

# Community Garden Toolkit







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# Acknowledgement

Logan City Council respectfully acknowledges the Traditional Custodians of the lands across the City of Logan, and extends that respect to the Elders, past, present and emerging for they hold the memories, the traditions, the cultures and hopes of Australia's First Peoples.





# Introduction

Logan City Council is committed to supporting community gardens as a way to encourage healthier lifestyles, create new social connections, develop new skills and build a sense of community.

This toolkit aims to provide:

- Information on starting a community garden.
- Support and templates for existing garden groups to help manage community gardens.

## Council roles and support

Council's role in community gardens is to:

- Provide advice to interested groups seeking to start a community garden.
- Help identify and support garden groups with applications for grants, funding and resources.
- Connect local garden groups and encourage knowledge and skill sharing.
- Promote community gardens through our website, newsletters and events.
- Assess community garden requests on Council owned and/or controlled land.

Council does not take a lead in establishing or managing community gardens. For more information on Council's role, please download our Community Garden Policy on our website [logan.qld.gov.au/communitygardens](http://logan.qld.gov.au/communitygardens)

## Contact Us

If you have any questions or would like help to use this toolkit, please phone Logan City Council on **(07) 3412 3412** or email us at [communitygardens@logan.qld.gov.au](mailto:communitygardens@logan.qld.gov.au)

For more information visit Council's Community Gardens website [logan.qld.gov.au/communitygardens](http://logan.qld.gov.au/communitygardens)



# About community gardens

## What are community gardens?

Community gardens are places that bring community members together to grow fresh fruit and vegetables. They are a great way to learn about gardening and connect with people over shared interests.

Community gardens can provide a range of exciting opportunities, such as:

- Meeting new people and connecting to your community.
- Growing a range of plants, flowers and herbs.
- Engaging in physical activity.
- Improving your health, wellbeing and contributing to environmental benefits.

Individual plots



Open community garden



Combination of both



## What types of community gardens are there?

There are many types of community gardens, however three common types are:

1. Individualised plots - gardeners have their own plot.
2. Open community garden - gardeners have responsibility for the entire garden and take a share of what they grown.
3. A combination of both.

It is important that no matter the type of community garden, there is a shared responsibility and residents have the opportunity to be involved.





## Where are community gardens?

Logan City Council keeps an up-to-date list of community gardens on our website:

**[logan.qld.gov.au/communitygardens](http://logan.qld.gov.au/communitygardens)**

Community gardens can be found on Council-owned or controlled land, on private land and in community areas.

Community gardens are managed and sustained by community members. Community gardens in the City of Logan are guided by Logan City Council's Community Garden Policy.

## Who pays for a community garden?

Community garden groups are responsible for costs associated with the garden. Community partnerships may provide financial support and sustainability.

Here are some tips for other funding opportunities:

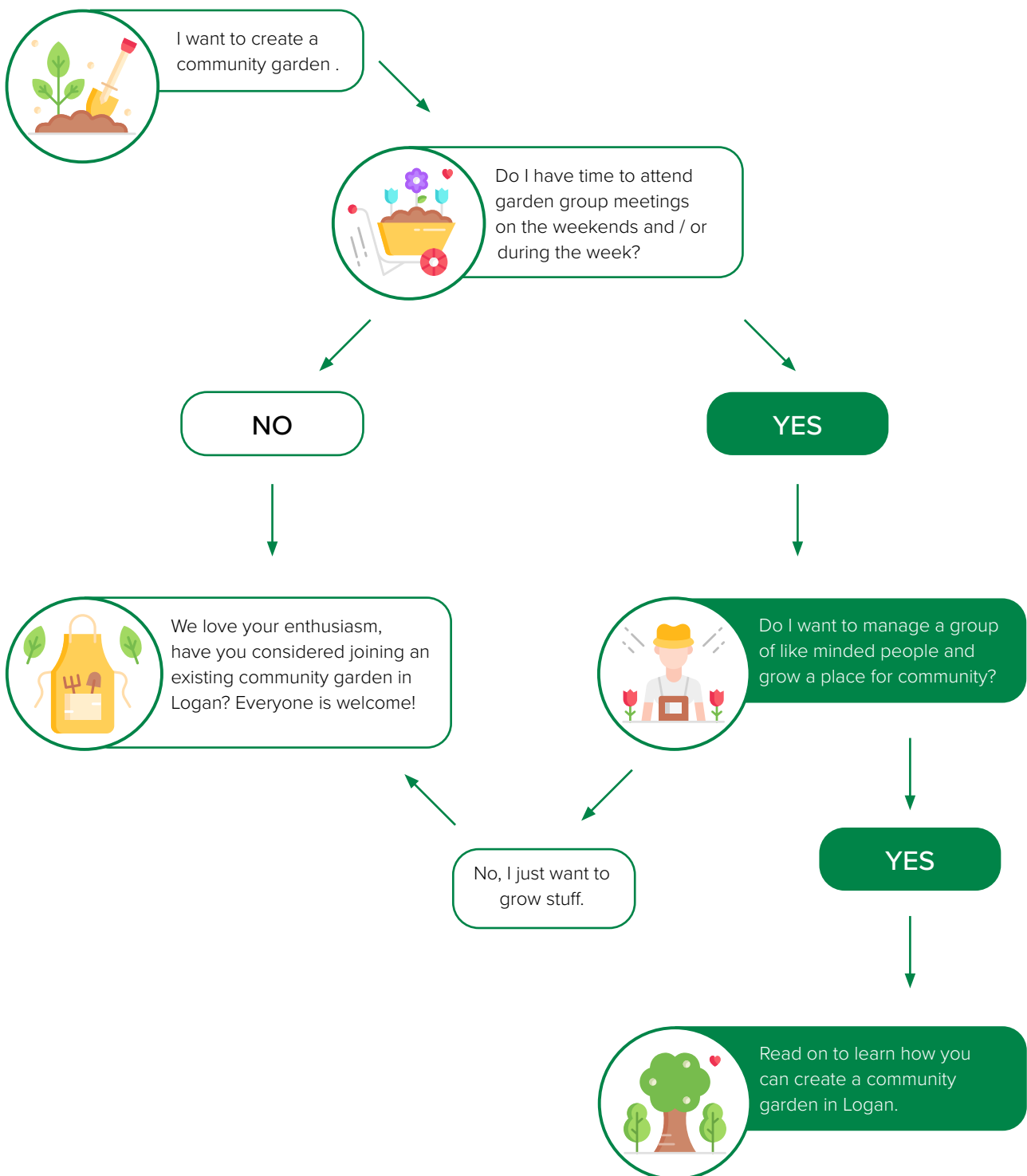
- Hold fundraising activities such as plant sales or community barbeques.
- Apply for a garden project through Council grants, visit our grants website **[logan.qld.gov.au/grants](http://logan.qld.gov.au/grants)**
- Review the Australian Governments Community Grants Hub or Queensland Government Grant Finder websites.
- Connect with local businesses for donations and sponsorship.
- Connect with other community garden groups to share knowledge and information on fundraising.



