

Draft **GUEST POLICY and AGREEMENT**

Rationale:

Current policy is too onerous, hence the reluctance for a member to come forward and announce they have a guest staying more than 2 months in a 12-month period. The co-op will have more compliance with a simplified policy, and we will have a greater chance of knowing the frequently visiting family and friends of members.

Suggested changes to Guest Policy (21.1.17):

- Host member ensures the guest has read and understood the Code of Conduct, and relevant By-laws and policies (no Guest Handbook).
- Guest stays longer than 28 days (not 2 months) in a 12-month period require the signing of a Guest Agreement and entry of details into the electronic Guest Register (includes name, phone number, email, address, car registration/other ID, relationship to you, and length/frequency of stay).
- No need for an application process.
- Car rego / other ID is recorded on the Guest Agreement and in the Guest Register (entry in the Guest Register will be announced via the phone tree and at a GM).
- No voting at GM, a member shouldn't need to seek approval at a GM to have friends, family and partners stay.
- The member is responsible for introducing their guest to the community and neighbours (no requirement to list 15 members they have met).
- Delete \$20 Guest Levy. This is added work for our Treasurer, and the income derived from this is minimal (if any).
- Added "A member may choose to have their partner as a guest and not a joint member, but this does not restrict the guest from applying for individual membership."
- Added "An eligible member waiting to buy a share does not need to complete a Guest Agreement if they are house sitting for a member".
- If revised Guest Policy is approved, Finance Policy will require an update.

GUEST POLICY and AGREEMENT

- Goolawah Co-operative welcomes guests. Guests are any person/s visiting or staying on a member's lot for any period.
- The host member is responsible for their guest/s at all times and must ensure they read and abide by any relevant Policies and By-Laws, and the Code of Conduct. Any breaches may result in the guest/s being asked to leave the Co-operative
- The host member is responsible for introducing their guest/s to other members and neighbours.
- The host member is responsible for **organising a 'buddy' for short term visitors** if they plan on being absent from the co-operative for **more than a day** during the guest stay. The member must notify the community of this arrangement via the Phone Tree. (doesn't apply for permanent guests like partners)
- Members who have guests staying longer than **28 days** in a 12-month period must complete and sign the Guest Agreement and on **approval by a General Meeting**, their details will be added to the Guest Register (name, phone number, email, address, car registration/other ID, relationship to you, and length/frequency of stay).
- **Guests staying longer than 2 month have to present a criminal record/police check (like all new members)**
- An eligible member waiting to buy a share does not need to complete a Guest Agreement if they are house sitting for a member.
- A member may choose to have their partner as a guest and not a joint member, but this does not restrict the guest from applying for individual membership.
- **The status of a guest can be reviewed after 6 and/or 12 months.**

Member/s: _____ Site: _____

Guest name: _____ Mobile: _____

Car Rego or other ID: _____ Email: _____

Relationship: _____ Signature: _____

Guest name: _____ Mobile: _____

Car Rego or other ID: _____ Email: _____

Relationship: _____ Signature: _____

Note: Additional guests must complete a separate agreement.

Children's name/s and ages: _____

Length / frequency of stay: _____

I/we understand I/we am/are responsible for the guest at all times and must ensure the guest/s abide by the Goolawah Co-operative Code of Conduct, and any relevant By-Laws and policies.

Member/s signature/s: _____ Date: _____

Buddy name: _____ As a 'buddy' I agree to be responsible for the guest/s

during the member's absence. Signature: _____ Date: _____

Director's signature: _____ Date: _____