

2 June 2017

RE: Establishment of a Community Garden at the rear garden area at the Community Resource Centre.

To: CEO Bill Parker

Attention: All Shire Councillors

Denmark CRC proposes to establish a small community garden to the rear of the main building and therefore would like to ask for an inclusion of the proposed area into our existing lease. Please refer to our attachment letter "Planning a possible new Community Garden at Denmark CRC". The current lease expires on 31 October 2020. I believe we will be looked at favourably by Lottery west in regards to qualify for some funding for a Community Garden, however they will prefer that the lease for the Garden should be a minimum of 10 years and rolling. I am not sure if is possible to give us a longer lease for the garden than the building itself?

Attached are the notes from our first meeting as well as the letter from Heritage Council.

We understand that our proposed area is a small site with the added benefit of being close to the CBD and therefore perfect for the elderly, those without transport and for those otherwise disadvantaged to get involved. Naturally, we hope to involve as many Denmark residents as possible in the venture. We also believe that Denmark could support more sites than just only one for community garden spaces. We would welcome the opportunity to link in with existing gardens or any future gardens within the Denmark Shire.

We are hoping to get your approval in principal first in order to get started and seek your support with is proposal. We do realise that to establish a new lease can take some time but we would like to get planning work started in the meantime. Once approval is granted we would like to start engaging the wider community with the project. We will be calling for expressions of interest for passionate gardeners to get involved in the project. To achieve this important milestone we are thinking of advertising through the local newspaper and social media channels.

The Vision for the Garden is listed below in dot form and would need refining once a proper working group is formed:

- Meet & Great
- Learn
- Healthy eating
- Organic
- Support people in need
- Accessible for all people of all ages and abilities
- Connecting with a wide range of community groups.

One of our goals will be to create a zero waste Community Resource Centre; any further goals would be determined by the Working group.

We are also only too happy to present you with a presentation of our project at one of your next Shire Council meetings if you think this would be of benefit.

Please let me know if you need more information prior to your next Shire Council meeting.

Yours faithfully

Petra Thompson
Co-Manager

20 February 2018 - Attachment 8.1.5a

Planning a possible new Community Garden at the Denmark CRC

Notes from a Workshop Held at Denmark CRC 1.15 to 3.30pm on Friday 27 January 2017

Contact details:

Denmark Community Resource Centre

PO BOX 293 DENMARK WA 6333

P: 9848 2842

manager@denmarkcrc.com.au

Green Skills

P.O. Box 577 Denmark WA 6333

P: 98483310

bschur@greenskills.org.au

Aim of Workshop;

To share ideas and info about planning for a community garden and associated activities including composting, green waste re-use and food growing.

In Attendance: Basil Schur, (Green Skills) Neal Collins (Consultant) , Petra Thompson (Denmark CRC) , Donna Sampey (Shire of Denmark) , Mark Blowers (Denmark Men's Shed) , David Sherrott, Diane Harwood (Denmark Weed Action Group) , Julia Churchill (Over 50s) , Mal Dickie (Denmark Mens Shed) , Christy McMullan, Elima Sykes,

Consultant to Workshop; Neal Collins <http://nealcollins.com.au/>

Summary

On Friday 27th January, a workshop was held at the Denmark CRC to look at the feasibility of establishing a community garden at the back of the CRC. The workshop was facilitated by Green Skills and the Denmark CRC, with Neal Collins, an organic horticulture consultant, providing locally based expertise. In all 11 people participated.

The workshop, with Neal's input, developed ideas for how a community garden could be established in the area. It was noted that the site has significant advantageous features including; availability of vehicular and disability access, landing site, water, toilets, kitchen and electricity. In addition the presence of concrete pads and one existing raised garden bed could be advantageous to a community garden.