# Part one: Starting a community garden

## How do I create a community garden?

Before we provide you with more information on how to start a community garden in the City of Logan, please answer the below questions to assist in determining your next steps.







## Applying for a community garden on council-owned land

We are here to support you through your journey of developing a new community garden in the City of Logan. Here are the steps to get you on your way.

1

### Talk to your community and form a group

Find people in your area who would like to join a new garden group.



2

### Explore and identify a location

Council can assist you to find a suitable location in your area.



3

### Submit an application

We can help you navigate the paperwork and application process.



4

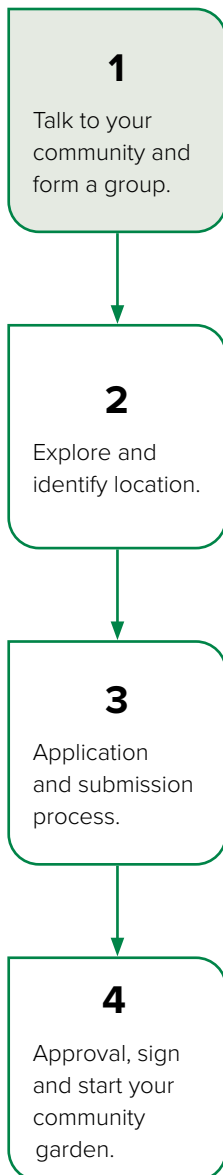
### Approval, sign lease and start your community garden

Once we complete the internal assessment process, you will be notified when you can sign the lease and start building your new community garden.



For any enquiries regarding these steps, please contact Logan City Council on **(07) 3412 3412** or email [communitygardens@logan.qld.gov.au](mailto:communitygardens@logan.qld.gov.au)

# Step one: Talk to your community and form a group



Finding and gathering community members who are interested in starting a community garden group is an important first step.

You can do this by:

- Holding community meetings and advertising on social media, local networks, or via a letterbox drop.
- Let your local Councillor know so they can support you early in this process.

Hold a community meeting to form a garden group, during your meeting consider the following:

- Do you have a venue that is accessible for all community members?
- Make sure that everyone has the opportunity to have their say.
- Record the discussions taking place, both positive and any concerns.
- Collect contact details of participants, share and record these if everyone agrees.
- Let interested people know how they can become members of the group.

Once you have a general idea of who is interested in working together, you can plan further meetings.

After your initial meeting, it is recommended to also consider:

- Developing the aims and objectives of the group to provide a clear vision.
- Together decide roles, rules, responsibilities, and structure of garden group.
- Consider how you can connect with Aboriginal and Torres Strait Islander Elders in the community.
- Spend time bringing community members with you on the journey to create the foundations of the community garden .
- Connect to a local organisation or community group for support.
- Seek creative funding opportunities and financial partnerships.

Once you have established a core group, ensure you have regular meetings to plan your new community garden.

Please note, the Community Garden Application Form requires garden groups to be an incorporated association and/or auspiced by an incorporated association. Please find further information on this below.

## What is an Incorporated association?

An incorporated organisation legally identifies your association as a separate body; requires insurance and legal responsibilities; and is registered with the Queensland Government as an incorporated association.

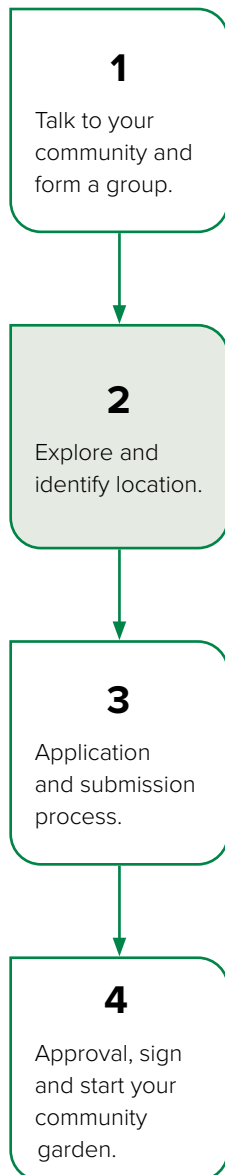
## What is an Auspicing association?

An auspicing association is an incorporated association that agrees to manage the community garden legal responsibilities, funding agreements and relevant documentation on behalf of the community garden group.

If your community garden group is not an incorporated association, we recommend you connect with a local non-profit organisation or a local community centre to explore and develop possible partnerships for auspicing support.



