

## UQ Community Garden Operating Guide



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The UQ St Lucia Community Garden Operating Guide (“the Guide”) provides an overarching guide for the responsible management and use of the Community Garden located within the University of Queensland, St Lucia Campus (“the Community Garden”).

The Community Garden Operating Guide outlines roles and responsibilities of all stakeholders involved in the Community Garden to ensure safe, efficient, and effective use and maintenance of the garden, its infrastructure and facilities.

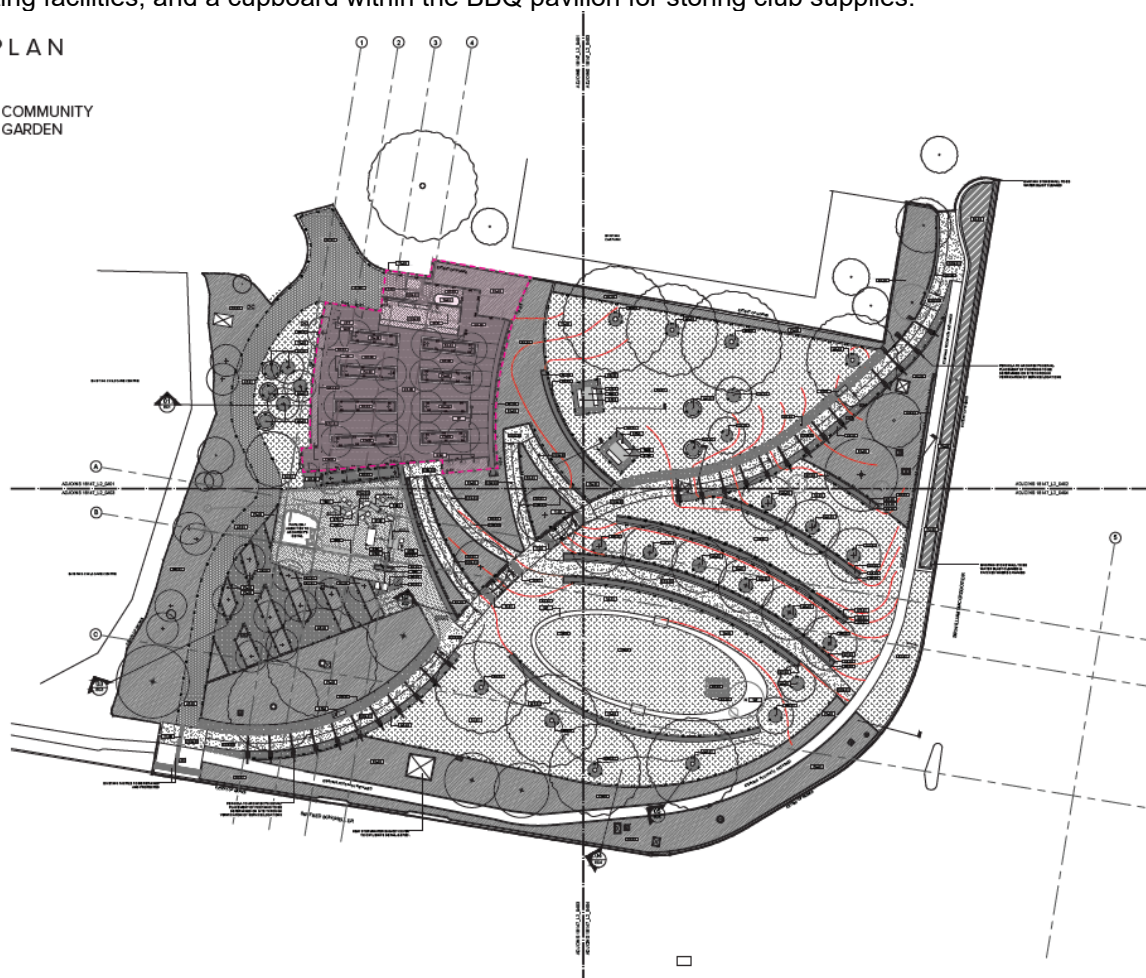
The Community Garden Operating Guide will be available on UQ’s Sustainability website and a hardcopy will be also available onsite at the Community Garden.

