

COMMUNITY GARDENS

APPLICATION FORM

This application form should only be completed after an initial Expression of Interest document has been approved by Council through written confirmation.

This assessment phase will require:

- Consultation with the local community (with Council support) to demonstrate community support for the project;
- A concept plan for the community garden, developed in consultation with Council, including a site visit;
- A Community Garden Management Plan, demonstrating how your group will manage the community garden.

We require the following information about the below topics because they are common to most community gardens and not addressing them during the planning phase can lead to major challenges and issues later.

APPLICANT DETAILS

Name:

Address:

Phone number:

Email address:

Number of current community garden group members:

ABN if applicable

Has your community garden group registered as an incorporated association?

Does your group hold public liability insurance? YES NO *If yes, please attach.*

PROJECT DETAILS

Proposed community garden address:

What is the total area size of the proposed community garden?

What is the purpose, aims and objectives of your proposed community garden?

Outline the proposed activities to take place at the community garden.
(*e.g. community planting, education, storage of equipment*)

What type of plants do you plan to grow?
(vegetable, herbs, bush foods, fruit/nut trees and shrubs, flowers, other)

What structures do you plan to build or install?
(seating, raised garden beds, compost bins, shelter, rainwater tanks, educational signage, fencing, worm farms, storage for tools, etc.)

Has vehicle access for deliveries to the garden been considered?

COMMUNITY SUPPORT

Has the surrounding community been consulted about the project and what were the outcomes? Explain the methods of the consultation, any issues and how these have been addressed.

CONCEPT PLAN

Council requires the applicant to submit a site location plan showing all existing infrastructure and services on the site and concept plan including all proposed infrastructure, pathways, services, vehicle access and parking etc.

The concept plan is to include any proposed staged delivery of the project within the supported project footprint.

Note: the concept plan will need to be developed in consultation with Council, including a site visit.

Attach to application

MANAGEMENT PLAN TEMPLATE

It must be demonstrated that there is sufficient commitment and capacity within your community garden group to plan, establish and effectively manage the proposed garden into the future.

Council requires applicants to complete the following Community Garden Management Plan as part of the assessment process.

COMPLETE BELOW

1.1 **Managing waste on site** - organic and non-organic waste

- *How will you manage organic wastes and other waste materials on-site?*

1.2 **Organic gardening practices**

Community gardens on public land must use organic gardening techniques. This means avoiding 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 also require care in their application but are considered to pose less danger to gardener and visitor health and safety and to environmental contamination.

- *Outline your proposed organic gardening practices, such as crop rotation, companion planting, mulching, watering, Integrated Pest Management etc, to build healthy soils and reduce risk of pests and diseases?*

1.3 **Water management**

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

1.4 **Use of sustainable materials on site**

- *Outline the types of materials you will use for construction and how you will store these materials safely on site.*
- *Specify what types of materials you would use for garden beds, paths and structures.*

1.5 Garden tools and storage

- *How will you maintain and store tools on site?*
- *Where will you store building materials on-site?*

1.6 Site safety

- [Resource: Community Gardens Australia: Safety in the community garden](#)
- *How will you cover safety within the member induction process?*
- *How will you document any accidents on-site?*
- *How will you communicate any safety issues on site, eg gardeners read through any risk report and sign in on the working bee days?*
- *How will you store materials on-site safely (including solid and liquid composts, tools, building materials)?*

1.7 Dealing with common objections to new community gardens

There can be a number of common objections raised to proposals for new community gardens. They are likely to appear, if at all, during a public consultation phase before starting the community garden. Addressing these at the planning stage allows us to consider how you would deal with them.

Most of the objections are dealt with through the design of the community garden and the training of community gardeners.

How will you deal with:

- ***Odours:*** these may come from poorly managed compost and the use of some organic fertilisers such as blood and bone.
- ***Noise***
- ***Attraction of vandals:*** the attraction of vandals and consequent damage to the community garden and adjacent areas; the attraction of people who might overnight in the garden or otherwise misuse it. On the rare occasion gardens maybe graffitied and young fruit trees may stolen.
- ***Loss of parking space for local people***
- ***Poor aesthetics and unsightly or messy gardens:*** this is a subjective appreciation that depends on how individuals think gardens should look.
- ***Alienation of public open space:*** and the benefit of the community garden only to those who participate it.
- ***Vermin: rats and mice*** – are attracted to poorly maintained composts; improved composting procedures is the solution.

2. MANAGEMENT STRUCTURE

2.1 What is the group's governance structure (e.g. incorporated association, cooperative, etc)?

2.2 Roles in the community garden

• What roles are useful in making your community operate effectively? Roles may be combined.

ROLE	ADOPT?	FUNCTIONS	WHO?
Coordinator	YES NO	<i>Responsible for the coordination of the agreed development of the community garden and its effective operation.</i>	
Secretary	YES NO	<i>Organises meetings; keeps records; correspondence.</i>	
Treasurer	YES NO	<i>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.</i>	
Public officer	YES NO	<i>A role called for when incorporating, the public officer is a signatory for the association and a contact for official business.</i>	
Committee members	YES NO	<i>Elected members that attend management team meetings.</i>	

2.3 Code of conduct/gardeners agreement

- How often will you have working bees?
- Will you have a roster of tasks to maintain shared gardening areas and garden infrastructure such as paths, compost, structures, garden beds etc?
- Will you develop a code of conduct for behaviour in the community garden?

2.4 Decision making process

- *How often will you meet?*
- *How will you make decisions together? (e.g. consensus, majority rule, other)*

2.5 Resolving disagreement

- *What will be the process for resolving major and minor conflict within the garden?*

2.6 Communication

Internal: How will you communicate with one another?

External: How will you communicate with your stakeholders and the local community?

3. POLICIES

3.1 Access and acceptance

- *What will be the opening times for your community garden?*
- *When can interested people enquire about joining?*
- *Will you provide disabled access?*

4. FUNDING

- *How do you fund the continued operation of the community garden (such as fundraising, sponsorship or grants)?*
- *What are the estimated establishment costs?*

5. TRAINING

5.1 Start-up phase

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

5.2 Recruiting and induction of new gardeners

- *What will be your process for recruiting and inducting new gardeners?*
- *Will there be a series of workshops to introduce your preferred gardening techniques?*

6. PARTNERSHIPS AND COMMUNITY ENGAGEMENT

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

7. OTHER INFORMATION THAT MIGHT BE APPLICABLE

This application will be assessed once it has been submitted to Council.

Written notification of the outcome of the application will be provided, and if successful will outline:

- application requirements for formal planning approval where required
- likely land use arrangements including requirements that may form part of a formal user agreement

Checklist of supporting documents

Completed Community Garden Application Form (this form)

Attach a copy of Public Liability Insurance

Attach a copy of Certification of Incorporation (if relevant)

Attach Concept Plan (including staging plan and cost estimates for each stage)

Attach results of community consultation

Agreement: I/we the undersigned have read Council's Community Gardens Policy and Guidelines and agree to establish and manage the proposed gardens in accordance with these documents.

Applicant's signature _____