

# **AFFORDABLE GARDENING KITS PROJECT**

**SUSTAINABLE COMMUNITIES SA –  
UNLEY GROUPS**

**2012-2013**



## Acknowledgments

*We would like to acknowledge and thank the following participants for their enthusiastic support:*

The Unley Council for their grant of \$4000 for the project, plus their ongoing support for community gardens, and fruit trees in public parks.

Megan Berghuis, Pam Hocking, Celine Luya and Deb Oliver for their support and assistance in the project; and Council staff at the Unley Community Centre in Arthur Street for helping with the arrangements for the training and feedback sessions.

Councillors Peter Hughes and John Koumi for their support of projects to grow food locally

Members of Unley Council's Community Sustainability Advisory Group for their development of the Food Security Strategy.

Rewi Williams from Richgro for heavily discounting the Charlie Carp fertiliser

Matthew Quinn of SA Composters for educating us about soils and discounting the growing mix used in the kits.

Brianna Orr from Garden City Plastics for arranging for the planter boxes from depots all over Australia.

Diana Bickford of Bickleigh Vale Farm for growing the superb seedlings in the kit.

Steve Hoepfner and Sylvia for their enthusiastic help (and big trailer) on the delivery days.

Eleanor Evans for developing the original grant proposal.

Sustainable Communities SA - especially Rosalie Day - for auspicing the project and managing the funds.

John Stokes from the Eastern Courier for his coverage of the project.

Group members: Anne Wilson, Anne Wharton, Pat Wundersitz, Jenny and Bob Macintosh, Russ Talbot, Ashley Campbell and Peter Croft.

*Without their efforts, this project would not have been possible.*

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## Purpose of this document

This document sets out the main steps taken by Sustainable Communities SA – Unley groups in 2012 -2013 to investigate, then implement, a proposal for affordable gardening kits. The key foci of the proposal were:

- to support steps being taken in the Unley community to grow more food locally
- to target, particularly, members of the Unley community who had limited capability to grow some of their own food and provide them with the means of doing so
- to strengthen capacity for resilience in the Unley community based on common interest in growing food.

These goals are set against a background that includes:

- Unley Council's Food Security Strategy – see page 8, which refers to affordable access to food, in <http://www.unley.sa.gov.au/webdata/resources/files/Food%20Security%20Strategy.pdf>
- Sustainable Communities SA's goals – refer to <http://sustainablecommunitiesa.wordpress.com>

The purpose of this document is to provide a 'how to' guide for community groups who wish to do something similar.

## The Method - 10 Steps

The main steps undertaken, with references to attachments as appropriate, were:

1. Talk to Unley Council staff.  
Several discussions were held with City of Unley staff involved in the Community programs run by Council, in March and May 2012. These were very useful in helping to sharpen the focus of the project and the likely take-up. Council subsequently provided funding through a grant, and assisted in distributing posters and other material advertising the project.
2. Develop a proposal seeking the support of the Council's Community Sustainability Advisory Group.  
This received support in mid 2012 – refer Attachment 1.
3. Develop and submit a grant application for \$4000 plus GST of \$400.  
This was approved in late 2012 as part of the Council's funding round. Refer Attachment 2.
4. Develop a project plan.  
After approval of the grant, the group evaluated the best way to implement the project, in detail. During this process, it was realised that a single large container for growing vegetables would be too heavy for many of its recipients – possibly as much as 25-30 kg. After considerable experimentation, the group settled on kits containing four smaller containers, each weighing about 7-8 kg, when filled with soil, as these would be easier to move in and out of sunlight as required. At this point, the group developed a single-page project plan which set out the major tasks and timelines – refer Attachment 3.

5. Develop and distribute a project flyer.

Using the results of the experimental plantings, a project poster was developed – refer Attachment 4. This was distributed widely - through:

- Council's Home and Community care newsletter – to 1000 members of the Unley community
- Council's libraries and Community Centres – placed on noticeboards in each centre
- letterbox drops – over 300 flyers were placed in letterboxes e.g. in Housing trust-style flats
- visits and talks to a school and Community Centre group
- discussions with the Salvation Army in Marion Street, Unley.
- an article in the Eastern Courier – via John Stokes (phone 83475768 and john.stokes@news.com.au).

6. Acquire the items to be delivered as part of the kits.

Refer Attachment 5.

7. Develop a list of kit recipients.

In all, almost 60 people registered. The majority were from the Unley community, although a few people from outside the Council area registered, attracted by the Eastern Courier article.

Each method of recruiting growers yielded interest. However, the most successful was the Eastern Courier article (refer Attachment 6).

