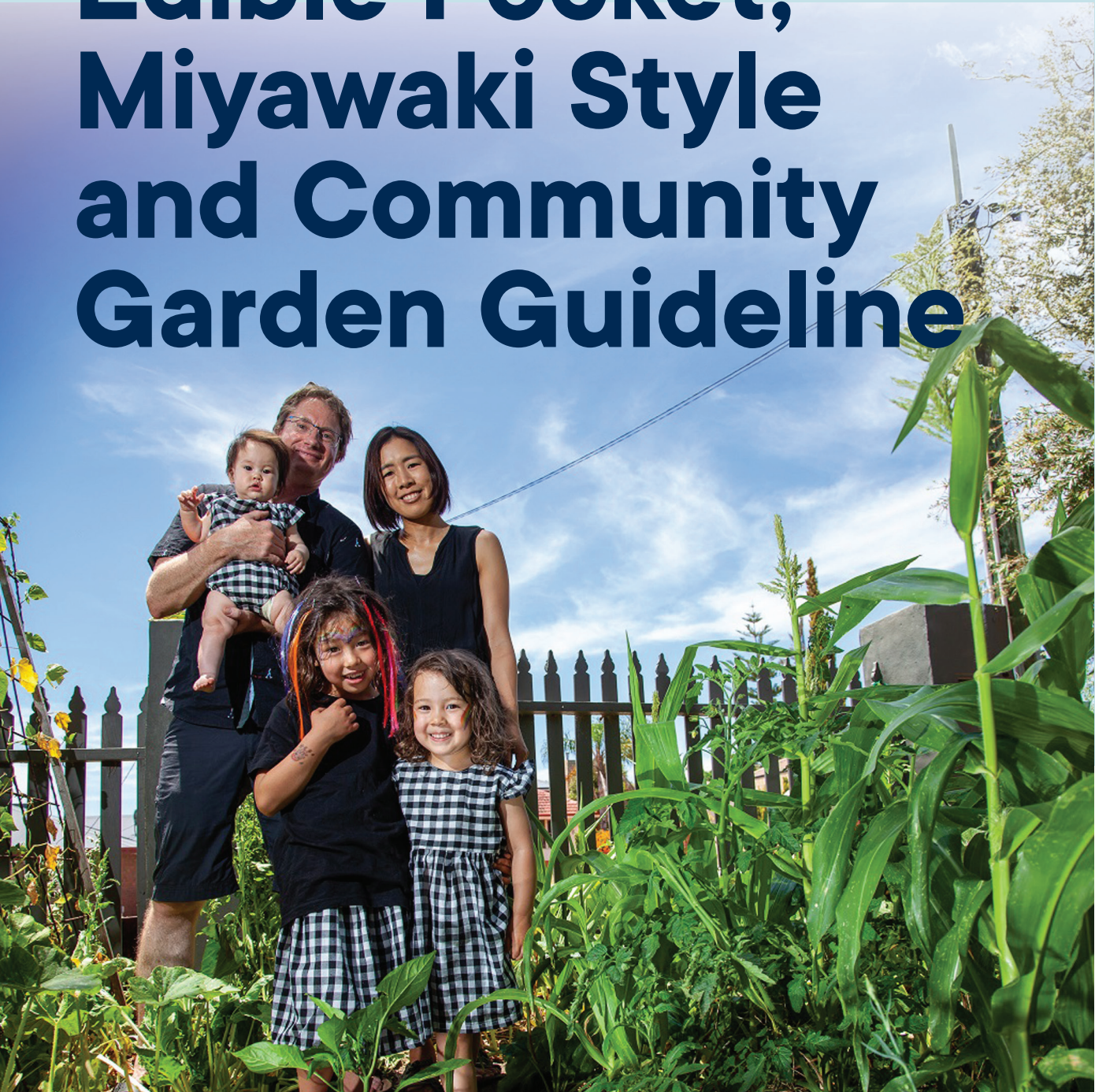


Edible Pocket, Miyawaki Style and Community Garden Guideline



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INTRODUCTION

Community gardens, including edible pockets and Miyawaki forests, are important sites for community connection, urban food production, increase in canopy and environmental education. They also offer a wide range of health, wellbeing, social, cultural, economic and food security benefits for communities. The City has an important role to play in enabling and supporting these types of interactive community sites.

