

Paid Participation Policy

Corporate standard 0011

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

Contact: Manager Corporate Governance and Service Delivery

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Approved by:

Ivan Frkovic, Mental Health Commissioner

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1. Introduction

- 1.1. The *Queensland Mental Health Commission Act 2013* (Act) acknowledges the importance of partnering and engaging people with a lived/living experience in driving reform towards a more integrated, evidence-based, recovery-oriented mental health, suicide prevention, 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 lived experience of mental ill-health and/or problematic alcohol and/or other drug use,
 - are a family member, carer or support person, if they have regularly provided unpaid, care or support, for a person with direct lived experience with a mental ill-health and/or problematic alcohol and other drug use, and/or
 - have experienced/experiencing suicidal thoughts, survived a suicide attempt, provided/providing care 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 Queensland Mental Health Commission (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 and partnering with people with a lived experience, and as appropriate, other members of the community in its work, ensuring that cost is not a barrier to participation.
- 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/living 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 contributions made to its work by people with a lived experience, and as appropriate, other members of the community, the Commission is unable to provide payments for all engaged activities. The Commission 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 to 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; and
- whether payments can be made in advance to enable participation.

4. Authority

- 4.1. This Policy has been approved and implemented in accordance with the *Act*. It supports implementation of the Commission's system reform 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 invited by the Commission to participate in the Paid Participation Activity.
- 6.2. This Policy does not apply to peoples lived/living experience participation in a Paid Participation Activity when they are:
 - professional consultants engaged to provide paid professional services through government tenders or procurement processes as a stakeholder,
 - contracted to supply services for the Commission and the activity is within scope of the project,
 - participating during their paid work time including arrangements that fall under standard procurement and contracting processes and payments,
 - representing a funded organisation or group in a paid or unpaid role 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, and/or
 - attending in response to an open or public invitation but not representing the Commission.

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 co-design and co-creation workshops,
 - individual consultations and invited meetings,

- selection and recruitment panels,
- evaluation panels for tenders, grants or other procurement activities,
- presentations, and
- capacity building such as conference and workshop attendance.

7.2. Paid Participation Activities do not include:

- open or public forums or presentations by the Commission that is not pre-approved as a capacity building activity,
- ad hoc communications and discussions with the Commission,
- an activity or event hosted by and contributing to the work of another organisation, and
- any other events and conversations that are not pre-approved to attract Paid Participation Payment

8. Types and levels of engagement and participation

- 8.1. Engagement and participation in a Paid Participation Activity may occur across a spectrum of activities. The activities categories are based on the indicators set out in the [Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies](#) – Regulation, Administration and Advice Categories. (This does not mean that Participants are considered part-time chairs or members of Queensland Government Bodies).
- 8.2. The Commission adopts the three-level definition of participation and associated activities below:

Level 1
<i>Indicators:</i> Regulatory and investigative powers. Registration, licencing or accreditation responsibilities. Significant influence on or reform of a particular industry, sector of the government or community or a profession
<i>Examples:</i> Cross government agency system reform steering committee, high level inquiry research projects.
Level 2
<i>Indicators:</i> Administration and management of a range of activities and resources. Research activities or independent expert advice on programs that impact the State of influence Government policy
<i>Examples:</i> Policy review research projects, presenting as a guest speaker to provide their perspective; acting as master of ceremonies (MC); system reform discussions, committees, selection panel; designing, preparing and/or facilitating a discussion group, activity or event; reviewing and providing feedback on Commission information, material or reports; writing policy reports, resources, articles, brochures, presentations, newsletters or any other documents.
Level 3
<i>Indicators:</i> Consultation, advisory and liaison activities. Policy/operational advice with influence on a specific aspect of Government policy or a particular region
<i>Examples:</i> attending, participating in and/or contributing to the co-design and/or co-production of an activity or project; consulting with other people; attending development events.

- 8.3. 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 and activity indicators 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 Categories.