A plan or proposal for a potential community garden would need to go to the Denmark CRC board, and other stakeholders, including the groups such as the Denmark Arts that are sited nearby. In addition because the land of the community garden is vested in the Shire, the Shire would need to approve the community garden location with a potential lease being established

A provisional plan for the layout of the garden was developed. This included the following features:

- Establishment of an initial group of 3 raised beds. These would be 300mm high, 1m wide, and have paths around them 900mm wide (suitable for wheelbarrows, and mobility vehicles)
- Use of the western slab to site a garden tool shed and a plant propagation shade house.
- Concrete slabs would ideally be capped and levelled.
- Use of the eastern slab to site a gazebo/shelter as a seating area for gardeners.
- Levelling of prosed paths and raised bed sites (probably with a bobcat following check for cables etc)
- Establishment of further raised Garden beds in two lines following the contour of the land upslope from the concrete pads. These should be not wider than 1 meter with 900mm between them which would add up to 1.9 meter space needed per garden bed. The 900mm would provide easy use of a wheelbarrow as well as for people with a wheelchair
- The slope up to Scotsdale Rod could be used for fruit trees. There could be space for round 5 of them.
- The Scottsdale Road verge might have fence with could be covered with a creeper such as a Passion fruit vine
- Drainage of water along the edge of the slabs could be solved via a pond set-up and drainage
- Three existing trees are recommended for removal. Two of these are Melaleucas ad are immediately adjacent to the main CRC building – the other is an Acacia elata near the Over 50s room
- Existing loose rocks they could be put in a pile to be used for future landscaping.
- Installation of rainwater tanks and a suitable pumping arrangement. This could allow collected water to be used on site.

A conceptual map showing these features has been prepared (see attached)

Neal outlined that a Community Garden project typically goes through four phases Dreaming, Planning, Doing and Celebrating. The early stages of the project should establish its purpose, objectives, and establish how the garden group will function in terms of roles, applying for grants and any membership fees that may apply.

The planning stage will also need to determine the gardening practices to be employed, how green waste will be managed, site safety, insurance, allocation and rotation of plots, management of shared areas.

The Doing stage will involve allocation of roles, establishing an agreed decision making process, how disagreements will be resolved, a code of conduct, volunteer training and induction, recruitment of new participants, and ongoing garden workshops and busy bees

This event was supported through a Green Skills project funded by the Waste Authority and the WA State Government.



