

# GUEST APPLICATION FLOWCHART



## Guest stays less than 2 months in the first 12 month period

Guest Application and Guest Levy are not required  
Host member gives guest a copy of the Guest Handbook



## Guest stays more than 2 months in the first 12 month period

**Host member** must advise the Membership and Guest Committee complete **Step One** of the Guest Application and **submit** the completed application to the Committee **by the end of the 2<sup>nd</sup> month.**



The designated Committee person completes **Step Two** of the Guest Application.

## IMPORTANT

### Member not present with guest

**Host member** must **organise** a designated '**member buddy**' to be responsible for the guest in their absence, **inform** the Committee, **introduce** guest to surrounding **neighbours** and **advise** members via SMS. This includes guest stays less than 2 months.

# GUEST APPLICATION STEP ONE



Guests staying at the Co-op for more than **2 months must submit** this completed application to the Membership & Guest Committee before the end of the 2<sup>nd</sup> month.

Your host member and a Committee person will guide you through the process.

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

Name: ..... Contact Number: .....

Email: ..... Signature: .....

1. I will be a guest of  on site number   
for a period of

2. Member will be present during my stay. Yes / No / some of the time

If 'some of the time' please provide details:

.....

My designated 'member buddy' will be  during the member's absence.

3. Complete the '**Identity Check**' form (signed by 2 directors). ☐

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

5. **Provide 3 referees:** (to be contacted by a Committee Person) e.g. community groups, organisations, work colleague.....

Name	
From	
Relationship to you	
Contact Number/s	

<b>Name</b>	
<b>From</b>	
<b>Relationship to you</b>	
<b>Contact Number/s</b>	

<b>Name</b>	
<b>From</b>	
<b>Relationship to you</b>	
<b>Contact Number/s</b>	

6. Read Goolawah Co-op By-Laws and Code of Conduct.

☐

7. Complete the Guest Agreement.

☐

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

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

# GUEST APPLICATION

## STEP TWO



### 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 meeting with your Committee Person, another Committee member and one community member.

### Agenda items to be included in the conversation;

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 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 Guest Policy states;
    - A **\$20 per week Guest Levy** will be billed monthly to the host member.
    - A guest may complete community approved work and the host member may submit a Work Claim Form.
    - A member may apply for an exemption from the \$20 per week Guest Levy for two guests only. The application will be considered on a case-by-case basis at a Community or General meeting.
    - A member's spouse / partner is not required to apply for an exemption from paying the \$20 per week Guest Levy.
    - The guest and the member sign the Guest Agreement.
    - A designated '**member buddy**' is responsible for the guest if the host member is away from the Co-op.
    - Failure to comply with submitting a Guest Application will result in the host member being directed to ask their guest to leave the Co-op, and may result in a fine (Rule 99). The Guest Levy will increase to \$20 per day.
    - At the end of the application process your documents are returned and no copies will be kept. The Identify Check Form and Guest Agreement are retained. Your personal details will be entered into a **Guest Register**, in line with the Co-op's Privacy Policy.

# 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 ☐

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## 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 costs incurred by him/her.
2. As a guest, I agree to be bound by Goolawah's By-Laws, Code of Conduct, and decisions and any alterations thereof.
3. As a guest, I understand the Co-op will review my guest status after 6 months or sooner if required.
4. As a designated 'member buddy' I agree to be responsible for the guest during the host member's absence.

Signature of Guest: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

Name of 'Buddy': \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_