## Step two: Explore and identify location



It is important to explore and investigate proposed sites for community gardens. If the site is on Council-owned or controlled land then you must lodge a Community Garden Application to Logan City Council.

When finding a community garden site, consider the following:

- Is it Council owned or controlled land, or privately owned land?
- How much space do you require in an overall area including space for garden beds?
- Is it close to public transport and amenities? (recommended within 800m)
- Can the community garden be easily seen from nearby houses, roads or shopping areas?
- Is the site in a flood prone area or well-known site for flash flooding?
- How much direct and indirect sunlight will the site have throughout the year?
- Is there water supply on site? Do you need to install connection to a water supply?

The below information provides a guide on the type of land our Community Garden Policy supports.

### **Community garden requests on privately owned and controlled land**

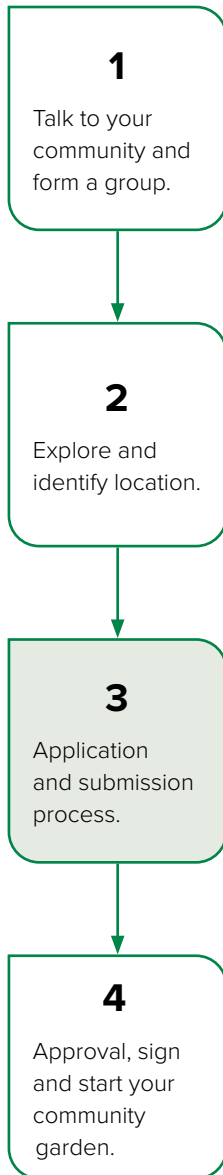
Logan City Council is not responsible for managing private land. We invite community garden groups on private land to use these resources as guide for your own group development.

### **Finding a site on council-owned or controlled land**

We can support you to identify and find a suitable location on Council-owned or controlled land. We recommend you find parks that have existing facilities such as community centres, parking, bathroom facilities and places that have regular foot traffic.

If you are unsure who owns the land at your proposed community garden site, please phone **(07) 3412 3412** or email [communitygardens@logan.qld.gov.au](mailto:communitygardens@logan.qld.gov.au)

# Step three: Submit an application



After you have found a garden site and established your garden group, we can assist you to have a pre-lodgement meeting with us.

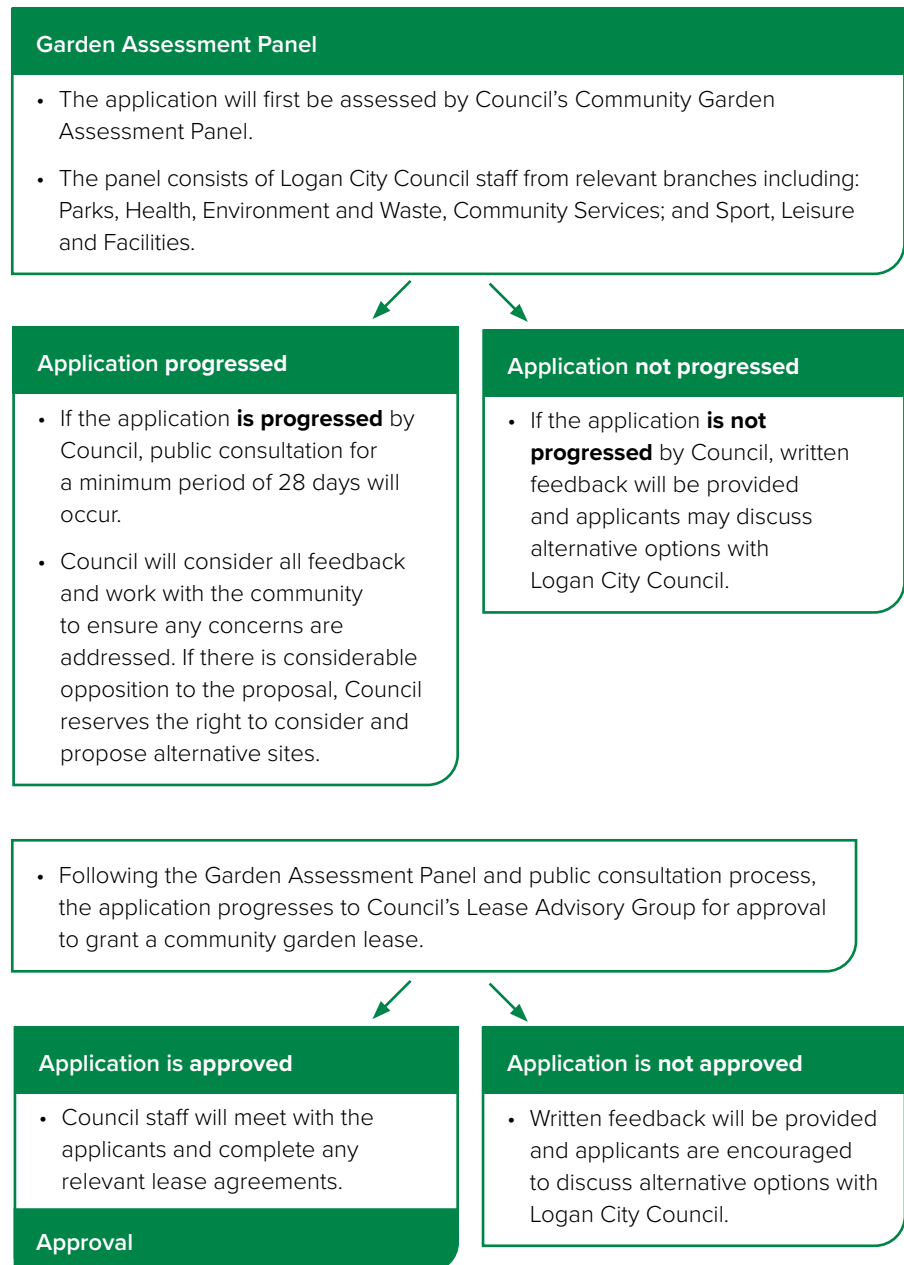
During this meeting, a Council officer will support you through the application process and confirm with you the following documents to submit:

- Community Garden Application Form.
- Community Garden Management Plan.

