

# Bursary policy

## Corporate standard 0027

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## 1. Introduction

- 1.1. This standard sets out the Commission's policy position in relation to offering bursaries for Queenslanders to attend relevant events and the decision points and processes involved.
- 1.2. In the context of this policy, a bursary is a grant by the Commission, or a third party acting on behalf of the Commission, to pay for an eligible individual to attend a specified event, including costs associated with attending the event.

## 2. Policy statement

- 2.1. The Commission, from time-to-time, will offer bursaries to eligible Queenslanders, who otherwise would not have the opportunity, to attend relevant events which align with the Commission's purpose and priorities.

## 3. Authority

- 3.1. The Executive Leadership Team determines and ensures the appropriate application of the Commission's Bursary policy, in line with the Commission's strategic intent, priorities, and/or activities and any relevant Queensland Government legislation and financial management standards.

## 4. Application

- 4.1. This standard applies to:
  - all ad-hoc bursary requests from organisations or individuals
  - instances where the Commission proactively seeks opportunities to provide such support.
- 4.2. The Commission will only consider bursaries for events with strong links to its purpose and priorities.

## 5. Eligible persons

- 5.1. The Commission will only consider bursary support for people who:
  - 5.1.1. reside in Queensland, and
  - 5.1.2. are considered to have a 'lived experience' or other relevant 'members of the community' as defined in the Commission's Paid Participation Policy Corporate Standard 0011 at clauses 1.2, 1.3, and 1.4 or who work in the mental health, alcohol and other drugs, and/or suicide prevention sectors in Queensland, and
  - 5.1.3. are not the Chair or member of the Queensland Mental Health and Drug Advisory Council, and
  - 5.1.4. do not have any other funding to support attendance at an event (e.g. any other bursary funding or employer funding, such as paid professional development), and
  - 5.1.5. are not employed in organisations where the organisation could reasonably be expected to pay for event participation as part of an employees' professional development or employment conditions, and
  - 5.1.6. are not seeking the support primarily to advance their own professional standing or work-related opportunities.

## 6. Selection of people to receive bursaries

- 6.1. The Commission, or third parties acting on the Commission's behalf, will only provide bursaries to eligible people (see clause 5.1) giving priority consideration to those who:
  - 6.1.1. demonstrate that they are part of a relevant lived experience or community group or network
  - 6.1.2. are willing and able to formally communicate and share their experiences and learnings from attendance at the event with the Commission and others—for example a written summary of the event and associated learnings via email
  - 6.1.3. will gain some individual/personal opportunity to develop their knowledge, skills and networks.
- 6.2. Expectations of bursary recipients will be discussed and confirmed at the time of offering the bursary.
- 6.3. Final approval of bursary support remains with the Commission.

## 7. Eligible events

- 7.1. The Commission will only offer bursaries for attendance at events that:
  - 7.1.1. are held within Australia
  - 7.1.2. are aligned to the Commission's purpose and priorities
  - 7.1.3. are relevant to the proposed bursary recipient/s
  - 7.1.4. have appropriate mechanisms in place to support the wellbeing of bursary recipients during their attendance.
- 7.2. The Commission will not offer bursaries for attendance at events convened by third parties that are deemed to be:
  - 7.2.1. engagement or consultation processes on specific issues, projects or programs of work
  - 7.2.2. promotional, information or awareness raising events (e.g. awareness walks, service openings, budget breakfasts)
  - 7.2.3. formal training or education programs or courses<sup>1</sup>
  - 7.2.4. promoting a specific political or religious viewpoint
  - 7.2.5. funded directly or indirectly by alcohol, tobacco or pharmaceutical companies, or their related foundations
  - 7.2.6. held solely for commercial purposes (i.e. to earn a profit).

## 8. Ad hoc requests for bursaries

- 8.1. Ad hoc requests from organisations convening an event or from an individual seeking support to attend an event must be made in writing to the Queensland Mental Health Commission using the application form available at [www.qmhc.qld.gov.au](http://www.qmhc.qld.gov.au). Requests may be submitted via email at [info@qmhc.qld.gov.au](mailto:info@qmhc.qld.gov.au) or via post at PO Box 13027, George Street, BRISBANE QLD 4003.

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<sup>1</sup> The Commission will usually only cover the costs associated with formal training or education programs when it forms part of the Commission's planned program of work. Requests for support for formal training or education programs will only be consider through a written request to the Commission.

- 8.2. Written requests must demonstrate how the recipient and event meet the requirements of this policy in terms of eligibility and must include information on the event (for example event website, agenda, registration fees, location).