## 1.0 Site Information

The Community Garden is located on the UQ St Lucia Campus as shown in Figure 1. The Community Garden comprises of the community garden raised garden beds, the potting shed, composting facilities, and a cupboard within the BBQ pavilion for storing club supplies.

### SITE PLAN

 COMMUNITY GARDEN



**Figure 1. Community Garden location**

## 2.0 Community Garden Rules

- All Community Garden users must comply with the rules, procedures and processes outlined in this Guide.
- All Community Garden users must comply with UQ policies, procedures and rules that dictate access and behaviour, including, however, not limited to;
  - UQ Code of Conduct
  - UQ Prevention of Discrimination and Harassment Policy
- Access to the Community Garden is restricted to official daylight hours only, unless attending an event.
- Children must always be accompanied by a responsible adult.
- Community Garden plots and their contents are tended and cared for by UQ Community Garden members only. Removal of produce, plants, or equipment from the garden without prior approval from Community Garden Steering Committee is not permitted.
- Activities causing offensive odour, loud noise, and dust and light disturbances are not permitted.
- Smoking is prohibited.
- No pets are allowed. This rule does not apply to Guide, Hearing and Assistance Dogs as defined under the Guide, Hearing and Assistance Dogs Act 2009.
- All Community Garden users must wear enclosed shoes onsite and are also encouraged to wear a hat, long pants, and long sleeve shirts.

Non-compliance with these rules may result in permanent loss of the offender's access rights to the Community Garden.

## 3.0 Governance Arrangements

Infrastructure and facilities within the Community Garden are provided by the University of Queensland. The Community Garden is governed by the Community Garden Steering Committee. The Community Garden Steering Committee is comprised of the following representatives:

- Property and Facilities Division – Program Officer, Sustainability
- Community Garden Coordinator
- An executive member of the UQU Community Garden affiliated Club or, a representative from the UQ student body
- Property and Facilities Division - Client Facilities Coordinator
- A UQ staff representative

The objectives of the Steering Committee are to:

1. Provide an inclusive accessible, multi-functional garden facility for UQ staff, students and the wider community.
2. Provide advice on the strategic development and long-term management of the Community Garden.
3. Oversee the ongoing maintenance and upkeep of the Community Garden.
4. Develop and sustain partnerships with UQ staff to use the Community Garden to strengthen research and teaching programs.

5. Develop and sustain partnerships with areas of the University responsible for student experience to ensure ongoing student involvement in the gardens use and management.
6. Engage with community partners and stakeholders.
7. Approve additional Community Garden users.
8. Develop and implement monthly reports and annual evaluations.

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

## 4.0 Types of site Users

There are two types of Community Garden users:

### Community Garden members

Individuals that use the Community Garden beds and composting facilities will be required to become a member of the Community Garden.

Community Garden members will be volunteers of UQ.

### Non-member Visitors

Non-member visitors may be individuals or groups that visit the Community Garden for social, recreational and educational activities or events and do not intend to participate regularly in Community Garden activities.

Non-member visitors may include:

- Margaret Cribb Early Learning centre children, educators and carers.
- UQ students and staff undertaking activities associated with an academic or research program.
- External community groups.

Organised activities undertaken by non-member visitors within the Community Garden must be pre-approved by the Community Garden Steering Committee.

## 5.0 Responsibilities of UQ Property and Facilities Division

- Reasonably maintain infrastructure within the Community Garden so it is in safe and fit for purpose condition and does not pose any risk to Community Garden members or non-member visitors.
- Maintain the gardens and grounds surrounding the Community Garden to a reasonable standard of garden presentation and aesthetics consistent with the garden design.
- Manage event bookings within the facilities and grounds surrounding the Community Garden.

## 6.0 Responsibilities of the Site Users

**Members of the UQ Community Garden have the following responsibilities:**

- Comply with the rules, procedures and processes outlined in the UQ Community Garden Operating Guide.
- Complete the Community Garden induction before undertaking activities in the Community Garden.
- Manage and operate the Community Garden in a way that doesn't have a negative impact on the amenity, health or safety of the surrounding community or on the natural environment.
- Maintain the Community Garden to a reasonable standard of garden presentation and aesthetics consistent with the garden design as determined by UQ Property and Facilities Division.
- Ensure that non-member visitors are welcomed into the Community Garden and allowed to visit and remain on the site during opening times in ways that do not impede gardening activities.
- Do not engage in gardening activities outside the boundaries of the Community Garden without prior approval from UQ Property and Facilities Division.
- Community Garden Club events held within the surrounding facilities must be pre-approved by the Property and Facilities Security Section, including provisions for the consumption of alcohol. See webpage for information and application form (<https://campuses.uq.edu.au/information-and-services/events-functions/approvals>).

