the Australian City Farms & Community Gardens network. The grey text in italics includes prompts to help you complete each section. Please delete this text when you have completed the document.*

**1. VISION**

## 1.1The Purpose of Our Community Garden

*What role will our community garden play for members, the public and the local government area? State this in general terms.*

The purpose of our community garden is …

## Our Objectives

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

Our objectives for the community garden are:

**2. MANAGEMENT OF THE SITE**

## Managing Waste on Site

*Outline how you will manage organic wastes (‘green’ wastes) and other waste materials on-site.*

We will manage organic waste by…

## Organic Gardening Practices

*Indicate whether your garden will use organic techniques or leave that decision to individual gardeners. 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.*

*If you elect to use organic gardening practices outlines what these are (e.g. building healthy soil to reduce pest and diseases, use of organic practices such as crop rotation, companion planting, mulching, watering, Integrated Pest Management etc.)*

Our community garden will…

## 2.3 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?*

Our garden will…

## 2.4 Use of Sustainable Materials on Site

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

Our group will use the following materials…

## 2.5 Garden Tools and Storage

*Outline how you will store and maintain garden tools and equipment on site.*

We will store tools and equipment…

## 2.6 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 on safety in the garden) How will we store materials on-site (including solid and liquid composts, tools, building materials)?*

Site safety will be managed…

## 2.7 Allocation of 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?*

Plots will be allocated by…

## 2.8 Management of Shared Area

*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.?*

Shared areas will be managed…

**3. MANAGEMENT STRUCTURE**

## 3.1 Garden Management and Insurance

*How will the community garden be managed? Will we become an incorporated body? Will we seek sponsorship by an incorporated body? Will we be managed by a school or local organisation? Indicate how you will cover insurance requirements. All community gardens are required to hold Public Liability Insurance before they can obtain a lease or license for use of Council Land. This may be available through an auspicing organization, the Adelaide and Mount Lofty Ranges Natural Resources Management Board or Garden Clubs of Australia.*

The Community garden will be managed by…

## 3.2 Roles in the Garden

*What roles are useful in making our community operate effectively? Think about how to spread the load amongst the group to ensure nobody is overloaded with work. You can modify the table below or delete if not needed. Who will be in your management team? (incorporated groups are required to have a coordinator/chair, secretary, treasurer, public officer, committee members) What other roles will be required? (e.g. membership coordinator, social organiser, working bee organiser, compost coordinator)*

The key roles in our community garden group are…

|  |  |  |
| --- | --- | --- |
| **Role** | **Functions** | **Person Responsible** |
| Coordinator/Chair | Responsible for the agreed development of the community garden and its effective operation. This role is required for incorporated groups. |  |
| Secretary | Organises meetings, keeps records, manages correspondence. This role is required for incorporated groups. |  |
| Treasurer | Manages community garden funds, banking and payments, management of grant funds, produces balance sheets of incoming and outgoing fundsProduces annual reports for meeting, for the annual general meeting and reporting to the state government authority that administers community organisations. This role is required for incorporated groups. |  |
| Public Officer | A role called for when incorporating, the public officer is a signatory for the association and a contact for official business. This role is required for incorporated groups. |  |
| Membership Coordinator (optional) | Maintains register of members, informs members when their membership is due for renewal, organizes inductions for new members. Helps with communication between members. |  |
| Council Liaison Person (optional) | Communication and negotiation. Passing information back and forth between the community garden group and Council. This could be a separate role or undertaken by the coordinator/chair. |  |
| Social Organiser (optional) | Plans and organizes social activities such as shared meals in the garden or seasonal celebrations |  |
| Compost Coordinator (optional) | You may like to dedicate one person to overseeing the compost and/work farm. Includes monitoring the compost and training others in how to use it properly. |  |
| Shared Garden Working Bee Coordinator (optional) | Someone who organizes working bees for the communal or shared garden areas and makes sure garden infrastructure is well maintained |  |
| Education Coordinator (optional) | This person who organizes skilling up garden members over time in relevant areas e.g. organic gardening techniques, reducing water use companion planting etc.  |  |

## 3.3 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?*

The following behaviours are encouraged in our garden…

## 3.4 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?*

Group decisions will be made by…

## 3.5 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?*

Our process for managing disagreements is…

## 3.6 Communication

*How will we communicate with one another and between the management team and membership? How will we communicate with our stakeholders, the public and the media?*

We will communicate by…

**4. POLICIES**

## 4.1 Access and Acceptance

*What will be the opening times for our 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?*

The garden will be open…

## 4.2 Alcohol, Smoking and Other Drugs on Site

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

The group allows/does not allow smoking…

**5. FUNDING**

## 5.1 Ongoing Costs

*Outline your main ongoing costs using the budget template provided*

The main ongoing costs for the group are…

## 5.2 Membership Fees

*Outline our types of membership and their fees. Describe how membership will be managed. Consider setting your fees in proportion to your garden costs. Set a goal for the percentage of the gardening running costs that your membership fees will meet. Of course, fee’s need to be set at a realistic level so you get some income from those who are prepared and able to pay, and offer assistance to those in hardship. Alternatives to fixed fees include: Offering a range of ways to pay (e.g. monthly) and offering discounts if members are willing to do extra volunteering; Have different rates for families, individuals and concession holders.*

Membership fees will be…

## 5.3 Raising Funds

*Consider what funds would be required and what grants you could apply for to seek these funds. Outline what fundraising activities the group would do to cover ongoing costs. Consider which organisations you could approach to provide sponsorship or in kind support.*

We will undertake the following activities to raise funds to cover our costs…

**6. TRAINING**

## 6.1 Training Needed During the Start Up Phase

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

We will organise training for group members in…

## 6.2 Recruiting and Inducting New Gardeners

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

We will ensure adequate membership by…

## 6.3 Ongoing Training Workshops

*What ongoing training will be required?*

Regular training will be provided in…

**7. PARTNERSHIPS**

*Are there potential partnerships with other organisations that would be mutually beneficial? How will the garden involve the local community?*

The following partnerships will be important for our garden…

**8. CONTACTS**

*Outline any key contacts for your garden including organizing committee, members or partners.*

Our key contacts for the community garden are…