

LIVED EXPERIENCE PAID PARTICIPATION POLICY

Purpose and Scope

The purpose of this policy and procedure is to:

- Ensure that where possible, people with lived experience of an eating disorder, disordered eating or body image concerns, and their carers, are valued and financially reimbursed for their expertise and contributions to Butterfly's work.
- Specify payment rates and the process by which people with lived experience and carers should be remunerated for their contributions to Butterfly.
- Clarify the scope of payment including when and for which activities people with lived experience will be paid.

Responsibilities and delegations

This policy applies to	All Staff
Policy approval	SLT
Review Period	1 years (payment rates); 2 years (other content)

Definitions

People with lived experience – refers to people with their own experience of an eating disorder, disordered eating or body image issue.

Carers – refers to those caring for or otherwise supporting people with eating disorders, disordered eating or body image concerns. This includes people who provide care to a person experiencing or recovering from an eating disorder, including those who may have fully recovered. A carer may be a family member such as a parent or spouse, extended family or kin, a friend, community member or any other type of supporter.

Paid participation – refers to where a person with lived experience of an eating disorder, disordered eating or body image concerns, or a carer of a person with lived experience, receives a benefit for participating in a project or activity promoted by Butterfly.

Policy

Butterfly Foundation believes that people with lived experience of body image concerns, disordered eating and eating disorders, including carers of people with lived experience, should be recognised for the valuable expertise that they bring to Butterfly's research, policies, programs, and services. Butterfly acknowledges that lived experience is at the heart of our charitable purpose, and that Butterfly would not be here as an organisation without those whom we support.

This policy will support the inclusion and accessibility of people with lived experience to be able to participate in Butterfly's work, and commit to supporting the growth and professionalisation of the lived experience workforce within the mental health sector.

Eligibility for payment

Butterfly will provide payment to individuals who are participating in selected Butterfly activities ([Appendix A – Overview of payment levels and rates](#)) and who are offering their perspectives and advice to benefit the work of the organisation. A person's eligibility for payment will be dependent on the way in which a person engages with Butterfly and their level of involvement.

The payment rate and process will be communicated with individuals before they engage in any activities with Butterfly to ensure that participants can make an informed decision on whether or not to engage in the activities.

Review of rates

Paid participation rates will be reviewed annually at the beginning of each financial year against the [Commonwealth Government's Remuneration Tribunal \(Remuneration and Allowances for Holders of Part-time Public Office\) Determination Consolidated 2023](#) and will be updated to align with new rates.

Children and young people

Children and young people under 18 years of age will be expected to provide parental and/or guardian consent before participating in a lived experience engagement or getting involved in paid activities within Butterfly. Children and young people will be remunerated at the same rates that are outlined in the table below. Being reimbursed is optional for young people, and depending on the activity, vouchers may be offered for a person's contribution.

While the payment rates are consistent, the activities that young people participate in may differ from those of adults to ensure that the young person's safety and wellbeing is at the core of the engagement activity.

Reimbursements

If undertaking a paid activity where travel (including transport, accommodation and meals) is required for attendance, participants will be reimbursed in line with the Butterfly Travel Policy and Procedure. Travel costs will be outlined and agreed upon before an individual travels. It is expected that individuals will keep a record of costs, including receipts, and will submit these alongside completing the travel section in the Lived Experience Engagement Sitting Fee Form ([Appendix B](#)).

Meeting preparation

Unless stated when sharing information on the lived experience engagement, preparation for activities will not be separately reimbursed.

Procedure

Payment Process

After an individual has participated in an engagement activity, they will be emailed a Butterfly's Lived Experience Engagement Sitting Fee form ([Appendix B](#)) and a Statement by Supplier Form ([ATO form](#)) and will be provided with clear instructions on how to complete the form. It is expected that an individual will submit the form within two weeks of completing the activity.

While Butterfly will provide support where reasonable, it is up to the participant to ensure that they complete the forms accurately or that they seek external financial and accounting support where needed.

Reimbursement – Butterfly's Sitting Fee and Engagement Form

Butterfly's payment forms will be emailed to individuals after they have participated in a paid engagement. The rate of payment will be communicated to participants before completing the activity.

