



Paid Participation Form PARTICIPANT INSTRUCTIONS

Background

The meaningful inclusion of people with lived experience underpins all that we do. Paid participation is one practical way we can demonstrate that we value the hard-won knowledge, insights, experiences, and connections you bring to the Collaborative. It helps us acknowledge the energy, passion, commitment, and time you contribute. Changes to paid participation have been made to better fit with our ways of working in the Collaborative. The changes outlined in this instruction document, take affect from Monday 3rd July 2023.

What is changing?

The work of the Collaborative during the pandemic has shifted to more flexible meeting times and structures. The changes to the paid participation process reflect this by allowing for payment in increments of 30 minutes (with a one-hour minimum payment).

Please refer to the table to the right when entering your hours in the **activity claim** section of the online form.

Participation time	Claimed time	Payment
1 hour and 15 minutes <i>or less</i>	1 hour	\$ 91.05
1 hour 16 minutes to 1hr 45 min	1.5 hours	\$ 136.60
1 hour 46 minutes to 2 hrs 15 mins	2 hours	\$ 182.10
2 hours 16 minutes to 2hr 45 min	2.5 hours	\$ 227.65
2 hours 46 minutes to 3 hrs 15 mins	3 hours	\$ 273.15
3 hours 16 minutes to 3hr 45 min	3.5 hours	\$ 318.75
3 hours 46 minutes to 4 hrs 15 mins	4 hours	\$ 364.20
4 hours 16 minutes to 4hr 45 min	4.5 hours	\$ 409.75
4 hr 46 minutes <i>and above</i>	FULL DAY RATE (5+ hours)	\$ 455.25

When the time for face-to-face meetings returns, the paid participation policy does, and will continue to, account for reimbursement of pre-approved travel time and expenses.

New claim form

A new online form for claiming paid participation has been launched. Access it here <https://www.coordinare.org.au/paid-participation-form>. The backbone team will ensure we add the claim form link to meeting invitations for ease of claiming. You will need to submit a claim form for **each activity day**, and we ask you complete and submit a claim form within two weeks of the activity. Please note, the form **will not** work in Internet Explorer.

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<p>* Indicates required fields</p> <p>Enter your details Note: Please fill out one form for each day of activity. If you participated in activities on different days, you will need to fill out a form for each of those days.</p> <p>Select Suicide Prevention Collaborative here</p> <p>Select Meeting / Advisory / Working Group here</p> <p>Please write the name of the activity you participated in (e.g. monthly meeting). If you participated in more than one activity on the same day, write this here (e.g. LE Working Group and Community Forum Project meeting)</p> <p>All paid participation activity will be approved by Jo Riley – please write Jo Riley in this box</p>	<div> <h3>Participant Details</h3> <p><input type="checkbox"/> I am an individual, this supply is of a private nature and no ABN needs to be supplied. *</p> <p>Full name *</p> <input type="text"/> <p>Email address *</p> <input type="text"/> <p>Activity date *</p> <input type="text" value="dd/mm/yyyy"/> <p>Who was the activity for? *</p> <input type="text" value="COORDINARE"/> <p>Type of activity *</p> <input type="text"/> <p>Activity description *</p> <input type="text"/> <p>COORDINARE / Suicide Prevention Collaborative contact name *</p> <input type="text"/> </div>
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[https://coordinareau-my.sharepoint.com/personal/afowler_coordinare_org_au/documents/documents/2023-07-3 isspc paid participation form instructions.doc](https://coordinareau-my.sharepoint.com/personal/afowler_coordinare_org_au/documents/documents/2023-07-3%20isspc%20paid%20participation%20form%20instructions.doc)

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<p>Enter any out-of-pocket expenses here. Expenses need to be pre-approved which means you will have had a conversation with a Backbone team member about what can be claimed here</p>	<div> <p>Expenses</p> <p>Out-of-pocket expenses</p> <div> <p>\$ Hit enter after entering amount to upload receipts - .jpg, .png or .pdf ONLY</p> <p>E.g. meals, taxis and parking. This will be reimbursed on top of the activity fee.</p> </div> <p>Use of personal motor vehicle</p> <p><input type="checkbox"/> Please enter kilometres travelled</p> </div>
<p>This field will update automatically</p> <p>Click to confirm and consent</p> <p>Click the anti spam filter</p> <p>Click submit - the form will be sent to the finance team who will seek approval from Jo Riley for approval and payment. A copy of the form will be sent to your email address.</p>	<div> <p>Total Paid Participation to be Paid Upon Approval</p> <div> <p>\$136.57</p> <p>This is the sum of Meeting Fee, Non-Meeting Day Fee, Out-of-Pocket Expenses, and Travel Costs.</p> </div> <p><input type="checkbox"/> I confirm that information in this form is correct and consent for my information to be shared with COORDINARE to process my payment. *</p> <div> <p><input type="checkbox"/> I'm not a robot</p> <p>reCAPTCHA Privacy - Terms</p> </div> <p>SUBMIT</p> </div>