Our list of recipients was recorded on a spreadsheet with the following headings:

- first name
- last name
- address
- phone number
- whether they could attend the training session
- (whether they had) any special needs
- any special delivery instructions
- comments.

8. Conduct training session.

Held on 3 August. Around 70% of the registrants attended. The focus of the session was to acquaint the registrants with the basics of growing vegetables, to acquaint them with the contents of each affordable gardening kits and to conduct a Question and Answer session. The session generated lots of enthusiasm.

9. Deliver the kits.

Four cars and one utility/trailer delivered the kits on 31 August.

10. Follow-up.

On 9 November, we held a follow-up session with the growers. About half of the original 60 recipients attended. We discussed with them, what had worked, what didn't and what directions they recommended that we take next. A lot of this information was captured on a questionnaire (see Attachment 8).

Those who weren't able to make it to the follow-up session have received a copy of the questionnaire by mail with a stamped return envelope.

Preliminary feedback from the growers suggested that:

- there was overwhelming success: almost all plants grew (tomatoes, lettuces, herbs and greens in particular) with the exception of peas. Some of the feedback was from people who had never grown any vegetables before and who expressed delight in what they had achieved.
- the main difficulty found by the growers was in managing pests.
- there is considerable interest in continuing some form of support/education to help the enthusiasm generated in the growers to continue.

## **ATTACHMENT 1: Submission to Community Sustainability Advisory Group**

**To: Community Sustainability Advisory Group  
Unley Council**

### **Proposal**

To develop an affordable gardening kit and distribute it to low income and other disadvantaged residents of Unley Council.

### **Background**

In November 2011, the Council of the City of Unley endorsed a Food Security Strategy (FSS) developed by Council's Community Sustainability Advisory Group (CSAG).

The need for the strategy stems from a belief that the community needs to be able to grow more of its food locally as part of ensuring its future food security. A particular concern is the likely dual impacts of climate change and the rising costs of fuel. The success of industrial agriculture is based in part on the availability of cheap, oil based fertilisers and pesticides, and, cheap transportation costs.

Furthermore the development of the CSAG's FSS complements what is happening at the national level. In 2010, the Federal Government established the National Food Policy Working Group to develop strategies to deal with food security issues in Australia.

One of the three strategies endorsed by Council in its Food Security Strategy was *Strategy 2: Grow More Food in Backyards*. This strategy included a number of actions including *Support disadvantaged households to grow their own food*.

At its 23 February 2012 meeting the CSAG requested the development of a proposal to further this action and asked for a progress report at its April meeting.

This document outlines the investigation work that has been carried out thus far and presents a first draft of a costed proposal.

This work has been conducted primarily by the author of this paper, Eleanor Evans, with support from Peter Croft and other members of two Sustainable Communities SA(SCSA) groups based in the City of Unley.

The author would like to acknowledge the constructive and supportive criticism provided by Celine Luya regarding strategies for implementation of the programme in the over 65 years target group.

### **Discussion**

#### **The size and nature of the problem**

Repeating the entire text of the Food Security Strategy endorsed by the City of Unley is not appropriate, but suffice is to say that in December 2010, the Prime Minister's Science, Engineering and Innovation Council's Expert Working Group on Food Security released its report *Australia and Food Security in a Changing World* which identified that Australia had become a net importer of food. Amongst its recommendations it suggested:

- "Projects to support community driven developments in food production, such as school and community gardens."
- "Community projects to encourage local groups to develop infrastructure that drives the supply of

healthy food.”

These recommendations should be universally applied but there are some groups within the community who are more vulnerable to the impacts of food insecurity. We have chosen to focus on these more vulnerable groups in this proposal.

Potential subpopulations that could be targeted include:

**1. Supported accommodation.**

There are several of these facilities in the City of Unley, some of which have already received raised garden beds and fruit trees. These projects have continued to this day but issues regarding maintenance and management have been difficult to resolve. The issue of maintenance illustrates the need to have a simple, manageable system of food production as will be described below.

**2. People over 65 years.**

The Australian Bureau of Statistics (ABS) 2006 identified that there were 35,604 people living in the City of Unley with 15.6% of those people being over 65 years of age. According to Celine Luya (from Unley Council) there are approximately 1000 people on the City of Unley’s database who live in their own homes but require support. Out of the proposed target groups, the ‘over 65s’ will be the easiest to identify and potentially deliver the service.

**3. Low income residents under 65 years.**

This group typically live in Housing Trust accommodation and have been challenging in terms of overcoming the social isolation. This project represents another opportunity to attempt to engage this group of people. It should also be noted that this group is likely to be the most physically capable.

