

# Consumer and Community Involvement Program

## Honorarium Guidelines

The Consumer and Community Involvement Program (CCIP) endorses the Mental Health Commission of WA's [Consumer, Family, Carer and Community Paid Partnership Policy](#) and refers to content from this policy throughout this document.

### What is an honorarium?

An honorarium is an honorary reward (payment) for voluntary services and is not assessable income and not deductible. The [Australian Tax Office](#) does not require you to declare honorarium payments<sup>iii</sup> received through involvement activities conducted with the CCIP.

However, Centrelink does require that you declare your honorarium payment as reportable income<sup>iii</sup>.

### Who is eligible?

Consumers, families, carer and community members are offered an honorarium capayment when they have been invited to significantly contribute to relevant work with the CCIP. This includes:

- **Consumers:** people with a lived experience of health issues, who may or may not access health services and supports.
- **Family:** people who may or may not be related to a consumer but who identify as being close enough to be recognised as a family member or next of kin.
- **Carers:** (unpaid) families, friends and others, who have experience of providing ongoing care and support to someone experiencing health issues. Carers may or may not be in receipt of a Carers Allowance but are not in formal paid employment as a support worker.
- **Community members:** people who may not identify as consumers, family members or carers but who can contribute to the work of the CCIP through their community involvement and cultural heritage experience, knowledge and understanding. This is particularly important to Aboriginal or Torres Strait Islander peoples and peoples from culturally and linguistically diverse (CaLD) backgrounds or diverse groups.
- **Children and young people (under 18 years):** who meet any of the above criteria.

### Involvement Activities

Involvement Activities include but are not limited to:

- Committees (steering, advisory, reference, working groups etc.);
- Consultations, forums, community consultations and workshops;
- Selection and recruitment panels; and
- Special projects
- Attendance and participation in an approved activity (including by video or teleconference);
- Writing – reports, resources, articles, brochures, newsletters;
- Designing and facilitating – a discussion group, activity or event;
- Presenting – as a guest speaker to provide their perspective;
- Reading – in preparation for an activity;
- Researching – to gain a wider or better understanding of the issue at hand;
- Consulting and networking– with other people;

## Consumer and Community Involvement Program Honorarium Guidelines

- Discussions – before or after an activity for the purpose of preparing, clarifying or debriefing;
- Reviewing or evaluating – information, material, reports;
- Assisting CCIP employees in preparing for an engagement activity;
- Working with CCIP employees to co-design and co-produce an activity or project; and
- Training – there may be occasions where people will be invited to attend training relevant to and in support of their participation role

### Involvement Payment Table

|  |   |   |   |   |
|--|---|---|---|---|
| <p><b>Active Consumer/Community member*</b><br/>i.e. members of a committee or any groups with Terms of Reference. Members must be aged +8 years old**</p> | <p><b>Advisor*</b><br/>i.e. member or co-chair of an executive or strategic level committee or group. This role includes contributions agreed upon outside of meetings (e.g. setting meeting agendas, ongoing feedback)</p> | <p><b>Community Conversation</b><br/>i.e. attending a 2-hr Community Conversation</p> | <p><b>Research Priority Mapping Workshop</b><br/>i.e. attending a Priority Mapping Workshop</p> | <p><b>Presentations</b><br/>i.e. co-presenting at an undergrad tutorial on lived experience</p> |
| <b>\$37.50 per hour</b>  | <b>\$75 per hour</b>  | <b>\$70 one-off payment</b>   | <b>\$100 one-off payment</b>  | <b>\$148 one-off payment</b>  |

Note: all involvement activities require a minimum of 2hrs payment.

*\*Consideration may be given to offering payment to recognised Aboriginal and Torres Strait Islander Elders at a higher tier to reflect their standing in their community and their specific cultural knowledge. Regarding engaging and remunerating community members for cultural ceremonies such as Welcome to Country and Smoking Ceremonies please refer to the MHC Cultural Protocols.*

*Consideration may also be given to offering payment to other community leaders particularly from diverse groups.*

*\*\*The offer of retail vouchers is an effective means of acknowledging people’s time, involvement and small out of pocket expenses. This method is particularly suitable for involvement activities that involve children and young people.*

*\*\*\* Honorarium payments managed by the WAHTN CCIP program can be supported by either direct debit bank transfer or electronic gift card.*

<https://www.ato.gov.au/Non-profit/Types-of-Not-for-profit-workers/Not-for-profit-volunteers/Paying-volunteers/Honorariums/>