

PROGRAM POLICY: MEMBER SELECTION

Policy number	PM001	Version	v2.0
Drafted by	Program Development Manager	Approved by Board on	30 March 2021
Responsible Person	Program Director	Scheduled review date	30 March 2026

1. PURPOSE

1.1. The purpose of this policy is to:

- a. set out the criteria to be used by member co-ops to select their members
- b. ensure the process for selecting co-op members is transparent, consistent and non-discriminatory.

2. POLICY CONTEXT

The Co-operatives National Law Application Act (CNL) provides a general legal framework for the selection of members by registered co-ops, including requirements in relation to the active membership. Further to this, member co-ops are bound by Program eligibility criteria that applicants wishing to become members of a co-op need to meet. Member selection decisions are also subject to the requirements of all relevant anti-discrimination legislation.

3. POLICY STATEMENT AND PRINCIPLES

3.1 STATEMENT

- a. The member selection process will balance the needs of prospective members with the needs and viability of the member co-op and the Program.
- b. The member selection process will be non-discriminatory and have regard for the value of member diversity.

3.2 PRINCIPLES

- a. Prospective members will be provided with information regarding the member eligibility and selection processes.
- b. CEHL will have responsibility for maintaining a centralised referral process.
- c. Member co-ops will be responsible for the selection of new members, based on the referral list provided or other method approved by CEHL.
- d. Member co-ops will make decisions regarding the selection of new members based on the ability of applicants to demonstrate some or most of the following typical criteria:
 - i. understanding of co-ops and the role of members

- ii. understanding of the role and responsibilities of a renter, including own tenancy history
 - iii. ability to contribute to the co-op
 - iv. how co-op housing will meet their needs
 - v. demographic fit with co-op
 - vi. shared values with co-op, as established by the co-op before the interview
 - vii. relationship to the community – why they would want to come to that area; connections they have in that area
 - viii. relevant skills to contribute to the co-op.
- e. The member selection process must be transparent and consistent for all applicants.
 - f. The member selection process must comply with all relevant anti-discrimination laws and should embrace the value of member diversity.
 - g. Member co-ops will have procedures in place to ensure any real or perceived conflicts of interest in the member selection process are appropriately managed.
 - h. Offers of membership by the co-op can only be made to applicants that have been assessed as eligible for entry into the Program by CEHL.

4. SCOPE

4.1 This is a Program Policy. It applies to all co-ops with a share in CEHL.

5. DEFINITIONS

5.1 For all definitions relating to this policy, please refer to the Program Glossary.

6. LEGAL REQUIREMENTS

6.1 This policy adheres to and incorporates guidance from:

- a. [Co-operatives National Law Application Act 2013](#)
- b. [Performance Standards and evidence guidelines](#)
- c. [Victorian Charter of Human Rights and Responsibilities 2006.](#)
- d. [Equal Opportunity Act 2010 \(Vic\).](#)
- e. [Australian Human Rights Commission Act 1986 \(Cth\).](#)
- f. [Residential Tenancies Act 1997.](#)

7. PROGRAM REQUIREMENTS

7.1 This policy is consistent with:

- a. International Co-op Principles:
 - Open & Voluntary Membership
 - Democratic Control by Members
 - Concern for Community.
- b. Program Principles:
 - Membership & Growth
 - Participation
 - Security
 - Changing Needs
 - Working Together.
- c. CCA.

8. RELATED PROGRAM POLICIES

8.1 This policy should be considered in conjunction with:

- a. Targeted Member Selection Policy
- b. Establishing a Tenancy Program Policy.

9. AUTHORISATION

Approved by	CEHL Board	Date of approval	30 / 03 / 2021
Position	CEHL Chair	Heidi Lee	