These guidelines provide principles on how the City will support these gardens and how decisions will be made on the allocation of City owned land for community gardens.

The guidelines will address each type of garden in sections as below:

1. Edible Pocket Gardens
2. Miyawaki Forests
3. Community Gardens.

The objectives of these guidelines are to:

- Promote the development of community spaces as places where people can meet and work together, build stronger community relationships and learn about sustainable gardening while increasing the City's tree canopy and biodiversity.
- Ensure the location, details and considerations are clear for each site.
- Clarify the rights and responsibilities of all stakeholders involved in each type of garden.
- Define the three styles of community gardens and how each one can operate.
- Foster a diverse and geographic spread of community-led gardens to meet a range of community needs.
- Support community groups during the planning and establishment phase.
- Encourage accessible and inclusive community gardens that cater for a range of community groups and needs, including people with disabilities, children, older people, First Nations peoples and people from culturally and linguistically diverse backgrounds.

1. Edible Pocket Gardens

a. Scope

The City has developed Edible Pocket Garden Guidelines to empower and support residents to practise sustainable living through growing edible plant species, making better use of public spaces and supporting more active and engaged communities.

Edible pocket gardens refer to areas of Council land within parks and reserves that have been approved to be used for growing edible produce for residents.

Edible pocket gardens contribute to the value of Council land for the benefit of the community and require residents to follow an approval process.

b. Edible Pocket Garden requirements

Edible pocket gardens require approval by the City. A form can be submitted along with a basic plan. A site meeting with the City will then be arranged to discuss the plan further.

The Edible Pocket Garden must:

- Not require significant changes to the park's current landscaping regimes which could result in increased costs to the City.
- Present no conflicts with the existing use of the reserve by the community.
- Positively contribute to the reserve or community.
- Ensure existing assets in the location and not impact above or below ground services.
- Ensure the location of existing vegetation (trees, shrubs, etc) and ensure it does not have a negative impact on the health or future growth of the vegetation.
- Not include plants that may reasonably be considered to pose a hazard to people, such as plants that are poisonous, have large thorns or cause common allergic reactions.
- Not present any undue hazards or sharp objects such as rocks; star pickets cannot be placed in the garden.
- Not have any chemical pesticides and herbicides applied as these are not permitted to be applied without written specific approval from the City each time.
- Not be fenced and remain accessible to all members of the community.
- Avoid the installation of plants that have high water consumption rates.
- Plant suitable plants for edible pocket gardens as suggested on the City's website.
- Provide a letter of support from any property owners, should the edible pocket garden be proposed to be directly adjacent to a private property.

c. Responsibilities of committed residents

The City plays a crucial role in enabling and supporting edible pocket gardens. The City will assist residents through the design and approval process. However, the residents who have committed to installing the garden shall take responsibility for the ongoing care and maintenance of the site, as outlined below:

- Ensure an approval by the City has been granted before works begin.
- Ensure the edible pocket garden meets and continues to meet the Edible Pocket Garden Guidelines.
- Ensure the site conditions of the reserve meet the choice of plants to be grown in the garden.
- Ensure the garden is well maintained, including that produce is harvested regularly and the site is free from weeds and pests.
- All fruit trees are managed. Any pests or diseases must be reported to the City, for example fruit fly or citrus gall wasp. If infestations cannot be treated by the City, removal may be the only option
- Supply and purchase of resources required for the garden.
- Residents are responsible for their own safety and wearing of adequate personal protective equipment.
- The site must be left in a safe condition for other park users at all times.
- Tools and materials are not to be left on site.
- Contact utility providers or 'dial before you dig' to ensure the edible pocket garden will not impact on existing infrastructure.
- If an edible pocket garden is considered by the City to pose a safety hazard or is poorly maintained, the City can request the resident to undertake works to meet the requirements of this guideline. If these requests cannot be met, the City may remove the garden.

