

Paid Participation Policy

Corporate standard 0011

Paid Participation is one of the ways the Commission recognises the valuable, specialised and expert contribution made by people who have a lived experience of mental illness, problematic alcohol and other drug use and/or suicide, and other members of the community as considered appropriate.

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1. Introduction

- 1.1. The *Queensland Mental Health Commission Act 2013 (Act)* acknowledges the importance of engaging people with a lived experience in driving reform towards a more integrated, evidence-based, recovery-oriented mental health and alcohol and other drug service system.
- 1.2. For the purposes of this policy a person is considered to have a lived experience if they:
 - have a direct personal experience of mental illness and/or problematic alcohol or other drug use
 - are a family member, carer or support person, if they have regularly provided unpaid, care or support, for a person living with a mental illness and/or problematic alcohol and other drug use
 - have experienced suicidal thoughts, survived a suicide attempt, cared for someone who has attempted suicide, been bereaved by suicide, or been touched by suicide in another way.
- 1.3. The Act also acknowledges that the Commission should engage and consult with other members of the community to the extent that the Commissioner considers appropriate.
- 1.4. For the purposes of this policy a member of the community is an unpaid representative of a community or particular population group.

2. Policy statement

- 2.1. The Commission is committed to meaningfully engaging with people with a lived experience, and as appropriate, other members of the community as equal partners in its work
- 2.2. Paid Participation is one of the ways the Commission recognises the valuable, specialised and expert contribution made by people who have a lived experience and as appropriate other members of the community.
- 2.3. Paid Participation involves making a payment (a Paid Participation Payment) to acknowledge the contribution made by people with a lived experience and as appropriate other members of the community who have been personally invited to contribute to the Commission's work through participation in an approved activity (a Paid Participation Activity).
- 2.4. While the Commission acknowledges the contribution made by people with a lived experience, and as appropriate other members of the community in its work, it is unable to provide payments for engagement in all of its activities and is required to exercise due diligence in the use of its resources and funding.

3. Purpose

- 3.1. This Policy outlines the Commission's commitment Paid Participation by:
 - providing a Paid Participation Payment for a person's engagement and participation
 - paying for reasonable travel and accommodation costs to allow these individuals to give their time and participate; and
 - reimbursing any reasonable associated out of pocket expenses.
- 3.2. This policy sets out the approach the Commission will take to Paid Participation, including:
 - who will be eligible for a payment
 - the type of activities that will attract a payment
 - the amount of payment
 - when payments will be made for reasonable travel costs, allowances and out of pocket expenses.

4. Authority

- 4.1. This Policy has been approved and implemented in accordance with the Act. It supports implementation of the Commission's engagement strategies

5. Application

- 5.1. This Policy applies to people with a lived experience (as outlined in paragraph 1.2) and, as appropriate, other members of the community (as outline in paragraph 1.4) who are directly invited by the Commission to participate in Paid Participation Activity.
- 5.2. In this Policy, people who are invited to participate in the Paid Participation Activity are referred to as Participants.

6. Eligibility

- 6.1. The Commission will only offer a Paid Participation Payment to Participants if they would not otherwise receive remuneration for their participation and have been directly invited to participate in the Paid Participation Activity.
- 6.2. This Policy does not apply to people's participation in a Paid Participation Activity when they are:
- professional consumer/carer consultants engaged to provide professional services through government tenders or procurement processes or who are contracted to supply services for the Commission and who participate during their paid work time (these arrangements fall under standard procurement and contracting processes and payments)
 - representing a funded organisation or group as part of their recognised duties to engage with the Commission
 - members of the Queensland Mental Health and Drug Advisory Council representing the Council
 - Commission employees or contractors
 - are attending in response to an open or public invitation extended to people with a lived experience or community members.

7. Definition of paid participation activity

- 7.1. A Paid Participation Activity is an activity approved by the Commission and may involve participation or engagement in a range of groups and/or activities including:
- committees (for example steering, roundtables, reference or working groups)
 - consultations, forums, focus groups or workshops
 - individual consultations
 - selection and recruitment panels
 - evaluation panels for tenders, grants or other procurement activities.
- 7.2. Paid Participation Activities do not include:
- open or public forums or presentations by the Commission
 - ad hoc communications, meetings and discussions with the Commission
 - an activity or event hosted by and contributing to the work of another organisation including where the Commission nominates them to participate in the activity.