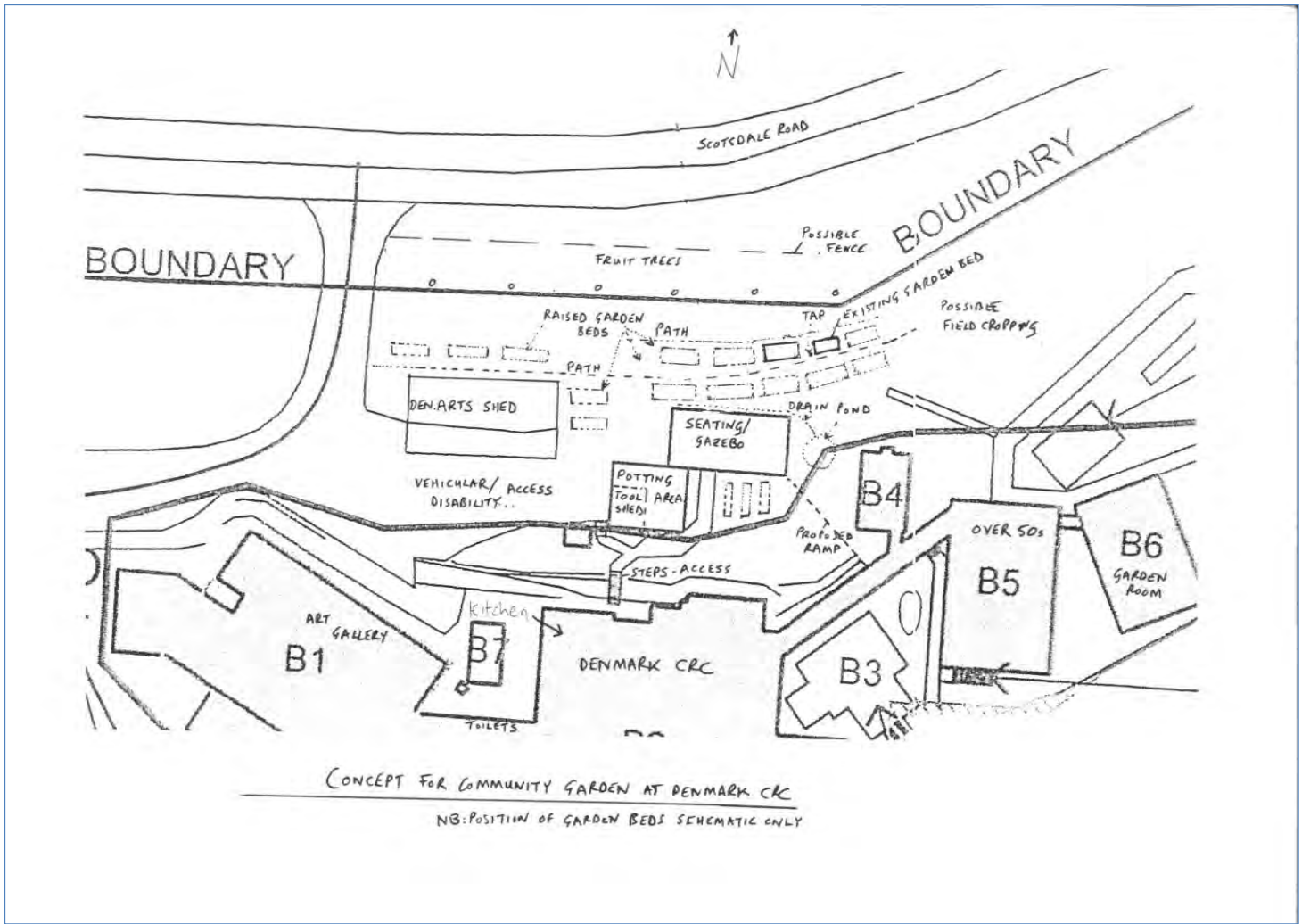


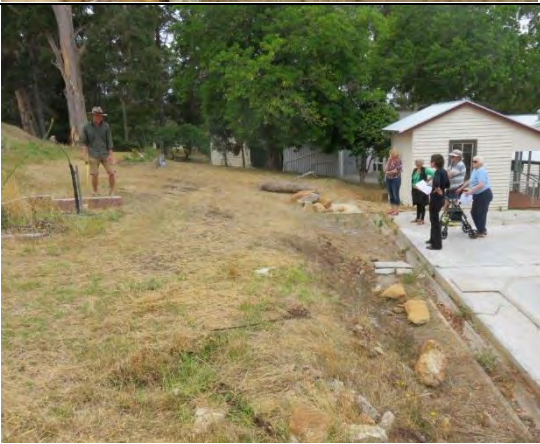




Figure 1; Concept plan developed at workshop for proposed community garden at the Denmark CRC>
N.B. position of features such as pathways, raised beds is schematic, not to scale, and indicative only.

Photographs (by Basil Schur)

	<p>View of the ramp down to the CRC level. Currently the main wheelchair accessibility is via the road.</p>
	<p>View of the road/vehicular access area with the Arts storage shed behind.</p>
	<p>View of potential site for 3 raised garden beds. Where people are standing would make a suitable seating/gazebo area that should be designed to not block northerly light onto beds</p>
	<p>View across potential raised bed areas looking down to the concrete pads which could be used for seating area, et c</p>

	<p>View to CRC with 2 Melaleuca trees recommended for removal</p> <p>The back pack could be used for garden shed/propagation area/facility</p>
	<p>Area for raised beds placed along the contour – some levelling would be needed to ensure accessibility along the two rows of raised beds with access continuing all the way to back of Arts shed.</p>
	<p>View over potential raised beds area</p>
	<p>View over potential raised beds area (with one existing one visible)</p>
	<p>Proposed pathway to go along behind shed – more space for raised beds to left</p>



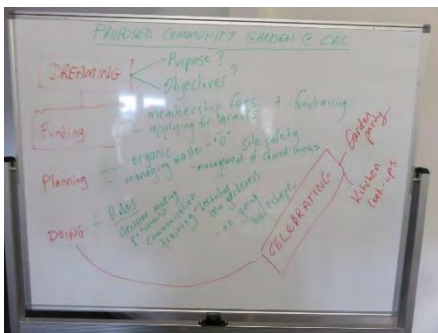
Proposed pathway to go along behind shed – more space for raised beds to left



View onto concrete pads – recommendation that they be capped and smoothed.



