



Warrnambool Community Garden is a common ground where all people are welcome to come together to grow, learn, produce & share.

## **Warrnambool Community Garden (WCG) Policies and Guidelines**

September 2017

This document outlines the garden's internal 'rules' that members are expected to abide by. These policies and guidelines are reviewed periodically.

### **Our Vision**

Our community will produce its own food and have knowledge, skills and passion for sustainable living.

### **Our Mission**

The Warrnambool Community Garden offers:

- ❖ A community education & resource centre for organic gardening & sustainable living;
- ❖ Garden space for growing and sharing organic food;
- ❖ Social & community activities for networking & friendship.

### **Our Values:**

- ❖ Inclusiveness
- ❖ Empowerment
- ❖ Ecological, Social and Economic Sustainability
- ❖ Reducing, Re-Using, Recycling, Restoring, Replenishing

## **Our Purpose:**

- ❖ The purposes of the Association are:
- ❖ Develop and maintain a community garden and promote sustainable living in Warrnambool.
- ❖ Cultivate a productive, beautiful and financially sustainable community garden.
- ❖ Support other community gardens in the region.
- ❖ Use organic and sustainable gardening techniques, based on permaculture principles.
- ❖ Strive to include all members of the community in its activities, including individuals of diverse ethnic or cultural backgrounds, religion, age, relative ability or economic circumstances.
- ❖ Welcome all members and visitors into the garden, providing them with opportunities to use and enjoy the garden.
- ❖ Make the garden available as a place for community feasts, events and celebrations.
- ❖ Foster opportunities for different generations and cultures to work together, support and learn from each other.
- ❖ Introduce children to the joy of gardening and community.
- ❖ Integrate the arts and foster creativity.
- ❖ Promote gardening as a means of achieving good health and wellbeing.
- ❖ Create opportunities for research, formal and informal learning about gardening, sustainability, healthy foods and co-operative endeavours.
- ❖ Contribute to the preservation and improvement of Warrnambool's natural environment.
- ❖ Respect and work in harmony with each other and nature.
- ❖ Preserve and enhance the biodiversity of indigenous habitat and species.
- ❖ Protect and enhance the genetic diversity of our food.
- ❖ Advocate for the values expressed in this statement of purpose.

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# **1. Governance & Management**

## **1.1 WCG Committee**

Warrnambool Community Garden Incorporated (WCG inc) is a not for profit community organisation incorporated in 2007. The instrument of incorporation is the “Constitution” or the “Association Rules Warrnambool Community Garden Inc.” Within this framework the governance structure is defined and authority for this governance is invested in the WCG Committee.

The WCG Committee meets monthly (on each second Wednesday at 7.00pm) at the HUB building on the WCG site. The quorum for Committee meetings is 5. All WCG members are warmly invited to attend these meetings. A call for agenda items for the Committee meeting is usually made prior to each meeting and the agenda circulated via email to members prior to the meeting. The minutes of each meeting, once compiled, are usually emailed to members.

A list of current Committee members and contact details is available on the notice board in the HUB and on the garden website. <https://warrnamboolcg.wordpress.com>

## **1.2 WCG Strategic Plan**

The WCG Strategic Plan 2017-2020 is available on the website under the docs and videos section. Annual plans for the garden are developed from strategic priorities and are reviewed annually. All members are encouraged to participate in strategic and annual planning.

## **1.3 WCG insurance**

WCG holds its own Public Liability Insurance as well as Asset and Contents Insurance. All financial members of WCG (individuals and organisations) are covered by WCG Insurance with some age limit restrictions applying. Members of the community, who use the WCG facilities but are not members, are not protected by WCG’s Public liability Insurance unless they sign the visitors book located in the HUB or the tool shed. So if you bring visitors onsite please ensure they do sign on of the visitor’s books.

## **1.4 Sale of garden produce**

WCG raises funds by selling produce, seeds and seedlings from the communal garden plots and hothouses and individual or organizational plot holders are encouraged to contribute when they can. Expenditure of funds raised through these sales is based on the priorities identified by members and approved by the Committee.

