

Guest Application



Adults who are not members and stay at Goolawah for **more than 3 months must submit** this completed application to the Co-operative. The Membership Committee will guide you through the process.

I give permission for the information arising from this application process to be reviewed by members of Goolawah and checked if necessary.

Name: Contact Number:

Email: Signature:

1. i) Complete the '**Identity Check**' form (signed by 2 directors).

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ii) **Criminal History Check** provided. Go to <https://www.nationalcrimecheck.com.au/>

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2. **Provide 3 referees:** (to be contacted by Membership Committee Person)

e.g. community groups, organisations, work colleague.....

Name	
From	
Relationship to you	
Contact Number/s	

Name	
From	
Relationship to you	
Contact Number/s	

Name	
From	
Relationship to you	
Contact Number/s	

3. Read Goolawah Co-op Rules, By-Laws and Code of Conduct.

4. Complete the Guest Agreement.

5. Meet 15 members (one member per site).

Member	What you learned about Goolawah Co-op from this member

What Happens Next with your Application

- Your referees will be contacted.
- Court record search will be conducted.
- You will be contacted if further information or clarification is required.
- Members are invited to attend a Review Meeting to discuss your application and any objections (without you).
- You attend a Membership Committee meeting with your Committee Person, another Committee member and one community member.

Agenda items include;

1. Discussion of the information provided in your application.
2. Discussion of any member concerns or objections.
3. Your understanding of Goolawah Co-op intentions, structure and responsibilities as a Guest (you should be familiar with the Rules, By-Laws and Code of Conduct).

- Your application will be presented to a Community / General meeting.

A 2/3 majority vote is required to be granted Guest status.

- Goolawah Co-op Membership Policy states;

A \$20 per week guest donation will be billed monthly to the member responsible, or the guest can complete 2 hours of community approved work in lieu of payment.

A member can apply for an exemption from the \$20 donation for **two guests** only.

The guest and the member sign an agreement stating:

- The member is responsible for the guest at all times
- The guest agrees to abide by the Rules, By-Laws and the Code of Conduct.
- The Co-op reserves the right to review guest status at any time

- At the end of the application process your documents are returned and no copies will be kept. The Identify Check Form and Guest Agreement is retained.

GUEST IDENTITY CHECK



TO BE COMPLETED BY EACH APPLICANT

Name on your ID:

SURNAME:	OTHER NAMES:
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Type of Government Issued Photo ID:

Driving Licence ☐ Passport ☐ Proof of Age card ☐

Other ☐ If other, please specify:

Is the name you gave in your Guest Agreement the same as the name on your ID?

Yes ☐ No ☐

TO BE COMPLETED BY DIRECTORS

I have sighted the applicant's Identity and confirm the name on the Identity is the same as listed above;

Director's Signature: _____ Director's Name: _____

Director's Signature: _____ Director's Name: _____

GUEST AGREEMENT



Name of Guest: Contact number:

Email:

Guest of..... Site:

Name of Witness: Site:

1. As a member of Goolawah, I agree to be responsible for this guest at all times, including being financially responsible for any levies/costs incurred by him/her.
2. As a guest, I agree to be bound by Goolawah's Rules, By-Laws, Code of Conduct, and decisions and any alterations thereof.
3. As a guest, I understand the Co-op reserves the right to review 'guest status' at any time.

Signature of Guest: _____ Date: _____

Signature of Member: _____ Date: _____

Signature of Witness: _____ Date: _____