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# RUSS Church Grove Project Extenuating Circumstances Policy

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Church Grove Project  
Supplementary  
Allocations Policy

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RUSS, 2016

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## Context

RUSS will periodically set deadlines that participants in its projects must meet in order to retain their status as participants (for example, as a member of the Residents Group for the Church Grove Project).

Occasionally, participants cannot meet those deadlines and this Policy sets out the procedure for registering a claim of extenuating circumstances and agreeing an extension to the deadline, so that those in a decision-making position are able to decide what to do in a fair and consistent way.

## Policy

- EC1 If a participant feels that they cannot meet a given deadline they are permitted to make representations in writing to the Board, or the Board's nominated delegated decision-makers (e.g. – responsible volunteer-led Team, Project Team or responsible Consultant)
- EC2 Representations should clearly set out the reason that the participant cannot meet the deadline.
- EC3 Acceptable grounds for a claim of Extenuating Circumstances are:
  - a) death of a family member, friend or significant other
  - b) court proceedings, such as divorce, that prevent the provision of information required
  - c) significant illness or injury that result in incapacity
  - d) other circumstances considered by the applicant to warrant extenuating circumstances, accepted at the discretion of the decision-maker
- EC4 Representations should be received before the deadline to which they relate.
- EC5 The delegated decision-maker is able to grant, at their discretion, an extension period beyond the deadline. The duration of this extension is to be set at the discretion of the decision-maker, balancing RUSS's needs with those of the applicant.
- EC6 Successive claims for Extenuating Circumstances may be made but each successive claim is subject to the decision-maker's discretion.