Barter and exchange of produce, seeds seedlings and garden tips between members is wholeheartedly encouraged.

## **1.5 Drugs and alcohol**

The WCG has a strict no smoking policy and smoking is prohibited anywhere on site and in the HUB building. In addition:

- The consumption of alcohol, or possession of alcohol is prohibited except under specific permission from the Committee or under the control of the Committee.
- Illegal drugs are totally prohibited and must not be brought onto, or used on the WCG site.
- If people are smoking outside the site fence they should consider others and smoke well away from entrances. The member or visitor must take their butts away.

## **1.6 Conflict resolution**

WCG aims to promote a tolerant, accepting and inclusive environment. The intention is that members will behave in a manner according to the Association Rules and these Policies and

Guidelines. The WCG Association Rules describe the grievance dispute process in regard to WCG members should conflict arise.

Any plot or site related problem or concern that cannot be resolved privately may be dealt with in consultation with the Committee in accordance with the grievance dispute process. Any matters relating to the site or membership that are regarded as serious should be reported to the Committee.

## **1.7 Bullying and harassment**

All members have a responsibility to behave in a manner consistent with the purpose of the WCG and any requirements specified in the WCG Association Rules and WCG Policies and Guidelines. Any allegations of bullying or sexual harassment are to be reported to the Convenor and they will be investigated promptly. The person against whom the allegation is made has the right to natural justice covering:

- The right to know what is alleged against them, the right to put their case in reply, and the right for the decision to be made by an impartial decision-maker.

Members also have the right to seek the assistance of a relevant judicial tribunal to assist them in the resolution of any allegation.

## **2. Members**

### **2.1 Application and joining process**

Individuals, groups and organisations wanting to become a member of the WCG are required to fill out the WCG membership application form. The Committee considers the application and if successful, the applicant is contacted by the Treasurer and becomes a member by paying the appropriate fee (as per the WCG membership application form) for their membership type. Members can apply for an individual plot, and/or choose to work in the communal plots and shared spaces, including the herb, bush food and chook Hilton.

Once a member joins, a Committee member or the Site Manager will be able to take the new member through an induction process. Members and potential members are provided a welcome/induction pack, (available in the HUB) which also includes copies of the WCG Association Rules and the Policies and Guidelines document to ensure full understanding of the conditions, rights and responsibilities of WCG membership.

### **2.2 Membership fees**

Membership fees are reviewed at the November AGM and all members will be notified via the AGM minutes each year of any changes to members and plot fees. Fees are due on the 1<sup>st</sup> February each year. Renewal notices will be sent to members following the AGM with one reminder notice sent two weeks prior to the 1<sup>st</sup> February.

New members who join during the year will be charged a 50% pro-rata membership fee if they join in the latter half of the year (i.e. June – November). If new members acquire a plot, plot fees are charged pro-rata in the same manner as membership fees until the commencement of the next annual membership cycle whereupon the annual fee will be payable.

Members will be considered to have forfeited their membership and garden plot (if applicable) if they do not pay their annual membership and garden plot fees by the due date.

### **2.3 Garden plot fees and information**

#### **Plot fees**

Only financial members of the WCG are eligible to apply for a garden plot or to be placed on a waiting list if all plots are taken. Garden plots are limited in space and number and will be allocated as and when they are available subject to confirmation from the Treasurer.

Application for a plot is via the Treasurer who coordinates with the Site Manager. Generally a member has access to one plot although the Committee retains the right to approve multiple sites up to three full size plots on a case-by-case basis. However, if demand exceeds supply, members with three plots would be approached to make a plot available to a new member.

Plot fees are due with the annual membership renewal each year and are subject to annual review at the November AGM. Plot fees are not refundable.

Garden plots are leased on an annual basis. Plot holders automatically retain their site provided they continue to pay the prescribed fees and meet the standards and expectation of members outlined in these policies and guidelines.