8. Types of engagement and participation

- 8.1. Engagement and participation in a Paid Participation Activity may involve Participants taking a significant role by chairing or facilitating meetings or events (chairing) or by generally participating (general participation).
- 8.2. It may take many forms and include:
 - attending and participating
 - writing reports, resources, articles, brochures, newsletters
 - designing and facilitating a discussion group, activity or event
 - presenting as a guest speaker to provide their perspective
 - consulting with other people
 - reviewing and providing feedback on Commission information, material or reports
 - assisting Commission employees in preparing for an engagement activity
 - working with the Commission to co-design and/or co-produce an activity or project.
- 8.3. When participating, or engaging in a Paid Participation Activity, participants are not employed, acting as agents or representing the Commission.
- 8.4. Participants will be required to comply with relevant legislation and Commission and Government policies, in particular the *Code of Conduct for the Queensland Public Service* which can be found at <https://www.forgov.qld.gov.au/about-code-conduct>.

9. Paid participation payments

- 9.1. The Commission's Paid Participation Payments are based on the rates set out in the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies* – Regulation, Administration and Advice Category level 3. (This does not mean that Participants are considered part-time chairs or members of Queensland Government Bodies).
- 9.2. Paid Participation Payments will be based on the nature of participation and engagement at the following rates:

Length of activity	Chair	General participation
Daily (more than 4 hours with a maximum of 7.25 hours)	\$390	\$300
Half a day (more than 2 hour with a maximum of 4 hours)	\$195	\$150
≤ 2 hours (minimum payment)	NA	\$75

- 9.3. Time spent travelling to and from, and preparing or reading for and after a Paid Participation Activity will be included in the overall hours and will not be separately included in the payment claim.

Example

A person participating in a Paid Participation Activity is required to participate in a working group which involves 1 hour of preparation time, two hours meeting time and 1 hour post activity feedback time (reviewing minutes and documents). The person is eligible to receive the half daily rate for a total of four hours.

- 9.4. Paid Participation Payments made for a Paid Participation Activity that occurs over two or more days will be made at each significant milestone in the activity as agreed with the Commission.

Example

A person is a member of a Reference Group which will be established for six months. The Reference Group meets three times. The Paid Participation Payment should be claimed and paid after each meeting.

- 9.5. The Commission may offer payment in-kind, for example movie tickets, gift vouchers, as more appropriate in some circumstances, for example when participation is by children under the age of 16 years. Making these types of in-kind payments to children must be negotiated in advance and pre-approved by the Commission in consultation with the relevant parent or guardian. (All other payments and allowances will be in line with other sections of this Policy).
- 9.6. In circumstances where a family member, unpaid carer, friend, support person, parent or guardian is required to attend or wait for a Participant who is participating in a Paid Participation Activity, the Commission will consider making a Paid Participation Payment to that person. This will be negotiated with the person prior to the Paid Participation Activity occurring. (All other payments and allowances will be in line with other sections of this Policy).
- 9.7. Where a third party is engaged by the Commission to undertake work on the Commission's behalf which meets the definition of a Paid Participation Activity as outlined in this policy then the third party will be required to pay Participants fees equivalent to the Paid Participation Payments outlined in this Policy. Funding arrangements with the third parties should reflect on this requirement.
- 9.8. The Business Support Unit will be responsible for ensuring that the payment and allowances articulated in this policy are up-to-date through an annual review in July each year.

10. Taxation, Centrelink and Veterans Affairs payments

- 10.1. All Participants are responsible for ensuring that they are aware of their legal obligations and any requirements to inform relevant Australian and Queensland Government departments such as Centrelink, the Department of Veterans Affairs and the Australian Tax Office of any income received, including payments received from the Commission for Paid Participation Activities.
- 10.2. Participants are required to complete and submit an Australian Tax Office (ATO) 'Statement by Supplier' form. The form will be provided by the Commission or is available on the ATO website or via the following link <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>.

11. Travel, accommodation and meal allowances

- 11.1. The Commission will endeavour to meet all reasonable travel accommodation and meal costs associated with participation in a Paid Participation Activity based on *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies*.
- 11.2. All travel, accommodation and meal allowances must be pre-approved by the Commission.
- 11.3. Details regarding the circumstances under which the Commission will meet these reasonable travel and accommodation costs and meal allowances are outlined in Appendix 1.

