



GUEST HANDBOOK

WELCOME TO GOOLAWAH CO-OPERATIVE

Goolawah Co-operative is a rural land sharing community established in 2000. Our members reflect the wider community and contribute their philosophies, interests and skills. To learn about this 'special place' visit www.goolawah.org.

As a guest of the Co-operative, the community would like to get to know you, and we'd like you to get to know us.

During your stay please abide by our **Code of Conduct** and **By-Laws**.

We encourage you to become part of the community, and would love to see you at gatherings, working bees, chatting with members.....

Guests stays less than 2 months in the first 12 month period do not require a Guest Application or a Guest Levy.

If you plan on being a guest for **more than 2 months** in the first 12 month

period, it is **mandatory to complete the Guest Application and submit to the Membership & Guest Committee before the end of the 2nd month**. Your host will guide you through the process. This will involve an identity check, criminal history check, referee check, and a signed Guest Agreement.

Once 'guest status' is granted the Guest Levy is payable by the host member at **\$20 per week**. An exemption from the Guest Levy may be applied for, and will be considered at Community or General meeting. Your details will be recorded in the **Guest Register** in line with Co-ops Privacy Policy.

If the **host member is not present**, you must have a responsible designated '**member buddy**' during the hosts absence.

Please refer to the Guest Policy for further information.

10A (a) The members at a general meeting, shall have power to make by-laws not inconsistent with the Act, the Regulations and the Rules, relating to:

ii) **the internal operations and administration of the co-operative;**

1. For the framework of the governance of Goolawah refer to the Delegation Manual for Directors and Office Holders, which includes General Matters, Policies & Procedures, Legal Matters, Complaints Management, Insurances, Banking Receipts & Payments, and Roads & Other Public Works.

2. Refer to the Membership and Guest Policies for all processes related to membership and guests.

10A (a) The members at a general meeting, shall have power to make by-laws not inconsistent with the Act, the Regulations and the Rules, relating to:

iii) **the payment and collection of residential levies and fees;**

For the payment and collection of levies and fees refer to the Delegation Manual for Directors and Office Holders

iv) **the procedures for the determination of residential disputes between members and between members and the co-operative;**

A Director will act as a first port of call for those in dispute and facilitate the resolution of disputes by guiding those in dispute through **Rule 96 DISPUTES**.

vi) **such other matters as the board may deem necessary for the management and day-to-day running of the co-operative;**

1. Refer to the Delegation Manual for Directors and Office Holders.
2. The maximum number of shareholders on one joint share is two persons.
3. Community machinery must be used in accordance with the current Tractor and Machinery Policy.
4. The number of newsletters is at least four per year.

5. No herbicides or pesticides are to be used on Goolawah without permission from a meeting.
6. **No pit toilets are to be dug on Goolawah.**
7. Before any development takes place on individual sites, there needs to be access to a dry composting style toilet, either individually or on a hamlet basis. Functioning “home built/designs” are acceptable.
8. Before any development takes place on individual sites, a Council approved grey water system should be developed for the site. This includes the use of biodegradable, phosphate free detergents and soaps etc.
9. **Members and their visitors are not to drive faster than 20km in residential areas and 40km in non-residential areas in Goolawah and on both access roads of Nevertire and Illa Langi.**
10. Members and potential members wishing to use community land for private enterprise must submit a detailed proposal to a general meeting.
11. A member intending to use any of Goolawah’s natural resources, must present a written management plan to a general meeting for approval, to ensure that all resources are managed in a sustainable and equitable fashion.
12. Members may take trailer loads of sand from the designated sand mining area, without need of approval. Larger amounts are subject to approval at a community or general meeting. Sand is not to be removed from Goolawah.
13. **Members or visitors are not to go onto anyone’s home improvement site without that member’s permission.**
14. **Only active members can use co-op machinery for private works, as outlined in the Tractor and Machinery Policy.**
15. All members who build dams must consult with and obtain agreement from neighbours and the community prior to construction. A detailed plan must be submitted at a meeting including location, size and vegetation removal. If the dam is not constructed within 12 months the plans must be re-submitted.
16. All members who build a structure or a plant tree/s creating shade on their neighbours' blocks consult with and obtain agreement from neighbours prior to doing so.
17. All members should abide by Goolawah’s Code of Conduct.
18. **No ‘off roading’ or ‘bush bashing’ allowed on Goolawah.**

Code of Conduct

The aim of this code is to ensure that Goolawah Co-operative is a safe and pleasant place to live and visit. This document outlines the rights and responsibilities of members and visitors.