We will explain in detail our internal assessment and public consultation process as outlined below.

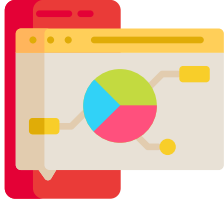
To book the pre-lodgement meeting with us, please phone **(07) 3412 3412** or email **communitygardens@logan.qld.gov.au**

## Assessment Process





## Step four: **Approval, sign lease and start your community garden**



**1**

Talk to your community and form a group.

**2**

Explore and identify location.

**3**

Application and submission process.

**4**

Approval, sign and start your community garden.

Once the application has been approved and the lease agreement has been executed, applicants can begin developing their community garden.

Logan City Council will be available to provide ongoing support to the community garden group through the Community Garden Network and provide support for compliance with the lease terms and conditions.



# Community garden application form

Please ensure you have read the Community Garden Toolkit prior to completing this application form. Please note that this is not a funding application form.

An important step before submitting your application is to discuss your proposal with a Council officer in a pre-lodgement meeting.

To request a pre-lodgement meeting, please e-mail [communitygardens@logan.qld.gov.au](mailto:communitygardens@logan.qld.gov.au) or phone **(07) 3412 3412**.

This application form is used when applying to establish a new community garden on Council owned and/or Council controlled land.

For a garden to be established on Council owned and/or Council controlled land, the applicant must:

- Have public liability insurance to a minimum of \$20 million.
- Be an incorporated organisation, or be auspiced by an incorporated organisation.
- Be a not for profit organisation.

## 1. Eligibility Checklist

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If your project is being auspiced, please answer the eligibility questions on behalf of the auspicing organisation.

Is your organisation incorporated?	YES	NO
Does your organisation have \$20 million public liability insurance?	YES	NO

## 2. Applicant Details

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Organisation Name

### Primary Contact Details

Family name

First name

Postal address

Contact number

Mobile

E-mail

Position within  
the group





### 3. Proposed garden details

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Garden group name

Proposed garden site address

Proposed number of members

Garden group members names and roles  
(further details can be provided in the  
Garden Management Plan)

What benefits will the garden have on the local area?

Please outline the proposed activities to take place at the community garden

### 4. Garden purpose and proposed activities

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What is your vision and/or purpose for the community garden?

Will the community garden be open to the public?

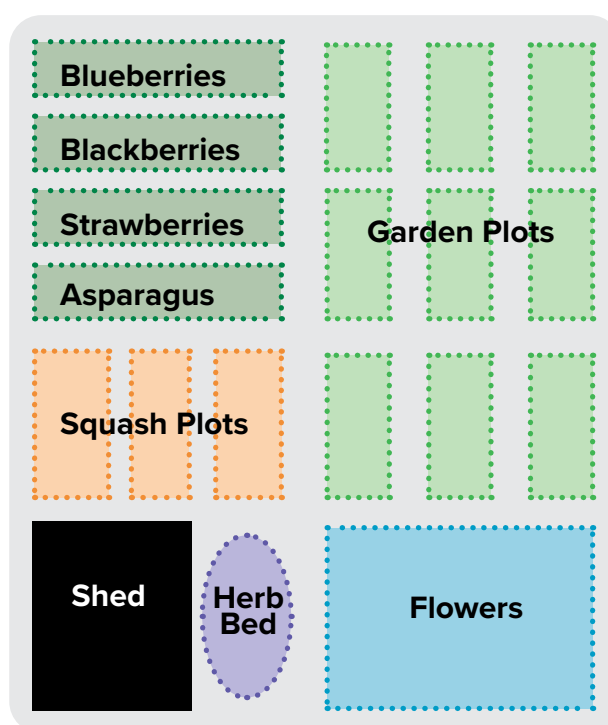
YES

NO

### 5. Proposed Garden Site Details

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Please attach a basic concept plan or map of the proposed garden design. Please ensure this is provided at A3 size showing entry points, pathways and garden areas (this can be hand drawn). **Example:**



Can the site be seen from nearby houses or other premises?

YES NO

Is the site accessible to a range of user groups?

YES NO

Is the site accessible by public transport?

YES NO

Is there parking nearby, and amenities such as public bathrooms?

YES NO

What type of community garden are you planning?

Single plots or allotments

Shared garden areas

A combination of both allotments and shared gardening areas

What types of plants do you plan to grow?

Vegetables

Herbs

Native plants/bush foods

Fruit trees and shrubs

Flowers

Other (please specify)

What structures do you plan to build?

Seating

Raised garden beds

Compost bins

Barbeque

Worm farm

Shelter

Sensory garden

Storage

Rainwater tanks

Other (please specify)

Please note that some structures may require Council approval. For example, building, plumbing and retaining walls greater than 1m)

What impact will the proposed garden on the site have? (eg. existing flora and fauna, neighbours)



## 6. Proposed Garden Lease

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Please outline the proposed lease duration for the community garden:

1 year

3 years

5 years

## 7. Garden Management Plan

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Please be aware that Council requires applicants to submit a Community Garden Management Plan as part of the lease agreement and assessment process.

You can access and complete Council's Community Garden Management Plan by downloading and completing the form from Council's website [logan.qld.gov.au/communitygardens](http://logan.qld.gov.au/communitygardens)

Please attach a copy of the Community Garden Management Plan with your application.

## 8. Budget to establish garden

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As part of the assessment process, Council requires you to submit a Community Garden Development budget to establish your community garden.