**Non-member Visitors have the following responsibilities:**

- Ensure that all excursions undertaken are pre-approved by the Community Garden Steering Committee.
- Comply with the rules, procedures and processes outlined in the UQ Community Garden Operating Guide.
- Complete the Community Garden induction.
- Ensure that all excursions undertaken are planned and conducted in a safe manner, in accordance with relevant excursion policy.
- Respect the garden as community spaces. The use of garden beds or the removal of produce, plants or equipment from the garden without prior approval from the Community Garden Steering Committee is not permitted.

## 7.0 Site inductions

All site users to the community garden must participate complete an induction.

### 7.1 Induction for Community Garden Members

Community Garden members will be given a full induction from an already inducted member who has been trained in this role.

It is the responsibility of the Community Garden Steering Committee to ensure all members complete the induction before undertaking activities within the Community Garden.

The induction will include the following elements:

- New members must complete the UQ Volunteer Registration form. The Community Garden Coordinator will update volunteer records and maintain completed forms.
  - The following items are to be explained to the new member: UQ Community Garden Operating Guide, including information on where to access a copy.
  - Procedures for and location of the following documents and equipment:
    - Incident/Hazard report
    - Personal Protective Equipment
    - First Aid Kit.

- What tools and equipment they can/cannot use and how to use, clean and store them correctly.
- Safety procedures for or the storage and use of chemicals.

Upon completion of the induction, all inductees must complete the Induction Register to indicate that they understand what was covered in the induction. The Induction Register and completed UQ Volunteer Registration forms will be maintained by the Community Garden Coordinator.

## 7.2 Non Member Visitors Induction

All non-member visitors who attend the Community Garden for one-off events, excursions or in a non-regular capacity will complete an onsite induction by a Community Garden member. The induction will include:

- UQ Community Garden Operating Guide, including information on where to access a copy.
- Discussion of risks, hazards, responses and emergency procedures.
- Procedures for and location of the following documents and equipment:
  - Incident/Hazard report
  - Personal Protective Equipment
  - First Aid Kit.

## 8.0 Managing Health and Safety

A site safety audit is to be conducted annually by the Community Garden Coordinator. The Community Garden Coordinator will be required to identify potential hazards at the Community Garden, the likely risks posed by those hazards and the appropriate control measures and report findings to the Community Garden Steering Committee.

### Personal Protective Equipment (PPE)

The Community Garden Coordinator is responsible for ensuring Personal Protective Equipment (PPE) is provided for its member's health and safety. All Community Garden members will be shown the location of the kit during their induction.

PPE provided at the Community Garden includes:

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

### First Aid

The Community Garden Coordinator is responsible for providing a first aid kit for its member's health and safety. Community Garden members will be shown the location of the kit during their induction. The kit includes a list of items contained. The Community Garden Coordinator is responsible for maintaining the first aid kit.

### Reporting a Hazard or Incident

The Community Garden is a UQ site and therefore any health and safety risks or incidents need to be reported to UQ Security, phone: **3365 3333**. If a hazard that needs addressing is identified or an incident requires reporting, members must report via [UQSafe-Incident system](#). Members must also record the details in the Incident/Hazard Report book onsite.

### In case of Emergency

#### Emergencies

In the event of an emergency at the Community Garden site

- Fire
- Medical emergencies,
- Environmental
- Bomb threats
- criminal activity
- Any critical incident

**Contact UQ Security on 3365 3333** immediately.

Security will call Emergency Services if needed and will direct them to the relevant location to avoid delays.

#### **Reporting Security Incidents**

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

## 9.0 Risk Assessment and Management

A Risk Assessment has been undertaken for the potential hazards identified at the Community Garden and is provided in Appendix 2.



# Appendix 1 – Community Garden Steering Committee Terms of Reference

Version No: 1 08/07/2019

## 1. Title

The Group shall be known as the UQ Community Garden Steering Committee (hereinafter called the Steering Committee).

