



**Yarra Valley Bee Group Inc**  
**DEDTJR Registration number Y031**  
**Inc. # A0092615L**

# **Policy Manual**

**Updated on 8/8/18**

Effective 01/06/2018

## **Our Statement of Purpose:**

**To enhance the learning and better practices of the art of beekeeping within our community.**

## Manual overview

This manual is a document to ensure a consistent approach to procedures and assist in maintaining an acceptable level of good governance in the overall club operation.

The policy manual purpose is to ensure that:

The committee is managing and maintaining an organisation which will have a framework for the undertaking of events that will ensure the committee maintains levels of member satisfaction, with effectiveness and propriety and conforms to the highest levels of transparency and governance.

Ensure legal and other statutory requirements are met.

Committee and members in the organisation don't have to keep on discussing and re-discussing the same issues every time they arise. - one thought out decision can be adapted to similar cases.

A tool for quality improvement for club meetings and events.

The policy manual is to be updated and expanded as situations arise.

The Yarra Valley Bee Group Inc, has by vote agreed to abide by the model rules as detailed in the Reform Regulations 2012, as detailed in the CONSUMER AFFAIRS VICTORIA Associations Incorporation Reform Act 2012 MODEL RULES for an INCORPORATED ASSOCIATION.

### Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

### Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

Rule 1. Organisation name

Rule 2. Organisation purpose

Rule 3. Financial year.

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# Code of Conduct

## Personal conduct of group members

**Our Club promotes a respectful environment among all members.**

All members are expected to be registered with (DEDJTR) the Department of Economic Development, Jobs, Transport and Resources, and to abide by the Biosecurity Code.

Our members are a diverse group, with various levels of knowledge and experience. They have different hive types and pursue various philosophies of bee keeping.

Mutual respect and courtesy are expected.

Racist, sexist, abusive, dishonest or other offensive behaviours are not tolerated, and will be dealt with by the Executive Committee.

If any person persists in behaving in an inappropriate manner, after being spoken to by a member of the Executive Committee, that person may have their membership suspended temporarily, (or permanently if the full Committee so decides).

## Personal conduct of Executive members

In addition to the above, Executive members are expected to behave respectfully, honestly and ethically in relation to all Club matters, and to be supportive of each other.

Where difficulties may occur between Executive members, it is expected that the first step will be a private discussion between the affected members.

If further steps are necessary, then the next step should be to involve the President as mediator.

Should this be unsuccessful, or the matter involve the President, then an impartial, third party may be called in to mediate.

This process would also apply to other committee members.

## Statutory Returns

The secretary will be responsible for all required statutory returns required to be sent to Consumer Affairs.

The lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

If the Committee has not determined an address to be the registered address—the postal address of the Secretary.

State Government departments.

Forms and returns as may be required from time to time.

Local Councils.

Forms and returns as may be required from time to time.

## Committee Overview -1

The committee will consist of 4 Executive members and a number of general committee members (which may vary from year to year).

President

Vice President

Secretary

Treasurer

The existing committee may decide how many committee members may be required to be elected. It must then be put to the annual general meeting by resolution to decide the number of general members of the Committee (if any) it wishes to hold office for the next year. The resolution must be put as per the current rules and regulations as detailed in the "Model rules for an Incorporated Association and Associations Incorporation Reform Regulations 2012".

The committee in all instances must act within the guidelines as detailed in the "Rules of Association" as adopted at the AGM August 30, 2015.

The committee shall meet at a predetermined time, date and location 3 monthly (or as set by the committee). Currently the committee meeting is held:

**3 monthly on first Tuesday of the month 7.00pm at Yarra Junction CFA**

Committee or sub-committee meetings to be advertised by way of an agenda and last meeting minutes emailed or delivered in any approved manner to all committee members by the Secretary.

### Basic committee meeting procedures

The president or in his absence Vice President must chair all meetings. If both parties are unavailable then any committee member can be seconded with a majority of the committee if a quorum so exists. This should be done by way of an approved resolution and seconded and passed by a majority of present members. The resolution for a meeting chairman and seconding thereof can be by any present executive or committee members.