9.2. Paid Participation Payments will be based on the nature of participation and engagement at the following rates:

Participation level	Level 1	Level 2	Level 3
Indicators	Regulatory and investigative powers. Registration, licensing or accreditation responsibilities. Significant influence on or reform of a particular industry, sector of the government or community or a profession.	Administration and management of a range of activities and resources. Research activities or independent expert advice on programs that impact the State of influence Government policy.	Consultation, advisory and liaison activities. Policy/operational advice with influence on a specific aspect of Government policy or a particular region.
Chair or Co-chairperson			
Whole Day (Maximum of 7.25 hours)	\$650	\$520	\$390
Half a day (Maximum of 4 hours)	\$325	\$260	\$195
≤ 2 hours	\$162.50	\$130	\$97.50
Member/ Participant			
Whole Day (Maximum of 7.25 hours)	\$500	\$400	\$300
Half a day (Maximum of 4 hours)	\$250	\$200	\$150
≤ 2 hours	\$125	\$100	\$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, 2 hours of travel time, 2 hours meeting time and 1 hour post activity feedback time (reviewing minutes and documents). The person is eligible to receive the whole day rate for a total of 6 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 gift vouchers, movie tickets, as a more suitable method in some circumstances suggested and agreed upon by the Participant.

Example

A person prefers not to receive cash payment for their participation. A movie voucher was negotiated as a method of appreciation. The person will report the voucher as a gift, as appropriate, rather than cash payment.

- 9.6. For children under the age of 16 years, payment must be negotiated in advance and pre-approved by the Commission in consultation with the relevant parent or guardian.
- 9.7. 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).
- 9.8. 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.
- 9.9. The Business Support Unit will be responsible for ensuring that the payment and allowances articulated in this policy are up to date according to our review policy.

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 with their first claim application. 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, allowances and other expenses

- 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*.

Example

A Participant attends a one-day event in Sydney, where they are away from their hometown, and need to stay overnight. After all conditions are agreed between the Commission and the individual, the Commission books the person's flight and accommodation. The flight departs in the afternoon and returns at night on the second day. The Participant is entitled to claim:

- taxi trips from home to the hometown airport, hometown airport to home
- taxi trips from Sydney airport to the event location, event location to the Sydney airport
- allowances for dinner for first night, breakfast for second day and dinner for the second day. Lunch is not included as an allowance as it is provided at the event
- an overnight allowance

- 11.2. The Commission will endeavour to meet reasonable out of pocket expenses directly related to participation in a Paid Participation Activity.
- 11.3. All travel, accommodation, meal allowances and out of pocket expenses must be pre-approved by the Commission before they are incurred.
- 11.4. Details regarding the circumstances under which the Commission will meet these reasonable travel and accommodation costs and allowances and other expenses are outlined in Appendix 1.

12. Process

- 12.1. 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, and
- after the Paid Participation Activity

Before participating in Paid Participation Activity

- 12.2. The Commission will approve an activity to be a Paid Participation Activity for the purpose of this Policy.
- 12.3. In writing or by email the Commission will:
- nominate a Commission contact person,
 - directly invite an individual to participate in a Paid Participation Activity with type, date, location and expected duration of the activity,
 - confirm that the activity is a Paid Participation Activity attracting a Paid Participation Payment,

- 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,
 - consider any support needs requested by the individual,
 - 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,
 - negotiate travel, accommodation, allowances or anticipated out of pocket expenses,
 - provide a Paid Participation Claim Form (Appendix 2) for recording expenses and bank details, and provide a Statement by a Supplier (Appendix 3) and a Request to Create/Change Vendor form (Appendix 4) to individuals who participate the first time.
- 12.4. 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,
 - inform any support needs where the Commission needs to consider and accommodate for the individual to participate to the fullest extent possible, and
 - submit any essential documents prior to the activity.