### **Individual garden plots**

A standard plot is 4m x 4m, with smaller and larger plots available from time to time. Plots are for the growing of vegetables, small fruits, herbs and flowers. Trees and permanent shrubs are not suitable for plots.

The WCG Committee reserves the right to ban any plants that are illegal or considered weeds or having weed potential, with reference to national, state and regional declared weed species.

### **Keys**

All members are eligible to apply for a key for site access. The key will open the gate padlocks, (including the gate to the Miura Friendship garden), the HUB building and the tool shed. Please lock up the building and gates after use or if you are the last to leave the garden.

The Treasurer will issue a key to members. A deposit of \$22.00 is required for a key, which is refundable upon ceasing to be a member. Lost keys must be reported to the Treasurer with replacement cost incurred by the member. Members must not give their key to another person without the permission of the Committee, nor can copies of any garden keys be made without the authorisation of the Committee.

### **Transfer of plots**

If a member no longer wishes to maintain their plot they must advise the Secretary or Treasurer.

Plots are not transferable to another member without the permission of the WCG Committee as a member's 'lease' of a plot is not assignable. Legally, the right to use a plot is a licence granted by the WCG to an individual member to use that plot subject to the conditions contained in these policies and guidelines. As it is an individual licence, it cannot be assigned to another person without the assent of the WCG.

### **Forfeiture of garden plots**

Members will be considered to have forfeited their garden plot if they have not paid their annual WCG membership fee and garden plot fee within one month of the due date of 1<sup>st</sup> February each year. The Treasurer will endeavour to contact the plot holder to confirm their intention to discontinue working the plot.

If a gardener is deemed by the WCG Committee to have acted in a manner contrary to the WCG Association Rules, policies and guidelines, they may be asked to forfeit their WCG membership and garden plot.

Any plot left unattended for more than three months without consultation with the Secretary or Site Manager will be deemed not in use and the Committee may give approval for it to be re-allocated and plot fees forfeited. To avoid this situation, inform the Secretary or Site Manager if your plot will be unattended for a long period.

### **Care and maintenance of plots**

All members and visitors are expected to be considerate and respectful of all plots and the gardening techniques of others. Individual plot holders should follow the following guidelines:

- Use your plot intensively over the whole year and harvest produce in a timely manner.
- When considering borders around plots please be mindful they are done in a mutually acceptable way with adjoining neighbours.
- Do not enter or remove produce or equipment from the plot of another member unless the plot owner has granted permission.
- Be responsible for the care and maintenance of their own plot and ensure their plot is kept free of rubbish and any items that might obstruct pathways.
- Don't drag a hose over other gardeners' plots and leave hoses neatly coiled on posts ensuring taps are turned off firmly.
- Remove weeds, diseased plants and pests to prevent the spread of problems to other plots.
- Familiarise yourself with the various composting systems. Please keep these systems effective by chopping soft green garden waste, separating 'wicked weeds' and woody materials and depositing them in the appropriate marked bins or bays.
- Permanent structures, for example glass and chook houses, are forbidden on individual plots.
- Plant supports such as garden stakes and mesh may be used but with care and consideration of the impact on neighbouring plots e.g. run trellises and bean frames in an east/west direction.

Gardeners are also responsible for the ongoing improvement of their plot soil through addition of compost, green manure crops, animal manures and mulch. Soil must not be removed from other garden plots.

It is expected that plots are not left to become overgrown and covered with weeds. Plot holders are to advise the Secretary or Site Manager if they are unable to tend their plot for an extended period of time. This will enable plants to be cared for if possible and for ripe produce to be picked.

## **2.4 Responsibilities and expectations of members**

All members are expected to comply with the WCG Association Rules, policies and guidelines which exist to enable the garden to operate smoothly for the benefit of all and to meet any legal requirements. A copy of the documents is provided in the Induction Pack and on the WCG website. The policies and guidelines will be reviewed and updated as needed and members will be notified of any changes.

Members are encouraged to provide a friendly reminder to other members if a policy is not being followed in case they have forgotten the requirements. However, any on-going breaches should be reported in writing to the Secretary for the attention of the Committee.

