



Central Highlands Association of Neighbourhood Houses

Conference and Training Subsidy Policy

Document Control

Policy Title:	Conference and Training Subsidy		
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* Policy reformatted January 2021, no content changes made

Relevant standards, legislation and other documents:

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Definitions:	
CHANH	Central Highlands Association of Neighbourhood Houses
DHHS	Department of Health and Human Services
Members	Neighbourhood Houses (represented by managers and committees of management) funded by DHHS within the Central Highlands area
CoM	Individuals representing member houses in CHANH Committee of Management
Staff	Any person employed by CHANH or volunteering at CHANH
Executive Team	CHANH President, Vice President, Treasurer and Secretary

Policy Declaration

CHANH recognizes that investing the knowledge and awareness of our members is a key aspect of capacity building in our region.

Central Highlands Association of Neighbourhood Houses

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Purpose:

This policy defines the purpose and usage of the annual Subsidy for member organisations to participate in Conference and Training events.

Owner:

This policy is the responsibility of the Executive Team and must be ratified by the CoM.

Application:

This policy applies to the member Neighbourhood Houses of the CHANH, and can be utilized by key personnel from these houses, including Committee Members, Volunteers and Staff, in consultation with the Representative CHCHN member.

Policy Rationale

To support member development CHANH provides up to \$500 funding for member organisations to access to support key personnel to attend relevant training or conference event(s) annually.

Funds must be accessed via the Conference and Training Subsidy Process, approved by the Executive Committee and invoiced according to details provided.

Funding can be accessed to support a wide range of learning outcomes, including but not limited to:

- Community development
- Governance
- Organisational management and administration
- Financial management and administration
- Volunteer management and administration

Member organisations are able to accrue the subsidy available to them for up to two years, with approval from the CHCHN Executive Team.

Whilst it is not compulsory, CHCHN strongly recommends that member organisations form an annual training plan for key personnel and utilizes the CHCHN funds as a dollar for dollar subsidy.

Individuals who benefit from accessing CHCHN Conference and Training funding are required to complete a short report detailing key learning outcomes and/or concepts of interest, which will be circulated to the wider membership to encourage idea sharing and sector curiosity.

Related Organisational Policies and Procedures:

- Financial Management Policy
- Induction Policy
- Reserve Fund Policy
- Conference and Training Subsidy Application Form
- Conference and Training Approval Details Sheet
- Conference and Training Report

Responsibilities

Executive Team:

- To implement policy and address any issues or arising concerns.
- To ensure policy is available to all members and staff.

Members:

- To follow policy where applicable to them.
- To notify Executive Team of any issues or concerns in relation to policy.

Staff:

- To follow policy as appropriate.
- To notify Executive Team of any issues or concerns in relation to policy.

Breach of Policy

A breach of this policy may result in disciplinary action up to and including termination of employment.