



Kelmscott Community Garden Inc.

Induction for members

Welcome to the Kelmscott Community Garden (KCG). This induction document is provided to help you understand the typical things you should consider while participating at KCG to ensure that you and others have an enjoyable and safe time.

Notes to Inductor: Guide the new member showing the various sections of the garden and discuss the induction notes below.

Induction item	Guideline
Welcome to the Garden	Please ensure you are familiar with the KCG management plan, and more detailed explanation of rules and guidelines. See link to guidelines web link www.kelmscottgarden.org.au
How to be involved	<p>Making KCG work is a collective responsibility, relying on the cooperation of all members. Most decisions that affect the garden's operations will be made at committee level. You are welcome to nominate for committee position or join one of the sub committee for specific projects (e.g. fund raising). Also please provide any suggestions or ideas to the committee.</p> <ul style="list-style-type: none"> • The committee is made up of the president, vice president, treasurer, secretary and four other general committee members. Elections for positions on the committee are held annually. • General meetings will be held six times a year. • Members are required to complete 4 hours work for the KCG a year before being able to share garden produce. <p>The garden can visited at anytime and a committee member is attendance several times a week. See the face book page.</p>
Rubbish Bins	<p>Red Bin – general rubbish</p> <p>Yellow Bin – recycling rubbish</p> <p>Green Waste Bin – diseased green waste/nut grass</p>
Composting	Speak to a committee members before disturbing or adding to the composting bins and worm bins
Locks to gates and sheds	Locks all coded the same. The codes should not be shared with non-members. If last person at the garden – check sheds and gates locked, taps turned off
Specific tasks	List of running “jobs to be done” are on the blackboard
Garden Equipment	Clean and return garden tools to correct place. Empty, clean and put away wheelbarrows
Toilets	Toilets at the Canning River side of Rushton Park
Parking	Park cars over at the Rushton Park
Garden plots	Communal and individual plots are available at KCG. Rosters and regular busy bees will be arranged to assist with general maintenance and major projects.
<ul style="list-style-type: none"> • Communal plots 	Common areas such as the orchard, trellis gardens and community plots will be continually cared for by both general members and individual plot lessees (according to their lease agreement).
<ul style="list-style-type: none"> • Individual plots 	Individual lessees will be responsible for their own garden plot.

Sustainable Garden Practices	<p>The KCG's philosophy is to promote sustainable practices and it will endeavour at all times to reduce, reuse and recycle.</p> <p>Basic principles underpinning the KCG's approach to gardening include:</p> <ul style="list-style-type: none">● Improving soil structure and complexity through composting and mulching soils● Growing plants suited to the climatic conditions● Employing the principles of organic gardening wherever possible● Using water efficiency and recycling where possible● Using fertilizers and manures in a responsible manner <p>Whilst the KCG will aim to apply the principles of organic gardening, some allowance will be made for the use of non-organic compounds in special circumstances where no other feasible option is available, and then only with approval from the Committee.</p>
Garden produce	<p>Community garden produce will be harvested and distributed as fairly as possible. It is members' responsibility to attend the garden to collect produce.</p>
Behaviour in the garden	<p>To ensure; a smooth running of KCG, we have a number of policies which we expect all members to adhere to:</p>
<ul style="list-style-type: none">● Tolerance of others	<p>In accordance with the KCG Inc. Rules of Association the garden will be inclusive of people of all ages, cultural backgrounds, socio-economic backgrounds and abilities.</p>
<ul style="list-style-type: none">● Dispute Resolution.	<p>We understand that disputes may happen and it is in your own interest to resolve them amicably & quickly. The Committee is not in the business of conflict resolution but a committee member may volunteer to help. Only in extreme cases would a conflict issue be expected to come before the Committee or be brought to the general meeting for discussion and a decision. The Rules of Association have specific guidelines for formal dispute resolution which we are required to follow.</p>
<ul style="list-style-type: none">● Children.	<p>Children under the age of 18 years are welcome in our garden so long as they are in the care of a responsible adult. Children may perform work in the garden so long as they are supervised by a responsible adult. Children are not permitted to operate the reticulation system controller, enter the water tank, use machinery or mix and use chemicals or sprays.</p>
<ul style="list-style-type: none">● Pets	<p>Pets are allowed on site so long as they are under the control of an adult. If your pet is deemed to be causing a problem, you may be required to put it on a leash or remove it from the site. All pet waste must be disposed of appropriately in the rubbish bin.</p>
<ul style="list-style-type: none">● Visitors	<p>Visitors are welcome to come to KCG, but you are responsible for them while on site and they must abide by all garden rules. In signing the Application for Membership you release KCG and the CoA from any claims of liability for your visitors' safety or welfare whilst on site.</p>
<ul style="list-style-type: none">● Alcohol, smoking and drug use	<p>A no smoking or drug policy will be adopted for the site. Alcohol consumption will be permitted at social gatherings in accordance with liquor licensing and local laws.</p>
<ul style="list-style-type: none">● Suspension or expulsion of members	<p>The Committee can suspended or expelled a member if it is considered that his or her conduct is detrimental to the interests of the Association.</p>

Health and Safety	Participation in the garden is at members own risk. The KCG, its committee and the City of Armadale will not be responsible for any injury to members, or their guests or for any loss or damage to property or possessions while working in the garden or participating in garden activities.
• General	Members must not take on activities that they feel are unsafe or they haven't received adequate training for the activity. <ul style="list-style-type: none">• At KCG, there may be items and activities which are hazards. These may include materials left on the ground (tools, hoses, fencing, wire, support wood). If you see anything creating a hazard move them to a safe place if it is safe to do so. Alternatively report the hazard as per the contacts list on the main shed.• While working in KCG, keep hydrated by drinking plenty of water.
• Personal protection equipment (PPE)	Enclosed shoes must always be worn in the garden. Gloves, sunscreen, protective wear and hats are recommended and are the gardeners' responsibility. Safety glasses should be worn if there are risks to eyes. <ul style="list-style-type: none">• Before handling or preparing food for other members use good standards of food storage, preparation and hand hygiene.
• Right Tools	Use the right tool for the right job. The KCG there is a range of tools including shovels, hand trowels, rakes, hoes. Please ask if you need assistance in how to use these items and any advice on the right tool for the job. Mechanical equipment is not permitted on the site unless approved by a KCG executive committee member .
• Participating in activities	Many activities involve crouching, bending, digging, moving objects. The member should ensure they have adequate breaks and obtain assistance to lift heavy objects to avoid soreness and injury.
• Emergency or fire	If there is a life threatening injury call 000. Apply first aid to the injured person if it is safe to do so. If there is a fire, leave the garden area to a designated evacuation point.
• Handling potting mix/manures	Potting mixes and manures may contain harmful pathogens. If handling potting mixes/manures, use PPE including a face mask. After handling potting mixes/manures, wash hands with soap and water before eating and drinking. Manures should be composted before being used for growing food.
• First Aid	We understand that things happen and if a minor injury occurs we have a First Aid kit in the small shed. If used please record what was taken so that we can maintain the kit. Any incidents should be recorded in the book in the kit and major incidents reported immediately to a committee member.

Declaration:

I _____ (your name) on the _____ (today's date) declare that I have read the summary of KCG rules and guidelines and that I will participate in the KCG activities abiding to these rules guidelines, and that any harm that arises to myself is my own responsibility _____ (your signature).

For more information you can contact Kelmscott Community Garden Committee Members: <http://www.kelmscottgarden.org.au/>