This will assist the Garden Assessment Panel to determine whether your group has considered a financial plan for costs relating to establishing your garden.

Council has provided an example budget plan template you could use on page 30.

**Please ensure you attach a copy of the budget when submitting your application.**

## 9. Checklist and applicant declaration

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Have had a pre-lodgement meeting with Council's Community Development Officer

Attach a copy of Certification of Incorporation

Attach a copy of the Public Liability Insurance to a minimum of \$20 million

Complete the Community Garden Application Form

Attach a Community Garden Management Plan

Attach the Community Garden Development Budget

Attach a Risk Management Plan

Attach any letters of support (optional)

Letter of support from Auspicing Organisation (if applicable).

## 10. Submitting your application and supporting documents

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You can lodge your completed application via:

**Email**  
[communitygardens@logan.qld.gov.au](mailto:communitygardens@logan.qld.gov.au)

**Post**  
Logan City Council  
PO BOX 3226  
Logan City DC Qld 4114

**In Person**  
Council's Administration Centre  
150 Wembley Road  
Logan Central



# Garden management plan

Date Garden Group Name

Organisation

The Community Gardens Management Plan Template has been developed to:

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

## 1. Vision

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What is the purpose of your community garden and what role will it play for members, the public and the local government area?

What are the objectives of the community garden group? Objectives help us achieve our purpose. They are steps or milestones in moving towards what we plan to accomplish.

## 2. Site management

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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		



### 3. Risk management

**A Risk Management Plan is important when planning for your garden. You must attach a Risk Management Plan with your application.**

Please refer to the example of developing a Risk Management Plan on page 32 of the Community Garden Toolkit.

Hazards to consider when completing your plan should include (but not limited to):

- Odours.
- Noise.
- Possible theft and vandals.
- Parking space for public.
- Vermin/Pests.
- Damage.
- Noxious Plants and Weeds.
- Disaster Management Plan (see Community Garden toolkit for advice and resources).

### 4. Management structure of garden (Governance)

Consider the roles required to effectively manage your community garden and list below.

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.	

#### 4. Management structure of garden (governance) continued..

Role	Functions	Who
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.	

#### 5. 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?

#### 6. 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?





## 7. Policies

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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?

## 8. Budget Plan

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It is a requirement to complete and submit a budget to demonstrate a financial plan for costs related to establishing your community garden. This is to ensure community garden groups are sustainable.

Examples of costings to consider in your submitted budget are listed below:

### Funding Source Examples:

- In-kind.
- Fundraising.
- Earned revenue.
- Neighbourhood support.
- Corporate support.
- Government grants.

## Description of Costs Examples

- Plants and flowers.
- Construction costs.
- Water connection costs.
- Ground cover plants.
- Tools.
- Mulch.

We would also recommend that you complete a forecasted budget. This assists in planning for the sustainability of your garden beyond establishment. A sample budget template can be found in the Community Garden Toolkit on page 30 or on Logan City Council's Community Garden webpage: [logan.qld.gov.au/community-gardens](http://logan.qld.gov.au/community-gardens)

## 9. Partnership and Community Engagement

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Please outline any partnerships and/or collaborations with other organisations or groups and the role they will play in your community garden.

How will your group involve the local community?  
(eg: working bees, activities or events).

## 10. Crime Prevention through Environmental Design Principles (CPTED)

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These principles are one of many ways that Council uses in a holistic approach to crime prevention, it will not always stop crime.

You can download a factsheet from our website to apply these principles to your community garden.

Please visit our website [logan.qld.gov.au/safety](http://logan.qld.gov.au/safety) or refer to page 27 of 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?

## 11. Exit Strategy

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

## Lodging your application

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**Please ensure you attach a completed Community Garden Management Plan to your Community Garden Application Form.**

If you have any questions about this form, please contact Council's Community Development Program on **(07) 3412 3412**.

**You can lodge your completed application:**

**Email**  
[communitygardens@logan.qld.gov.au](mailto:communitygardens@logan.qld.gov.au)

**Post**  
ATTN: Community Development Program  
Logan City Council  
PO BOX 3226  
Logan City DC Qld 4114

**In Person**  
Council's Administration Centre  
150 Wembley Road  
Logan Central, Qld, 4114

**Privacy Collection Notice:** This information will only be used by employees and/or Councillors of Logan City Council. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.







# Part two: Support and templates for garden groups

## Strengths of community garden group activity

Identifying strengths and skills of local community members can uncover many important qualities. These skills contribute to developing and building a community garden group. It can also help others gain new skills.

Try the below activity to discover a range of amazing skills in your garden group to share.

### Group Activity

Step 1: Bring the community garden group together (this could be at a meeting).

Step 2: Write a list of the skills and knowledge that each member possesses.

Example 1: Abdel has grown taro and wild plants in his home country of South Sudan. He can share this knowledge with the community garden group to grow in the garden.

Example 2: Sarah is a retired accountant and also volunteers on the board of a local community centre. Sarah has skills and knowledge in financial management. She attends community meetings where she also writes agendas and minutes. This knowledge can be used to support the community garden group.

Try to uncover all the skills your garden group members have!

This information is aimed to support your community garden group develop and grow. It is encouraged that you find other local sources of information outside of this toolkit.

## Working together with other community groups

In the City of Logan, community garden groups have partnered with local organisations to work together. This is another way to grow your local networks and support your local community.

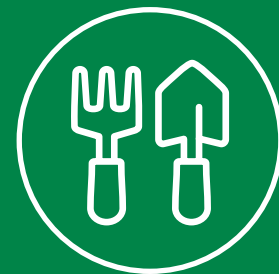
Benefits of developing partnerships include:

- Helping to build the community garden or maintain and sustain it.
- Delivering and providing informative and educational workshops or programs together.
- Partnering with local groups to support building garden beds or infrastructure.
- Providing opportunities for food rescue by picking up excess quantities of fruits and vegetables and donating them to local charities who support people in need.
- Café's donating food waste or coffee grounds for composting in community gardens.