The meetings should be in accordance with the printed agenda and include:

Minutes of the last meeting. Moved, seconded and voted as approved

Business arising from the minutes

Treasurer report

Correspondence

General business

Other matters as detailed in the agenda.

### Expenditure

In cases where an expense may arise outside the normal committee arrangements or an approved vote:

- a) No non-executive committee member can make a binding decision with any 3rd party without a committee or executive quorum approval, or, they have received such permission to do so from 2 executive office bearers by writing or electronic advice (email etc.).
- b) No executive committee member can commit any club funds; purchase any item, without approval from the Treasurer, or, in his/her absence, one other executive office bearer.
- c) The discretionary limit can be reviewed and set by the Committee at any time.
- d) Expenditure over \$350 for any single purchase should be authorized by a quorum of committee members or 3 executive members.

### Committee member's obligations

- a) Without valid reason and/or a registered apology any committee member who misses 3 meetings without apology can forfeit his/her position. In circumstances accepted by the committee, he/she may be cautioned only and not be dismissed from the committee.
- b) Grievances or censure of any committee member and/or a group member, must be in accordance with Division 2 part 19 to 29. (inclusive of the appeal rights) of the Model Rules as per Act 2012.
- c) Ordinary committee members as required or allocated shall shadow an executive member with the exception of the President who will be shadowed by the Vice President. Where required they shall undertake and complete specific tasks or duties as requested by the particular executive member. They will however not be referred to as Assistant Treasurer, Secretary etc.
- d) All committee members shall be responsible for efficient running of monthly meetings, including assisting with:
  - obtaining guest speakers
  - meeting and greeting guest speakers, guests and visitors.
  - assisting with meeting functions
  - assisting in ensuring the meeting room is left in a clean manner with chairs etc returned to correct places.
- e) A committee member shall be appointed to publish a club newsletter.
- f) The executive or committee member who has arranged the guest speaker in consultation with the committee in general, shall be responsible for confirmations and arrangements for the speaker, and greet him/her on their arrival.

In general, the committee positions will include, but are not limited to:

Membership Officer  
Newsletter Editor  
Equipment Library Officer  
Book Library Officer  
Events Co-ordinator

## Committee Overview 2

### Membership

The committee shall put to each AGM the annual subscription rate for the following year

It is the sole responsibility of the committee to action and process membership applications in accordance with the model rules. Division 1 parts 7 – 11.

Application for membership (précis of parts 7 -11)

To apply to become a member of the Association, a person must submit an application to the committee. The application form must be on the club prescribed format, and preferably be made online.

### Consideration of application

- a) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- b) The secretary or membership officer must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- c) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- d) No reason need be given for the rejection of an application.

### New membership

If an application for membership is approved by the Committee the Secretary should notify the applicant of the committee decision as soon as possible thereafter. This should be done on a standard format (sample as below), cc to the Treasurer and Secretary, (if sent by a membership officer.)

Procedure:

Membership applications are to be completed and paid for online via the Membership tab or using the Membership application form, and payment by cash/cheque/card.

### A nominated membership officer should keep and update membership records.

He/she would be responsible for:

1. Maintaining up to date membership lists
2. Submitting up to date membership mailing lists to the webmaster

It may be decided the membership officer corresponds with new members re acceptance and any other matter in lieu of the Secretary.

The membership year currently ends on September 1 (in 2018)

The membership year will run from the date joined, for new memberships to September 1, (or annually from date of payment for 12 months, due to the introduction of 'rolling membership dates' with the introduction of Tidy HQ management software.) Previous members renewing in August 2018 will be current until 12 months from September 1, 2018.

### Current membership fees (at Sept 1, 2018)

Single	\$ 30.00
Family/couple	\$ 40.00
Concession/pensioner	\$ 20.00

Free Life membership may be awarded at the discretion of the Committee for exceptional service to the club.