## 9. Wellbeing

- 9.1. Although the Commission will only support bursaries for attendance at events that have appropriate support mechanisms in place, people seeking a bursary must determine for themselves that attending the event is unlikely to be detrimental to their mental and/or physical health and wellbeing, including the undertaking of any associated travel, being away from home, or not undertaking usual routines.
- 9.2. Where funding for a carer or assistant (as defined in the *Disability Discrimination Act 1992 (Cwlth)* available through the Federal Register of Legislation [here](#)) is not otherwise available (e.g. through a National Disability Insurance Scheme package), the Commission will support a carer or assistant to attend with a bursary recipient. Confirmation of this requirement may be requested.
- 9.3. Bursary recipients are responsible for having a plan in place should they become unwell while away from home.
- 9.4. Bursary recipients are responsible for having any relevant insurances in place that will cover incidents that may occur during travel or being away from home (e.g. travel insurance, car insurances). The Commission will not check that relevant insurances are in place.

## 10. Bursary recipient responsibilities

- 10.1. There is implied agreement that on accepting a bursary either directly from the Commission or from a third party acting on behalf of the Commission, the recipient will use the bursary for the intended purpose (e.g. travel, accommodation and registration fee). Exceptions may apply for unforeseen circumstances (e.g. illness, bereavement, unanticipated caring responsibilities).
- 10.2. If the Commission, or a third party acting on the behalf of the Commission, is advised that a person has become unwell or another unforeseen circumstance has arisen between the time of being offered a bursary and the event occurring, and the person is now unable to attend, and where costs are yet to be incurred, this will not impact on their ability to apply for a bursary in future.
- 10.3. Where a bursary recipient, without any explanation or with unsatisfactory explanation, does not make use of any part of the provided bursary (e.g. travel, accommodation, event attendance which has been paid for), this will cause the person to be excluded from future bursaries offered by the Commission either directly, or through a third party acting on the behalf of the Commission.
- 10.4. Where a bursary recipient has undertaken travel and/or used accommodation but where there is unexplained or an unsatisfactory explanation for absence from the event for which a bursary has been provided this will cause the person to be excluded from future bursaries offered by the Commission either directly or through a third party acting on the behalf of the Commission.
- 10.5. In relation to clauses 10.2, 10.3 and 10.4 the Commission may seek the return of bursary funds from the bursary recipient.

## 11. Costs included and excluded from bursaries

- 11.1. The costs that bursaries will cover include:
  - 11.1.1. registration fees, where possible at early bird registration rates, for the main event (pre- or post- workshops will only be considered where relevant to the bursary recipients – for example a workshop on ‘co-design’ for people with a lived experience)

- 11.1.2. travel on relevant modes of transport (e.g. taxi, long distance bus, long distance train, or plane)
- 11.1.3. accommodation, meals (which are not included as standard with the registration) and incidentals all paid at rates in accordance to the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies* as described under Category 2 – absences extending overnight page 16 and 17 (subject to change by the Commission without notice) which is available [here](#).
- 11.1.4. mileage and parking associated with the use of a private car or motorbike paid at rates in accordance to the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies* as described under Schedule A – motor vehicle allowances as outlined on page 12 at clause 4.1 (subject to change by the Commission without notice) which is available [here](#).
- 11.1.5. the cost of public transport fares (buses and trains).
- 11.2. The costs that bursaries will not cover include:
  - 11.2.1. payment for any meals/refreshments provided as part of the event program but not included in the registration fees (e.g. a conference dinner which has an additional cost to the early bird or standard registration fee – a meal allowance will be paid for any meals not included in the registration fees)
  - 11.2.2. those associated with private car share rides (e.g. share rides provided by operators like Uber, Taxify, Ola and any others which may be in the market place).

## 12. Payment of bursaries

- 12.1. The Commission's approach is one that minimises the direct administrative burden of bursaries on the Commission staff, and where appropriate uses the services of a third party (e.g. an event organiser) to manage.
- 12.2. Depending on the approach the Commission decides to take in relation to bursaries for an event the Commission will either:
  - pay registration fees directly to the event convener and as appropriate organise and pay for travel and accommodation on behalf of the bursary recipient/s, supply taxi vouchers prior to travel, and provide remittance after the event for meal allowances, incidentals, mileage and parking for private car or motorbike use and/public transport costs in accordance with the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies* as state in clauses 11.1.4 and 11.1.5 or actual costs.
  - provide a lump sum to a third party acting on behalf of the Commission to meet relevant costs.
- 12.3. Expectations of a third party acting on behalf of the Commission will be set out within a 'letter of offer' and will be determined by the funding amount and risk to the Commission.
- 12.4. Written confirmation will be provided to individuals who successfully apply for a bursary and will outline expectations and/or arrangements.
- 12.5. No payment will be made directly to the bursary recipient prior to the event occurring. (People applying for bursaries must take this into account when making an application to either the Commission or a third party acting on behalf of the Commission).