Have you connected to your local community? Here are more local groups you could contact:

- Schools, child and family centres.
- Community centres.
- Community services and not-for-profits.
- Universities or TAFE.
- Religious groups.
- Local artists association.
- Local sporting or social groups.

Go to page 33 for information on the Logan Community Directory to search local organisations in your community.



## Volunteer support

The quote *'many hands make light work'* rings true for community gardens groups. Volunteers who work together towards shared goals and interests help develop a sense of community, engagement and achievement. Recruiting and supporting volunteers are important part of any community garden group.

### Benefits of volunteering include:

- Creating a sense of achievement and growing your own food.
- Enjoying a healthy outdoors activity and share skills, knowledge and information.
- Reducing social isolation and making new friends.

### Recruiting Volunteers

There are many ways to recruit volunteers and call out for more community members to join your garden group. It is recommended that your community garden group meet to discuss the ideas and ways you may like to seek more volunteer support.

Here are some tips to call out for more volunteers:

- Put a add in your community newspaper or local radio.
- Share positive stories about your current volunteers to encourage other volunteers.
- Have a "invite a friend" event and share a coffee or tea.
- Host an open day or working bee to call for more help.

### Volunteering Queensland Register

Volunteering Queensland has a website that you can search for local community groups who are looking for more help. This is another way to call out for more support for your community garden group.

Please find more information on the Volunteering Queensland website [volunteeringqld.org.au](http://volunteeringqld.org.au) or phone on **(07) 3002 7600**.

### Celebrating volunteers

Identifying and celebrating volunteering achievements is important, whether they are big or small. Volunteers provide their time, skill and energy towards supporting community gardens. Acknowledging this can provide a sense of satisfaction and joy, here are some tips to help you celebrate your community garden volunteers:

- Have a gardener of the month award.
- Sharing the great work on your social media.
- Have a morning tea to celebrate together.
- Share a flyer in Councils Community Services e-newsletter.



## Features of a community garden and biosecurity plan

### The City of Logan Biosecurity Plan (2017-2022)

It is important to learn how you can protect your garden from invasive species, our Biosecurity Plan guides us to care for our environment.

Weeds and pest animals have significant negative impacts on the environment. As well as impacting the economy and the community, including human health and social amenities.

The Queensland Biosecurity Act 2014 is the legal framework for managing the impacts of invasive species. This includes certain weeds and pest animals.

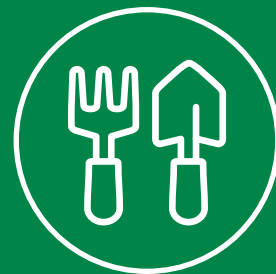
Logan City Council has developed a City of Logan Biosecurity Plan (2017-2022) that you can use to manage invasive species in your local garden. Check out the tips below for features of a community garden and find our plan on our website: [logan.qld.gov.au/biosecurity](http://logan.qld.gov.au/biosecurity)

<b>Crops</b>	Vegetables	Native plants	Bush tucker gardens	Herbs
	Fruit/nut trees	Shrubs	Flowers	Sensory garden
	Seed bank	Water crops	Scarecrow	Succulent plants
<b>Structures</b>	Shed for storage	Picnic/eating area	Raised garden beds	Barbecue
	Worm farm/compost	Shelter/outdoor classroom	Rainwater tank	Art installation
	Green wall	Greenhouse	Native bees	Potting bench

*\*Some works may require Council approval.*







## Crime Prevention Strategies

### Crime Prevention Safety Audit of your Garden

The best way to protect our City's community gardens is to identify, assess and put strategies in place to help reduce the risk of your garden being impacted by crime.

The Crime Prevention Through Environmental Design (CPTED) principles of Surveillance, Legibility, Territoriality, Ownership, Management and Vulnerability provide a common-sense approach to create safer places and to reduce the opportunity for crime to occur.

By using these six principles below you can conduct an audit of your garden to identify whether there are any safety concerns or maintenance issues that need to be reported.



<b>Surveillance</b>	Can you clearly see the garden from the street or neighbouring properties, and can you see the street and neighbouring properties from your garden? The ability to “see” or “be seen” reduces the opportunity to somebody to commit a crime without being spotted.
<b>Legibility</b>	Is it easy to find your way around the garden and are there any signs at the entry points to your garden? Signage will assist in helping people to find their way and know their location. This is particularly important where they may be a need to contact emergency services for assistance.
<b>Territoriality</b>	Is there a clear boundary surrounding your garden? It is important for people not to trespass on your territory without an invitation whether intentionally or not. Having a clear boundary helps identify your garden area.
<b>Ownership</b>	Is there a sense of community pride present? People are more likely to protect a space if they feel a sense of community interaction and connection.
<b>Management</b>	Is the area free of graffiti, rubbish or damage? Places that are poorly maintained and appear to belong to nobody have an increased vulnerability to crime.

For more information on CPTED safety audits, please visit our website [logan.qld.gov.au/safety](https://logan.qld.gov.au/safety)



## Being COVID safe

During the COVID-19 pandemic, many people have been learning to grow their own vegetables and source local produce. Gardening has increased in popularity and people are developing new skills.

Public Health Directions are issued to help keep everyone in the community COVID Safe. For more information for your local community garden group, please check the Queensland Government website [qld.gov.au](http://qld.gov.au)

## Tips to prepare for natural disasters

Starting a conversation about natural disasters can be a difficult topic to discuss. The foreseeable consequences may not be considered or appear realistic in day-to-day activities.

However, the impact of natural disasters can be significant and disruptive. Being prepared and having a plan can provide important strategies that may assist if natural disasters occurs.