### Non-financial members

If a subscription remains unpaid 90 days after the due renewal date the errant member must be given written advice stating that fees are overdue and a payment date and if payment is not made within 30 days

the member is no longer a current member and cannot access member rights, such as use of the equipment/book library, be on the swarm list etc.

# Member Application Form



YARRAVALLEY BEE GROUP Inc

## Application for Membership

### PERSONAL DETAILS

Name of applicant/s:.....

Mailing address:.....

.....Postcode:..... Phone:.....

Mobile .....

Email:.....

### A bit about yourself:

How many hives do you have? 0 ..... 1-5 ..... 5+ .....

What type of hive/s?

How long have you been bee keeping? Newbie ..... < 5 yrs ..... > 5 yrs .....

Have you attended a pest/diseases workshop? Yes/No

What is your Bee keeper's registration number? #.....

If you don't already have one, this is easily obtained (free if you have <5 hives) at:

[agriculture.vic.gov.au/agriculture/livestock/honey-bees](http://agriculture.vic.gov.au/agriculture/livestock/honey-bees)

### SUBSCRIPTION FEES (due September 1)

☐ \$30 Full Price Annual Membership

☐ \$20 Concession Annual Membership

☐ \$40 Family Membership (2 or more people from the same household)

☐ Renewal

### METHOD OF PAYMENT:

☐ Direct deposit to account *Yarra Valley Bee Group*

BSB 633-000 Acct No 150072155

Please put your full name in the reference field

☐ Cash

Signature/s .....

Date: .....

By becoming a member of the Yarra Valley Bee Group Inc you are accepting the terms and conditions of the group as stated in the Model rules, and the group Policy Manual which are available on our website or by request from the secretary.

Our statement of purpose:

To enhance the learning and better practices of the art of beekeeping within our community.

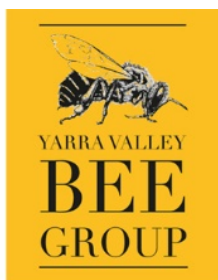
Please return via email to [yvbeegroup@gmail.com](mailto:yvbeegroup@gmail.com) or post to YV Bee Group c/- ECOSS P O Box 340, Yarra Junction, 3797

Applications will be considered by the committee at their next meeting.

ABN A0092615L

Office use only: Date of receipt:

## Sample letter of membership approval



ECOSS  
711 Old Warburton Road  
Wesburn  
P O Box 340  
Yarra Junction, 3797

Many thanks for your recent membership application to the Yarra Valley Bee Group.

Your membership application was accepted at the recent committee meeting.

Our group exists to foster backyard bee keeping, and to support and learn from each other.

We normally meet on the last Sunday of the month at 1.30pm at the Coop, Ecos, 711 Old Warburton Road, Wesburn.

You will find more info at our website: [www.yarravalleybeegroup.org.au](http://www.yarravalleybeegroup.org.au), and facebook page: <https://www.facebook.com/YarraValleyBeeGroup/>

We have a growing book library and equipment library for your use and our policy is here:

<http://www.yarravalleybeegroup.org.au/guidelines-for-book-and-equipment-library-use/>

If you intend to borrow equipment from our library, it is very important that you understand how to identify hive diseases and don't use any shared equipment if you have any of the hive diseases as this increases the risk of spreading infection. If you need more info about diseases please follow this link below <http://www.dpi.nsw.gov.au/agriculture/livestock/honey-bees/pests-diseases> or email us if in doubt or you need assistance.

We recommend that every beekeeper has their own hive tool and gloves.

We strongly encourage every member to register their hive/s online:

<http://agriculture.vic.gov.au/agriculture/livestock/honey-bees/compliance-and-management/beekeeping-and-the-livestock-disease-control-act-1994>

For under 5 hives it is free.

Members can also sell their honey through the Yarra Valley Honey Co-op if they choose to.

