

# Housing Conferences and Seminar - Subsidy for Tenants

## Purpose

This policy outlines how Bridge Housing will subsidise tenants to attend relevant housing conferences and seminars.

## Scope

This policy applies to any Bridge Housing tenant or household member wishing to apply for a subsidy to attend relevant housing conferences or seminars in Sydney.

## Policy

Bridge Housing believes that tenants should be at the core of our service delivery and that we should actively seek their input into the way we do business. We seek to support tenants to have a say in our operations and planning. To support this engagement, Bridge Housing will offer two (2) places for tenants plus the Chair of the Tenant Advisory Group (TAG) at any relevant housing conference or seminar in Sydney.

Bridge Housing will pay for agreed costs only, which is usually limited to conference registration fees. All other costs will be met by the tenant. The TAG leadership team have the discretion to fund additional conference attendees, from the TAG budget, independently of the three places funded by Bridge Housing if funds are available.

Applications for conference attendance will be through an Expression of Interest (EOI) procedure, which requires applicants to briefly explain how they and the broader tenant community will benefit from their participation in the event. One of the three places offered will be reserved for the TAG Chair for major conferences, however, the Chair must also complete an EOI.

Bridge Housing reserves the right to suspend the EOI procedure in the event of an opportunity that arises at short notice. In these situations, places will be offered directly to tenants known to be involved in community activities directly related to the event.

## Procedure

The procedure for running an Expression of Interest (EOI) process for tenants to attend conferences is as follows:

1. All opportunities for tenants to attend relevant housing conferences or seminars in Sydney will be advertised at the TAG and Aboriginal TAG and in the tenant newsletter where time permits.
2. Tenants must apply through the EOI form, including the TAG Chair.
3. The TAG Leadership Team may approve additional conference expenditure from the TAG budget (in addition to the three registrations funded by Bridge Housing).
4. Bridge Housing Senior Executive will select two tenants to attend each conference based on the information provided in the EOI form. Where the TAG Chair elects not to attend, a third tenant applicant will be chosen.
5. Tenants will be notified at least 14 days prior to the event of the outcome of their application.
6. Bridge Housing will complete the registrations on behalf of the tenant. If a tenant requests to do the registration themselves, they must provide a tax invoice and receipt to Bridge Housing for reimbursement.
7. Bridge Housing will pay for agreed costs, which is usually conference registration only. All other costs must be met by the tenant.
8. Where timeframes do not permit the above procedure to be followed places will be offered to tenants known to be involved in related activities.
9. As a condition of attendance, the tenant must agree to do a presentation to TAG or other relevant group after the conference or seminar to share what they learned.

## Related Documents

- TOP (Tenants in Operations and Planning) Fact Sheet
- Expression of Interest Form – Housing Conferences and Seminars Subsidy