Target groups

We have focussed on these three target groups for several reasons. To begin with, these groups are the most vulnerable to the increasing costs of living. People within these groups are generally on fixed incomes. With the disproportionate increases in energy costs, the capacity to purchase food is diminished.

Furthermore there are health, environment, cultural and social benefits to participating in community gardening.

The options and costs of our proposed kits

We propose the idea of garden kits to be provided to members of the target groups discussed earlier. The components that require funding are as follows:

- Containers
- Seeds
- Potting mix/soil
- Fertiliser etc
- Setting up and potential maintenance costs

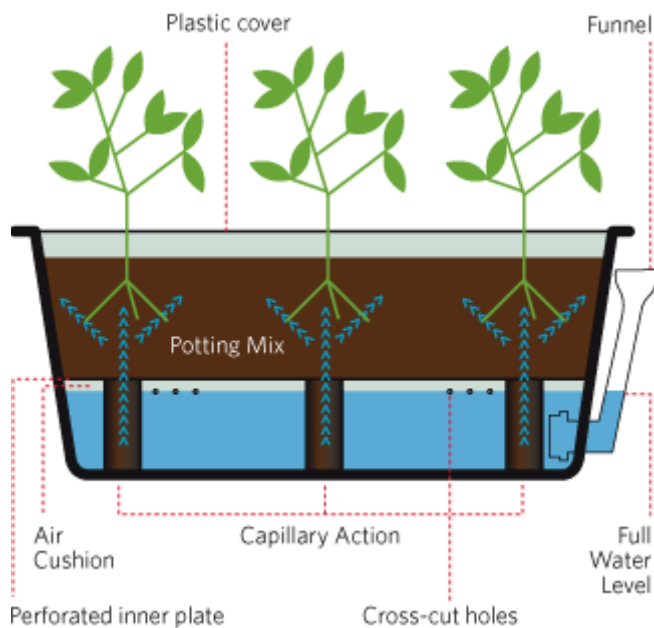
The main variable is the container. Containers can as be cheap as picking up a Styrofoam container at the local supermarket for free, or, more than \$100 per container.

One new option on the market is the GreenSmart tub.





They have a number of advantages including the water distribution system with the outside marker that informs the user whether the system requires more watering.



The Australian distributor has offered a discount of 20% bringing the cost of the large tubs down to \$40 per tub. These containers require 0.036 tonne of material to fill.

The alternative is to start with cheaper options and provide the GreenSmart tub as a prize or incentive if the participant continues for 12 months. Alternatively, people could be offered either the cheaper option for free or the GreenSmart tub at a subsidised rate e.g. \$10. It has been recommended that participants do contribute a small amount to cover the costs of the kits. Those prepared to pay e.g. \$10-20 per kit are more likely to use and maintain the kit. Furthermore, there are powerful psychological benefits to 'owning' the kit. That gives the participant a choice.

A potential source of the soil/compost etc is from Jeffries (<http://www.jeffries.com.au/>). They are responsible for converting the state's organic waste (the contents of the green bin) into reusable materials and gave a presentation at the Unley Civic Centre as part of the Sustainable Garden Design Workshop on the 4<sup>th</sup> of February 2012.

Review of the Jeffries website calculates the cost of filling these containers (with the correct mix of soil/compost) etc is \$18-34.

To give the recipients the best chance of success, herb and vegetables should be selected that require the least in terms of input and maintenance. Examples include, with quotes from the Diggers website (<http://www.diggers.com.au/>):

- Basil (\$3.50/300 seeds)
- Beans (\$4.70/20 seeds)
- Celery (\$3.45/700 seeds)
- Micro-greens (\$6.50/4000)
- Sage (\$3.50/50 seeds)
- Thyme (\$3.50/100 seeds)

In short, the cost of the gardening kit would be approximately \$75, comprising:

- GreenSmart tub \$40
- Soil/compost etc \$34 (maximum)
- Seeds (\$1/pot)

There may be costs with the training sessions e.g. providing a handout etc.

#### How it might work

This proposal highlights potential ways this initiative could be delivered. Further details could be provided, if the City of Unley wished for the project to be executed.

We propose that volunteers run the education sessions and that they could include members of Sustainable Communities SA. The process of setting up the gardening kit will be demonstrated, but for practical purposes, participants will be expected to do their own setting up at home. A handout of the talk could be provided. The initial education session may be followed up on a weekly or fortnightly basis to encourage the perseverance of the participants and to help with trouble shooting. A review at the time of producing an established herb/salad garden would be part of this process (potentially two to three months following the first education session).

