

JCU Cairns Community Garden Operational Guidelines

Working Draft February 2017

Cairns

Singapore

Townsville

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1. Purpose of this Document

The James Cook University (JCU) *Cairns Community Garden Operational Guidelines* (“the Guidelines”) provide an overarching guide for the responsible management and use of the Community Garden located at JCU’s Cairns Campus (“the Garden”). The Guidelines are a working draft document that will be updated on a regular basis as required.

The Garden is located within JCU’s Environmental Research Complex (ERC). The Community Garden Operational Guidelines complement the *Environmental Research Complex Safety Management System and Operational Procedures* which outlines the roles, responsibilities and procedures to ensure safe, efficient and effective use and maintenance of JCU’s ERC facilities.

Both documents will be available electronically on JCU’s website. A hardcopy of the Community Garden Operational Guidelines will be also available onsite.

2. Site Rules

- All site users must comply with the rules, procedures and processes outlined in the Guidelines, including the Community Garden Code of Conduct (Appendix 2).
- Access to the Community Garden is restricted to official Opening Times (Section 3).
- The Garden will generally be unsupervised, including during official Opening Times; children must be accompanied by a responsible adult at all times.
- Smoking, swearing and the consumption of alcohol is prohibited.
- Unauthorised animals are not allowed on site. This rule does not apply to Guide, Hearing and Assistance Dogs as defined under the *Guide, Hearing and Assistance Dogs Act 2009*.
- Events must be pre-approved by the Community Garden Working Group.
- Unauthorised activities such as parties or sleep-outs are not allowed.
- No illegal activities.
- Camping is prohibited.
- No amenity and noise disturbance (loud music etc.)

Non-compliance with these rules will result in permanent loss of the offender’s Community Garden Membership and / or access rights to the Garden site. Illegal activity will be prosecuted accordingly.

3. Opening Times

The Garden will be open to Community Garden Members at the following times:

- 7am – 7pm, 7 days a week
- Closed Public Holidays

Casual Visitors and non-members must be supervised by a Community Garden Member at all times.

Requests for after-hours access to the Community Garden will be considered by the Community Garden Working Group on an ‘as needs’ basis. All requests for after hour access should be sent to the Community Garden Coordinator (jay.jackson@jcu.edu.au) at least one week prior to the required access date.

4. Governance Arrangements

The Garden is governed by the *James Cook University (JCU) Community Garden Working Group (Cairns campus)* (the “Working Group”).

The purpose of the Working Group is to report to, provide direction and management recommendations to the Dean of Research Infrastructure, who is responsible for the ERC where the garden is located. The Working Group is comprised of representatives of the JCU staff and student bodies and Cairns community members. A Staff and Student representative of the Working Group reports on matters arising and the Working Group’s recommendations internally.

The Objectives of the Working Group are to:

1. Provide a community inclusive garden facility within the JCU governance structure.
2. Provide advice on the strategic development and long-term management of the garden.
3. Oversee the ongoing maintenance and upkeep of the garden.
4. Foster awareness and involvement by the campus and Cairns community.
5. Ensure effective feedback and communication between the Working Group, garden stakeholders and JCU decision makers.

The Terms of Reference for the Working Group are provided in Appendix 1.

5. Types of Users

There are two categories of Community Garden users:

Community Garden Members

Individuals that use the garden regularly will be inducted as official Members of the garden. Community Garden Members will be considered to be volunteers for JCU for the purposes of Work, Health and Safety laws.

Casual Visitors

Casual visitors are individuals that visit the garden as a ‘once off’ for educational purposes or an event or those who do not intend to participate regularly.

6. Responsibilities of the Community Garden

The JCU Community Garden is committed to ensuring the health and safety of all site users, which includes:

- Ensuring that the working environment and premises are safe and without risk to health.
- Ensuring that any equipment or substance provided for use by JCU is safe and without risk to health when properly used.
- Providing adequate site inductions (Section 8).
- Providing adequate facilities for the welfare of site users.