During a Paid Participation Activity

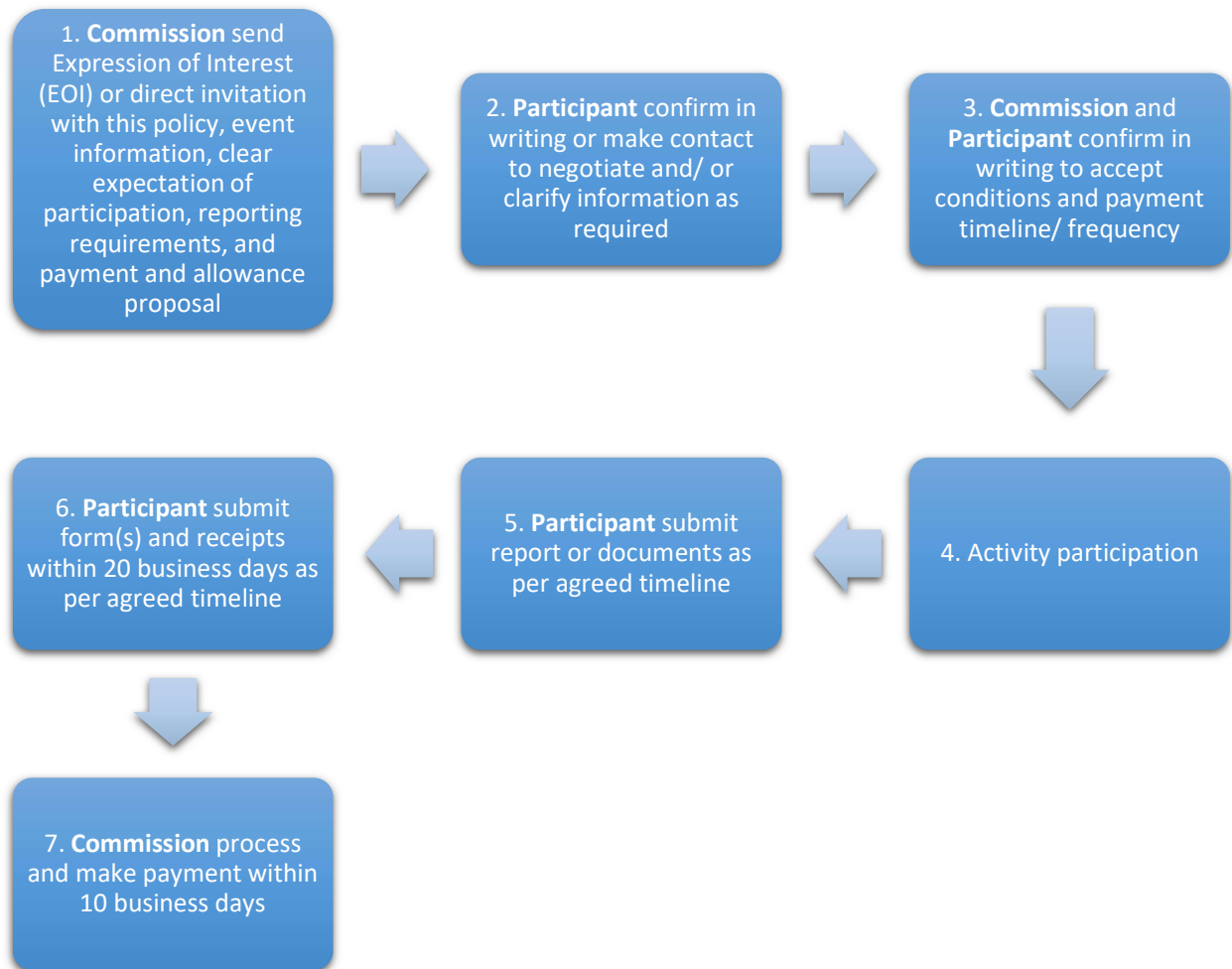
- 12.5. The Participant will participate in the Paid Participation Activity to the best of their ability and comply with relevant legislation, policies and guidelines.
- 12.6. The Participant will advise the Commission if an issue, for example any conflicts of interest, arises which would affect their ability to participate in the Paid Participation Activity.
- 12.7. 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

- 12.8. 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, and
 - submit any reports or other materials as required by the Commission when invited to participate in the Paid Participation Activity.
- 12.9. 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, and
 - arrange for the approved Paid Participation Payment and approved reimbursements to be paid directly into the person's nominated bank account within 10 working days (please note this could take longer for Participants who partner with the Commission the first time due to additional setup time needed for the Vendor set up process).

12.10. 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.

Paid Participation Activity Process



13. Disputes

13.1. 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 with the Commission's Compliments and Complaints policy.