Finally, for some recipients it is recognised that it is unlikely they will attend a workshop (e.g. the over 65 years target group). To circumvent this, interested recipients could have the gardening kit delivered and set up at their home by volunteers.

#### Costs and resources required

The total cost for a pilot of, say, 50 people, would be of the order of \$5000.

For this project there are effectively only establishment costs. The individuals involved then become responsible for the maintenance costs. If the project proved to be a success, then council may look at supporting residents with the costs of fertiliser etc as a reward for successful participants.

The SCSA Group would be very interested in assisting with progression and implementation of this proposal. This may reduce some of Council's project management costs.

#### Risks and how they might be managed

A key responsibility of a Council is to manage risk to its community. Once the gardening kits are in the homes of the participants, it is the participants' responsibility to manage the kits. At the time of training, the risk to participants will be low. Emphasis on moving objects carefully could be included as part of training if the Council felt this was important.

#### Implementation

In short, to implement this project, the Council needs to determine whether they wish to proceed with this project and provide a budget. Following this, identifying the target group(s) and inviting them to participate will require liaison with the Council. Finally formalisation of the training process and timetable will need to be fleshed out.

Next steps

This proposal is at a preliminary stage of development. Next steps could include setting aside some funding in the 2012/13 Council Budget to pilot the approach described in this document.

**Recommendations**

It is recommended that the CSAG:

- consider this proposal and advise on any changes in scope, funding methodology or approach that are required in its further development
- Note the need to set aside funding in the 2012/13 Council Budget to progress this work.

**Eleanor Evans** (Member, SCSA – Unley Day Group)

Per: Ashley Campbell and Peter Croft (Members, CSAG)

## ATTACHMENT 2: Grant Application to Unley Council

### SECTION A: Applicant Details

<b>Name of organisation undertaking the project:</b>	Sustainable Communities SA – Unley group, auspiced by Sustainable Communities SA inc.
<b>Postal address:</b>	c/- Anne Wilson, 9 Ormonde Avenue, Millswood
<b>Telephone Number:</b>	82717957
<b>Fax Number:</b>	n/a
<b>Email:</b>	wilsons@kern.com.au
<b>ABN (Aust. Business Number):</b>	n/a
<i>If you do not have an ABN, you must complete the 'Declaration Where No Australian Business Number is Required' form attached to this application. Without an ABN, or 'Declaration Where No Australian Business Number is Required', Council is obliged to send 48.5% of any grant moneys to the Australian Tax Office.</i>	
<b>Is the organisation registered for GST?</b>	<input type="checkbox"/> Yes      No <input type="checkbox"/> No -
<b>Is the organisation incorporated under the Associations Incorporation Act?</b>	<input type="checkbox"/> Yes – The auspicing organisation (Sustainable Communities SA inc.) is incorporated. <input type="checkbox"/> No *
<i>* An individual must appoint an incorporated association or company to handle any funds received from the grant. This incorporated association or company is known as an auspice and is required to sign the Application Form and is responsible for the grant acquittal. This includes responsibility for all debts incurred by the group and responsibility for any workers compensation claims arising from the project.</i>	

<b>Name of auspice organisation managing the project:</b>	Sustainable Communities SA Inc.
<b>Address of auspice organisation:</b>	c/- 157 Sixth Avenue, Royston Park 5070 ABN: 65 007 430 484
<b>Auspice organisation contact person:</b>	Rosalie Day
<b>Daytime phone number for auspice organisation contact:</b>	0401 726 791
<b>Fax:</b>	n/a
<b>Email:</b>	Rosalie Day <sustainablecommunitiessa@gmail.com>

<b>CONTACT PERSON FOR THE PROJECT/EVENT:</b>	
<b>First Name:</b>	Anne
<b>Surname:</b>	Wilson
<b>Daytime contact number:</b>	82717957
<b>Fax number:</b>	n/a
<b>Email:</b>	Wilsons@kern.com.au

## SECTION B: Project Details

### B1. Project Title:

Affordable Gardening kit

### B2. Type of project *(please tick whichever applies):*

☐ Recreation

☐ Environment

☐ Art/Culture

Y ☐ Community

### B3. Description of project: *(in 40 words or less)*

Development of an affordable gardening kit and distribution to 50 low income and other disadvantaged residents of the City of Unley. See attached proposal for further detail.