d. Procedure for starting an edible pocket garden

Residents are required to complete the approval process before the garden is built. Approved edible pocket or community gardens built prior to the adoption of the Edible Pocket, Miyawaki Style and Community Garden policy do not need to seek retrospective approval, however will need to meet the other ongoing requirements of this guideline.

1. The resident should submit an application and sketch to mail@bayswater.wa.gov.au with their ideas in line with the policy and these guidelines. If the resident has any concerns or questions, contact the City's Parks and Gardens team on 9270 4152.
2. The City may approve the edible pocket garden, request the resident to provide an updated sketch of their proposal or ask to meet the resident on site to provide advice in how they can meet the Edible Pocket, Miyawaki Style and Community Garden Guideline.
3. The City will provide written approval for the resident to proceed or, if the project location was not suitable, the resident will receive an explanation.
4. City officers will inspect the garden following initial installation, as well as undertake an annual inspection to ensure the garden meets the requirements of this guideline. It should also be noted that informal periodic inspections will be undertaken during park maintenance activities.

2. Miyawaki Forests

a. Scope

This policy applies to the establishment of Miyawaki Style Gardens on land that Council owns and/or manages.

Miyawaki forests are a planting method designed to deliver compact, rapid growth using a palette of local native shrubs and trees. As the ultimate garden for wildlife, the City will support community groups who wish to implement this type of garden.

If approved, the residents or community group will prepare the site, undertake the planting, maintain and water the site for the establishment period of three years. The City will then continue with the management of the trees.

b. Miyawaki Style Garden requirements

Miyawaki style gardens require approval by the City. A form can be submitted, along with a basic plan. A site meeting with the City will then be arranged to discuss the plan further.

The Miyawaki style garden must:

- Not require significant changes to the park's current landscaping regimes which could result in increased costs to the City.
- Present no conflicts with the existing use of the reserve by the community.
- Positively contribute to the reserve or community.
- Ensure existing assets in the location and not impact above or below ground services.
- Ensure the location of existing vegetation (trees, shrubs, etc) and ensure it does not have a negative impact on the health or future growth of the vegetation.
- Not be fenced and remain accessible to all members of the community.
- Use a planting palette approved by the City.

c. Responsibilities of committed residents

The City plays a crucial role in enabling and supporting Miyawaki style gardens. The City will assist residents through the design and approval process. However, residents who have committed to installing the garden shall take responsibility for the ongoing care and maintenance of the site, as outlined below:

- Ensure an approval by the City has been granted before works begin.
- Ensure the Miyawaki style garden meets and continues to meet the Edible Pocket Garden Guidelines.
- Ensure the garden is well maintained, including native trees and plants being watered regularly and the site is free from weeds and pests.
- Supply and purchase of resources required for the garden.
- That the site is left in a safe condition for other park users at all times.
- If the Miyawaki style garden is considered by the City to pose a safety hazard or is poorly maintained, the City can request the resident to undertake works to meet the requirements of this policy. If these requests cannot be met, the City may remove the garden.

d. Procedure for starting a Miyawaki style garden

1. The resident should submit an application and sketch to mail@bayswater.wa.gov.au with their ideas in line with the policy and these guidelines. If the resident has any concerns or questions, contact the City's Parks and Gardens team on 9270 4152.
2. The City may approve the Miyawaki style garden, request the resident to provide an updated sketch of their proposal or ask to meet the resident on site to provide advice in how they can meet the Edible Pocket, Miyawaki Style and Community Garden Guideline.
3. The City will provide written approval for the resident to proceed or, if the project location was not suitable, the resident will receive an explanation.
4. City officers will inspect the garden following initial installation as well as undertake an annual inspection to ensure the garden meets the requirements of the guideline. It should also be noted that informal periodic inspections will be undertaken during park maintenance activities.
5. The City will take over maintenance of the Miyawaki style garden after three years due to trees requiring specific pruning and inspection requirements.