We hope you have a great season enjoying your bees and feel supported by the bee group. If you would like to be added to our swarm list for the Spring please let us know.

You will be added to our newsletter mail outs to keep you informed about our events and meetings.

Secretary

## Executive Position Responsibilities

President	<p>Preside and chair all committee and club meetings</p> <p>To oversee and co-ordinate all executive/committee positions</p> <p>Represent the club at outside events</p> <p>Prepare meeting agendas in conjunction with Secretary</p> <p>Ensure that any breaches of the Club Personal Conduct Policy are dealt with appropriately</p> <p>Other duties as nominated</p>
Vice President	<p>Fill in for the President as required</p> <p>Coordinate guest speakers with committee members</p> <p>Represent the club at outside functions as required</p> <p>Be entitled to be on any subcommittee formed at any time</p> <p>Other duties as nominated</p>
Secretary	<p>Record all club meeting minutes</p> <p>Record, disseminate to required parties, correspondence received</p> <p>Maintain statutory advices and requirements</p> <p>Co-ordinate and maintain membership records, in conjunction with membership officer</p> <p>Other duties as nominated</p>
Treasurer	<p>Record and report on all financial matters</p> <p>Prepare an annual expenditure and cash receipts budget each year from historical data within 30 days of appointment.</p> <p>Banking (co signature with other nominated committee member/s)</p> <p>Approve all club spending</p> <p>Prepare financial statements for AGM</p> <p>Other duties as nominated</p>
Bank signatories	<p>Currently President, Treasurer and Secretary, with two required to sign/electronically approve.</p>
Committee	<p>Members are elected to undertake duties as directed to include:</p> <ul style="list-style-type: none"><li>a) Contributing to the management of the club</li><li>b) Maintain club library</li><li>c) Edit newsletter</li><li>d) Tea/coffee supplies</li><li>e) Assist with club meetings and events, member sign in, guest greeting, chair and hall clean up</li><li>f) One member to be the nominated membership officer. To assist in maintaining membership records, being responsible for all new members' enquiries. This position to be the specific web site membership contact.</li><li>g) Equipment librarian</li><li>h) Book librarian</li></ul>

## Recording and reporting

### Library

The librarian shall conduct an annual stocktake and list all library hard and soft cover books.

Magazines and journals need not be included.

The librarian shall maintain a record of all loans and returns as the event takes place.

The librarian can in accordance with the pre-set guidelines (budget), purchase suitable books at any time.

## Club Meetings

Club meetings to be held on the last Sunday of each month, at 1.30pm, excepting December.

Meeting place: Ecos, 711 Old Warburton Road, Wesburn.

All persons attending a meeting must for insurance purposes sign the attendance register.

### **Typical Format:**

Official opening and welcome.

1.30pm What's happening in my hive/Q & A session/Buzz groups/afternoon tea

2.30pm Speaker

## Annual General meeting procedures and conduct.

### Notice of Annual General Meeting

The Secretary must give to each member of the Association:

at least 21 days' notice of a general members meeting if a special resolution is to be proposed at the meeting; or

at least 14 days' notice of a general meeting in any other case.

The notice must:

specify the date, time and place of the meeting; and

indicate the general nature of each item of business to be considered at the meeting; and

if a special resolution is to be proposed:

state in full the proposed resolution; and

state the intention to propose the resolution as a special resolution.

Notices can be submitted to members via email and leaflet at the previous meeting.

### Annual subscription and fee on joining

At each annual general meeting, the Association should determine the amount of the annual fee

Any decision taken in relation to annual fees must be updated and included in the Policy Manual.

### Meeting format:

#### AGM Chair:

AGM. This appointment should be determined at the committee meeting preceding the month of the AGM.

An agenda should be prepared for discussion at the committee meeting preceding the AGM. Late items can be received up to 21 days before the AGM and can be added to the agenda by the Secretary.

The secretary should email the agenda to all club members no later than 21 days before the AGM

#### Voting:

Ballot papers should be handed out, by a ballot officer(s) at the time of sign in and not by any other parties.