### B4. Are there similar projects/services operating in the Unley area? *(If yes, please provide further information. If no, what is the need in the community?)*

The need for the Council's Food Security strategy (endorsed by Council in 2011) stems from a belief that the community needs to be able to grow more of its food locally as part of ensuring its future food security. A particular concern is the likely dual impacts of climate change and the rising costs of fuel.

One of the three themes endorsed by Council in that Food Security Strategy was *Strategy 2: Grow More Food in Backyards*. This strategy included a number of actions including *Support disadvantaged households to grow their own food*.

This proposal targets those in supported accommodation, people over 65 years and low income residents under 65 years in the City of Unley who have difficulty in growing their own food because of the setup costs in doing so.

Ms Celine Luya from City of Unley has advised that there are approximately 1000 people on the City's database who live in their own homes but require support.

This proposal was endorsed by Council's Community Sustainability Advisory Group on 7 June 2012.

**B5. What are the anticipated OUTCOMES of the project** *(i.e. what do you want to achieve and how will this project benefit the community)?*

To develop approximately 50 garden kits, distribute them to those in need, and provide training or setup assistance to enable the project to be a success.

**B6. How will your organisation promote this project to the wider community?**

It is proposed to:

- . send a letter to each person on Council's database of the 1000 people requiring support, seeking Expressions of Interest for the kit and access to the training session.
- . advise of the affordable gardening kit opportunity through City of Unley's regular public communication – specifically Unley Life and regular advertisements in the Messenger press.

**B7. How will you know if your project has been successful** *(e.g. what signs will you look for; how will you record these details)?*

We intend to followup each of the recipients of the kit towards the end of the growing season to assess the success of the project, and learn lessons from the experience, with a view to a possible further program next year.

**B8. When will the project be implemented?** *(Please note successful projects will be funded approximately early June 2012.)*

Approximate start date:	November 2012
Approximate finish date:	April 2013

**B9. How many people will benefit from the project?**

Number of participants:	50
Within the Unley community:	50

**B10. Which members of the Unley community will benefit from this project?** *(Please tick whichever applicable)*

Older people	<input type="checkbox"/> Yes
People with disabilities	<input type="checkbox"/> Yes
Young people	<input type="checkbox"/> Yes, if low income
Indigenous community	<input type="checkbox"/> Yes, if low income
Ethnic community	<input type="checkbox"/> Yes, if low income
Regional community	<input type="checkbox"/> No
Families and children	<input type="checkbox"/> Yes, if low income
Other (please specify):	.....

**B11. Could your project proceed if only partial funding were received?** *(Please note, if you answer "No" to this question, your application may not be considered for partial funding.)*

Yes, in a scaled-back form ☐  
 Yes ☐ No

**B12. Does your project involve consultation or collaboration with artists, Council or any other groups?** *If yes, please list other parties and indicate whether these individuals or groups have been approached. (Letters of support from other parties would be beneficial and/or CVs in the case of artists participating in the project/event.)*

Other parties:	Approach made:
n/a	Yes / No
	Yes / No
	Yes / No
	Yes / No
	Yes / No

## SECTION C: Project Budget

<b>C1. How much are you seeking from the City of Unley Grants Program?</b>	<b>\$4000</b>
<b>C2. <sup>(1)</sup> How much will this project cost in total?</b>	<b>\$6300</b>

### C3. Project Budget

<b>PROJECT INCOME</b>	<b>\$</b>
<b>City of Unley Grants Program (see C1. above)</b>	<b>4000</b>
<b>Other Funding Bodies:</b>	
<b>Your Own Contribution:</b>	
\$ Income: a co-contribution of \$10 per kit is proposed from each recipient	<b>500</b>
<sup>(2)</sup> In Kind: 100 hours (approximately) from 8 to 10 volunteers @\$18 per hour	<b>1800</b>
<b>Sponsorships, fundraising and donations:</b>	
\$ Income	
<sup>(2)</sup> In kind	
<b>TOTAL INCOME:</b>	<b>6300</b>

<sup>(1)</sup> The total cost of the project and project income columns should be equal.

<sup>(2)</sup> In kind support can be voluntary labour, free venue space, donated materials, etc. Please estimate a value for these contributions. (\$18 per hour is a suggested figure to use when estimating voluntary labour costs.)