7. Responsibilities of Site Users

Users of the JCU Community Garden have the following responsibilities:

- To take reasonable care for the health and safety of themselves and the people they work with.
- To cooperate with their colleagues and other site users in the interest of the health, safety and welfare of everyone at the workplace.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.

- To comply with the rules, procedures and processes outlined in the *Cairns Community Garden Operational Guidelines*.
- To comply with the *Environmental Research Complex Safety Management System and Operational Procedures*.

8. Site inductions

Community Garden Members must participate in the “Community Garden Members Induction”.

Casual Visitors must participate in the “Casual Visitors Induction”.

All Site Users are required to adhere to the Community Garden Code of Conduct (Appendix 2).

8.1 Community Garden Members Induction

Upon membership, Community Garden Members will be given a full induction from an already inducted Member who has been trained in this role.

The induction will include an explanation of the:

- *JCU Cairns Community Garden Operational Guidelines*.
- Sign in and out procedures Community Garden Members.
- Incident / Hazard Reporting process.
- Emergency evacuation procedures
- Community Garden Code of Conduct

During the induction, inductees will be shown:

- Around the Community Garden site.
- Procedures for and location of the following documents and equipment:
 - sign-in/out book
 - Incident/Hazard report
 - Personal Protective Equipment
 - fire hydrant
 - First Aid Kit.
- What tools and equipment they can use and how to use, clean and store them correctly.

The inductee will be given copies of the following document to read and take away with them:

- Induction Trifold flyer (Appendix 2)

Upon completion of the induction, all inductee must complete the *Induction Completion Form* (Appendix 2) to indicate that they understand what was covered in the induction and to allow them opportunity for feedback.

If the inductee is external to JCU (i.e. is not a JCU student or staff member, they must also complete and submit an *Authorisation for Volunteer Form* to insurance@jcu.edu.au. A copy will also be provided to the Community Garden Working Group.

8.2 Casual Visitors Induction

All Casual Visitors will be supervised onsite by a Community Garden Member, who has completed a full induction.

The Supervisor will give a basic health and safety brief to the Casual Visitor that covers:

- Personal Protection Equipment
- Incident / Hazard Reporting process.
- Emergency evacuation procedures

The supervisor will also inform participants of the following:

- The Site Rules and the Community Garden Code of Conduct.
- The sign in and out procedures for Casual Visitors.
- The area that they can access for their visit.
- What tools and equipment they can use and how to use, clean and store them correctly.
- What produce they can/cannot take.

The inductee will be given a copy of the Induction Trifold flyer (Appendix 2) to read and take away with them:

After the above Induction has been completed, all Casual Visitors will need to sign the *Induction Completion Form* and sign in.

9. General Operating Procedures

9.1 The Operating Model – a Communal Garden

The Cairns Community Garden is a shared, communal garden that is owned by James Cook University and that will be utilised by JCU staff and students and the broader Cairns community.

It will be managed in a communal fashion; there will be no private lots that an individual, or group of individuals, can claim ownership of or responsibility for.

The Community Garden Members will decide on how the different communal spaces are to be used and may select specific areas for particular projects. However, all areas remain communal and can have input from all members of the community garden.

9.2 Managing Health and Safety

9.2.1 Why Health and Safety is important

Hazards are everywhere and they need to be properly assessed and managed. Ignoring hazards can result in accidents occurring which can impact you and the people around you. Impacts could include:

- Serious injury to yourself and others.
- Prosecution, fines and imprisonment.
- Claims for damages.

- Replacement costs.
- Temporary or permanent closure of the Garden.

9.2.2 Identifying Hazards

Before commencing a task, carefully assess the situation for possible risks to health and safety. Factors that should be considered when assessing the risks include:

- Your immediate environment.
- The materials you are working with.
- The tools and equipment you are using.
- Your own health and wellbeing.
- The health and wellbeing of others.

Examples of potential hazards in the Community Garden include excessive sun exposure, insect bites, injury from use of tools, inhalation of spores in soil and compost and back strain from inappropriate lifting techniques.

