

## **PROGRAM POLICY: MEMBER SELECTION**

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 2022

### **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

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