Planning workshop after site visit



White board from Workshop

Rough Notes taken during the Workshop

Introductions

People introduced themselves, their affiliations and interest in a possible community garden

Donna: Shire will support the project

Mark; great interest in garden but is disabled and can't dig for example

Neal: Organic food production, is running Mira Mia community Garden, people involved had fun and learned a lot, happy to consult in the future

David: Here to lean a hand and to learn more about gardening

Mel: Likes the concept his concern was that there is not enough space for a community garden

Elima: She is happy to be involved she likes the location and that there is a kitchen close by

Basil: Likes the location with the easy access to a kitchen. He believes Denmark can do with more than one community garden

Julia: Over 50s, stepping out, enjoy gardening. She can't wait to start the project

Donna: The Shire is interested in supporting a community garden. However the Shire needs to be presented with a concept before it would make any further decisions. WA waste authority has got funding twice a year for a community garden project

Diane: Interested at the exact site and what has to be done to the site e.g. Removal of trees she is not a gardener

Kristi: She likes the fact that the size of the garden would be small and close to town. She was interested to showcase the Community Resource Centre to become an O waste facility

Mark: Happy to see such a project started. He always wanted to be involved in such a project. He was strong on rainwater tanks and like the idea to use the kitchen for cooking the fresh produce

Petra; Likes to see strong community support and clear rules as to who is allowed to the produce. She is also interested in how to sustain the project in the future.

Neil: Happy to be involved in consultation

Points we discussed once we took the group out to the site:

- Access needs to be easy for people with disabilities
- Toilet is close by
- Landing site already there
- Easy access but through steps already there
- Concrete slab could be utilized for a hot house in winter and a cool house in the summer as well as a tool shed
- Garden beds should be not wider than 1 meter with 900mm between them which would add up to 1.9 meter space needed per garden bed. The 900mm would provide easy use of a wheelbarrow as well as for people with a wheelchair
- We could start the garden off on a small scale for example 3 beds
- The slop could be used for fruit trees
- The Scottsdale site should perhaps have a fence with could be covered with a Passion fruit vine
- Drainage of water could be solved via a pond set-up
- Three trees need to be taken out. Two trees are close to the Centre one is nearly falling onto the roof of the Centre the other one being paperback and the third is close to the green shed
- Rather than removing rocks they could be put in a pile to be used for future terrace
- We also need to be aware of the cost of water

The purpose for the garden:

Fun, community together, example for other communities, providing for a need (e.g. people in our community struggling to buy food).

Objectives for the Community Garden:

- ✓ Gardening for people with a disability
- ✓ Zero waste
- ✓ Organic seedlings for the community
- ✓ Feed community in need

Dreaming – Purpose and Objectives

Funding – Membership fees, applying for grants, fundraising

Planning – Organic, Managing waste, Site safety Insurance, Management of Shared areas, Tool inventory

Doing- Roles Minutes, inputs

Decision making processes, Resolving disagreements, Communication (i.e. emails), training, recruiting, ongoing workshops

Celebrating Garden party, Kitchen cook ups

Evaluations

At the end of the workshop, everyone had a chance to evaluate the workshop and the proposed community garden.

People expressed a lot of enthusiasm, keen for the concept to be developed, pleased with the plan that had emerged during the afternoon, lots of additional questions raised that would need to be addressed.

Appendix 1: Poster promoting the Event

Workshop for a proposed Community Garden

at the Denmark Community Resource Centre



Learn about and contribute to planning for a proposed community garden; including green waste management and composting with the **FREE workshop with Neal Collins** www.nealcollins.com.au Facilitated by Basil Schur from Green Skills & Petra Thompson from Denmark CRC.