9.2.3 Working Safely

No matter how careful we are, accidents can occur. You can minimise the risk of accidents by:

- Following the *Cairns Community Garden Operational Guidelines* and the *Environmental Research Complex Safety Management System and Operational Procedures*.
- Applying common sense and sound judgement.
- Being aware of others and the hazards around you.
- Wearing appropriate Personal Protective Equipment (Section 9.2.4)
- Cooperating with supervisors and/or more experienced Garden Members.
- Reporting Hazards and Incidents (Section 9.4).
- Working in a safe and responsible manner.
- General housekeeping and putting tools away after use.
- Always working with at least one other person, otherwise always carry a mobile phone in case of an emergency (see Section 9.5 for Emergency contacts).

9.2.4 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is provided for your own health and safety. Please wear the appropriate PPE at all times, depending on the tasks you are undertaking. PPE provided at the Community Garden includes:

- UPF50+ sunscreen
- Insect repellent
- Gloves
- Face masks (soils, compost and fertiliser use)

Please record details in the *Personal Protective Equipment Checklist* document onsite if any of the above PPE items are unavailable or need replacing

There is other PPE that you are required to provide for yourself. This includes:

- Protective clothing; to prevent exposure to the elements, flora and fauna.
- A hat.
- Covered shoes. These must be worn at all times when working in the garden.

9.2.5 Hazardous Manual Task or Manual Handling

Musculoskeletal injuries such as muscle strains and sprains, can be sustained through the simple act of lifting, carrying, pushing, pulling, holding or restraining loads in the wrong way (repetitive, sustained or sudden force, awkward posture). To avoid such injuries occurring, the following should be considered:

- Be aware of your limitations. If in doubt, ask someone for help.
- Plan the lift. If necessary, use a trolley or wheelbarrow.
- Ensure the work area and pathway is free of slip and trip hazards.
- Check the load for sharp edges. Wear protective clothing if necessary as well as gloves and covered shoes.
- Ensure you have a stable footing that allows for even distribution of weight. The front foot should be beside the object, pointing in the direction of travel. The back foot should be slightly behind and hip width from the front foot.
- Ensure you have a secure hold of the object before lifting, ensure that you have a clear direction of travel, i.e. you can see where to place your foot.
- Use appropriately designed hand tools and ensure that the tool suits the task.

9.2.6 Working with Soils and Compost

Soils, mulches and composts all contain particulates, fungal spores and bacteria that may damage your lungs and/or carry disease.

When working with these substances it is important to avoid inhaling the dust. A dust mask should be worn to avoid any risk to your health (Section 9.2.4 for more information on Personal Protective Equipment).

9.2.7 Using Hand Tools

Hand tools such as shovels, hoes and rakes should be used with care and attention.

- Check that tools are in good repair before using.
- Use tools only for the purpose they were intended.
- Be aware of where others are working.
- Always wear appropriate Personal Protective Equipment, especially strong, covered shoes or boots (Section 9.2.4).
- Report any damaged tools immediately.

It is your responsibility to care for the hand tools you use by cleaning, and if necessary disinfecting, the tools after use and storing them as required.

9.2.8 Sun Exposure

To minimise the risk of sunburn, sunstroke and other impacts of sun exposure:

- Wear protective clothing such as a shirt that covers your shoulders, arms and neck, and long pants.
- Wear a wide brimmed hat.
- Wear wraparound sunglasses.
- Regularly apply sunscreen, with a rating of at least UPF50+.
- Seek shade when you need a break from the sun.

While working in the sun there is also a risk of dehydration and heat stress. Ensure that you drink plenty of water and take regular breaks.

9.2.9 Trip or Fall Hazards

Tripping and falling is always a risk, especially when working in a garden. To minimise this risk it is your responsibility to:

- Ensure that all tools and equipment are kept off pathways and stored in the site shed after use.
- Remove waste appropriately.
- Avoid working on rainy or wet days, or when there is poor visibility, including night.