**C4. Program Expenses** (quotes should be provided for the purchase of new items costing over \$500)

<b>PROGRAM EXPENSES</b> <i>(Quotes should be provided for the purchase of new items costing over \$500)</i>		
<u>ITEM/ACTIVITY</u>	<b>TOTAL COST \$</b>	<b>FUNDED BY THE GRANTS PROGRAM \$</b>
Labour to assemble and distribute kits	1800	nil
Growing tubs (50 @ approx. \$40)	2000	2000
Soil/compost etc (50 @ approx. \$34)	1700	1700
Seeds (50 @ \$6)	300	300
Miscellaneous: training leaflets, transport costs etc	500	nil
<b>CITY OF UNLEY GRANTS PROGRAM:</b>		<b>4000</b>
<b>TOTAL EXPENSES:</b>	<b>6300</b>	

☐ Quotes for new items costing over \$500 attached.

**C5. Your group/organisation must have its own Bank/Credit Union Account or similar. Please state Account Name, Bank/Credit Union name and location.**

<i>(The BSB and Account Number for the account IS NOT required.)</i>	
<b>Account name:</b>	<b>Sustainable Communities SA</b>
<b>Bank/Credit Union Name:</b>	BSB: 805023 Account: 04338976
<b>Location:</b>	

Should your application be successful, please nominate your preferred method of payment:

☐ Council cheque

Yes ☐ Electronic Funds Transfer (EFT) – direct deposit to Bank/Credit Union Account or similar

If you have nominated Electronic Funds Transfer, please advise your BSB and Account Number:

BSB: 805023 \_\_\_\_\_

Account Number: 04338976 \_\_\_\_\_

## SECTION D: Additional Information

### **D1. What are the aims and objectives of your organisation/group?**

Sustainable Communities SA was established in 2008 as a non-profit, membership based community organisation. The focus of activity is on individual and household behaviour change towards living a one planet lifestyle and bringing people together to re-build more cooperative, human scale, resilient and ecologically sustainable communities.

The Sustainable Communities SA – Unley group is a City-of-Unley-based group which is a part of the Sustainable Communities SA network.

### **D2. Which members of the community does your organisation assist?**

Membership is open to all with an interest in trying to move to a more sustainable way of living.

The Unley Group is comprised of, and focuses on, residents within the City of Unley.

### **D3. How is your organisation funded?**

The Chair's report for the umbrella organisation (Sustainable Communities SA) sets out the activities for the year and the principal sources of funding. In essence these are membership fees and grants such as from the Adelaide Mt Lofty NRM Board see:

<http://sustainablecommunitiessa.files.wordpress.com/2008/02/chairs-report-2012.pdf>

### **D4. How will your project cater for the needs of people with a disability? *(please describe)***

Those who are unable to attend a training session, but have registered their interest in participating, will have their kit brought to their home and jointly assembled.

**D5. Have you any further information about your project that you would like to give?**

1. A detailed proposal on this project was endorsed on 7 June 2012 by the Council's Community Sustainability Advisory Group. Copy attached.
2. A sample kit has been grown recently to prove the concept. Photo attached.

## SECTION E: Applicant's Declaration

***Please complete the details below:***

I, being the authorised officer of the organisation making this declaration, confirm and agree that:

1. The information given in this application, including any attachments hereto is true and correct in every particular.
2. I am authorised by the applicant organisation to prepare and submit this application for financial assistance.
3. If funds are granted by the City of Unley, they will be spent on the approved activity. The Council must approve any significant change to the activity.
4. Funds provided by the City of Unley under the Community, Cultural, Recreation & Environment Grants Program will be spent by the applicants organisation within 12 months of receiving grant funds unless otherwise agreed by the Council.
5. Any moneys not expended on completion of the project will be returned to the City of Unley.
6. If funded, the City of Unley will be recognised as a funding source on any promotional and/or publicity material published for the approved activity/event and will adhere to Council's guidelines for use of the logo.
7. An Evaluation Report with receipts will be submitted to the City of Unley within two months of grant moneys being expended.

Name: Anne Wilson \_\_\_\_\_ Signature: \_\_\_\_\_

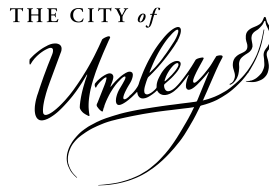
Position: Convenor, Sustainable Communities SA – Unley \_\_\_\_\_

Date: \_\_\_\_\_

**Please forward application to:**

**Pamela Hocking  
Community Development  
City of Unley  
PO Box 1  
UNLEY SA 5061**

**Enquiries: 8372 5108 (phone); [phocking@unley.sa.gov.au](mailto:phocking@unley.sa.gov.au) (email)**



## Declaration where no Australian Business Number is required

I hereby certify that I (or the partnership that I represent) am not required under the New Taxation System to hold an Australian Business Number (ABN), as I am not carrying out an enterprise in Australia under the New Tax System definition.