Members are required to advise the Secretary of any change in their address, phone numbers or email from what was provided in their application form.

As WCG is a voluntary community organisation, members are expected to contribute about an hour a week (on average over the year) as their community contribution to the WCG according to their interests, skills and experience. Examples of community contribution include:

- Working in the communal plots and shared spaces
- Attending scheduled working bees for site maintenance with an expectation of at least one attendance per year
- Participating in seasonal celebrations, events and open days
- Attending or leading gardening workshops
- Providing articles for our newsletter
- Becoming a member of a work team e.g. chook crew, herb garden, specific project team

## **2.5 Communication**

Clear, respectful and regular two-way communication between members and the Committee is essential for the successful operation of the garden. Members are also encouraged to attend the AGM each year and are invited to attend the WCG Monthly meetings. They are able to provide

feedback and suggestions via the suggestion box at the garden entrance or directly with individual Committee members. Formal communication channels include:

- The newsletter
- Committee and team meetings
- Emails to the Secretary
- Notice boards in the HUB and shelter
- On-site signage
- Pockets in the HUB to provide information to members with specific WCG roles

## Website

The following WCG documents can be accessed from our website together with project reports and other gardening related material. Website: <https://warrnamboolcg.wordpress.com>

- Incorporation Rules
- WCG policies and guidelines
- Application form
- 3 year strategic plan
- Annual report

## 3. Partnerships

WCG partners contribute in various ways to the sustainable development of the garden. Partners may represent local government, philanthropic foundations, not-for-profit community or commercial organisations. The WCG enters into partnerships for mutual benefit when there is no conflict with WCG's statement of purpose, principles and values and strategic direction.

Members are encouraged to suggest potential partners to the Committee for discussion and approval. When the partnership is of a financial nature, a formal approval process and agreement needs to be made. Recognition of partners including sponsorships may occur through advertising or media stories, signage and invitations to events.

It is intended that our existing partnerships and others will flourish as further opportunities for projects, focused on individual and community well-being, are identified.

## 4. Site Management Practices

### 4.1 Site description

The WCG site contains individual and communal garden plots, garden areas, fruit trees, native plants area, a herb area and shared spaces including pizza oven and benches, garden shelter, sand pit and fireplace, a chicken enclosure 'Chook Hilton' and the HUB.

- Wherever practical, access by community members with disabilities or special needs shall be supported and encouraged.
- The **Old Quarry site is a No Go area** in the garden for members and the public. Approved persons only may enter the site for specific purposes as approved by the WCG Committee.

### 4.2 Site rules and practices

#### General

Everyone involved in the community garden from members to visitors should demonstrate respectful, inclusive behavior and communication. Members of the public invited by WCG members or for a committee approved event, are welcome to visit the WCG and HUB.

Visitors must sign the visitor book located in the HUB or tool shed for insurance purposes. If members bring visitors they are responsible for not allowing their guests to breach the garden rules



and policies and guidelines in any way e.g. visitors are required to follow WCG signage. If any breach occurs, the member will be held accountable for their visitors' actions.

Pets are not allowed and all litter must be taken home or composted. Members can report pest plants and animals to the WCG Committee.

Any member who is last to leave the garden should ensure that garden sheds are locked before leaving and that the main gate and HUB gate are also locked. Please check when you are leaving to determine if you are the last or if there is someone else on site.

### **Vehicles inside the gate**

Vehicles are only permitted on the internal road of the garden to deliver or collect large or heavy objects. They must be re-parked outside the gates as soon as possible. Vehicles are not permitted on areas other than the 'road' surface. If you have special needs that require drop off or driving into the garden, please inform the Site Manager.

### **Water management**

Subject to any prevailing water restrictions specified by government agencies or water authorities, gardeners are requested to consider using water modestly at all times and to avoid overwatering. No sprinklers can be used on private plots, only hand held hoses with trigger nozzles. To conserve water ensure garden beds are well mulched.