9.2.10 Insects and Other Wildlife Hazards

We live in the tropics and there are many insects and some reptiles that may bite or sting us, therefore the following precautions must be observed:

- Apply insect repellent.
- Wear covered shoes at all times and long pants.
- Always wear gloves when reaching into enclosed spaces.
- Always tip out water from
- If you see a snake, walk away slowly and carefully.
- If bitten by a snake or spider do not panic. Sit down immediately and phone Emergency Services on 000 (triple zero). Sit or lie down, remain calm and do not continue walking or moving around.

Minimise the risk of dengue mosquito breeding sites at the Garden by checking for and tipping out containers that hold water including pot plant bases, tarpaulins, fallen fronds, buckets, bowls etc.

9.3 First Aid

There is a First Aid Kit located in the Community Garden Shed. All Community Garden Members will be shown the location of the Kit during their induction.

The Kit includes a list of items contained. Please record details in the *First Aid Kit Checklist* document onsite if any of the items are unavailable or need replacing.

9.4 Reporting a Hazard or Incident

The community garden is a JCU site and therefore any health and safety risks or incidents need to be reported to JCU Security, phone: 4232 1293 or mobile 0419 677 874.

If you identify a hazard that needs addressing or have an incident to report, please also record the details in the *Incident/Hazard Report book* onsite.

9.5 In case of Emergency

- Fire
- Medical
- Environmental
- Bomb threats
- Any critical incident

Call Emergency Services (Police, Fire Service or Ambulance)

External or mobile phones – dial 000

Internal phones – dial 0 then 000

If you request any of these emergency services to respond to an incident at the Garden – you should also advise JCU Security on the telephone numbers listed below.

From an external or mobile phone –

- Dial 4232 1293 or mobile phone dial 0419 677 874
- From an internal phone – 21293 (this number may divert to a mobile number)
- Email address is cairnssecurity@jcu.edu.au (internal use only)

Reporting Security Incidents

Report all security incidents as early as possible to the Security Office or a Security Officer. All reports remain confidential.

10. Risk Assessment and Management

Below is the matrix used for identifying the likelihood of a hazard and potential consequences. The risk management below identifies these risks and determines mitigation methods to reduce risk to an acceptable level. This Risk Assessment and Management will also be made available through JCU's Riskware program.

	Likelihood				
Consequences	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
5 Extreme	Medium	High	Very High	Very High	Very High
4 Major	Medium	Medium	High	Very High	Very High
3 Moderate	Low	Medium	Medium	High	Very High
2 Minor	Low	Medium	Medium	Medium	High
1 Insignificant	Low	Low	Low	Medium	Medium

ACTIVITY	HAZARDS	INITIAL RISK RATING	CONTROL MEASURES	FINAL RISK RATING
Gardening	Heavy lifting – Wheel Barrows, soil, bending over, using tools.	H	<ul style="list-style-type: none"> • Be aware of your limitations • Plan the lift. If necessary, use a trolley or wheelbarrow • Check the load for sharp edges. • Ensure you have a stable footing that allows for even distribution of weight. • Ensure you have a secure hold of the object before lifting, and have a clear direction. • Use the appropriately designed hand tools for the task. 	M
	Slips and falls – especially due to uneven, soft and loose ground	H	<ul style="list-style-type: none"> • Do not leave gardening equipment or materials lying around on garden grounds • All access routes must be kept clear of materials and debris • All to be cleared immediately • Wear appropriate footwear at all times 	L
	Snake bites	M	<ul style="list-style-type: none"> • Wear boots and long pants • Avoid working in areas of long grass or dense shrubbery • Leave snakes alone • Always garden with at least one other person otherwise carry a mobile phone in case of emergency • Call Security in case of an emergency 	M-L
	Mosquito, spider, leech, wasp and tick bites	M	<ul style="list-style-type: none"> • Wear long sleeved shirts and long pants • Provision of PPE – insect repellent • Product to relieve sting/itching is in first aid kit 	L
	Air pollution – dust, particulates	M	<ul style="list-style-type: none"> • Reduce dust by covering or wetting down • Provision of PPE – face masks • Do not spray water if it is non- potable • Do not disturb soil if it is dry and windy 	L
	Contact with pathogens via non-potable water	M	<ul style="list-style-type: none"> • Do not use non-potable water on edible parts of plants • Utilise drip or subsurface irrigation • Only water when required to ensure there is no ponding or water or runoff 	L
	Waste removal	H	<ul style="list-style-type: none"> • Place all waste in the appropriate bins • Never leave waste on garden grounds • Place equipment and materials not being used in the site shed • Reduce, Reuse or Recycle 	L