FRIDAY 27th January

1.15 - 3.30pm

At the Denmark CRC

Register your place by contacting:

Petra Thompson
Denmark CRC
9848 2842
2 Strickland Street

Basil Schur
Green Skills
9848 3310
0429 481 019

This project is supported by the Waste Authority and the Government of Western Australia



Conceptual Layout of Proposed Denmark CRC Community Garden

Main contact person;

Petra Thompson , [Denmark Community Resource Centre](#)

[Basil Schur, Greenskill](#)

Proposed organisational structure of the managing group (garden working group/committee/board).

Please refer back to the MOU attached between Greenskill and the Denmark Community Resource Centre.

Consider whether the group is to become incorporated or fall under the 'umbrella' of the CRC;

Please refer back to the MOU attached between Greenskill and the Denmark Community Resource Centre.

Expectations of behaviour on site, by members and garden users;

The CRC community garden group will develop a volunteer's induction package including a membership and agreement form which will set out the expectations on users of the community garden.

A decision making process that is democratic, transparent and inclusive;

The CRC community garden group will establish a decision making process that is democratic, transparent and inclusive, and one that falls within the constitution and operational processes of the Denmark CRC.

Proposed security plan for the site;

The CRC community garden group will establish a security plan for the site. At this stage it is not intended that the overall site including raised garden beds would be fenced. However all equipment and hose pipes etc. would be stored in shed facilities that would be secured and lockable.

Safety induction;

All new volunteers and users of the Community Garden will need to be inducted into Health and Safety requirements and procedures and to sign a volunteer's form as part of their induction.

Water supply and storage;

There is an existing tap on site which will be suitable as a water supply. The CRC community garden group will aim to develop rainwater tanks over time to provide water for the community garden. The cost of accessing this tap will be included in the proposed MOU with the Denmark CRC.

Impact on current function of the site, including other users, CRC operation;

The proposed community garden (as per conceptual plan of facilities and raised beds) will have minimal impact on adjoining landholders or other groups using the CRC site. There already is one existing garden bed at the back of the CRC and this garden will build on that.

Being at the back of the CRC and below the level of Scottsdale Road, the garden is not prominent and this is of benefit in terms of security and landscape considerations.

Fenced off areas;

At this stage none (this will only be considered if there is a future security issue needing dealing with that requires fencing).

Propose budget and finances for starting-up and maintaining the garden and group;

Budget for infrastructure. For those that can afford it, a small per use charge will help with running and resource costs of the garden. It is anticipated to sell some products. However the initial infrastructure set-up needs to be financed with the help of a grant and some in kind contribution from the Shire (helping with cleaning the site and levelling). There is a small XXX (I will need to have an actual sum confirmed by the board) start-up capital available from CRC funds. It is anticipated to grow the garden over time as funding or funds become available. The CRC will take full control over the finances of the Garden and the working group's responsibility will be to source funding and undergo fundraising.

A dispute and conflict resolution process;

This will be set by Denmark CRC . It is expected that in the first instance there will be a mediation and conflict resolution process within the CRC garden group, with an appeals process to the CRC management structure itself if this is not sufficient.

Risk assessment in terms of public liability and Workplace Health & Safety obligations;

This will be set by Denmark CRC. The current Insurer for the CRC public liability insurance has indicated that a community garden can be included. The working group will develop a health and safety policy. It will also be the responsibility of the working group to implement, check and revise the OHS policy regularly. The CRC will provide information, instructions, training and supervision to the garden working group.

Maintenance requirements and who will be responsible for maintenance;

The garden working group will be responsible for ongoing maintenance such as garden beds & sheds and any other common area used by all users of the garden. The CRC will make the commercial kitchen with the connected courtyard available as well as paying for the water usage of the garden and any power that is needed .