### **Using chemicals**

The use of non-organic compounds (e.g. herbicide, insecticides and fungicides) is strictly forbidden throughout the garden. Biological control of weeds, pests and diseases is encouraged and the WCG promotes information relating to biological control methods.

### **Mulch, compost and manure**

Mulch, compost and manure are usually available on site to anyone unless indicated otherwise on signage. Please check with the Site Manager if in doubt.

Members are able to purchase hay and sheep manure (if available) and worm tea. Money for these purchases should be placed in the moneybox located next to blackboard at the garden main entrance.

### **WCG tools and equipment**

The garden has a range of manual tools and equipment available for use by all members which are stored in the garden shed. Tools and equipment must **always be cleaned and returned** to the shed after use and **must not be removed** from the site.

The garden trailer is available for approved garden activities but should not be taken off site without the knowledge and approval of a Committee member. It is not available for individual use.

Any damage such as tools damage or incidents such as vandalism are to be reported directly to a Committee member or via email to the Secretary: [warrnamboolcommunity@yahoo.com.au](mailto:warrnamboolcommunity@yahoo.com.au) If a gardener damages and breaks communal tools and equipment they may be responsible for repairs at the discretion of the Committee.

## **5. The HUB**

The HUB (Healthy Urban Building) is a practical model for demonstrating a low impact environment where the use of natural resources underpins what happens and how people do things. The HUB hosts information, resources, communal lunches and activities such as meetings, workshops, community events and practical demonstrations. The HUB also provides weather shelter for members, a WC facility and a gathering place where people of all ages and backgrounds can learn from each other and share their gardening and life experiences.

## 5.1 Who can use the HUB

Members have priority access to the HUB and the HUB can be booked for group usage by individual members for activities directly related to the garden e.g. the HUB is used by Communal plot workers every Tuesday morning. Organisations that are Association members may also book the HUB via the Secretary, for Committee sanctioned activities.

If groups are using the HUB, bathroom facilities are still available to members.

## 5.2 Conditions of use

The following conditions apply to the HUB:

- In terms of cleanliness and condition, the HUB should be left as it is found. Cleaning products are situated under the sink and cleaning equipment in the bathroom cupboard.
- Tea, coffee, milk and sugar are supplied for members. Other user groups are to supply their own tea/coffee and take **all their own rubbish** with them, as the WCG does not have a garbage collection service.
- If you are the last person to leave the HUB, ensure all lights, fans and appliances are turned off and all windows and doors and the HUB gate locked.

## 5.3 Equipment and appliances

The oven, stovetop, BBQ and pizza oven can only be used by members or under instruction from members who have undertaken appropriate training in:

- Suitable cookware for use on the induction stovetop i.e. cookware with a high ferrous metal content on base i.e. if magnet sticks to base it will work well.
- Cleaning procedures and fire prevention measures when using stovetop
- Safe use of sharp knives, powered utensils, keeping out of reach of children
- Keeping cords from dangling and turning off power off when not in use
- Use of the fire extinguisher

## 5.4 Cleaning and maintenance

When cleaning the HUB please ensure that the eco-friendly cleaning products under the sink are used and that **only vinegar** is used to clean the toilet.

The battery for the water pump will be charged as per a fortnightly schedule.

## 5.5 Use of the HUB library

Members are able to borrow any of the WCG library resources. Items must be recorded in the borrower's book and returned by the end of the **two-week** borrowing period.

## 6. The Garden Shelter

The garden shelter is a flexible space within the garden. It's a great place to shelter from the sun and rain, to rest or meet. From time to time workshops are run in this space.

- Please leave the shelter in a clean & tidy condition.
- Notify a committee member or the Site Manager of any damage or items requiring maintenance.
- The sandpit is a great place for kids – there are toys for the sandpit in one of the wheelie bins near the sandpit. Please pack up the toys after and please put the cover back over the sandpit after use to avoid any contamination of the sand. (e.g. from visiting cats!)
- Please ensure children are supervised in and around the garden shelter and sandpit.
- The shelter doors can be opened or closed, but ensure that doors are locked (open or closed) into

- position with the top bolt after use.
- The seated platform can be moved by 2 people for events but is to be returned to its original location after use.
- Do not drink the water from the tap at the sink. Water is for rinsing produce or washing hands as needed.