I (or the partnership that I represent) am performing my services for Council -

☒ Please tick as appropriate

- (1) in my capacity as an individual, and the supply is wholly of a **private recreational pursuit** or **hobby**  
☐
- (2) have **no reasonable expectation of profit or gain** from the activity undertaken and consider that I (or the  
☐  
 partnership that I represent) do not meet the definition of enterprise for tax purposes

Therefore I am not quoting an ABN and an amount from the payment that is made by Council to me or to our organisation should not be withheld. I agree to advise Council in writing should the situation change and I (or the partnership that I represent) am required to hold an Australian Business number.

22.

Name:

Signature:

Organisation:

Date: \_\_\_\_\_

## ATTACHMENT 3: Project Plan

<b>AS AT 15 APRIL 2013</b>									
<b>What</b>	<b>Who</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Oct</b>	<b>Dec</b>	<b>Feb</b>
Develop para for HACC newsletter	Peter	1 April							
Get pictures for para	Anne Wilson	mid April							
Submit para and check with Unley Council that it's OK	Peter	End April							
Take calls from possible participants	Ashley and Peter			June					
Decide on action if insufficient participants or too many	All			June					
Develop training course	Anne Wilson				July				
Set up arrangements for training course: location, handouts, tea/coffee	?			June/	July				
Training session						Aug 3			
Confirm prices and delivery for planter boxes. Colour?	Peter		May						
Order planter boxes. Deliver to?	?				July				
Get some foam boxes as additional planting containers before training course? Pot some of them.	Pat?				July				
Order SA Composters soil in bags. 30 litres per participant. Stored where?	?				July				
Determine which plants to be ordered – seeds and seedlings	Anne (s), Pat			June					
Order seeds	?			June					
Order seedlings for August	?			June					
Identify fertiliser to be a part of the kit and size of packet	?			June					
Order fertiliser. Where stored?	?			June					
Order watering cans. Where stored?	?			June					
Organise delivery method – trailers/help. Date?	Peter	April contact Steve			July	Aug 31			
Follow-up participants by phone (?) and troubleshoot	?						Oct		
Follow-up participants and get material for review	?							Dec	
Prepare final report and acquit	?								Feb

#### **ATTACHMENT 4: Project Flyer**

## **Do you want to grow fresh, tasty, organic vegetables near your doorstep?**

Sustainable Communities SA has developed a garden kit for the Unley community, at minimal cost to you.

Each kit will contain four portable garden planter boxes, organic potting soil, fertiliser, organic seedlings and seeds – including herbs, tomatoes and lettuce.

This kit particularly suits those with limited outdoor space.

A training workshop is planned for 3 August to help you get started.

If you are interested, call Ashley on 82976249 or Peter on 82719238 as soon as you can. Only 50 can be selected.





## ATTACHMENT 5: Costings

### Items and services in the gardening kits

<b>Description</b>	<b>Number</b>	<b>Price/unit</b>	<b>Cost</b>	<b>Supplier</b>
Planter boxes WB500K	240 (4 each for 60 people)	\$2.40	576	Garden City Plastics
Planter saucers SWB500K	240	\$1.45	348	Garden City Plastics
Compost and delivery	60 bags	\$6.95	405	SA Composters
Delivery Assistance	7 hours	\$40	280	Steven Hoepfner
Room hire (training and follow-up sessions)	2	n.a.	73	Unley Community Centre
Trigger spray bottles	60	\$3.50	210	Mitre 10
Masks	60	16 (for 60)	16	Woolworths
Charlie Carp	60	4.40	332	Richgro (per Rewi)
Plants and dry fertiliser	60	\$24.75	1485	Bickleigh Vale Farm
Photocopying (eg planting guide)	n.a.	n.a.	23	Copyfax

## ATTACHMENT 6: Article in Eastern Courier

UNLEY



Gardeners Peter Croft and Anne Wilson have developed a training kit.

Picture: Noelle Bobrige

### Grow your own food, with friendly help

**John Stokes**

GROWING your own food is important for healthy eating, Sustainable Communities SA's Peter Croft says.

The group is starting a program next month to train 50 Unley residents on low incomes gardening skills and provide them with low-cost gardening kits. Each kit will cost less than \$5 and contain

four portable garden planter boxes, organic potting soil, fertiliser, organic seedlings and seeds – including herbs, tomatoes and lettuce.

Mr Croft says many people on pensions or low incomes struggle to get good food on the table. "Without good food, there are health consequences which add to the social isolation that they already feel," Mr Croft says.