Expected number of gardeners and proposed arrangements for allocation of individual garden beds;

At this point in time it is anticipated to have a rotation system of garden beds rather than individual plots. Considering the size of the garden a crop rotation system could be more beneficial and also provide a wider range of training opportunities. Also it is anticipated to work with raised garden beds at different height to cater for people in a wheelchair as well as people who cannot bend at all. It is hoped that the community garden group would attract on average about 10 people per busy bee with between 10 and 20 for workshops. It is hoped that the number of people who attend at least one busy bee or event at the community garden and thus go on to the Denmark CRC garden interest data base will be more than 75 people after one year.

Clarification of ownership of any produce grown on the site;

It is hoped that some garden produce can be given to people in need within our community. The CRC has some connection to individual in need due to the financial assistant program the CRC is administering for the Anglican Parish. However the majority

of product will share amongst those people who are actively involved in the garden. The exact procedure will be put in place by the working group. It is not intended or expected that produce would be sold.

Environmental considerations such as chemical usage, water testing and runoff management;

The aim is to run the garden as environmental friendly as possible. The rotation system will lean itself to an organic run garden. It is hoped over time to install water tanks and all effort will be made with the initial set-up to assure proper water runoff.

Safe storage area for gardening equipment and supplies;

It is intended that we can build a garden shed for tools and a greenhouse with the initial funding money. These would be securely lockable and would be where equipment and supplies are securely stored.

Proposed community activities including educational activities;

The CRC is very much interested in utilising the garden for educational workshops. It envisages that a consultant can be engage 3 to 4 times a year in running some workshops for the wider community as well as for the garden group. It is also hoped that a cooking club could be formed and community lunch meal could be offered once a quarter.

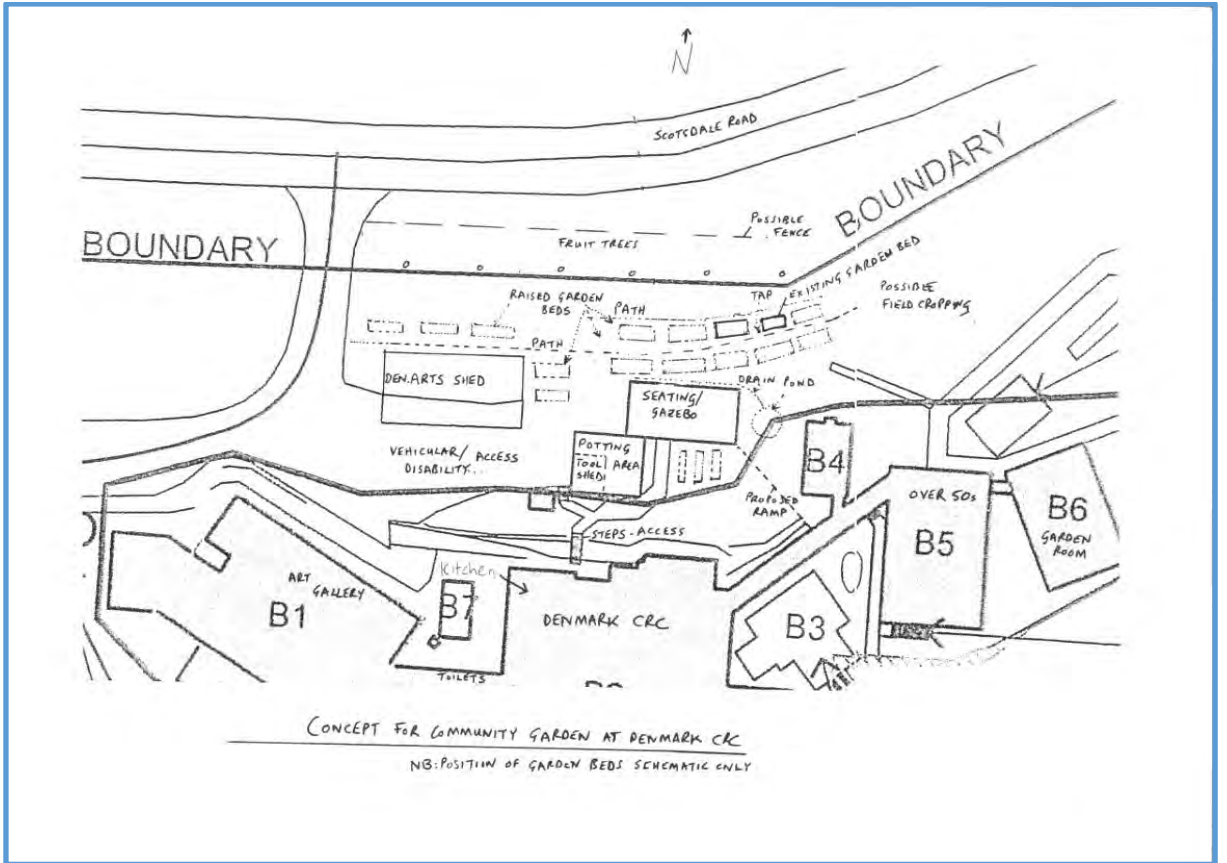
Proposed design drawings, including managing impact on heritage values of current buildings; and