## 2. Role and Objectives

Infrastructure and facilities within the Community Garden are provided by the University of Queensland. The Community Garden is managed by the Community Garden Steering Committee.

The objectives of the Steering Committee are to:

1. Provide an inclusive accessible, multi-functional garden facility for UQ staff, students and the wider community.
2. Provide advice on the strategic development and long-term management of the Community Garden.
3. Oversee the ongoing maintenance and upkeep of the Community Garden.
4. Develop and sustain partnerships with UQ staff to use the Community Garden to strengthen research and teaching programs.
5. Develop and sustain partnerships with areas of the University responsible for student experience to ensure ongoing student involvement in the gardens use and management.
6. Engage with community partners and stakeholders.
7. Approve additional Community Garden users.
8. Develop and implement monthly reports and annual evaluations.

## 3. Management

### A. Steering Committee

The Community Garden Steering Committee is comprised of the following representatives:

- Property and Facilities Division – Environmental and Sustainability Program Officer
- Property and Facilities Division- Client Facilities Coordinator
- Community Garden Coordinator (paid position)
- An executive member of the UQU affiliated Community Garden Club or, a representative from the UQ student body.
- A UQ staff representative

Membership of the Steering Committee shall be reviewed annually at the beginning of each calendar year. The Steering Committee reserves the right to 'refuse' membership to the Steering Committee.

**B. Steering Committee Chairperson**

The Steering Committee shall be chaired by the Community Garden Coordinator.

**C. Decision making**

The Steering Committee will adopt a model of collaboration with stakeholders regarding each aspect of decision making and reporting.

The quorum for the Steering Committee is THREE (3) members.

**D. Frequency of Meetings**

The Steering Committee meets as required but at least FOUR (4) times a year.

## 4. Role of individual Steering Committee members

**A. Chairperson**

The duties of the Chairperson are to:

- Direct meetings according to the Steering Committee's Terms of Reference, and the Community Garden Operating Guide.
- Facilitate the development of a meeting agenda for each meeting.
- Facilitate discussion of items on the agenda in a timely manner, and the consideration and approval of recommendations.
- Ensure all Steering Committee members have the opportunity to participate in the meetings.

**B. Steering Committee members**

The role of the individual member of the Steering Committee includes:

- Attend and participate in meetings (as well as induction, planning sessions and relevant training). Be committed to, and actively involved in pursuing the Community Garden's outcomes.
- Work co-operatively with other members in achieving the objectives of the Steering Committee.
- Contribute advice, ideas and suggestions relating to items on the agenda.

## 5. Meetings

An agenda will be provided to all members prior to the next scheduled meeting. Members can submit agenda items to the chairperson prior to meetings.

The chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

In the need for a decision making process, each member of the Steering Committee shall have one vote and decisions of the Steering Committee 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 Steering Committee meeting and be provided to all members.

## 6. Steering Committee


The Steering Committee may appoint sub-groups at any time to perform specified functions as deemed necessary by the Steering Committee.

## **7. Amendment modification**

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

END

## Appendix 2 – Risk Assessment

10095	RISK DESCRIPTION			TREND	CURRENT	RESIDUAL
	UQ St Lucia Community Garden				Low	Low
RISK OWNER	RISK IDENTIFIED ON	LAST REVIEWED ON	NEXT SCHEDULED REVIEW			
Christine McCallum	27/03/2019	27/03/2019	27/03/2024			
RISK FACTOR(S)	EXISTING CONTROL(S)	PROPOSED CONTROL(S)	TREATMENT OWNER	DUE DATE		
Heavy lifting of gardening equipment and materials.	<p>Control: Users are advised to assess the manual task and if they involve repetitive or sustained postures, movements or forces, and/or occurs over a long duration risk control must be incorporated.</p> <p>Risk controls include:</p> <ul style="list-style-type: none"> <li>- altering the design and layout of the workplace</li> <li>- altering the nature of the load</li> <li>- altering the nature of the items used</li> <li>- altering the working environment</li> <li>- following proper handling techniques through instruction and supervision.</li> </ul> <p>Members are also reminded of personal responsibility with regards to managing potential hazards.</p> <p>Provision of First aid kit.</p> <p>Users must wear enclosed shoes onsite and are provided the option of wearing gloves.</p>					
Slips, trips and falls due to uneven ground or equipment not being stored properly.	<p>Control: Users are instructed in proper storage of equipment as part of their inductions</p> <p>Users must wear enclosed shoes onsite.</p> <p>User are instructed, as part of their induction, to advise Property and Facilities Division of any major slip, trip or fall hazards onsite, for remedy as required.</p>					
Injury from incorrect use of or faulty	Control: Users are instructed in proper					
tools	<p>use of equipment, and PPE as required as part of their inductions.</p> <p>Provision of PPE - provided in the shed.</p> <p>Users are required to regularly check that equipment is appropriate for the tasks to be undertaken and is properly maintained.</p> <p>Use of power or motorised tools and machinery is not permitted.</p> <p>Ensure garden tools and other equipment are secured or taken off site when members are not present</p>					