Sustainable Communities SA (Unley) received a \$4000 grant from Unley Council to run the program. There are still a few places available for the training session on Saturday, August 3.

**For more details, including time, location and availability, please contact Ashley on 8297 6249 or Peter on 8271 9238.**

## **ATTACHMENT 7: Handout for Information Session and to accompany kits**

### **GARDENING KITS FOR UNLEY RESIDENTS**

We hope you'll have much ongoing pleasure and many rewards from the fresh, organically-grown food these kits will provide.

#### **You have:**

- 4 easily-portable green plastic planter troughs
- 1x 30 Litre bag of organic potting mix (SA Composters)
- A mixed selection of organically-grown vegetable seedlings (Bickleigh Vale Nursery)
- 1 pack of high-nitrogen dry fertiliser to mix into your potting mix
- 1 bottle of Charlie Carp liquid fertiliser (to be sprayed fortnightly)
- 1 plastic spray bottle, for misting plants

The seedlings are specially selected for container growing and seasonal conditions, and will be in peat pots for easy planting – no need to remove them from the pot, just plant them pot and all.

#### **AND DON'T FORGET...**

##### ***the afternoon tea***

and follow-up session at the Citizens' Centre, Arthur St, on

**Saturday 9 November, from 2.30-3.30**

We want to hear about your successes and failures, so keep track of your progress!

**PTO...**

## **A FEW THINGS TO REMEMBER:**

**Planting:** Once the dry fertiliser is mixed in you won't need any more of this for quite a while. Fertilise plants as they grow with Charlie Carp (instructions are on the bottle).

Take care with handling potting mix: use gloves and mask (provided), don't breathe in any of the air from the mix or fertiliser, and wash hands afterwards.

Once plants are in (3 or 4 per trough), water them well (until the water runs through the drain holes of the trough). This should keep them going for up to a week, depending on weather conditions and position.

**Position:** Your plants need the best possible position for their needs - that's why we've chosen very portable containers.

***At this time of year:*** overwatering, cold, and lack of sun are the things to watch for. It's tempting to leave plants out in the open so they get as much sun and light as possible – just watch out for heavy or prolonged showers, as they can easily become waterlogged. If in doubt, put them in a bright place with plenty of light, under shelter.

Don't be afraid to let the surface of the soil dry out for just a few millimetres down. Overwatering will make your plants wilt, just as underwatering does. If in doubt, just mist the leaves with a little water.

***Once the weather is warmer,*** their rate of growth will increase – keep a closer eye on their water and fertiliser needs. If you think the sun's too hot, just give them some morning sun and then put them into well-lit shade (under a tree, for instance).

**Pests:** Remove grubs by hand. Protect plants with a few small stakes and light netting. If a plant looks diseased, remove it before it affects others. Don't give up easily!

## **Problems?**

### ***With delivery:***

Please contact Anne (8271 7957) Ashley (8297 6249)  
or Peter (0401 122 547)

### ***With growing the plants:***

Please contact Anne (8271 7957) or Pat (8271 0052)

**ATTACHMENT 8: Questionnaire Used At Follow-up  
Session on 9 November**

**Gardening Kits Project: growing more food locally**

**Name**

**Address**

**Email**

**Phone no.**

**How successful was your gardening kit?** For example, what grew, what didn't? What grew best? Did you get much produce? Got any photos?

**What would have helped you be more successful?** For example, different types of plants, different planter kits, more growing instructions, more advice and support?

**Do you have any ideas/suggestions about what we could try next** to escalate your experience and knowledge/skills. For example – more space, more produce, share resources:

- build on the gardening kits?
- maybe share a plot or community garden or match up people who have under-utilised backyards with those who need space?
- run regular workshops on gardening skills? If so, would you be interested?

host a 'market' where excess produce can be swapped?

## APPENDIX: Happy Snaps(!)



*At the training session on 3 August*

**The kits were delivered on the morning of Saturday 31 August.**



*60 kits, which included seedlings and fertiliser, all laid out in the Wilson's carport prior to delivery. Each kit included 4 planter boxes – one shown above.*





*An aerial view of a seedling box - 16 organic seedlings, two organic fertilisers, spray bottle for the Charlie Carp and a dust mask (protection while filling the planter boxes). Seedlings came from Diana Bickford - recently on Gardening Australia (31 August)*



*Organised and ready to go*



*The essential muffin and coffee before we started deliveries*



*Graham trucking out seedling boxes to one of the delivery vehicles*





*Together with the potting soil - from SA Composters*



*Our after-delivery debrief session. Crowning a successful and very pleasant morning with laughs, food, wine and stories.*