The ballot officer shall be seated at a separate table. All ballot papers should be blank.

A list of financial members should be provided to the ballot officer(s) and each financial member's name signed off at the time of receiving ballot papers. (Similar in method to AEC Government elections.)

The ballot officer is required to recheck ballot papers left against the commencement number and less those given out against names checked.

He / she shall then advise correctness to the meeting chairman.

Collection and counting by 2 scrutineers as nominated at commencement of meeting.

### Summary for AGM meetings. Month preceding AGM.

a/ confirm nominations received to date. Secretary to list

b/ confirm and list resolutions received to date. Secretary to list

c/ committee decide upon and the current President or Secretary to approach selected AGM Chair for confirmation.

d/ Committee to nominate Ballot officer and 2 scrutineers, President or Secretary to approach for confirmation.

e/ Organize ballot papers

f / Finalise agenda and notices for Secretary to email out 21 days prior to AGM

## Financial Statement

In accordance with the Association incorporation Reform Act 2012 Sections 94 (2)(b), 97(2)(b) and 100(2)(b), The Treasurer must provide a statement of a true and fair financial position of the Association.

The Annual Statements Give a True and Fair View of Financial Position of Incorporated Association.

We, ( *name of committee member of incorporated association*) and ( *name of other committee member*),  
being members of the Committee of Yarra Valley Bee Group Inc, A0092615L certify that –

The statements attached to this certificate give a true and fair view of the financial position of Yarra Valley  
Bee Group Inc for the financial year 20\*\*-20\*\*

Signed:

Dated:

Signed:

Dated:

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## Proxy Voting Form

### Yarra Valley Bee Group Inc

I, \_\_\_\_\_ being a financial member of The Yarra Valley Bee Group Inc,

Appoint \_\_\_\_\_

Or in his/her absence I appoint the Chairperson to be my proxy at the 2018 Annual General meeting to be held on the 26<sup>th</sup> August, 2018, and to vote on my behalf on the election of office bearers and any resolutions put to the meeting.

Or as directed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to your nominated proxy holder to take to the AGM.

Or to the Secretary Yarra Valley Bee Group Inc, email to the Secretary at [yvbeegroup@gmail.com](mailto:yvbeegroup@gmail.com)

No later than \_\_\_\_\_ (nominated date).

## Nomination Form

### Yarra Valley Bee Group Inc

I, \_\_\_\_\_ being a financial member of The Yarra Valley Bee Group Inc,

Nominate \_\_\_\_\_

For the Position of:

President ☐

Vice President ☐

Secretary ☐

Treasurer ☐

General Committee member ☐

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Nomination accepted by: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please ensure your nomination form has been signed by the person you are nominating, and return to the Secretary Yarra Valley Bee Group Inc, email to the Secretary at [yvbeegroup@gmail.com](mailto:yvbeegroup@gmail.com)

Before the AGM 26<sup>th</sup> August, 2018

## Annual Honey Competition

To enhance the club membership interest and enable a member to gauge their honey against others the club should hold an annual honey competition May – July period.

Members should be given at least 60 days' notice via the newsletter/website/fb page prior to Honey Competition inviting all members to participate.

Classes: Light

Dark

Creamed

Comb

\* all classes to be set by committee

Honey classes to be set by committee not by any single person or judge.

Judging should be by 2 judges. (preferably external to the club)

One external judge can be invited and one experienced judge from the club. If no external judge is invited

2 club judges are acceptable. Club judges should be:

Experienced beekeepers. And past president or past vice president as the other judge

Judging scores should be based on a form similar to that below.

Entry No:.....		
Class:.....		
Max 100 points.		Your score:.....
Colour	25	.....
Flavour	25	.....
Density	25	.....
Aroma	10	.....
Presentation	15	.....
Total	100	.....
Comments:.....		
.....		
.....		

A honey steward(s) shall be appointed to:

Register entries.

