



STUDENTS and INTERNS

Memorandum of Understanding (MOU) between the Permaculture Research Institute (PRI)
and you (YOUR NAME) _____,
for the main institute demonstration site in Australia, Zaytuna Farm (ZF)

Course Name: _____

The Permaculture Research Institute (PRI) is the facilitator of the seventy-two hour Permaculture Design Certificate Course, as well as other courses in permaculture training, held at Zaytuna Farm (ZF), the Channon, Australia. PRI agrees to provide instruction in permaculture design according to the guidelines set out by The Permaculture Institute, Tasmania, resulting in a Permaculture Design Certificate upon the student's completion of the full seventy-two hour course. Certificates for other permaculture courses will be distributed by Geoff and Nadia Lawton, both registered permaculture teachers, on behalf of PRI. PRI agrees to provide meals and camping facilities to its students throughout the duration of the course.

PRI respects all religious beliefs and encourages intercultural relations. PRI will not tolerate discrimination of any kind.

Drug and Alcohol Policy

Zaytuna Farm has a strict drug and alcohol free policy. Possession of alcohol or any illicit substances is strictly prohibited on the premises of ZF. This policy will be strictly enforced and anyone who breaches this contract will be asked to leave the course and the property.

Safety Policy

No person shall use any tools/machinery unless they have been deemed competent by Zaytuna Farm staff, to do so.

No person shall enter the workshop without prior permission.

If you see any potential risks (eg. Guards missing from machinery) please report them immediately to the farm manager Des Grace and Safety Officer – Tracey Buckley and cease using the equipment or performing any tasks until it has been deemed safe by either Geoff Lawton, Des Grace or Tracey Buckley.

Please immediately report any safety incidents to Tracey Buckley.

Incidents to be reported are:

1. Any accident of any nature.
2. Only minor injury has been sustained (we must still record even minor accidents)
3. No actual injury has occurred but there has been a near miss.
4. Potential for injury has been identified.

Ensure appropriate injury register has been filled out.

First Aid

There are first aid kits located in the office and also at the entrance to the workshop. The First Aid Officer is Tracey Buckley.

Emergency Assembly Point

In the event of an emergency everyone is to evacuate to the upper car-park, there is a clearly marked sign in the car-park. If you are unsure where this is please ask Tracey Buckley or any Zaytuna Farm staff. The induction will also cover all aspects of emergency and safety procedure.

Dress Code

PRI requests that all students and visitors recognise that ZF is a privately owned family farm and that in order to respect the cultural sensitivities of the organisers and frequent guests, a modest dress code is requested. Women are asked to avoid wearing singlets and sleeveless tops, short skirts and other revealing attire, and men are asked to avoid short shorts and wear shirts at all times during the course. Swimming is allowed in all ZF dams, however, modesty is requested at the main dam site near the main infrastructure as this is a family area: for men this means looser boardshorts or swimming shorts for women this refers to one piece swimming costume or tankini, or board shorts and shirts or t-shirts. ZF has compiled a pictorial guide of these styles of swimming costumes, if you would like a copy please email office@permaculture.org.au. The organizers retain the right to request a change in one's dress if the student does not adhere to the dress code.



Sexual Harassment and Behavior

ZF discourages casual sexual behavior at ZF between staff, students, volunteers and interns. The purpose of this policy is in order to retain a sense of professionalism between staff and students and to avoid problems, conflicts and negative outcomes which could potentially arise. Sexual harassment between any parties will not be tolerated.

ZF is committed to creating an environment in which all members of the community feel safe and secure, free from harassment. ZF will not tolerate violent, aggressive or arrogant language or behavior of any kind. Repeated offenses will result in one being asked to leave the course and the property.

Payment and Refund Policy

All Payment and Refund Policy terms and conditions are clearly outlined on the website (www.permaculturenews.org.au). In addition to agreeing to those policies, you will be asked to agree to the PRI Memorandum of Understanding ("MOU") for the site at which the course is being held. You will be asked to sign, this PRI MOU accordingly on the first day of the course. If you have any questions or require clarifications about this MOU please contact us prior to arriving at the farm.

After the commencement of the course, refund of tuition fees will not be available unless there are extenuating circumstances and an alternative arrangement is agreed upon.

Cancellation Policy

If you wish to cancel your course for whatever reason;

- If you notify us at least 14 days prior to the course commencement, PRI will refund your course fee but will deduct an administration fee of 10% OR you can apply the full amount as credit towards a future course.
- If you notify us less than 14 days prior to the course commencement PRI cannot provide a refund OR you can send someone else in your place.

If PRI is forced to cancel a course due to low attendance or unforeseen circumstances you will immediately receive a full refund. All other refunds can take between 7-30 days to process.

Infringement of ZF's Policies

ZF reserves the right to address a student's particular behavior or dress. In a case where the No Drug and Alcohol Policy has been breached, a student may be asked to leave without prior warning. In all other cases, ZF staff will discuss the matter with the student and provide a warning wherever appropriate. In cases of extreme behavior or cases where the rights of other students and staff have been infringed upon, a student may be asked to leave without a warning.

PRI STUDENTS

Students agree to adhere to PRI's MOU for the demonstration site in question throughout the duration of the course.

Classes for the internship and PDC run 5 days a week, while other short classes operate as promoted. On the days that the PDC and internship classes operate full catering is provided. On the days that classes do not operate, meals will not be provided.

For weekend courses catering is for morning and afternoon tea and lunches only.

Catering provided includes meat and vegetarian options. All other dietary requirements have to be self-purchased and self-catered.

Students may join in work on the farm in the mornings and the evenings by arrangement with a teacher or staff member.

Awarding of a Permaculture Design Certificate is dependent upon the student's adequate completion of the two-week course. If the student misses two days of the course, he or she must make up the hours missed before he or she can receive his or her certificate. If more than two days of the course are missed, individuals will not receive a certificate.

Accommodation is camping in student-provided tents.



Medical

Zaytuna Farm is a working farm. The staff member/student understands that there are certain hazards or potential for accidents on a farm and agrees to abide by all safety rules set forth. If the student has any previously existing conditions or is on prescriptive medication, they should list it in the space provided below, in case of emergency:

Medical Condition/s &/or Prescriptive Medication (**include food allergies**)* please attach separate page if more space is needed:

All students are responsible for their own medical insurance and health care, other than basic first aid which can be administered on site during working hours. As medications vary from country to country, to ensure that you have what you require during your stay on the farm, please ensure that you bring a sufficient supply of whatever you require with you. It is the responsibility of the student to check Australian customs regulations to ensure that any items being brought into the country comply with local laws.

Media Release

From time to time, PRI documents courses and happenings at the institute and on the farm. This could be in the form of still photographs or film. By ticking the box below, the staff member gives permission for his or her image to be used in future media, including DVDs, website, photographs and publicity material.

I agree I disagree

Your Next of Kin _____

Your Next of Kin contact details phone & email _____

Food Preference no preference vegetarian only

Your Email & Phone contact details _____

Signed _____ Date _____