14. Related policies and guidelines

- 14.1. *Queensland Mental Health Commission Act 2013* - <https://www.qmhc.qld.gov.au/about/our-work/our-legislation>
- 14.2. *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies Regulation* - https://www.qld.gov.au/data/assets/pdf_file/0025/39481/remuneration-procedures.pdf
- 14.3. *Domestic Travelling and Relieving Expenses* - https://www.forgov.qld.gov.au/data/assets/pdf_file/0024/349134/01-2023-domestic-travelling-and-relieving-expenses.pdf
- 14.4. *Code of Conduct for the Queensland Public Service* - <https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct/public-service-code-of-conduct>
- 14.5. *Compliments, complaints and suggestions* - <https://www.qmhc.qld.gov.au/about/our-performance/compliments-complaints-suggestions>
- 14.6. *Statement by a supplier not quoting an ABN* - <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

Appendix 1: Travel, accommodation, allowances and other expenses

1. Overview

- 1.1. This appendix outlines the circumstances under which travel, accommodation, meal and out of pocket expenses will be paid by the Commission and the maximum allowance amounts.
- 1.2. 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* and the *Domestic Travelling and Relieving Expenses*.
- 1.3. The Commission will endeavour to meet the reasonable costs associated with the Participant's participation in a Paid Participation Activity.
- 1.4. Participants may be required to travel and be away from their hometown or city overnight.
- 1.5. The Commission will book flights and accommodation and may pay a meal and overnight allowance for overnight absences away from the Participant's hometown or city.
- 1.6. The Commission may also reimburse pre-approved reasonable out of pocket expenses.

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 disability or health conditions, 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 is 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 Participant. The Participant must obtain Cab Charge receipts and submit/send them to the Commission within five working days of use or at the same time when Paid Participation Claim Form is submitted.
- 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 arrange 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. Participants are responsible for any fees incurred for personal cancelation or change of flight bookings.
- 6.6. Any excess baggage requirements must be negotiated in advance and pre-approved by the Commission.
- 6.7. Any excess baggage must be necessary to perform the Participant's duties or complete the activity.
- 6.8. 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. Participants are responsible for any fees incurred for personal cancelation or change of accommodation bookings.
- 7.4. Accommodation will be booked to the value set out in the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies* and the *Domestic Travelling and Relieving Expenses*.

- 7.5. Participants using private accommodation will be reimbursed entitlements as set out in the *Domestic Travelling and Relieving Expenses* (see Appendix 3).

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 *Domestic Travelling and Relieving Expenses* (see Appendix 3).

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.

Appendix 2: Paid Participation Claim Form



Queensland
Mental Health
Commission

Paid participation claim form

Participant details (all fields compulsory)			
Name			
Telephone		Email	
Activity details (all fields compulsory)			
Claim for (name of event)	•		
Date(s)	To		
<input type="checkbox"/> Please confirm you have not changed any personal details i.e., your name, address or payment details since your last claim or completing the vendor form.			
Private vehicle calculator (if applicable)			
NOTE: Expense for private vehicle use must be calculated on this form. A 100km cap for a round trip to any approved activity.			
Private vehicle type	Make	Model	Registration No.
Motor vehicle class	<input type="checkbox"/> 1600cc or less (63 cents per km) <input type="checkbox"/> 160cc – 2600cc (74 cents per km) <input type="checkbox"/> 2601cc or over (75 cents per km)		
Motorcycle	<input type="checkbox"/> 250cc and under (25.02 cents per km) <input type="checkbox"/> Over 250cc (30 cents per km)		
Trip 1 - Travel detail (physical address)	From		To
Odometer reading	Start		Finish
Return journey	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trip 2 - Travel detail (physical address)	From		To
Odometer reading	Start		Finish
Expense claim			
Participation			Amount claimed
NOTE: All participation expenses are to be agreed by the Commission before commencement of activity.			
Chairperson / Facilitator			\$
General participant			\$
Travel and other allowances			
NOTE: All claimable travel, accommodation, allowances and out of pocket expenses are listed in Appendix 1 of the Paid Participation Policy (Corporate Standard 0011) available on www.qmhc.qld.gov.au . The entitlement is set as the Remuneration procedures for part-time chairs and members of Queensland Government bodies.			