	Toxic chemical exposure	M	<ul style="list-style-type: none"> • Ensure any materials used in the garden will not cause harm to humans, flora, fauna and the surrounding environment • Use only organic soil conditioners • Use natural pest deterrents and make use of companion planting 	L
Outdoor work	Sunburn Heat Stroke	H	<ul style="list-style-type: none"> • Provision of PPE – sunscreen • Wear suitable clothing, broad brimmed hat and sunscreen • Drink adequate liquids • In hot weather, consider starting and finishing earlier to avoid hottest part of day • Rotate tasks to shaded areas 	L
Working with composts and soils	Inhalation of compost and dust Contact with pathogens via soil	M	<ul style="list-style-type: none"> • Wear dust mask if material is very fine or dry, or if conditions are windy • Use disposable latex gloves • Wash, disinfect and dress open wounds or sores 	L

11. Appendix 1 – Community Garden Working Group Terms of Reference

1. Title

The Committee shall be known as the James Cook University (JCU) Community Garden Working Group (Cairns campus) (hereinafter called the Working Group).

2. Role and Objectives

The purpose of the Working Group is to report to, provide direction and management recommendations to the Dean of Research Infrastructure, who is responsible for the Environmental Research Complex (ERC) where the garden is located.

Objectives:

1. To provide a community inclusive garden facility within the JCU governance structure.
2. To provide advice on the strategic development and long-term management of the garden.
3. To oversee the ongoing maintenance and upkeep of the garden.
4. To foster awareness and involvement by the campus and Cairns community.
5. To ensure effective feedback and communication between the Working Group, garden stakeholders and JCU decision makers.

3. Management

A. Working Group Membership

The Working Group shall consist of:

- Representatives of the JCU staff and student bodies and Cairns community members.

Nominations for participation in the Working Group will be assessed against the following criteria:

- Proposed contribution to the committee
- Professional or personal experience and/or interest in community gardening

The Community members shall serve on the Working Group in a voluntary capacity.

Membership of the Working Group shall be reviewed annually at the beginning of each calendar year.

The quorum for the Working Group is FOUR (4) members.

This Working Group meets as required but at least SIX (6) times a year.

B. Elections of positions of office holders

At the annual Working Group Review meeting the following positions will be elected:

- Chairperson
- Student Representative
- Staff Representative

- Community Representative

C. Resignation from the Working Group

Any member of the Working Group may, by notice in writing addressed to the Working Group, resign his/her office as a member.

D. Working Group Governance

The Working Group will adopt a model of collaboration with stakeholders regarding each aspect of reporting and recommendations to the Dean of Research Infrastructure, including the development of alternatives.

Reporting structure:

A Staff and Student representative will report on matters arising and the Working Group's recommendations to the Dean of Research Infrastructure.

4. Duties of Office holders

A. Chairperson

The duties of the Chairperson are to:

- Direct meetings according to the Working Group's Terms of Reference, and JCU Code of Conduct.
- Facilitate the discussion of items on the agenda in a timely manner, and the consideration and approval of recommendations.
- Ensure all working group members have the opportunity to participate in the meetings.

B. Student, Staff and Community Representative

The duties of the Student, Staff and Community Representatives are to take consideration of and represent the voice of their relevant group.

The staff and student representatives will report on matters arising and recommendations of the Working Group to the Dean of Research Infrastructure.

C. Members

The duties of the members are to:

- Attend and participate in meetings (as well as induction, planning sessions and relevant training).
- Work co-operatively with other members in achieving the objectives of the Working Group.
- Contribute advice, ideas and suggestions relating to items on the agenda.