Assist judges by adding up score cards

Tally final scores

List prize winners

Judging to take place separately to the meeting.

When judging is finalized all entries and score cards under jars are to be left on judging table for members sampling and the score cards to show scores for comparison.

The entrants can take their honey and score cards at end of club meeting

Prize winners and scores for all entrants to be published in the next newsletter edition after the competition.

All entries must be in the specified jar available only from the club.

When a prospective entrant picks up jars for the competition he/she must sign for the number of jars received. The number to be checked off against the entries received.

In the event the committee decide to award prizes they should be:  
Prize awards: as determined by the committee – generally a certificate

## Competition Guidelines

### Jar of Honey

Honey to be in a standard cylindrical 500gm [375ml] clear glass jar with no ornamentation.

Plain 63mm lid only, either gold, white or black.

Jars to be filled halfway between neck and lid, with no wax particles evident.

Small sticker on bottom of jar showing name of entrant and hive location.

Honey will be judged on colour [25points], density [25 points], flavor [25 points], general appearance [15 points], and aroma [10 points], giving a potential score of 100 points.

### Frame of capped honey

Langstroth full depth or ideal frame of capped honey.

Top bar of capped honey.

Both sides of frame must be fully capped – those with exposed honey/nectar in a frame will not be accepted for judging.

Small sticker to be on the bottom of a Langstroth frame, indicating entrant.

Top bar frame to have a numbered sticker on top [as supplied by steward] to indicate entrant.

Frame to be judged on fullness [30 points], cappings colour [30 points], evenness [20 points], and general appearance [20 points]

## Photographic competition

If the committee decide a photographic competition may be run in conjunction with the annual Honey Competition.

Photos to be submitted on the night of the competition printed on A4 paper. No name is to be printed on the photo and it shall be listed with a coloured sticker or a number.

## Equipment Library

The group has an equipment library, currently split and kept in two locations – Kilsyth and Warburton.

A register of club equipment is to be kept by the equipment librarian/s.

Use of the equipment is a free service to current financial members only.

The equipment officer shall ensure the equipment is in working order.

Extraction equipment is to be borrowed for 3 days (or by agreement with the equipment librarian)

Gloves must be owned individually by beekeepers and are not able to be shared/borrowed from the library.

Members are expected to own their own personal equipment, such as a hive tool, hive boxes, frames, queen excluders, feeders, other items that go inside the hive, etc.

The library currently includes Extractors (spinner and press types), adults' suits, children's suits, smokers, electric uncapping knife, solar wax extractor, frame wire board, etc.

All equipment must be cleaned thoroughly before return.

Suits should have the hood unzipped, and can be washed on cold, gentle wash cycle.

Extractors should be thoroughly cleaned using cool, soapy water as per the DPI recommendations. A cleaning charge may be imposed if equipment is returned in an unsatisfactory state.

No equipment is to be used on any hive where disease is suspected.

Equipment usage may be reviewed annually and if unused after 3 years equipment to be disposed of.

## Book Library

Books will be available to borrow at bee group monthly meetings. Current Financial members are entitled to borrow books FREE for a month, to be returned at the next meeting. If unable to attend the following meeting, members should make their own arrangements to return the book to the Librarian that month. Each month the book is not returned will incur a late fee of \$5.00.

Please ensure that the books you are taking are recorded in the borrowing book at the time. Books can be borrowed for 1 month only as there are many people wishing to use them. We have a limited number so only 2 books can be borrowed per member at one time. Please return your books in the same condition that you received them or they will need to be replaced at your own expense. Make sure when you return books that they are recorded as returned, in the borrowing book.

## Mentoring within the group

Our Group exists to educate and encourage each other in bee keeping. There may be times when that support or advice is best conducted in a 'one on one' situation.

As we are all volunteers, we are unable to offer unlimited visits or support, but are happy to recommend suitable professional courses and instruction where appropriate.