A proposed conceptual design is submitted with this proposal (see below). A more detailed design and costing for the community garden will be developed prior to any submission for funding, and once approval has been obtained from the Shire of Denmark. The letter from heritage council is also attached.

Decommissioning policy (return site to original condition if the gardening group Association disbands).

Currently the back of the building is rather an eyesore then a beautiful site. A community garden will definitely beautify the area. However in the unlikely event that the gardening group will disband the CRC will include a clause in their MOU with the working group which will stimulate the fact that all garden beds will need to be removed so that the whole area can be once again become overgrown with grass. Any sheds can be used by the CRC for storage.

Conceptual Plan for Denmark CRC Community Garden



*Original for CRC. GreenSkills has
One as well.*

Community Garden MEMORANDUM OF UNDERSTANDING (MOU)

Between

Denmark Community Resource Centre
&
Green Skills Inc
V 14 Nov 2017 BS

PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the establishment, management and termination of a community gardens at a property owned by the Denmark Shire and subleased to the Denmark Community Resource Centre

In particular, this MOU is intended to:

- Establish the key stakeholders, leaders of the project and their management plan
- Increase the likelihood of a successful, long-lasting garden project

BACKGROUND OF COMMUNITY GARDEN

Purpose of the garden:

The Denmark community garden is intended to be a community garden and will be used to teach children and families about growing fresh vegetables. The Garden should be open to all community members and enhance the wellbeing of the community and the environment of the area.

Management plan of the garden:

Green Skills in cooperation with a team of volunteers will set-up the garden in the area specified by the Denmark Community Resource Centre. Design of the garden should consider people with disabilities. Once established, the community garden will be maintained by Green Skills and the volunteer member participants in the community garden.

The Community Garden will be run by Green Skills and the garden sub-group it sets up for the community garden project. This includes the day to day running of the garden, volunteer recruitment, training and safety instructions.

The CRC staff is not expected to get involved with the day to day running of the garden.

The primary Green Skills representative for the garden project will be Basil Schur, Green Skills Project Manager 9848 3310 bschur@greenskills.org.au), unless otherwise notified.

Name of Denmark community garden representative:

- Primary Contact: Petra Thompson & Tim Maisey
 - Contact email: manager@denmarkcrc.com.au
 - Contact phone: 98482842

RESPONSIBILITIES UNDER THIS MOU

Green Skills shall undertake the following activities:

- Share with the CRC community garden representatives any concerns related to the condition or use of the community garden
- Keep record of current garden members contact information
- The produce will belong to members of the Community Garden. However, allocations of produce for worthwhile community causes will be encouraged and be at the discretion of the garden members.
- The cost for the lease will be zero. The lengths of the lease will be the same duration as the Denmark CRC's lease with the Shire
- Cost of Water. Green Skills and the garden group will be responsible for covering that portion of the Denmark CRC's water usage costs that the garden uses. The water charges just for excess water used, and do not include needing to cover the Denmark CRC's water rental component. Water charges will be invoiced to Green Skills on a regular basis (ideally 4 monthly) and will be estimated either through a sub meter or by comparing usage before and after garden establishment.
- Cost of Electricity. If and when the garden group utilizes electricity from the Denmark CRC, then this usage will be estimated and the cost of it invoiced onto Green Skills. Other than possible electrical usage during shed or infrastructure installation it is expected that the garden will access electricity from the Denmark CRC.
- Green Skills will provide documentation to the Denmark showing it has appropriate Public Liability and related insurance coverage for the project.
- Any extra stipulation from the Shire in regard to the site will be communicated to Green Skills to comply with.
- Cleaning charges may apply if additional cleaning is required. A key to the garden room can be supplied to the group. A \$20 deposit would apply.
- Any major Infrastructure proposed for installation would need to be approved by the community Resource Centre committee
- It is expected that there won't be excessive noise due to the close proximity to our neighbours
- Promotional material for the community garden must be approved by CRC management and can be printed free of charge and will contain the CRC logo.

It is acknowledged that in order to ensure the ongoing viability of the community garden, Green Skills may charge users for access to the garden, including attendance at workshops and related events.

Denmark Community Resource Centre shall undertake the following activities:

- CRC's kitchen facility in the Garden room area can be used free of charge subject to availability. A gold coin donation tin will be set up for contributions from garden users to the CRC.
- CRC's commercial kitchen facilities are available free of charge subject to availability and needs to be booked in advanced.
- Free use of court yard.
- 1 representative from the CRC to be on the garden working group

By signing this MOU, Green Skills:

1. Acknowledges that it will remove its garden infrastructure should the garden project cease to operate and this removal is requested by the Denmark CRC
2. Recognizes their role as primary point of responsibility for adherence to this MOU.
3. Will ensure all garden volunteers and users submit a Liability Waiver to the Denmark Community Resource Centre prior to use.
4. Will monitor the condition of the garden and notify the Denmark Community Resource Centre if the conditions differ from those set out by the MOU.

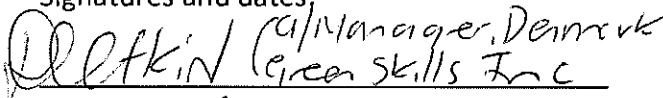
IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Project start-up is subject to funding; project funds to be sourced by Green Skills.
2. Termination of this agreement will occur at a mutually agreed upon date or date of the removal of the garden.
3. In the event of Green Skills Inc no longer wanting to be the manager of the community garden project, Green Skills may pass on this responsibility to a suitably incorporated group agreed to by the Denmark CRC. Any infrastructure or tools acquitted through fund raising by Green Skills for the project will remain the property of Green Skills unless other agreed. Should the community garden cease to be active, the option of retaining the infrastructure of the garden subject to the agreement between Green Skills and the Denmark CRC management.
4. Resolution procedure: Any issues arising should be dealt within the working group first failing this, a meeting with the manager of Green Skills and the CRC management can be arranged.

EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Green Skills and Denmark Community Resource Centre. It shall be in force from date of signature to date of termination.

Signatures and dates:


Green Skills Inc.


Denmark Community Resource Centre

 **Green Skills Inc**
Working for a sustainable future

22/11/17
PO Box 577, Denmark WA 6333
Date: mm/dd/yyyy
Ph: 9848 3310 Fax: 9848 3455

28-11-17
Date: mm/dd/yyyy



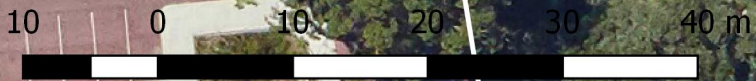
Legend

-  Cadastre
-  Proposed community garden area (approx.)

Scotsdale Road

Over 50s Association

Denmark Community Resource Centre



Proposed Community Garden
No 2 (Lot 228) Strickland Street Denmark
Morgan Richards Community Centre



Produced by Shire of Denmark.
 Whilst all care has been taken, no responsibility shall be taken for any omissions or errors in this documentation. Please advise the Shire of Denmark of any errors or omissions in this document.
 Digital Cadastral Data Supplied by the Western Australian Land Information Authority.