### Tips to prepare for a natural disaster:

- Are large structures secured to the ground? (e.g. shipping containers).
- Are gardening tools stored away securely at the end of each community gardening activity?
- Are dry leaves and plant waste stored to minimise potential fires?
- Do you know what to do before, during and after a fire or flood?
- Do you have a copy of the Council's flood plan to show the location of problem areas, evacuation routes and relief centres if a flood occurred?
- Consider what is your communication strategy to alert community gardeners it is not safe to attend due to a natural disaster? (e.g. text message, Facebook post).
- Can the community garden put large objects away such as pot plants prior to a storm occurring?
- Do you have a designated safe place if a bushfire or natural disaster occurs?
- Is there a first-aid kit and guide book on site at the community garden?
- Do you have a waterproof torch onsite if any situations that require it arise?

## Helping others in times of emergency and disaster

During disasters, some communities may be impacted more than others. If you are in the position to help, can you consider the following ways to support each other?

- Share your fresh produce with neighbours in need.
- Connect with a non-profit organisation who provides food-swap or food recovery.

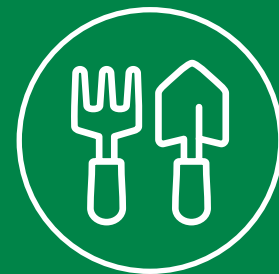
### Tips that will help you recover after a natural disaster:

- Develop a strategy that includes who will clean up the community garden if it is damaged .
- Consider how you may encourage community members to attend working bees to redevelop the garden.
- Isolate and manage any parts of the community garden that may have been contaminated. Have a targeted approach to clean that section first.
- After a natural disaster, you may require therapeutic or counselling support. Impacts could range from feeling stressed, anxious, and exhausted. You could also have feelings of shock, a sense of helplessness and other health issues. It is important to identify symptoms and seek support from a health professional.
- Undertake activities for restoration, working bees and regeneration of biodiversity.

For more resources and information, please visit the Queensland Government websites

Get Ready Queensland  
[getready.qld.gov.au](http://getready.qld.gov.au)

Community Recovery website  
[communities.qld.gov.au/community/community-recovery](http://communities.qld.gov.au/community/community-recovery)



## Food security

Food security is the availability of food, and people having the resource and opportunity to gain reliable access to it. In Australia we produce more food than we consume. As a country we export about 70% of agricultural outputs per year.

Community gardens are one way to supplement food security. You can do this by growing your own food and sharing it with your neighbours or vulnerable community members.

## How to share food in your community

There are a range of groups you can connect with, such as finding your local:

- Food recovery or rescue.
- Food swaps.
- Emergency relief networks.
- Food sharing platforms.

**Community gardens can share fresh produce on a local scale.**

Consider connecting your community garden with local networks or start your own movement.

### Grow Free Movement

The Grow Free Movement started in South Australia. It is a community-led movement that promotes growing and sharing free healthy food. A cart is used to place healthy food and resources (such as fruit and vegetables) for community members to take for free.

The aim is to develop a sustainable culture and build community. It uses the ethos *'Take what you need, give what you can'*. For more information visit the Grow Free Movement website [growfree.org.au](http://growfree.org.au)

### Community Kitchens

Community Kitchens are one way to connect within your local community to cook and share healthy meals. Some local community centres have industrial kitchens you can hire.

To find out more about Community Kitchens please visit the website [communitykitchens.org.au](http://communitykitchens.org.au)

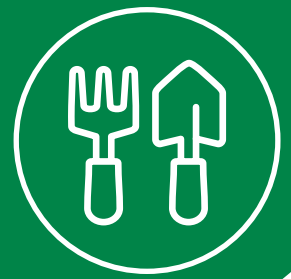


# Community garden budget plan

These templates are designed as a guide to use for your community garden group meetings and application.

Community garden budget	
Fundraising	
Donations	
Membership fees	
Other	
Balance from previous year	
<b>Total Income</b>	<b>\$</b>
Garden shed	
Rainwater tank(s)	
Tools	
Gardening equipment (e.g. gloves)	
Mulch	
Flowers/Plants	
Hoses	
Public Liability Insurance of \$20 million	
Water connection/bills	
Organic fertiliser	
Seeds	
Raised garden beds	
Fruit trees	
<b>Total Expenses</b>	<b>\$</b>
<b>NET INCOME (income-expenses)</b>	<b>\$</b>
Month / Year	

# Meeting agenda and minutes



Name of  
Garden Group  
Garden Group  
Meeting Notes

Date

Time

Location/venue

Attendees

Apologies

Chair

Minutes	
Agenda/Topic	Notes/Actions/To Do
<b>Next meeting</b> <b>Date, time and location</b>	



# Risk management plan

Take time to consider the associated risks of your community garden and projects within your garden. Most projects have simple risks associated with them, e.g. general first aid to a small cut. Some projects require further consideration. For example, when working in a community garden you may consider:

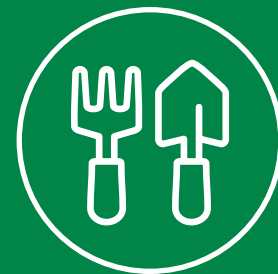
- Lifting heavy items such as wicking beds that will require multiple people to move them safely.
- The chance of tripping on a hose if it is left across a garden path.
- You may reduce the risk of break-ins to the garden shed by using a padlock.

The below table can be used as a template for your community garden Risk Management Plan.

Risk name / description	Risk likelihood	Risk Consequence	Risk treatment



# Other council support



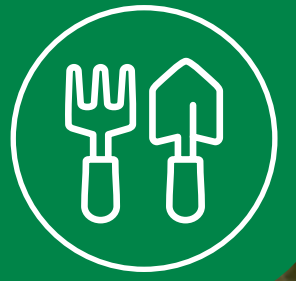
Logan City Council can support your community garden in a range of ways. Here are other ways we can help you share your garden ideas, activities and support you to call out to your community to get involved.