Rights

Members and visitors have a right to:

- Feel safe within the Goolawah Co-operative
- Be treated with respect and integrity
- Have a right to speak and be heard

Responsibilities

- Accept and observe Goolawah’s rules, policies, by-laws, community decisions and legislation.
- Behave in a manner that does not endanger the health and safety of themselves or others.
- Behave with courtesy and consideration for others.

Violence, bullying, verbal intimidation, harassment and offensive behaviour will not be tolerated.
- Be engaged and informed on all of Goolawah’s activities.
- Respect property of the community, members and visitors.
- Respect the environment including land, fauna and flora.

Any breach of the Code of Conduct may result in further action.

By-Laws

1.4.2017

By-Laws According To Rule 10A of Goolawah Co-op Ltd

- 10A (a)** The members at a general meeting, shall have power to make by-laws not inconsistent with the Act, the Regulations and the Rules, relating to any of the following:
- i) the conduct of members residing on, or visiting, property owned, leased or managed by the co-operative;**
 - ii) the internal operations and administration of the co-operative;**
 - iii) the payment and collection of residential levies and fees;**
 - iv) the procedures for the determination of residential disputes between members and between members and the co-operative;**
 - v) the procedures for the determination of disputes concerning rights relating to licenses granted by the co-operative for occupancy by a member on the co-operative's land or land managed or leased by the co-operative;**
 - iv) such other matters as the board may deem necessary for the management and day-to-day running of the co-operative.**
- (b) A member shall conform to and observe all by-laws made from time to time by the board under this rule.
- (c) A breach of a by-law shall be deemed to be an infringement of the rules.
- (d) Nothing in this rule shall authorise the co-operative to make a by-law which is contrary to any statute or other legislation in force which regulates residential tenancies, or the activities of the co-operative.

- (e) or the purposes of the rule:
- i) the power to make a by-law includes the power to alter, substitute and rescind a by-law; and
 - ii) the substitution, alteration or rescission of a by-law does not affect:
- (A) the previous operation of the by-law or anything suffered or done or commenced under the by-law;
- (B) any right, privilege, obligation or liability acquired, accrued or incurred under a by-law;
- (C) any penalty or fine incurred in respect to a breach of a by-law;
- (D) any proceeding or remedy in respect of any such right, privilege, obligation, liability or penalty, and any such penalty or fine may be imposed and enforced and any such proceeding or remedy may be instituted, continued or enforced, as if the by-law had not been substituted, altered or rescinded.

10A (a) The members at a general meeting, shall have power to make by-laws not inconsistent with the Act, the Regulations and the Rules, relating to: **i) the conduct of members residing on, or visiting, property owned, leased or managed by the co-operative;**

1. No cats, dogs or firearms are allowed on the land.

2. All cloven-footed animals are banned from Goolawah. Other introduced species are banned from communal land, and anyone wishing to run these on their own block must submit a plan of management, with regard to soil/air/water quality, noise abatement and permanent containment, to a general meeting for approval.

3. No noise emitting machinery (petrol or diesel) or battery chargers are to be used on Goolawah except between 7.30am & 6pm during daylight savings, and between 8:30am & 4pm at other times. All motors must be adequately muffled to a normal quiet standard and other machinery must operate in an acceptable quiet manner at all times.

4. The decision to remove any native trees >100mm on Goolawah Community Land, apart from those on a member's own home improvement area, is to be made by ordinary resolution at a General Meeting. Removal of trees on members own share must comply with the Office of Environment and Heritage. Refer to Flowcharts - Members wanting to fell trees on their share of land. Felling trees and removal of native vegetation on community land.