## 7. Occupational Health & Safety (OH&S)

Everyone at the WCG has a personal responsibility to work safely in the garden at all times. WCG members and partners are encouraged to recognise that no task is so important that time cannot be taken to find a safe and healthy way to complete it. The **WCG OH&S manual** can be found in the HUB.

### 7.1 Committee responsibilities

The WCG Committee takes seriously the responsibility to ensure the WCG site is, as far as is practicable, safe for our members, partners and the public. While OH&S is a management responsibility, all members and partner organisations have a key role to play in achieving a safe and healthy garden environment, including reporting any hazards or potential hazards to the Committee.

Partner organisations have a responsibility to ensure their members and employees follow both their own OH&S policies/guidelines and the Rules and guidelines of the WCG.

The Committee implements strategies and actions informed by state OH&S legislation aimed at continuously managing and improving the health and safety of the garden environment. Information, instruction and training are available to ensure members carry out their OH&S responsibilities.

The Convenor must be notified as soon as possible whenever there is a major health, safety or security incident. The Committee will investigate all incidents and take appropriate action as required.

### 7.2 Children in the garden

Children are welcome in the garden. All children must be fully supervised by an adult and are not allowed to climb on the compost bays or any raised garden beds. Particular care must be taken to ensure children avoid the old quarry, a **NO GO area**.

A child, in and around the HUB, requires supervision by an adult. Climbing on the rails, playing around the tank, worm farm and surrounds is not permitted.

### 7.3 Being safe in the garden

It is important to follow good practices in the garden to maximize your safety. These include:

- Wearing appropriate footwear on site at all times. Sturdy shoes or boots are recommended. Thongs and high heels are unsuitable
- Taking preventative measures (sunscreen, hat, water bottle) to avoid sunburn and dehydration
- Wearing gloves to protect your hands
- Wearing a dust mask when making or turning compost or spreading mulch particularly if you suffer from breathing difficulties or asthma
- Informing the Committee and/or your neighbouring plot holders if you have a specific medical condition or allergy for which you may need prompt assistance should you have a medical emergency at the garden
- When lifting something heavy, bend your knees, crouch down and then lift the object by straightening your legs. To avoid back injury, don't bend over to pick up a heavy object.
- Avoiding overloading wheelbarrows, only moving what you can easily manage
- Keeping pathways in the garden free from any obstacles to avoid trips and falls and not leaving forks and rakes lying face up on the ground

## 7.4 Using power tools & equipment

Only people approved by the WCG Committee may use WCG power tools and equipment. Those using power tools and equipment must first have done an induction on safe handling of power tools and should wear protection devices for eyes and ears at all times when operating.

Power tools and equipment are checked regularly for faults and defects and repaired prior to use.

## 7.5 Dealing with a major incident or an emergency

In response to a major incident that requires immediate attention and/or emergency services, members are to call 000 and advise the Convenor immediately.

### Incident/injury reporting

Reporting any injuries and incidents on site is a legal requirement. A **personal accident/incident book** is **located in the first aid kit on the fridge in the HUB** for recording any garden incidents and must be filled in even for minor incidents.

### Emergency procedures and fire prevention

- In an emergency requiring **Ambulance, Fire or Police, call 000**, remain on the phone and follow operator instructions. The WCG address is Cnr Grieve Street and Grafton Road, Warrnambool.
- For **Poisons** information call **131126**.
- Other emergency contact numbers such as **plumbing, electricity, gas**, are listed in the HUB and the main shed.
- The **Emergency Assembly Area** is the grassed area outside the WCG gates. You will need to ensure the road to the gate is clear for emergency vehicle access.
- The **fire extinguisher** and fire blanket are **located in the HUB**. The CFA approved fire extinguisher is checked and tagged on a six monthly basis.
- The **first aid kit and manual** are **located on the fridge in the HUB**.