

PROGRAM POLICY: EXEMPTIONS

Policy number	PPOL022	Version	v1.0
Drafted by	Program Development Coordinator	Approved by Board on	28 April 2018
Responsible Person	Program Director	Scheduled review date	28 April 2023

1. PURPOSE

The purpose of this Policy is to set out the considerations that will form the basis of a decision to grant an exemption to a Program Policy.

2. POLICY CONTEXT

CEHL Program Policy sets the framework for decision-making within the Program. Program Policy ensures that decisions are made consistently, transparently and in accordance with the Program's compliance obligations.

There are times where the application of Program Policy may result in an outcome for a member co-op or Program participant that is not consistent with the Program Principles. Where this occurs, the affected party is able to seek an exemption from the relevant program Policy.

3. POLICY STATEMENT AND PRINCIPLES

3.1 STATEMENT

- a. A member co-op or Program participant may apply for an exemption to a Program Policy where they feel that the application of the policy may result in an outcome that is not consistent with the Program Principles.
- b. A decision to grant an exemption to Program Policy will adhere to the Program Principles.
- c. The Program Director holds the authority to grant exemptions to Program Policy.

3.2 PRINCIPLES

- a. In seeking an exemption to a Program Policy a member co-op or Program Participant must detail:
 - i. how the application of the policy will result in an outcome that is not consistent with the Program Principles
 - ii. a proposed alternative course of action
 - iii. the length of time for which the exemption is being sought.
- b. A decision to grant an exemption will be based on the following considerations:

- i. it can be evidenced that application of the Program Policy will result in an outcome that is not consistent with the Program Principles
 - ii. the impact that granting the exemption will have on the relevant Program Participant, member co-op and the Program
 - iii. the precedent that granting the exemption will set
 - iv. consistency of the exemption with the Program's compliance obligations.
- c. Where an exemption is granted, the response to the applicant will set out:
 - i. the time period for the exemption
 - ii. the approved alternative course of action.
- d. Where an exemption is not granted, the applicant is entitled to request a review of the decision from the Managing Director.

4. SCOPE

- 4.1 This is Program Policy. It applies to all residential tenancies managed by CEHL or its member co-ops.

5. DEFINITIONS

- 5.1 For all definitions relating to this policy, please refer to the Program Glossary.

6. LEGAL AND OTHER REQUIREMENTS

- 6.1. Performance Standards for Registered Housing Agencies: section 1 Tenant and Housing Services.
- 6.2. Victorian Charter of Human Rights and Responsibilities 2006.

7. PROGRAM REQUIREMENTS

- 7.1. This policy is consistent with:

International Co-op Principles:

Open & Democratic Membership

Co-operation among Co-operatives

Concern for Community.

- 7.2. Program Principles:

Security of Tenure

Quality of Housing

Affordability

Financial Sustainability

Changing Needs.

8. RELATED PROGRAM POLICIES

- a. This policy applies to all policies and procedures to which an exemption can be granted.

9. AUTHORISATION

Approved by	<u>CEHL Board</u>	Date of approval	28 / 04 / 2018
Position	CEHL Chair		Karren Walker