

LIVED EXPERIENCE PAID PARTICIPATION POLICY

Purpose and Scope

The purpose of this policy and procedure is to:

- Ensure that people with lived experience of an eating disorder, disordered eating or body image concerns—and their carers—are valued and, where appropriate, 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 the types of activities and roles that are eligible for reimbursement.

Responsibilities and delegations

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

Definitions

People with lived experience – refers to individuals who have personal experience of an eating disorder, disordered eating, or body image concern.

Carers – refers to individuals who have supported someone with an eating disorder, disordered eating, or body image concern. This may include family members (e.g. parents, siblings, partners), friends, kin, or other community members providing informal or formal care and support.

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 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.

The principles of this policy apply to the Butterfly Foundation. The specifics of implementation by NEDC do not need to match the procedures and values below, due to their professional independence.

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 have been engaged by Butterfly to provide 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 to engage in the activities.

Review of rates

Paid participation rates will be reviewed and updated annually at the beginning of each financial year against the current Commonwealth Government's Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination as appropriate.

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 as for adults, and depending on the activity, gifts may be offered for a person's contribution up to the value of \$100.

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 required 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 Australian Tax Office (**ATOform**) 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. Young people will usually be offered payment via a gift at Butterfly's discretion. 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 have 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

Where appropriate, participants with an ABN can 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 choose not to provide an ABN. If an individual does not provide an ABN, they will be required to complete an ATO Statement by Supplier Form, and 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).

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 ATO 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 ATO.

More information can be found at:

- [Australian Taxation Office: Individual tax return instructions 2025](#)
- [Centrelink: How to report your income to Centrelink](#)
- [Department of Veterans Affairs: Wages and earnings](#)

Travel and accommodation arrangements

Butterfly may organise and cover the cost of travel and accommodation for people with lived experience participating in paid Butterfly activities, where required. These arrangements will be coordinated in line with Butterfly's internal travel and expense policies.

Accommodation may be provided if participation requires an early start (before 8:00am), late finish (after 6:00pm), or where distance, fatigue, or safety considerations make an overnight stay appropriate. Decisions will be made collaboratively with the individual, with consideration to wellbeing and local conditions.

Out-of-pocket expenses—such as meals, parking, or transport—must be agreed upon in advance and must align with Butterfly's expense guidelines. Reimbursement will be made on provision of receipts, which should be submitted within two weeks of the activity.

In some instances, participants may be added to Butterfly's Uber account for ease of transport during their engagement.

Appendix A – Overview of payment levels and rates

Lived Experience Payment Structure by Tier

This tiered pay structure ensures that lived experience contributions are compensated fairly and proportionally, based on responsibility, expertise, and time commitment. It aligns with government and sector benchmarks, including the 2025 Remuneration Tribunal Determination.

Tier	Description	Example Activities	Suggested Rate	Justification & Benchmark
Tier 1 – Leadership & Strategic Roles	High-level roles involving shared decision-making, leadership, or governance. Often ongoing or highly strategic.	Co-chairing committees, recruitment panels, policy co-development, strategic planning, training delivery.	\$550/day (5-6 hours*) \$378 (2-4 hrs) \$100 (1hr)	Based on Remuneration Tribunal Determination 2025 sessional day rates for part-time office holders. Comparable to high-tier participation at VMIAC, BEING, Mental Health Commission of NSW. Reflects significant time, leadership, and prep. Lower rates than Black Dog.
Tier 2 – Mid-Level Participation	Active collaboration or input without formal decision-making powers.	Focus groups, advisory or working groups, Butterfly hosted webinar guest, co-design workshops, reviewing materials and providing feedback.	\$450 (5-6 hours*) \$258 (2-4hrs) \$75 (1hr)	Aligned with Tribunal's standard sessional rate for mid-level input. Matches prior Butterfly rates and other sector leaders (e.g. CHF, LEA). Reflects meaningful engagement but lower strategic responsibility.
Tier 3 – Informal Engagement & Advocacy	Internal/External representation and storytelling (less prep or governance input).	Podcast guest, campaign involvement, publicly sharing story, social content, blogs.	Case-by-case. If not voluntary, rates should be between \$100-\$150. Payment requested from external providers. Content	Based on scope and prep required. Sometimes voluntary; may include thank-you honorarium. Consistent with how VMIAC, LEA, CHF & BEING remunerate

			creator payments excluded.	public-facing or one-off speaker roles.
Tier 4 – Consultative / Volunteer	Low-burden, voluntary or anonymous engagement.	Media Interviews, Surveys, polls, testimonials, quotes, early consultation	Unpaid or optional gift (up to \$100)	Recognises goodwill and input without formal commitment. Best practice encourages optional incentives but avoids tokenism.

* Remuneration Tribunal Determination 2025 defines a sessional full day as typically 5 hours or more.

Appendix B – Sitting Fee and Engagement Form

Sitting Fee & Reimbursement Claim Form 2025–26

Reimbursement for participation in [Committee name/Project meeting name].

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.

Your details				
Claim made by	[YOUR 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			
Bank account details for reimbursement				
Account name				
Account number		BSB		
Meeting details				
Meeting of	[COMMITTEE NAME]			
Held in	[LOCATION]		Date	
Total		\$	\$	\$
Other approved expenses (e.g. taxi, meals, parking – please provide receipts)	Description (One expense receipt per line. Add more if req)	Amount Exc. GST	GST	Total
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 you do not provide an ABN, you acknowledge the Sitting Fee payment made:				
<ul style="list-style-type: none"> 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

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1	07/11/23	TC – formatting updated
2	23/09/25	Updates to pricing and process.