



## PAID PARTICIPATION POLICY

### 1. Purpose

- (a) The Mental Health Lived Experience Peak Queensland (MHLEPQ) is committed to meaningfully engaging with people with a lived experience, and as appropriate, other members of the community as equal partners in its work. Paid Participation is one of the ways MHLEPQ recognises the valuable, specialised and expert contribution made by people who have a lived/ living experience of mental ill-health, and other members of the community as considered appropriate.
- (b) This policy outlines MHLEPQ's commitment in 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.
- (c) This policy sets out the approach MHLEPQ 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.

### 2. Introduction

- (a) For the purposes of this policy a person is considered to have a lived experience if they:
- have a direct personal experience of mental ill-health and/or problematic alcohol or other drug use
  - are a family member, carer or support person, if they have regularly provided unpaid, care or support, for a person living with a mental illness and/or problematic alcohol and other drug use
  - have experienced suicidal thoughts, survived a suicide attempt, cared for someone who has attempted suicide, been bereaved by suicide, or been touched by suicide in another way.
- (b) MHLEPQ may engage and consult with other members of the community to the extent that



the MHLEPQ considers appropriate.

- (c) For the purposes of this policy a member of the community is an unpaid representative of a community or particular population group.
- (d) This Policy applies to people with a lived experience (as outlined in 2.1) and, as appropriate, other members of the community (as outline in 2.2) who are directly invited by MHLEPQ to participate in Paid Participation Activity
- (e) In this Policy, people who are invited to participate in the Paid Participation Activity are referred to as Participants.
- (f) While MHLEPQ acknowledges the contribution made by people with a lived experience, and as appropriate other members of the community in its work, it is unable to provide payments for engagement in all of its activities and is required to exercise due diligence in the use of its resources and funding.
- (g) This policy should be used in conjunction with the Travel, Accommodation and Allowances Policy where is applicable.

### **3. Eligibility**

MHLEPQ will only offer a Paid Participation Payment to Participants if they would not otherwise receive remuneration for their participation and have been directly invited to participate in the Paid Participation Activity.

This Policy does not apply to people's participation in a Paid Participation Activity when they are:

- (a) consumer/carer consultants engaged to provide professional services through government tenders, procurement processes or contractual services who participate during their paid work time
- (b) representative members of any other groups, networks, organisations and government bodies as part of their recognised paid duties to engage with MHLEPQ
- (c) MHLEPQ employees, board members or contractors
- (d) attending in response to an open or public event invitation extended to people with a lived experience or community members.

### **4. Definition of Paid Participation Activity**

A Paid Participation Activity is an activity approved by MHLEPQ and may involve participation or engagement in a range of groups and/or activities including:

- (a) committees (for example steering, roundtables, reference or working groups)
- (b) consultations, forums, focus groups or workshops

- (c) individual consultations
- (d) selection and recruitment panels
- (e) evaluation panels for tenders, grants or other procurement activities.

Paid Participation activities do not include:

- (a) open or public forums or presentations by MHLEPQ
- (b) ad hoc communications, meetings and discussions with MHLEPQ
- (c) an activity or event hosted by and contributing to the work of another organisation including where the MHLEPQ nominates them to participate in the activity.

## 5. Paid Participation Payments

- (a) The Paid Participation Payments are based on the Paid Participation Policy of the Queensland Mental Health Commission. The rates set out in 5.2 are based on the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies – Regulation, Administration and Advice Category level 3.*
- (b) Paid Participation Payments will be remunerated on the nature of participation and engagement at the following rates:

Length of activity	Chair	General participation
Daily <small>(more than 4 hours with a maximum of 7.25 hours)</small>	\$390	\$300
Half a day <small>(more than 2 hour with a maximum of 4 hours)</small>	\$195	\$150
≤ 2 hours <small>(minimum payment)</small>	NA	\$75

- (c) 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, two hours meeting time and 1 hour post activity feedback time (reviewing minutes and documents). The person is eligible to receive the half daily rate for a total of four hours.*

- (d) 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 MHLEPQ.