12. Reasonable out of pocket expenses

- 12.1. The Commission will endeavour to meet reasonable out of pocket expenses directly related to participation in a Paid Participation Activity.
- 12.2. All out of pocket expenses must be approved by the Commission before they are incurred.
- 12.3. Details regarding the circumstances under which the Commission will meet these reasonable out of pocket expenses are outlined in Appendix 1.

13. Process

- 13.1. There are three phases in the process to administer and provide a Paid Participation Payment:
 - before a Paid Participation Activity
 - during the Paid Participation Activity
 - after the Paid Participation Activity

Before participating in Paid Participation Activity

- 13.2. The Commission will approve an activity to be a Paid Participation Activity for the purpose of this Policy.
- 13.3. In writing or by email the Commission will:
 - directly invite an individual to participate in a Paid Participation Activity
 - confirm that the activity is a Paid Participation Activity attracting a Paid Participation Payment
 - advise of the type of activity and the anticipated type of participation or engagement
 - advise of the date, location and expected duration of the activity
 - advise of any special requirements relating to the activity such as the need to sign confidentiality undertakings and conflicts of interest declarations for procurement activities
 - advise of the anticipated Paid Participation Payment following full participation in the activity
 - provide a copy of this Policy or the web-link to this Policy
 - provide a Paid Participation Claim Form for recording expenses and bank details
 - negotiate travel, accommodation, allowances or anticipated out of pocket expenses
 - nominate a Commission contact person.
- 13.4. The individual invited to participate in a Paid Participation Activity will be required to:
 - confirm in writing or by email that they accept the Commission's invitation
 - advise of any issues which may affect their participation in the Paid Participation Activity including any conflicts of interest
 - advise of any travel and or accommodation requirements or anticipated out of pocket requests.

During a Paid Participation Activity

- 13.5. The Participant will participate in the Paid Participation Activity to the best of their ability and comply with relevant legislation, policies and guidelines.
- 13.6. The Participant will advise the Commission if an issue, for example a conflict of interest, arises which would affect their ability to participate in the Paid Participation Activity.

- 13.7. The Commission will provide reasonable support to enable the Participant to participate as meaningfully and to the fullest extent possible.

After the Paid Participation Activity

- 13.8. Unless the Paid Participation Activity and payment is being managed by third parties, the Participant who is entitled to a Paid Participation Payment must:
- submit all forms and receipts for reimbursement to the Commission within 20 working days of participating in the Paid Participation Activity
 - submit any reports or other materials as required by the Commission when invited to participate in the Paid Participation Activity.
- 13.9. The Commission upon receiving the completed Paid Participation Claim Form and receipts for reimbursement:
- will verify participation in the Paid Participation Activity and the information included in the forms and receipts
 - arrange for the approved Paid Participation Payment and approved reimbursements to be paid directly into the person's nominated bank account within 20 working days.
- 13.10. Where the Paid Participation Activity is being managed by a third party, the third party will be responsible for the clear articulation of how the Participant will claim their Paid Participation Payment and, as required, associated travel and accommodation arrangements and meal and other allowances.

14. Disputes

- 14.1. Any disputes about Paid Participation Payments are to be discussed with the Commission's nominated contact officer. If the issue is not resolved the Participant is able to seek, in writing, a review by the Queensland Mental Health Commissioner, in accordance to the Commission's complaints policy.

15. Related policies and guidelines

- 15.1. *Queensland Mental Health Commission Act 2013*
- 15.2. *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies Regulation*
- 15.3. *Code of Conduct for the Queensland Public Service*

Appendix 1: Travel, accommodation and meal costs

1. Overview

- 1.1. The Commission will endeavour to meet the reasonable costs associated with the Participant's participation in a Paid Participation Activity.
- 1.2. Participants may be required to travel and be away from their home town or city overnight.
- 1.3. The Commission will book flights and accommodation and may pay a meal allowance for overnight absences away from the Participant's home town or city.
- 1.4. The Commission may also reimburse pre-approved reasonable out of pocket expenses.
- 1.5. This appendix outlines the circumstances under which travel, accommodation, meal and out of pocket expenses will be paid by the Commission and the amount of allowances.
- 1.6. The provisions of the Policy, as set out in this Appendix, are based on *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies Regulation*.