3. Community Gardens

Scope

Community gardens can be a great way to foster community connections, create urban food production, reduce your carbon footprint and make a difference in your local community.

The City has put together this guide to help community groups understand the steps required to create a sustainable community garden.

Starting up a community garden takes a considerable amount of work for the community group and requires a significant investment of time, energy and a clear vision.

Where incorporated or formally established community groups have expressed their ongoing commitment to the establishment of a community garden on City-owned land, the City will require a detailed application to ensure the community garden is appropriately located, designed, managed and resourced.

Procedure for starting a community garden

The planning stages are essential to ensure the community garden will be successful. The steps to planning a successful community garden are:

1. Determine the type, size, style and location of community garden.
2. Contact the City with the above information and the City will conduct an initial assessment to determine if the site can be progressed further or make alternative suggestions.
3. If the site was supported by the City, the City will work with you to undertake community consultation. If there is a large amount of opposition from the community, the City may not approve the site for the project.
4. If the site is supported by the community, an Incorporated Community Garden Group should be formed (if not formed already).
5. Prepare a Management Plan, Risk and Safety Assessment, and Rules of Use for the City to assess.
6. Once all steps have been completed and all documents have been approved by the City, the City will create a licence agreement/lease agreement for the site.
7. Once the licence agreement/lease agreement has been completed by all parties, the development of the community garden can commence.

Community Garden requirements

There are many factors to consider when deciding if a site is suitable for a community garden. You may already have a site in mind when a community garden group has been formed. To ensure the site is suitable, the City will assess it in accordance with the factors listed within this guideline.

The City will consider the following factors when assessing community garden locations:

- Connection to community facilities
- Compatibility with surrounding land uses
- Minimal impact on neighbouring residents / business
- Appropriate land size
- Water access, including a separate scheme connection for the site
- Suitable growing conditions including soil, sunlight and orientation
- Favourable topography with minimal slopes
- Toilet access
- Vehicle access for deliverables
- Pedestrian and disability access
- Minimal impacts on biodiversity, water resources and trees
- Safety and security for members and visitors
- Storage for tools and equipment

Existing land/property uses, traffic, parking and proximity to existing community gardens are also considered. Some factors, such as toilet access and storage, may not be applicable for small community gardens.

Land ownership and preliminary site assessment

The City will assist you by assessing your suggested location. The City will need to ensure the land is managed by the City and is classified as one of the below three categories:

- Freehold If the land is owned in freehold by the City of Bayswater, the City can consider this land for a community garden and will undertake an assessment of its suitability.
- Crown Reserve – Managed by the City of Bayswater. If the land is a Crown Reserve (owned by the State of WA) and is managed by the City this land may be considered for a community garden. However, depending on the current order conditions this option may require the City to request the Department of Planning, Lands and Heritage to amend the designated purpose and/or the power to lease in the management order. This process may take up to one year. The City will also be required to seek approval from the Minister for Lands to enter into a lease/license agreement in accordance with section 18 of the Lands Administration Act 1997 (LAA).
- Crown Reserve – Managed by other State Government department If the land is a Crown Reserve (owned by the State of WA) that is managed by another State Government agency (e.g. Department of Biodiversity, Conservation and Attractions), the applicant may then seek to enter into an agreement directly with the respective State Department

The City suggests when the applicant is selecting a site that they take into consideration several factors:

- Locations should leverage on existing community and park facilities, with the idea of including a community garden as part of an existing surrounding infrastructure such as a community building or clubroom, existing infrastructure such as carparks, lighting and amenities means that the cost of providing stand-alone infrastructure is reduced by utilising existing facilities.
- If the selected Location already forms part of an existing lease agreement with the City.
- The costs of installing sub-meters in order for the water and electricity costs of the community garden to be calculable needs to be factored into the establishment process.
- Accessibility and safety The site requires good accessibility by private vehicle and public transport, Pedestrian use, delivery vehicles, people with disabilities and must include Internal footpaths.
- The City will not be liable for any costs in establishing a community garden including but not limited to utility connections, reticulation, storage, access etc.