The email sent to participants will include:

- a. Lived Experience Engagement Sitting Fee & Reimbursement Claim Form ([Appendix B](#))
- b. ATO Statement by Supplier Form

- c. Instructions on how to complete the forms which will depend on whether a participant has an Australian Business Number (ABN). This will also include information on what sections participants should complete in the Sitting Fee including the name of the consultation, level of participation, the number of hours, and the rate a person should select.

Participants should email the completed forms back to the manager of the project or activity. Once the forms have been reviewed and checked, they will be sent by the relevant manager to Butterfly's accounts team at accounts@butterfly.org.au. Participants should receive their payment within two weeks of sending the payment forms.

Participants requiring an ABN

"When a payer makes payments to suppliers for goods or services to the business, those suppliers generally need to quote an Australian business number (ABN). They can quote their ABN on an invoice, or some other document that relates to the goods and services they provide". (Australian Government, 2017).

Participants who will be regularly engaging with Butterfly on a project over a longer length of time, or on an ongoing basis, including sitting on a reference group, committee or board, may require an Australian Business Number (ABN). Butterfly will inform an individual whether they may be required to get an ABN in relation to their role. However, it is an individual's responsibility to check whether they will need an ABN, depending on the work they will be involved in and their circumstances. Individuals can find more information on when they will need an ABN, for what activities, and how to purchase one here: [ABN information](#).

Participants with an ABN

Participants with an ABN must state their ABN on the Sitting Fee Form and indicate whether they are registered for GST. Participants' ABN must be related to their work with lived experience engagement. If a participant's ABN is used for other purposes other than lived experience engagement (a business unrelated) then it is recommended that they complete the Sitting Fee Form without listing their ABN and complete the ATO Statement by Supplier Form. More information on when a participant can use their ABN and for what purposes can be found here: <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>

Participants without an ABN

Participants who engage with Butterfly's Lived Experience Engagement activities on an ad hoc or irregular basis may not wish to purchase an ABN. If an individual does not have an ABN they will be required to complete an ATO Statement by Supplier Form. When a participant (supplier) does not provide their ABN, the payer (Butterfly) may need to withhold an amount from the payment for that supply. This is referred to as 'no ABN withholding' (Australian Government, 2017).

When completing a statement by supplier form, a person with lived experience can select that the 'Supplier is an individual and has given the payer a written statement to the effect that the supply is: made in the furtherance of an activity done as a private recreational pursuit or hobby' (ATO form).

Reimbursement by Gift Card

For activities at a 'consult' level, including participation in surveys, questionnaires, reviewing documentation, or participation in Butterfly's social media posts, an electronic gift card or voucher may be offered as an incentive for participation or to recognise a person's contribution. The maximum amount provided as a gift card payment is \$100 AUD. Participants will be informed before engaging in an activity whether a gift card will be offered and the amount of the gift card. Individuals will be notified and will receive a gift card via their selected email address.

Taxation

Individuals who are paid for participating in Butterfly's lived experience engagements are responsible for knowing their legal obligations to report their income to the Australian Taxation Office and other relevant parties such as Centrelink. It is the responsibility of individuals to stay informed of their individual taxation obligations and changing taxation requirements set by the Australian Taxation Office.

More information can be found at:

- [Australian Taxation Office: Individual tax return instructions 2023](#)
- [Centrelink: How to report your income to Centrelink](#)
- [Department of Veterans Affairs: Wages and earnings](#)

