



Butterfly Counselling Practice

Counselling, Confidentiality, and Payment Agreement

Surname: _____ Given Names: _____

Address: _____ Post Code: _____

Phone Number: _____ Email Address: _____

Date of Birth: _____ Marital Status: _____

Number of Children: _____ Occupation: _____

How did you hear about Butterfly Counselling Practice? _____

Butterfly Counselling Practice offers confidential one-to-one, Skype, FaceTime and telephone counselling.

Butterfly Counselling Practice offers counselling from the belief that no one knows the individual better than the individual knows themselves; that the role of the counsellor is to provide assessment, information, counsel, and referral.

Butterfly Counselling Practice adheres to all legislation governing privacy, records, and confidentiality. Copies of all written communication, transcripts, and notes made during counselling sessions, are stored on a protected computer hard drive and/or a secured portable hard drive. Butterfly Counselling Practice is required by law to keep a hard copy or electronic copy of these "case notes" for a period of seven years. You may access the material recorded in your file upon request, subject to the exception in National Privacy Principle 6.

Butterfly Counselling Practice uses Skype and FaceTime as a counselling medium. Butterfly Counselling Practice maintains a confidential environment throughout all counselling sessions, and maintains security over the computer used for this purpose. You, the client, are advised to take precautions of your own in an effort to maintain privacy on your end. For example, web browsing history should be cleared after each private internet connection – Skype, FaceTime, email, Facebook, WebSite, Twitter, Instagram etc. Butterfly Counselling Practice also advises careful choice of passwords, and the safeguarding of these passwords.

Users of the World Wide Web should be aware that it is an insecure medium which may encourage third parties to view, intercept, or modify communications; and that downloaded files may contain computer viruses and/or other defects. For this, Butterfly Counselling Practice does not accept responsibility.



Butterfly Counselling Practice offers a confidential service. Personal information will be protected under the legal and ethical codes which govern counselling within Australia. Butterfly Counselling Practice will not share your personal information without your explicit written consent or court order, unless failure to disclose would represent a serious risk of harm to self or others, and in case of the revelation of child abuse.

Before counselling can commence Butterfly Counselling practice requires notarised documentation which verifies your identity, age, and status as an Australian citizen (for example: birth certificate, passport, naturalisation papers, drivers licence, proof of age card, etc).

The cost of one consultation (approximately 60 minutes) is \$50, which is immediately payable at the end of the consult. If using PayPal, the bill will be sent to your email address. **Please note:** if you possess a Concession Card obtained from Centrelink you are eligible for a discounted rate of \$15 in place of the standard \$50 – in this case, along with notarised proof of identification, a notarised copy of your concession card is required for online consults.

If for some reason you need to cancel or postpone your consultation, please give me, Clair Esman of Butterfly Counselling Practice, 24 hours' notice. Failure to do so means you will be charged the afore agreed upon fee (\$50 or \$15) for the consultation.

I _____ have read and understood the above counselling, confidentiality, and payment agreement, I agree to these conditions for the counselling service provided by Clair Esman of Butterfly Counselling Practice.

Signature _____ Date _____

Please note: If, after reading this two page agreement you are unsure of any content, please discuss it with me before signing. Warmly, Clair Esman.