Community consultation

It is essential community garden proposals are discussed with stakeholders and surrounding property owners who may be directly affected by the project and that all feedback is collected and presented as part of your proposal. Community consultation will establish if there is support and interest from the local community.

If there is a large amount of opposition from the community, the City may not approve the site for the project.

The City suggests you consider a letterbox drop, pop-up site meeting at your chosen site with an invitation extended to surrounding residents, putting up posters, contacting local community groups and organising social media posts.

Incorporated Community Garden Group

The City requires an Incorporated Community Group be formed to manage and operate a community garden. This is so the City can form an agreement with the group and ensures the group has a structured approach to the management of the site and the member base associated with the maintenance of the garden.

The group would be required to form a constitution. This is a legal governing document which sets out the rules for the daily running of the group and contains details of the group's purpose, obligations and responsibilities. It is necessary to ensure the scope is clear, provides mechanisms for making decisions and that all members agree.

The group shall have a committee. Having a committee helps share the tasks of garden management and avoids excessive responsibility being placed on only a couple of people. This group is to work collaboratively to keep the garden on track and deal with issues as they arise.

It is essential the committee is aware of the risks associated with undertaking a publicly accessible community garden project. Each garden group has a duty of care to the community who access the garden areas.

It is essential the group takes out appropriate public liability insurance so it is covered for potential risks.

Management Plan

As part of Step 5, the incorporated community group will be required to submit a management plan to the City. This management plan will outline key areas as to how the garden and community group will operate.

The plan must include:

- Objectives and Vision
 - Provide a clear vision for the garden and outline what the group wants to achieve.
 - Provide the group's aims and objectives including short-, medium- and long-term goals, taking into account sustainable practices and how the garden will meet the needs of the community.
- Design and Layout

The design needs to consider the following:

- Size of community garden, layout, type, size and height of beds
- Location of key services (water and power)
- Infrastructure, such as buildings, car park, sheds, toilets
- Universal access to and in the garden
- Irrigation plan
- Safety, security, gates and fencing
- Signage
- Construction materials

The infrastructure required to establish the community garden must be included in the plan. The cost, construction and maintenance of this infrastructure needs to be shown on the plan and shall be borne by the community group.

- Irrigation Management
 - The community group must ensure that efficient management of water through the irrigation system or watering of the garden is sustainable and done in such a way that minimises water use.
 - Water minimisation strategies are to be shown in the plan.
 - The garden must conform with the Water Corporation's scheme water restrictions.
- Risk Management
 - The report must show the community group is aware of the risks associated with undertaking a publicly accessible community garden project.
 - Each community group member has a duty of care in managing the garden areas.
 - A risk assessment must be undertaken and shown on the plan identifying potential risks and corresponding actions to reduce the risk to an acceptable level.
- Rules and Guidelines

The incorporated community garden group must develop rules and guidelines to meet its objectives and vision. The community group must provide the below in the report:

- Membership types
- Fee structure
- Allocation of plots/sections
- Responsibilities of members
- General rules in the garden
- Maintenance of shared/common areas
- Waste management
- Pest and disease management
- Storage of materials and equipment
- Surplus produce plan
- Financial model such as member base fees, bonds, etc
- Funding for the cost to build garden.

Agreement

The last step prior to construction is the licence agreement/lease agreement for the site. The City will draft a licence agreement/lease agreement for the group to review and approve.

City of
Bayswater

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