<p><b>Active and Healthy program</b></p>	<p>Active and Healthy program is a health and wellbeing program providing free or low-cost activities in the City of Logan.</p> <p>Did you know that community garden groups could apply to become Active and Healthy program providers? You can deliver garden activities that make a difference to the health and wellbeing of the people of Logan.</p> <p>For more information you can visit our website <a href="http://logan.qld.gov.au/livewell">logan.qld.gov.au/livewell</a></p>
<p><b>KRANK</b></p>	<p>KRANK offers free and low cost school holiday activities for Logan residents aged 5 to 17 years.</p> <p>Community gardens can be creative playgrounds for outdoor school holiday activities. Fun and educational activities could explore composting, recycling, biodiversity, environmental or nutritional programs.</p> <p>If your community garden has an idea for an activity which will help make school holidays awesome, we want to hear from you!</p> <p>For more information you can visit our website <a href="http://logan.qld.gov.au/krank">logan.qld.gov.au/krank</a></p>
<p><b>Waste and Recycling</b></p>	<p>Do you have a local coffee shop you could ask to donate their left-over coffee grounds and/or food waste to compost in your community garden?</p> <p>Give us a call or explore our website to find a range of waste and recycling information that can help the sustainability of your garden. Some of these include:</p> <ul style="list-style-type: none"> <li>• Worm farming <a href="http://logan.qld.gov.au/worm-farming-2">logan.qld.gov.au/worm-farming-2</a></li> <li>• Composting <a href="http://logan.qld.gov.au/waste/composting">logan.qld.gov.au/waste/composting</a></li> <li>• Recycling and Waste <a href="http://logan.qld.gov.au/waste-and-recycling">logan.qld.gov.au/waste-and-recycling</a></li> </ul>
<p><b>Community Development Funding</b></p>	<p>Community Development Funding provides financial support to organisations to respond to community priorities. Grants are open for organisations that:</p> <ul style="list-style-type: none"> <li>• Build an engaged and inclusive community.</li> <li>• Promote increased participation in community life.</li> <li>• Support the community to shape or make change in their local area.</li> <li>• Increase skills, knowledge and leadership capability within the community sector.</li> </ul> <p>If you have a community garden community project in mind, please feel free to give our Community Development Grants Officer a call on (07) 3412 3412 or email <a href="mailto:communityprojectgrants@logan.qld.gov.au">communityprojectgrants@logan.qld.gov.au</a>.</p> <p>For further information on the grants, please visit our website: <a href="http://logan.qld.gov.au/cdf">logan.qld.gov.au/cdf</a></p>
<p><b>Logan Community Directory and Diary</b></p>	<p>The Logan Community Directory provides information for community services in the Logan area. Community Garden groups can join for free to advertise their community garden and can also promote events through the community diary.</p> <p>For more information please visit the website <a href="http://mycommunitydirectory.com.au/Queensland/Logan">mycommunitydirectory.com.au/Queensland/Logan</a></p>

<p><b>Community Services e-newsletter</b></p>	<p>The Community Services e-newsletter provides information about programs run by community organisations and groups. Community garden groups can share flyers for working bees or call out for volunteers. This is also a great way to promote and share your activities or events through the City of Logan.</p> <p>Sign up to receive the fortnightly e-newsletter and submit to the e-newsletter on our website <a href="http://logan.qld.gov.au/community-resources">logan.qld.gov.au/community-resources</a></p>
<p><b>Logan City Community Profile</b></p>	<p>The Logan City Community Profile has information that will help you understand our community and see how it has changed over time.</p> <p>For more information please visit the Community profile website <a href="http://profile.id.com.au/logan">profile.id.com.au/logan</a></p>
<p><b>Logan Recycling Market</b></p>	<p>The Logan Recycling Market is a place you can get a great bargain and drop off unwanted items that may be reused and/or recycled. These items may be great for your community garden, such as using an old bath tub to create a compost and worm farm.</p> <p>Please visit our website to find out more on sustainability and environmental programs <a href="http://logan.qld.gov.au/environment">logan.qld.gov.au/environment</a></p>
<p><b>Environmental programs</b></p>	<p>Logan City Council provides a range of resources, strategies and information to seek to protect, manage and enhance the biodiversity in areas of natural value in the region.</p> <p>Our environment program provides some great programs including:</p> <ul style="list-style-type: none"> <li>• Environmental events and activities such as Logan Eco Action Festival (LEAF).</li> <li>• Celebrates World Environment Day.</li> <li>• Pest management and biosecurity support.</li> <li>• Provides information on native plants and wildlife.</li> </ul> <p>To find out more information please visit our website <a href="http://logan.qld.gov.au/environment">logan.qld.gov.au/environment</a></p>
<p><b>Verge Gardens</b></p>	<p>The footpath or verge area is the land between the property boundary and the road kerb.</p> <p>Logan City Council has developed a '<i>Guideline for gardens on footpaths including artificial turf fact sheet</i>'. This informs residents the responsibility and requirements to create a verge garden.</p> <p>For the full list of approved plants for gardens on footpaths and verge gardens please visit our website: <a href="http://logan.qld.gov.au/roads-and-infrastructure/footpath-nature-strip-maintenance">logan.qld.gov.au/roads-and-infrastructure/footpath-nature-strip-maintenance</a></p>

If you have any questions regarding the Community Garden Toolkit, please contact Logan City Council on **(07) 3412 3412** or email [communitygardens@logan.qld.gov.au](mailto:communitygardens@logan.qld.gov.au)







**Logan City Council**

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[logan.qld.gov.au](http://logan.qld.gov.au)