Private vehicle – Before use of a private vehicle, the participant must certify that the vehicle is insured with comprehensive or third-party property damage insurance.	\$
Public transport – Public transport should be used as the first option when travelling to and from approved Paid Participation activities. Receipts/tickets must be provided.	\$
Domestic Travelling and Relieving Expenses – Please refer to Appendix 3 of the Paid Participation Policy to calculate.	\$
Other out of pocket expenses – The Commission will reimburse pre-approved out of pocket expenses relating to the participation. Receipts must be provided. Other expense (please detail):	\$
Total amount claimed:	\$

Participant certification

I, the undersigned, certify that the account claimed is due and payable to me for the expenses incurred and/or services rendered as specified above and are in accordance with the Queensland Mental Health Commission's Paid Participation Policy.

Name in full _____

Signature _____

Date _____

Office use only

Project officer verification (ensure all compulsory fields completed) Name

in full _____

Position _____

Signature _____

Date _____

Project code

OR

Cost centre

and

Analysis code

Natural account code: 526202

Line manager approval

Name in full _____

Position _____

Signature Date _____

Date _____

Appendix 3: Entitlements chart (p.7-8 of the *Domestic Travelling and Relieving Expenses*)

2. Absences extending overnight

An employee shall be paid allowances for costs incurred in purchasing accommodation and/or meals and/or incidentals as set out below. Entitlements are per overnight stay

(a) Capital Cities

City	Accommodation	Breakfast	Lunch	Dinner	Incidental Expenses
Adelaide	\$157.00	\$29.90	\$33.65	\$57.30	\$21.30
Brisbane	\$175.00				
Canberra	\$168.00				
Darwin	\$220.00				
Hobart	\$147.00				
Melbourne	\$173.00				
Perth	\$180.00				
Sydney	\$198.00				

(b) High Cost Country Centres (See note 2 for changes to listed centres)

Centre	Accommodation	Breakfast	Lunch	Dinner	Incidental Expenses
Bundaberg	\$147.00	\$29.90	\$33.65	\$57.30	\$21.30
Cairns	\$163.00				
Chinchilla	\$143.00				
Dalby	\$177.00				
Emerald	\$156.00				
Gladstone	\$155.00				
Gold Coast	\$209.00				
Hervey Bay	\$157.00				
Horn Island	\$295.00				
Mackay	\$161.00				
Mt Isa	\$168.00				
Rockhampton	\$139.00				
Roma	\$146.00				
Toowoomba	\$144.00				
Thursday Island	\$258.00				
Townsville	\$143.00				
Weipa	\$190.00				

(c) Tier 2 Country Centres (See note 2 for changes to listed centres)

Centre	Accommodation	Breakfast	Lunch	Dinner	Incidental Expenses
Ayr	\$134.00	\$26.80	\$30.60	\$52.75	\$21.30
Charters Towers					
Innisfail					
Kingaroy					
Maryborough					
Nambour					
Rockhampton					

(d) Other Country Centres

Centre	Accommodation	Breakfast	Lunch	Dinner	Incidental Expenses
Other	\$121.00	\$26.80	\$30.60	\$52.75	\$21.30

- (e) Private accommodation (e.g. with relatives or friends; camping etc.).

Breakfast	Lunch	Dinner	Special Allowance
\$26.80	\$30.60	\$52.75	\$37.15

- (f) When travelling overnight by plane or train

Breakfast	Lunch	Dinner	Incidental Expenses
\$26.80	\$30.60	\$52.75	\$21.30

- (g) Accommodation and meals are supplied at no expense to the employee.

Incidental Expenses
\$21.30

3. Option to claim actual expenses

An employee may claim actual expenses where the accommodation charges at a particular centre exceed the amount prescribed for accommodation at that centre or where the cost of meals exceeds the total amount prescribed for meals for the whole of the employee's absence.

Such actual expenses are to be reimbursed to the employee subject to the chief executive being satisfied that the claim is reasonable and the employee has complied with the general conditions relating to minimum standard of accommodation and documentary evidence.

Five examples are shown to clarify the employee's entitlement where actual expenses are claimed by the employee.

