

# **Travel Assistance Package for Caring for Our Community**

**A two-day program to enhance the role, knowledge and practice of  
Aboriginal and Torres Strait Islander Health Workers in cancer care,  
prevention, screening and early detection, and end of life care**

## **2019**

## **Travel Assistance**

Cancer Council Queensland (CCQ) supports the ongoing professional development of Aboriginal and Torres Strait Islander health workers and other health professionals working with Aboriginal and Torres Strait Islander people. The two-day program will support Aboriginal and Torres Strait Islander Health Workers in providing cancer care, prevention, screening and early detection, and end of life care.

To support your employees to attend the Caring for Our Community Course, Cancer Council Queensland has Travel Assistance available. The Travel Assistance provided is a contribution to the cost of attending the course and may not cover all expenses to attend. Recipients are encouraged to reduce costs wherever possible.

## **Application Process**

Participants will need to register for the program using the Application Package and complete the travel assistance documentation below. There is no cost to register for the course. Your organisation is responsible for submitting the documentation in full. Cancer Council Queensland will work with you to complete the documentation where needed.

Send completed documentation by email to: [healthpros@cancerqld.org.au](mailto:healthpros@cancerqld.org.au). Your application will be acknowledged within two working days.

## **Application Amount**

The Cancer Council Queensland Travel Assistance is for Aboriginal and Torres Strait Islander health workers living and working as health professionals in Queensland.

Cancer Council Queensland has available one-off travel assistance valued **up to \$1000 AUD** (including GST) to successful applicants for participants to attend the Caring for Our Community Course. The amount approved will be dependent on an assessment of the travel, accommodation and meal expenses relevant to your region and the Travel Assistance pool of funds available. The travel assistance is a contribution to the cost of attending the course and may not cover all expenses to attend and recipients are encouraged to reduce costs wherever possible. The Travel Assistance will be paid via Electronic Funds Transfer prior to the course.

We understand that costs may change slightly between when you apply for the travel assistance and when you make bookings. The final amount of the travel assistance provided will be determined by Cancer Council Queensland and will be based on the information outlined in your application and a discussion between Cancer Council Queensland and the participant. Please outline the anticipated costs for reimbursement based on the costs at the time of completing this application. Participants are advised to keep their receipts and to provide them to Cancer Council Queensland if requested to do so. If participants are unable to attend the course, or if costs to attend reduce, applicants will be asked to repay funds to Cancer Council Queensland (in full or the difference in amount). When returning to the workplace, it is expected that health workers will use their learning experiences to contribute to improved cancer outcomes across Queensland.

## **Further information**

For further information, please email [healthpros@cancerqld.org.au](mailto:healthpros@cancerqld.org.au) or phone the Advisor for Cancer Information and Education on 07 3170 0903.

## Travel Assistance Application

### Organisation and Participant Details (Please print)

Given Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_  
Preferred Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_ Mobile or Home Phone: \_\_\_\_\_  
Workplace: \_\_\_\_\_  
Position: \_\_\_\_\_

Does the participant identify as: ☐ Aboriginal ☐ Torres Strait Islander  
☐ Aboriginal and Torres Strait Islander ☐ Neither

### Course Details

Course attending (write yes next to chosen course)	Course Location	Course Date
	Thursday Island	8 <sup>th</sup> and 9 <sup>th</sup> May, 2019
	Mackay	14 <sup>th</sup> and 15 <sup>th</sup> May, 2019
	Cunnamulla	3 <sup>rd</sup> and 4 <sup>th</sup> June, 2019
	Brisbane	17 <sup>th</sup> and 18 <sup>th</sup> June, 2019

### Assessment Details

#### Travel Assistance applications must

- Register for a 2019 Caring for Our Community Course
- Identify as Aboriginal and or Torres Strait Islander or work closely with Aboriginal and Torres Strait Islander people
- Be a health worker living and working in Queensland at the time of the course
- Be able to provide information to networks within their communities after the course
- Live more than 50km from the course location and require financial assistance to be able to attend the course
- Please contact [healthpros@cancerqld.org.au](mailto:healthpros@cancerqld.org.au) if not all criteria is met and assistance is needed to attend the course

#### Selection Process

Once received, the applications will be reviewed for completeness. The CCQ Travel Assistance Selection Committee will meet to evaluate the submitted applications and may call for additional information in order to reach a final decision. Each applicant will be notified via email of the outcome within two business days of receiving all required information. Late applications received may be considered if funding remains.

