ORGANISATION APPLICATION

# Seeking Mental health Consumer and Carer Representatives

This form is for organisations seeking suitable mental health consumer and/or carer representatives from the National Register of Mental Health Consumer and Carer Representatives (National Register) and the National Mental Health Consumer and Carer Forum (NMHCCF).

Please review the *Selection Process* document for further information about the National Register and NMHCCF, and the mental health consumer and carer representative selection process.

### ORGANISATION CONTACT DETAILS

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| Organisation: |
| Contact person, name and position: |
| Telephone: |
| Email: |

### COMMITTEE / EVENT DETAILS

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| Committee/event description (please provide details, including purpose, of the committee/event and attach Terms of Reference if available): |
| Date/s and duration of meetings: |
| Meetings are held (check all that apply):  Face to face  Location/s:  By teleconference  Other (please specify): online via zoom or Teams  Is it possible for representatives to participate in face to face meetings by tele or videoconferencing (or similar), if necessary? Yes  No  N/A  Comments: |
| Consumer and carer representative position/s: |
| Number of consumer representatives required: |
| Number of carer representatives required: |
| Would you like us to arrange a proxy representative (in the event the original representative is unavailable)? Yes  No |
| Can representatives who have previously been selected for this committee or event (e.g. a speaker at an annual conference) apply for this opportunity? Yes  No  N/A  Comments: |
| Date you need representative details by: |
| Name of organisation contact who will contact and brief representatives prior to the meeting/event: |

### REMUNERATION

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| Representatives must be remunerated at the same level as other professional attendees, including any planning or preparation time. What remuneration will the representatives receive?  Representatives will be remunerated at the Remuneration Tribunal rate of $89.60 per hour for meeting participation.  It is not anticipated representatives will be required to undertake extensive planning or preparation for these meetings. If representatives are required to do significant pre-reading or preparation, they will also be remunerated for this at the Remuneration Tribunal rate of $89.60 per hour. |
| Additional costs that will be covered:  Travel (including flights, cabcharges, petrol and parking): Yes  No  Accommodation: Yes  No  Meals: Yes  No  Other (please specify):  Comments on expenses to be covered, including explanation about why some or all costs cannot be covered (if applicable): |

### POSITION DESCRIPTION

1. What is expected of the mental health consumer and/or carer representative? What support is available to committee members / event participants?

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| Representatives are expected to: |

1. Please outline the required and desirable selection criteria for this role, for example expertise related to CALD, youth, rural/remote, outcome measurements, understanding of particular documents or legislation etc.

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| Requirements:  Desirable criteria: |

1. Any other relevant information:

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### Please send completed applications to:

Project & Administration Officer – National Register & NMHCCF  
Mental Health Australia  
natreg@mhaustralia.org

Phone: (02) 6825 3100

**Secretariat Use Only**

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| Agreed timeline for process | |
| Process stage | **Date due** |
| Organisation application form received | 12/01/2023 |
| Representative applications received | *+ 2 weeks 27/01/2023* |
| Selection panel decision finalised | *+ 1 week 3/02/2023* |