

PROGRAM POLICY: MEMBER SELECTION

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| Policy number | PM001 | Version | v1.0 |
| Drafted by | Program Development Manager | Approved by Board on | 22 February 2017 |
| Responsible Person | Program Director | Scheduled Review Date | 22 February 2019 |

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 members
- b. ensure the process for selecting members is transparent, consistent and non-discriminatory.

2. POLICY CONTEXT

The Co-operatives National Law Application Act provides a general legal framework for the selection of members by registered co-ops, including requirements in relation to the active participation of members. Further to this, CEHL has eligibility criteria that persons 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 list.
- 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 tenant, including own tenancy history
 - iii. ability to contribute to the group
 - 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 for Registered Housing Agencies: section 1 Tenant and Housing Services.](#)
- c. [Victorian Charter of Human Rights and Responsibilities 2006.](#)
- d. [Equal Opportunity Act 2010 \(Vic\).](#)
- e. [Australian Human Rights Commission Act 1986 \(Cth\).](#)

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. Establishing a Tenancy Program Policy.
- b. Conflict of Interest Policy.

9. AUTHORISATION

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| Approved by | CEHL Board | Date of approval | 22 / 02 / 2017 |
| Position | CEHL Chair | | Karren Walker |
| Position | Manager | | Nicola Foxworthy |