We encourage all members to research, read and take every opportunity to educate themselves both within and outside the group. In addition to the opportunities given at monthly meetings, our website and facebook pages contain lots of helpful information and links, so we encourage all members to utilise and contribute to these resources.

We encourage inexperienced members to seek advice and support from more experienced members ('mentors') on an informal basis.

We encourage more experienced members to offer their support and advice to less experienced members ('mentees') on an informal basis.

We suggest that this support may take the form of the 'mentee' assisting the 'mentor' with hive tasks at the apiary of the 'mentor' by arrangement. There may be occasions when a 'mentor' may suggest assisting the 'mentee' at the 'mentee's' apiary, by mutual arrangement.

If the 'mentor' travels to the 'mentee' it would be appropriate for an offer of travel expenses to be made by the 'mentee' to the 'mentor' at current ATO rates. The Bee Group Secretary or Treasurer will be able to advise of an appropriate rate on request.

Advice can also be sought by participating in discussions at monthly meetings, posting a question on the Group facebook page, messaging the Group via Facebook Messenger, or phoning the Group Phone number – 0490 663 980 when a timely or urgent response is needed.

## Swarm List

The group phone 0490 663 980 will operate as a mobile contact number during swarm season.

The Group may operate a Swarm List in swarm season, which will be maintained in TidyHQ.

Members who wish to have their name included on the Swarm List, to receive a swarm if/when notified, should first read and agree to the following:

- There is no guarantee a swarm will be provided.
- Generally, recipients will be on a first-come-first-served basis. However, swarms move fast and swarm notifications need to be acted on quickly. If a member cannot be contacted, the swarm may be offered to the next available member on the list. Also, at the discretion of the List Operator, priorities may be rearranged geographically i.e. a swarm up the valley may be offered to someone living closer rather than to someone in an inner suburb, or vice versa.
- **DONATIONS:** There may be TWO donations with a swarm transaction – one from the person getting rid of their “bee problem”, donating to the Group; and one from a member who receives the swarm, to an assisting beekeeper (if called upon), in recognition of the value of their time and expertise. \$50 is a suggested figure for each donation (obviously more is OK).
- If a member is experienced and able to catch and hive the swarm themselves, they may do so; they are then also responsible to discuss with and encourage the person having their “bee problem” removed, to make a donation to the Group.
- If a member requires assistance to hive the swarm, the List Operator will arrange an experienced group member to assist. In that case, the recipient should make a donation to the assisting beekeeper. The assisting beekeeper should be the one to encourage the property owner to donate to the group.
- **INSURANCE:** Members must take all care in their actions to be safe at all times. No assumption should be made that swarm notification by the Group, indicates any legal responsibility. It may be that some swarms are in too dangerous a location to be collected (e.g. too high up) and may have to be left.

Member name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(SIGN & DATE indicating conditions have been read, understood, & agreed)**

## Extreme Fire Risk Days

On days of declared Extreme Bushfire risk – Code Red

Meetings will be cancelled. Depending the conditions, the meeting may be re-scheduled by the Committee. Notification will be made through the website and facebook pages.

On days of declared Total Fire Ban / High / Extreme Fire Risk day

Meetings may be cancelled at the discretion of the Committee, or Office Bearer (in consultation with other Office Bearers) with regard to local conditions/knowledge, and if necessary, consultation with local CFA. Notification will be made through the website and facebook pages.

If there is any uncertainty regarding safety, the Club will cancel the meeting/activity.

## Yarra Ranges Shire Council - Policy regarding wild hives in trees

While not a policy of the Club, this is included here so that our role in relation to Council policy is understood.

### Bees in trees

The tree team at Yarra Ranges Council recognise the importance of bees to the environment and the agricultural productivity of the region. Bee hives are occasionally found in Council managed trees that require work. The Yarra Ranges tree team is working with Phil Godman from the Yarra Valley Bee Group in order to safely proceed with the required tree work and preserve bees whenever possible.