### Travel Assistance Details

(Please note that the participant / organisation is responsible for making their own bookings)

**Accommodation:** Funding is available for accommodation.

Number of nights needed: \_\_\_\_\_ Cost per night: \_\_\_\_\_

**Travel:** Funding is available for flights, ferry, taxi, bus or train travel or fuel costs

Type of travel: \_\_\_\_\_ Cost of travel: \_\_\_\_\_

Type of travel: \_\_\_\_\_ Cost of travel: \_\_\_\_\_

Type of travel: \_\_\_\_\_ Cost of travel: \_\_\_\_\_

**Meals:** Morning tea, lunch and afternoon tea will be providing on both days of the course. Funding is available for breakfasts (up to \$20 each), lunches (not on course days, up to \$25 each) and dinners (up to \$40 each).

Number of breakfasts: \_\_\_\_\_ Cost of breakfast: \_\_\_\_\_

Number of lunches (not on course days): \_\_\_\_\_ Cost of lunches: \_\_\_\_\_

Number of dinners: \_\_\_\_\_ Cost of dinner: \_\_\_\_\_

### Amount requested

Item	Amount requested
Accommodation	\$
Fuel / Taxi	\$
Meals	\$
Flights, bus, ferry, train	\$
TOTAL	\$  Up to a maximum of \$1000 The amount approved will be dependent on an assessment of the travel, accommodation and meal expenses relevant to your region and the Travel Assistance pool available.

## **Application Declaration**

I, \_\_\_\_\_  
(Applicant and Organisation name – please print)

hereby make formal application to Cancer Council Queensland to receive the Caring for Our Community Course travel assistance for Aboriginal and Torres Strait Islander Health Workers taking place in 2019.

I agree to repay Cancer Council Queensland's travel assistance funds paid to me if I do not attend the course or if there are significant changes to the costs outlined above.

### **Privacy Statement**

Your Personal Information is being or has been collected by Cancer Council Queensland (ACN 009 784 356) ("Cancer Council", "we", "us" or "our") [[www.cancerqld.org.au](http://www.cancerqld.org.au)], to facilitate services or products requested by you and/or to keep you informed about Cancer Council related activities. We may send you information about programs, products, services, fundraising or other activities which we think may interest you. Your Personal Information may be provided to third parties where required by law or so that such third parties may provide Cancer Council with services. In so doing your Personal Information may be disclosed to overseas recipients. Please refer to our Privacy Policy (which is available at the website above or on request by calling 13 11 20) for further details. By providing your information to us you consent to your information being disclosed or used for this purpose. We will take reasonable steps to ensure that such third parties deal with your information appropriately and only for Cancer Council purposes. If you wish to unsubscribe please email [dataservices@cancerqld.org.au](mailto:dataservices@cancerqld.org.au) or write to Data Services, Cancer Council Queensland, PO Box 201, Spring Hill, QLD 4004. Our Privacy Policy explains how you can contact us to access and correct your personal information or make a privacy complaint.

Applicant Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### **Employer/Supervisor Recommendation:**

I, \_\_\_\_\_  
(Employer/Supervisor name – please print)

fully endorse the application of: \_\_\_\_\_  
(Applicant name – please print)

for Travel Assistance for Aboriginal and Torres Strait Islander Health Workers at the nominated Caring for Our Community Course in 2019

Employer/Supervisor's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_