5. Meetings

- An Agenda will be provided to all members prior to meetings. Members can submit agenda items to the Chairperson prior to meetings.

- In the need for a decision making process, each member of the Working Group shall have one vote and decisions of the Working Group shall be by simple majority.
- Minutes at meetings will be taken by a different member each time on a rotational roster (to be determined at the previous meeting). The minutes shall be recorded at each Working Group meeting and be provided to all members.

6. Working Groups

The Working Group may appoint any number of sub-groups at any time to investigate any matter or thing to which the Working Group may require information or to organise and manage, subject to the control of the Working Group, any activity which may be considered by the Working Group to be essential to the objectives of the Working Group.

7. Amendment modification

This Terms of Reference will be reviewed annually and may be amended or modified in writing after consultation and agreement by Working Group members.

END

12. Appendix 2 – Induction documents

Induction Document One

JCU Cairns Community Garden Induction Completion Form

I am a Community Garden Member Yes No

Member # _____

OR

I am a Casual Visitor Yes No

The James Cook University Community Garden wants new members to feel welcome and to ensure that they are aware of their rights and obligations, the facilities available, the way the Garden is run and the opportunities for social interaction among members. This form is designed to ensure you have had a thorough induction, please make sure you are confident in all of your answers.

Name:

Email:

Student/staff/community member:

Date of Induction: __ / __ / ____

Members Only to Complete this Section

You were given the following information during your induction & you understand it:

	Yes	No	Not Sure
A run through of the <i>JCU Cairns Community Garden Operational Guidelines</i> and a copy to read and keep			
Community Garden Code of Conduct			
Sign in and out procedure and its importance			
Incident / Hazard Reporting process			
Emergency evacuation procedures			
What tools and equipment are available for your use and how to use, clean and store them correctly			
Location and use of Personal Protective Equipment			
Location and use of the fire hydrant			
Location and use of the First Aid Kit			
A copy of the <i>Community Garden Induction trifold Flyer</i> to read and keep			

Casual Visitors Only to Complete this Section

You were given the following information during your induction & you understand it:

	Yes	No	Not Sure
The Site Rules and the Community Garden Code of Conduct			
Sign in and out procedure and its importance			
Incident / Hazard Reporting process			
Emergency evacuation procedures			
What tools and equipment are available for your use and how to use, clean and store them correctly			
Location and use of Personal Protective Equipment			
Location and use of the fire hydrant			
Location and use of the First Aid Kit			
Areas you can access and produce you can/cannot take			
A copy of the <i>Community Garden Induction trifold Flyer</i> to read and keep			

ALL Users to Complete this Section

Do you have any feedback regarding the induction process?

How regularly do you intend on attending the garden (weekly, monthly, irregularly)?

Would you like to be notified of social events and Working Bees?

_____/_____/_____
Name of supervisor Signature Date

_____/_____/_____
Name of inductee Signature Date

Induction Document Two - Authorisation of a Volunteer Form

(to be completed by Community Garden Members that are not JCU students or staff)

AUTHORISATION OF A VOLUNTEER (for insurance purposes)

Volunteer Details

Name

Address

Contact Number

Emergency Contact

Name

Contact Number

Volunteers are insured under various JCU insurance policies whilst conducting JCU approved activities. Details of insurances applicable can be found on the insurance web page: <https://www.jcu.edu.au/chancellery/insurance>

Volunteer's Signature

Date

To be completed and signed for and on behalf of the University:

Name of University Contact

Division / College

Period of volunteering

Brief Description of Work to be Undertaken:

Approved for and on behalf of the University:

Signature

Date

Induction Document Three – Induction Trifold Flyer

JCU Community Garden Code of Conduct

1. All members will behave in a way that aligns with the garden objectives and values
2. The garden is a shared community space. I will respect the rights and opportunities of all other users of the space.
3. Members are not to make key garden decisions on their own but should run major ideas and plans by the working group
4. Members are to dispose of waste appropriately to help keep the garden clean and presentable.
5. No smoking, drinking or swearing in our garden
6. To promote learning and skill sharing about gardening
7. The garden is a shared community space. I will respect the rights and opportunities of all other users of the space.
8. Members are not to make key garden decisions on their own but should run major ideas and plans by the working group.
9. Members are to dispose of waste appropriately to help keep the garden clean and presentable.
10. No smoking, drinking or swearing in our garden
11. To promote learning and skill sharing about gardening
12. If a dispute does arise, we will settle it through calm discussion and if needed seek facilitation.
13. I will always be aware of the safety of others and myself.