RISK FACTOR(S)	EXISTING CONTROL(S)	PROPOSED CONTROL(S)	TREATMENT OWNER	DUE DATE
Bites and stings from wildlife and hazardous plants. (eg snakes, ticks, ants, spiders etc.)	<p>Control: Users are informed of potential wildlife hazardous plants hazards and appropriate responses and actions as part of their inductions.</p> <p>First aid kit and insect repellent is provided.</p> <p>Users must wear enclosed shoes onsite. They are also encouraged to wear long pants and long sleeve shirts.</p> <p>Request removal of snakes by UQ Security if sighted.</p> <p>Reporting all incidents to UQ Security,</p>			
Breathing in air -borne particulates and / or dust from compost, soil and other organic materials	<p>Control: Users are informed of potential environmental hazards and appropriate PPE as part of their inductions.</p> <p>Provision of PPE - dust masks are provided in the shed.</p> <p>Reduce air -borne particulates by covering or wetting down compost, soil and other organic materials. Do not disturb compost, soil and other organic materials if it is dry and windy</p>			
Risk of sunburn, heat -stroke and dehydration from working outdoors.  Injury or damage related to extreme weather events.	<p>Control: Users are advised of potential hazards of working outdoors, such as sunburn, heat - stroke and dehydration, and appropriate responses and actions as part of their inductions.</p> <p>Provision of PPE - sunscreen is provided in the shed.</p> <p>Users are encouraged to wear hats, long pants and long sleeve shirts while at the garden.</p> <p>Users are encouraged to avoid working in the hottest part of the day.</p> <p>Ensure adequate drinking water available.</p> <p>Cancel all activities in case of extreme weather</p>			
Non-member visitors independently accessing the site.	<p>Control: Ensure that all excursions undertaken by non-member visitors are pre-approved by the Community Garden Steering Committee.</p> <p>Appropriate level site inductions for all visitors. Induction includes a discussion of risks, hazards, responses, PPE and emergency procedures.</p> <p>Community Garden Steering Committee to review induction processes regularly to ensure they are effective.</p>			
Managing Incidents and potential emergencies	<p>Control: Ensure emergency access ways always remain clear.</p> <p>Users are advised of the procedures that need to be followed in the event of an emergency, actions they need to take and the location of assembly point as part of their inductions. All health and safety risks or incidents</p>			

	<p>need to be reported to UQ Security, phone: 3365 3333.</p> <p>Provision of appropriate first aid kit for number of people on site.</p> <p>Working alone is not encouraged, but is allowed for small regular tasks such as watering, planting or tending a garden bed or compost. Tasks including heavy manual labour, moving large amounts of materials, or construction may not be undertaken while working alone.</p>	
<p>Injury from chemical use</p>	<p>Control: Use of synthetic chemicals is prohibited.</p> <p>When using organic chemicals all precautions and Safe Handling Instructions described in the Safety Data Sheet (SDS) and on the product label must be complied with. Chemicals must be stored in their original labelled containers (if labels come off, re-label the container) and safely locked away. SDS must be kept in a register nearby for easy access.</p>	
<p>Risk of tetanus infection</p>	<p>Control: Users are advised to keep their anti-tetanus vaccinations up to date and to cover cuts and grazes with waterproof dressings while working with soil. Ensure tools are well-maintained, and maintain the site well so that rusting metal is not lying around. Users are advised to always wear gloves when working in the garden.</p>	



## Contact details

### Sustainability Office

T +61 7 33657580

E [sustainability@uq.edu.au](mailto:sustainability@uq.edu.au)

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