Appendix A – Overview of payment levels and rates

Level of participation	Activity	Hour	Payment rate
Empower: People with lived experience contribute at a strategic and governance level.	Advisory group (e.g. LECIG), quality and safety committee, Board position, representative role, consultant/leader to Butterfly: Aligned with Commonwealth Government’s Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination Consolidated 2023 . Our Day rate is higher than the \$430 Tribunal rate at \$500 to align with ‘Collaborate’ rate, below. Chair Day rate is \$572 (2-3 hours: \$343.20; less than 2 hours: \$288.80).	Sitting fee for under 2 hours	\$172.00
		Sitting fee for 2 – 3 hours	\$258.00
		Day rate	\$500
Collaborate: Working in partnership with people with lived experience to plan, design, develop, implement and/or evaluate a program, project or activity.	Co-planning, co-production, co-design, co-implementation, co-evaluation – could happen through working groups, committees, advisory groups, steering groups, workshops.	Per hour	\$75 (inclusive of pre-reading and preparation for participation – expectation)
		Day rate (half day is 4 hours)	\$500
Involve: Participants play a more active role in sharing and using their lived experience perspectives and may be involved in decision making processes.	Online working group, focus group, reviewing policy/research/documentation to give feedback verbally, forums, active research (e.g. research study conducted in person), actively participating in a meeting to review education/program content/strategy.	Per hour	\$40 (inclusive of pre-reading and preparation for participation)
		Day rate (half day is 4 hours)	\$160
Consult: People with lived experience are consulted on their thoughts and perspectives.	Surveys, questionnaires, reading and reviewing documentation/policy and submitting feedback, writing blogs, featured member stories on the Butterfly Collective page, polls, contributing quotes for social media posts, ideas or reflections on policy positions.	NA	No payment is expected (voluntary) but a voucher could be provided (dependent on the length and depth of the survey)
Pathfinders: Butterfly speakers	Butterfly’s major social media and advocacy campaigns	NA	Payment is determined on a case-by-case basis.
Pathfinders: Butterfly speakers	Speakers for media opportunities, fundraising events, and general events.	NA	Volunteer role. *Speakers who contribute to other policy and research opportunities will be paid at the above rates
Inform: Informing people with lived experience about Butterfly’s work and decisions being made.	Receiving newsletters, attending workshops/forums hosted by Butterfly, ad hoc communications and emails, webinars, sending reports, sharing research updates.	NA	No payment

Appendix B – Sitting Fee and Engagement Form

Sitting Fee & Reimbursement Claim Form 2023–24

Reimbursement for participation in [Committee name/Project meeting name] in accordance with the current [Remuneration Tribunal Amendment Determination 2023](#) rate.

Once completed please send the form and a scanned receipts to [name of project/activity manager] at [insert email address]. Butterfly will pay your sitting fee and/or reimburse your expenses in the next fortnightly pay-run. A remittance advice will be sent to the email address provided.

Claim made by	[COMMITTEE/MEMBER NAME]					
Address						
Email Address						
ABN (if applicable)*						<input type="checkbox"/> I don't have an ABN
Are you registered for GST?	<input type="checkbox"/> No <input type="checkbox"/> Yes, and I have provided a tax invoice for reimbursement of fees					
Account name						
Account number					BSB	
Meeting of	[COMMITTEE NAME]					
Held in	[LOCATION]				Date	
		Hour	Rate	Qty	Total	Notes
Empower (inclusive of prep work)	Board, advisory, committee	Day rate	\$500.00			
		2–3 hours	\$258.00			
		Under 2 hours	\$172.00			
Collaborate (inclusive of prep work)	Co-production, working groups, steering committees, project groups	Day rate	\$500			
		Per hour	\$75			
Involve (inclusive of prep work)	Focus group, reviewing, research, forums, active feedback	Day rate	\$160			
		Per hour rate	\$40			
Consult	Questionnaires, reviewing policy, writing blogs, reflections	NA	Ad hoc payment			

Inform	questionnaires, surveys, blogs, contributions to social media)	NA	NA			
					\$	\$
Other approved expenses	Description (One expense receipt per line. Add more if req)	Amount Exc. GST	GST	Total		
(e.g. taxi, meals, parking – please provide receipts)						
Total		\$	\$	\$		

I confirm that I am not entitled to any other payment for the time spent during these activities. I also confirm that the details in this claim are true and correct and relate solely to expenses incurred while participating in activities for the above-named committee for Butterfly Foundation.

* If do not provide an ABN you acknowledge the Sitting Fee payment made:

- relates to a private recreational pursuit or hobby
- is wholly of a private or domestic nature

Signature		Date	
Butterfly internal use only			
Approved by			
Date			
Cost codes			

Monitoring and Review

Policy context – this policy relates to:

Standards	NSQDMHS
Organisation policies & procedures	Butterfly Travel Policy and Procedure Butterfly Foundation Charter of Rights
Forms, record keeping, other documents	Lived Experience Ladder of Participation diagram

Document Control

Title	Detail
Author:	S Squire
Last reviewed by:	S Squire
Approved Date:	07/11/23
Published Date:	07/11/23
Next review due:	07/11/24

Version History

Version No.	Issue Date	Document Owner
1	07/11/23	Policy and Procedure Development: NSQDMH Standards
1	07/11/23	TC – formatting updated