2. Travel by road or train

- 2.1. Participants may be required to travel by road or train to attend a Paid Participation Activity.
- 2.2. Public transport should be used as the first option when travelling to and from approved paid participation activities.
- 2.3. If public transport is not available or practical, for example where people are unable to use public transport due to an illness or disability, alternatives such as taxi travel or use of private vehicles may be considered.

3. Use of private motor vehicle

- 3.1. An allowance is payable when a Participant uses their private vehicle to attend a Paid Participant Activity if the Commission has provided approval prior to the Paid Participation Activity.
- 3.2. Before approving use of a private vehicle, the Participant must certify that the vehicle is insured and has comprehensive motor vehicle insurance policy or a third-party property damage insurance policy.
- 3.3. Participants should endeavour to take the most direct route available. A cap of 100km for a round trip is in place for reimbursement for travel to meetings via private vehicle. Where travel exceeds the capped limit, the travel of distance must be negotiated in advance and pre-approved by the Commission.
- 3.4. The amount of the allowance are set out in the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies*.

4. Use of taxis

- 4.1. Travel by taxi is considered reasonable when it is economical, efficient and the only practical form of transport.
- 4.2. Approval for the use of taxis must be negotiated in advance and pre-approved by the Commission prior to the Paid Participation Activity.
- 4.3. Where possible, cab charge vouchers will be provided to the Participation. The Participant must obtain Cab Charge receipts and submit/send them to the Commission within five working days of use.

- 4.4. If the Participant is unable to return the Cab Charge receipt the participant will be required to complete a statutory declaration.
- 4.5. If cab charges have not been provided by the Commission, the Commission will reimburse reasonable taxi charges upon submission of receipts.

5. Parking and tolls

- 5.1. Parking fees must be negotiated in advance and pre-approved by the Commission prior to the activity and receipts must be provided.
- 5.2. If use of a private vehicle has been approved by the Commission in advance, tolls will be reimbursed only if they are part of the fastest route calculated on www.whereis.com.

6. Flights

- 6.1. Where a Participant requires a flight to attend a Paid Participation Activity the Commission will book the Participant's flights.
- 6.2. All airfares will be booked economy class, at the best available rate.
- 6.3. Any changes to flight bookings and cancellations must be made by the Commission and should be kept to a minimum.
- 6.4. If a change or cancellation is required, Participants are requested to contact the Commission as soon as possible providing an outline of the reasons the change or cancellation is required.
- 6.5. Any excess baggage requirements must be negotiated in advance and pre-approved by the Commission.
- 6.6. Any excess baggage must be necessary to perform the participant's duties or complete the activity.
- 6.7. If a Participant incurs excess baggage costs at the airport during check-in, these costs will not be reimbursed by the Commission and will be a cost to the participant.

7. Accommodation

- 7.1. Where a Participant requires accommodation to attend a Paid Participation Activity the Commission will book the accommodation.
- 7.2. Changes to accommodation bookings or cancellations must be made by the Commission and should be kept to a minimum.
- 7.3. Accommodation will be booked to the value set out in the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies*.

8. Meal allowances

- 8.1. Catering will be provided at most activities hosted by the Commission.
- 8.2. Where catering is not provided or travel means that a Participant will be away from home for a meal, a meal allowance will be paid by the Commission as set out in the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies*.

9. Other reasonable out of pocket expenses

- 9.1. The Participant may incur other expenses relating to their participation in the Paid Participation Activity.
- 9.2. The Commission will reimburse pre-approved reasonable out of pocket expenses relating to the Participant's participation in the Paid Participation Activity.
- 9.3. The Participant should incur these expenses only after they are approved by the Commission.
- 9.4. The Commission will require receipts relating to out-of-pocket expenses before paying reimbursement.

10. Printing

- 10.1. The Commission will provide hard copies documents to Participants where possible
- 10.2. Where not possible the Commission will pay for reasonable printing costs which should, wherever possible, be pre-approved by the Commission.
- 10.3. The Commission will not reimburse printing costs if a Participant chooses to receive information by email and prints this material.