- (i) All accommodation and meals claimed as actuals

Actual and reasonable expenses for accommodation and meals	PLUS	Relevant incidental expenses allowance
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- (ii) All meals and some accommodation claimed as actuals

Actual and reasonable expenses for accommodation and meals	PLUS	Relevant allowances as prescribed in 2 above for accommodation not claimed as actual expenses	PLUS	Relevant incidental expenses allowance
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- (iii) All accommodation claimed as actuals

Actual and reasonable expenses for accommodation	PLUS	Relevant allowances as prescribed in 2 above for meals	PLUS	Relevant incidental expenses allowance
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- (iv) Some accommodation claimed as actuals

Actual and reasonable expenses for accommodation	PLUS	Relevant allowances as prescribed in 2 above for meals and accommodation not claimed as actual expenses	PLUS	Relevant incidental expenses allowance
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- (v) All meals claimed as actuals

Actual and reasonable expenses for meals	PLUS	Relevant allowances as prescribed in 2 above for accommodation	PLUS	Relevant incidental expenses allowance
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Appendix 5: Request to create/change vendor

QMHC - Request to Create/Change Vendor					
This form must be completed in full and email to:		Chart.Maintenance@caa.qld.gov.au			
Vendor Account					
New or Existing Vendor	New		Vendor Number		
Existing Vendor - Reason for Change					
Vendor Information					
Registered for GST	Yes	Withholding Tax	No	ABN Number	
Vendor Type	General	Other		CPID	
Vendor Name					
Trading Address					
City		State		Post Code	
Postal Address					
City		State		Post Code	
Telephone number		Email Address (Mandatory field)			
TAXABLE PAYMENTS ANNUAL REPORTING (TPAR)		No			
Include additional information below					
Bank Account Details					
Payment Method	EFT				
Account Name					
Bank/State/Branch no (BSB)		Name of Bank			
Account Number					
Terms of Trade					
Terms of Payment	Immediate	Discount		Minimum Order Value	
On Time Payment Policy - Business Size		N/A			
Confirmation of bank account details with Vendor					
This section must be completed by the Preparing Officer. Approving Officer to confirm details have been completed.					
Bank details confirmed:	Yes	Date and Time			
Name of Vendor employee spoken to:		Phone number or Email			
Independent Source					
Approval Section - MANDATORY SECTION AND MUST BE COMPLETED IN FULL					
Preparing Officer (MUST EMAIL TO THE AUTHORISING OFFICER)					
Name		Phone number			
Signature		Date			
Authorising Officer (MUST EMAIL TO CAA FOR PROCESSING)					
Name		Phone number			
Signature		Date			

Notes for completing this form:	
1	This form must be completed in full
2	This form must have appropriate approval by either:
A	The form being signed by the preparing officer and approving officer and scanned and emailed OR
B	The form being forwarded by the preparing officer to the approving officer who then forwards the email to CAA. These emails must include signature blocks
Banking Details	<p>To reduce the risk of fraud the Preparing Officer must contact the Vendor from an independent source such as a phone number from the White Pages to confirm that the bank account details are legitimate and complete the section on the form.</p> <p>If this section is not completed the form will be returned for completion and this will delay the creation or amendment of your Vendor.</p>
Payment File Type NA	The payment file type 'NA' is selected for any payments that are processed outside of the Finance One system. Eg International payments, manual cheques and direct debit arrangements.
TPAR	<p>The TPAR tells us about payments that are made to contractors for providing services. Some government entities also need to report the grants they have paid in a TPAR. Contractors can include subcontractors, consultants and independent contractors. Please refer the following link for more information: https://www.ato.gov.au/business/reports-and-returns/taxable-payments-annual-report/work-out-if-you-need-to-report/government-entities/</p>
On Time Payment Policy - Business Size	<p>The Queensland Government is implementing a policy on 1/7/2020 that all small businesses providing services to government departments are to be paid within 20 days.</p> <p>This field applies to QLD Government bodies. Statutory bodies are exempt at this stage</p> <p>Small (1-19 Employees)</p> <p>Medium (20-199 Employees)</p> <p>Large (200+ Employees)</p> <p>NA - No data available</p>