

## **PROCESS FOR ASSESSMENT OF MEMBERSHIP APPLICATIONS BY MANAGING COMMITTEE OF HASANZ**

### OVERVIEW

- 1 The Managing Committee of HASANZ (which operates under the title, and is referred to in this document as, “The Leadership Team”) makes decisions under rule 14.2 of the Rules of HASANZ on whether to admit an association to membership.
- 2 The Leadership Team has established a sub-committee (“the Membership Committee”) to assess applications to determine whether or not the Applicant meets the requirements for membership and make recommendations to the Leadership Team on whether or not the Applicant should be admitted as an Associate Member or a Full Member of HASANZ.
- 3 The Leadership Team has complete and sole discretion on whether or not to admit an Applicant as a Member of HASANZ. The Leadership Team’s decision is final.
- 4 This document sets out the Leadership Team’s intended process when dealing with a recommendation from the Membership Committee on whether or not to admit an Applicant to membership. The Leadership Team may depart from this process as it sees fit.

### INITIAL CHECK FOR CONFLICTS OF INTEREST

- 5 Before a recommendation from the Membership Committee is sent to members of the Leadership Team, the Secretary (or any person delegated by the Secretary) will notify the members of the Leadership Team of the recommendation and ask them to advise whether or not they have a conflict of interest (see definition in paragraph 14 below) in relation to the application.
- 6 If a member of the Leadership Team has a conflict of interest under paragraph 5 or at any later time, they must:
  - 6.1 declare the conflict of interest to the Chairperson (or, if the Chairperson has a conflict of interest, the rest of the Leadership Team) upon becoming aware of it; and
  - 6.2 stand down as a member of the Leadership Team for the purposes of considering and deciding on the application for membership.
- 7 For the avoidance of doubt, if a member stands down due to a conflict of interest, that does not affect the constitution of the Leadership Team nor its ability to decide on an application for membership.
- 8 The Chairperson and/or the Leadership Team may take any action he/she or it considers necessary to manage the conflict of interest to ensure the application is dealt with in a fair and reasonable manner.
- 9 The Chairperson will advise an Applicant of any conflict of interest and the steps taken by the Leadership Team to manage the conflict.

### CONSIDERATION OF APPLICATION BY LEADERSHIP TEAM

- 10 If the recommendation from the Membership Committee to the Leadership Team is to decline an application, the Leadership Team may:
  - 10.1 provide a copy of the Membership Committee recommendation and report to the Applicant and (if the Leadership Team wishes) a copy of the report of the probity advisor on the recommendation; and

- 10.2 invite the Applicant to make submissions to the Leadership Team on the recommendation either in writing or in person or both.
- 11 The Leadership Team will consider the application from the Applicant on the basis of the recommendation and report from the Membership Committee, taking into account the report from the probity advisor and any comments made by the Applicant under paragraph 10.2 above.
- 12 The Chairperson of the Leadership Team will ensure that the Applicant is advised of the Leadership Team's decision and the reasons for it (which could include reference to the recommendation and report of the Membership Committee) as soon as reasonably possible after the decision.

#### DEFINITION OF TERMS

- 13 Except as otherwise provided in this document or as the context requires, terms defined in the Rules of HASANZ have the same meaning in this document.
- 14 In this document the term "conflict of interest" means any situation where the interests of a member of the Leadership Team could be perceived by a person acting reasonably as compromising the member's ability to decide on an application for membership independently, objectively or impartially where:
- 14.1 "interest" means that:
- 14.1.1 the member may derive a financial benefit if the application is approved or declined;
  - 14.1.2 the spouse, civil union partner, de facto partner, child or parent of the member may derive a financial benefit if the application is approved or declined;
  - 14.1.3 the member is a member or office holder of the Applicant;
  - 14.1.4 the spouse, civil union partner, de facto partner, child or parent of the member is a member or office holder of the Applicant;
  - 14.1.5 the member is otherwise directly or indirectly interested in the matter other than by reason of being a member of the Leadership Team or a member of an association that is a member or prospective member of the Society; or
  - 14.1.6 the member has previously expressed strong personal views on the Applicant or on the application such that a person acting reasonably would consider that the member's decision on the application would be unduly influenced by those views; and
- 14.2 the judgment about whether a member has a conflict of interest on an application will be made taking into account that there are only a limited number of people in the industry with sufficient knowledge, independence and willingness to sit on the Leadership Team.