### **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.*

- (e) MHLEPQ may offer payment in-kind, for example movie tickets, gift vouchers, as more appropriate in some circumstances, for example when participation is by children under the age of 16 years. Making these types of in-kind payments to children must be negotiated in advance and preapproved by MHLEPQ in consultation with the relevant parent or guardian. (All other payments and allowances will be in line with other sections of this Policy).
- (f) 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, MHLEPQ 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).
- (g) Where a third party is engaged by MHLEPQ to undertake work on the MHLEPQ'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.
- (h) The CEO is authorised to update these rates to reflect standards set out in the guidelines above and/or to account for inflation. The CEO must be reasonably satisfied that any updates are financially sustainable and must report these changes to the Board or relevant MHLEPQ committee.

***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.*

- (i) MHLEPQ may offer payment in-kind, for example movie tickets, gift vouchers, as more appropriate in some circumstances, for example when participation is by children under the age of 16 years. Making these types of in-kind payments to children must be negotiated in advance and preapproved by MHLEPQ in consultation with the relevant parent or guardian. (All other payments and allowances will be in line with other sections of this Policy).
- (j) 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, MHLEPQ 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).

- (k) Where a third party is engaged by MHLEPQ to undertake work on the MHLEPQ'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.

## **6. Taxation, Centrelink and Veterans Affairs payments**

- (a) 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 MHLEPQ for Paid Participation Activities.
- (b) Participants are required to complete and submit an Australian Tax Office (ATO) 'Statement by Supplier' form. The form 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/>.

## **7. Travel, accommodation and allowances**

- (a) MHLEPQ will endeavour to meet all reasonable travel accommodation and other costs associated with participation in a Paid Participation Activity.
- (b) All travel, accommodation and allowances must be pre-approved by MHLEPQ.
- (c) Details regarding the circumstances under which MHLEPQ will meet these reasonable travel and accommodation costs and meal allowances are outlined in the Travel, Accommodation and Allowances Policy.

## **8. Process**

- (a) 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
  - after the Paid Participation Activity.

## **9. Process before participating in Paid Participation Activity**



- (a) MHLEPQ will approve an activity to be a Paid Participation Activity for the purpose of this Policy.
- (b) In writing or by email MHLEPQ will:
  - directly invite an individual to participate in a Paid Participation Activity
  - confirm that the activity is a Paid Participation Activity attracting a Paid Participation Payment
  - advise of the type of activity and the anticipated type of participation or engagement
  - advise of the date, location and expected duration of the activity
  - advise of any special requirements relating to the activity such as the need to sign confidentiality statements and conflicts of interest declarations for procurement activities
  - 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
  - provide a Paid Participation Claim Form for recording expenses and bank details
  - negotiate travel, accommodation, allowances or anticipated out of pocket expenses
  - nominate a MHLEPQ contact person.
- (c) The individual invited to participate in a Paid Participation Activity will be required to:
  - confirm in writing or by email that they accept the 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.

#### **10. Process during a Paid Participation Activity**

- (a) The Participant will participate in the Paid Participation Activity to the best of their ability and comply with relevant legislation, policies and guidelines.
- (b) The Participant will advise MHLEPQ if an issue, for example a conflict of interest, arises which would affect their ability to participate in the Paid Participation Activity.
- (c) MHLEPQ will provide reasonable support to enable the Participant to participate as meaningfully and to the fullest extent possible.



## 11. Process after the Paid Participation Activity

- (a) 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 MHLEPQ within 20 working days of participating in the Paid Participation Activity
  - submit any reports or other materials as required by MHLEPQ when invited to participate in the Paid Participation Activity.
- (b) MHLEPQ 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
  - arrange for the approved Paid Participation Payment and approved reimbursements to be paid directly into the person's nominated bank account within 20 working days.
- (c) 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.

## 12. Disputes

- (a) Any disputes about Paid Participation Payments are to be discussed with the MHLEPQ's nominated contact officer. If the issue is not resolved the Participant is able to seek, in writing, a review by the CEO, in accordance to MHLEPQ's Compliment and Complaints Policy.

<b>Policy Governance</b>	
Policy Approved By	<a href="#">MHLEPQ Board</a>
Date Effective	2 December 2025
Review Date	December 2027