If possible, the hive will remain untouched. This can occur if the assessing arborist determines no works or minor pruning is required. If tree removal, tomographic testing or pruning in close proximity to the hive is required, the bees will need to be relocated either prior to tree work or during works under supervision of Phil Godman.

### Bee relocation

#### *One-way trap*

The opening of the hive is covered and a one-way trap is installed. This allows bees to leave the hive but prevents re-entry into the hive. To be most effective, the trap should ideally be installed 2 months prior to the works occurring. The reserves within the hive should be used up by this time and the bees should have abandoned the hive. If it is not possible to wait 2 months prior to the works being scheduled (due to the risk rating of the works) then as much time as possible will be provided while meeting the appropriate risk response level.

#### *Hive relocation*

When a tree is being removed it may be possible to relocate the whole hive by taking out the section of the tree that contains the hive. The hive opening should first be wrapped so that it is enclosed and then gently lowered to the ground. The contractor or tree crew should program the works in coordination with Phil Godman to ensure that he can be onsite while this is occurring.

#### **OH&S**

Due to OH&S requirements, all bee removal works must be able to be undertaken at ground level with no use of ladders. If the hive is inaccessible from ground level it may be possible to coordinate with the YRC Tree Crew or with contractors to provide access to the bee hive via a tower.

## Relocation procedure

The assessing arborist finds a bee hive in a tree during an inspection. Context photos of the hive location should be included in the report along with an approximate height of the hive (measured from ground level to the top opening of the hive). The assessing arborist should confirm that it is a bee hive not a wasp hive. If no works are required on the tree the hive should remain untouched.

If works are required, the type of works and the accessibility of the hive will determine the next steps:

Type of work		
Pruning	Tree removal	Further testing (tomography)
<p>If the tree can be pruned without disturbing the hive then proceed with the works.</p> <p>If there is a chance of disturbing the bees during the works then determine whether it is practical to temporarily enclose the hive opening to prevent bees from exiting during the works. Contact Phil Godman if advice or assistance is required.</p>	<p>If the hive can be accessed from ground level contact Phil Godman from Yarra Valley Bee Group to set a trap to relocate the hive*.</p> <p>If the hive cannot be accessed from ground level request contractors to liaise with Phil Godman to determine whether hive can be safely cut out and removed by contractors during works, carefully lowered to the ground and relocated.</p> <p>*Consider whether it is appropriate to reduce the tree to a habitat tree so allow the hive to remain intact.</p>	<p>If tomography is required the bees must be removed prior to the test occurring.</p> <p>If the hive can be accessed from ground level contact Phil Godman from Yarra Valley Bee Group to relocate the hive.</p> <p>If the hive cannot be accessed from ground level determine whether there is tower access. If practical liaise with Phil Godman to determine whether a hive trap can be installed from the YRC tower under supervision of the YR Tree Crew</p>

## Contact details

All group correspondence to:

[yvbeegroup@gmail.com](mailto:yvbeegroup@gmail.com)

YVBG swarm/group phone: 0490 663 980

Phil Godman (Yarra Valley Bee Group)

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Ruby Wilson (arborist, Yarra Ranges Council)

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Paul Mechelen (Trees Coordinator, Yarra Ranges Council)

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Paul Caneva (arborist and contract manager, Yarra Ranges Council)

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Glenn Sheppard (arborist, Yarra Ranges Council)

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Steve Bidwell (Tree crew, Yarra Ranges Council)

0418 328 103

[s.bidwell@yarraranges.vic.gov.au](mailto:s.bidwell@yarraranges.vic.gov.au)

Ace Trees (contractor)

Ben- 0448 338 151

[ben.s@acetree.com.au](mailto:ben.s@acetree.com.au)

Austree (contractor)

Shane- 0417583 845

[office@austreecontracting.com.au](mailto:office@austreecontracting.com.au)

Yarra Junction CFA

Use of meeting room for Committee meetings

Contact: Captain Kate Lamb

[yjfb@bigpond.com](mailto:yjfb@bigpond.com)