|  |
| --- |
| selection procedure |

Mental Health Australia and the National Mental Health Consumer and Carer Forum (NMHCCF) work collaboratively to identify suitable mental health consumer and carer representatives for national committees and other representative opportunities.

Organisations seeking mental health consumer and/or carer representatives have a choice to have the position/s advertised to members of:

1. the [National Mental Health Consumer and Carer F](https://nmhccf.org.au/)orum (NMHCCF) only, or
2. both the NMHCCF and the [National Register of Mental Health Consumer and Carer Representatives](https://mhaustralia.org/report/national-register-mental-health-consumers-and-carers) (National Register).

Organisations must complete an *Organisation Application* form and send it to the NMHCCF/National Register Secretariat via email.

The Secretariat will advertise positions to representatives, allowing two weeks for applications to be submitted. The Secretariat will be the main contact for any queries, and will liaise with the organisation during the process.

Applications received are compiled and sent to the selection panel. The panel consists of the NMHCCF Co-Chairs and the consumer and carer members of the Mental Health Australia Board. The panel will make their decision based on responses to the criteria presented in the Organisation Application form. The deliberation process may take up to one week.

The Secretariat will inform the organisation of the final decision and confirm details of the representative opportunity, including expenses that will be covered. The Secretariat will then contact the representatives to inform them of the outcome.

Mental Health Australia recommends remuneration be provided to representatives in accordance with the Australian Government Remuneration Tribunal Determination for holders of part-time public office, <http://remtribunal.gov.au/offices/part-time-offices>. This is currently $83.60 per hour or $418.00 per day (or more than 5 hours).

Please note: this is a national selection process and members of the NMHCCF and National Register live all around Australia. Mental Health Australia recommend travel and accommodation be covered for successful representatives. If this is not possible, please indicate why on the Organisation Application form and if alternative arrangements (e.g. teleconferencing or videoconferencing) are available.

Mental Health Australia also recommends organisations apply for *both a consumer and carer representative.*

**For more information please contact:**

Project/Administration Officer
Mental Health Australia
natreg@mhaustralia.org

Phone: (02) 6285 3100