JCU Community Garden

About Us

The purpose of the JCU Community Garden is to help build and develop connections in the campus and general community through the creation of community gardening projects and promotion of skills capacity of its members.

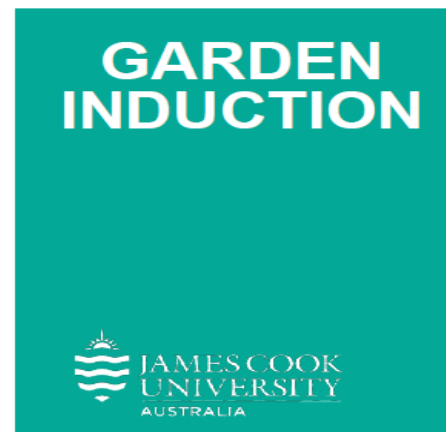
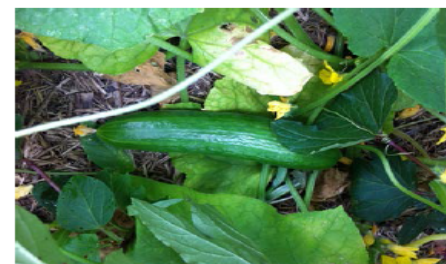
Contact Us

Phone: 07 4232 1084
 Email the Community Garden
 Coordinator: jay.jackson@jcu.edu.au

Open Hours

The Garden is open to Community Garden Members at the following times:
 7am – 7pm, 7 days a week
 Closed Public Holidays

Casual Visitors and non-members must be supervised by a Community Garden Member at all times. Requests for after-hours access to the Community Garden will be considered by the Community Garden Working Group on an 'as needs' basis.



Community Garden Working Group

The Garden is governed by the James Cook University Community Garden Working Group (Cairns campus).

The purpose of the Working Group is to report to, provide direction and management recommendations to the Dean of Research Infrastructure, who is responsible for the Environmental Research Centre (ERC) where the garden is located.

The Working Group is comprised of representatives of the JCU staff and student bodies and Cairns community members.

Objectives:

- To provide a community inclusive garden facility within the JCU governance structure.
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- To oversee the ongoing maintenance and upkeep of the garden.
- To foster awareness and involvement by the campus and Cairns community.
- To ensure effective feedback and communication between the Working Group, garden stakeholders and JCU decision makers.

The Community Garden Rules

- All site users must comply with the rules, procedures and processes of the Garden, including the Community Garden Code of Conduct.
- Access to the Community Garden is restricted to official Opening Times.
- The Garden will generally be unsupervised, including during official Opening Times; children must be accompanied by a responsible adult at all times.
- Smoking, swearing and the consumption of alcohol is prohibited.
- Unauthorised animals are not allowed on site. This rule does not apply to Guide, Hearing and Assistance Dogs as defined under the [Guide, Hearing and Assistance Dogs Act 2009](#).
- Events must be pre-approved by the Community Garden Working Group.
- Unauthorised activities such as parties or sleep-outs are not allowed.
- No illegal activities.
- Camping is prohibited.
- No amenity and noise disturbance (loud music etc.)

Communal Gardening

The spaces of the garden are to be managed in a communal fashion, there are no private lots that a single individual can claim.

The Community Garden Members will decide on how the different communal space are to be used and select specific areas for particular projects. However, all areas remain communal and can have input from all members of the community garden.

“To plant in a garden is to believe in tomorrow”

Audrey Hepburn

“Gardening is the most therapeutic and defiant act you can do...Plus you get strawberries!”

Ron Finley

