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## *Who are the members of the National Mental Health Consumer and Carer Forum (NMHCCF)?*

The NMHCCF includes one mental health consumer representative and one mental health carer representative from each state and territory, representatives from national consumer and carer projects/organisations, and Aboriginal and Torres Strait Islander representation. A current list of members can be found here

[Who We Are | National Mental Health Consumer and Carer Forum \(nmhccf.org.au\)](http://nmhccf.org.au)

## *How long is the term of appointment?*

NMHCCF members are initially appointed for a four year term. At the end of the four year term, the Queensland Carer Representative appointment will be reviewed by the Queensland Mental Health Commission (the Commission). If reappointed, their membership is then reviewed every two years. There is no maximum time that the carer representative can hold this position. If, however, the appointed carer representative is unable to continue in this role for any reason, they are to inform the NMHCCF Executive Officer in writing and inform the Commission so a replacement representative can be recruited.

## *Where can I find more information about the NMHCCF?*

The [National Mental Health Consumer and Carer Forum Operating Guidelines](#) (Sept 2017) outline the role and function of the forum, the Terms of Reference, details about membership, executive committee roles and expectations, members requirements, meeting processes, expectations between meetings, how members can be supported, sitting fees, travel procedures and complaints and conflict resolution processes.

The NMHCCF website [www.nmhccf.org.au](http://www.nmhccf.org.au) provides further detail about the role of the NMHCCF, reports from past meetings, annual achievement reports, publications and useful links.

[National Mental Health Consumer & Carer Forum - Home | Facebook](#) is used to share information, updates on relevant NMHCCF work, meeting outcomes, national events etc.

*All applicants are encouraged to read and look at these resources before applying for the Queensland Carer Representative position.*



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## *What is the relationship of the Queensland Carer Representative with the Commission?*

The Commission will provide a state contact officer for the Queensland Carer Representative. Regular contact will be maintained and will include meeting four weeks before each NMHCCF meeting and approximately four weeks after to ensure information sharing is maximized and support provided.

The Carer Representative will be asked to liaise with the contact officer on any reports relating to state service provision or the work of the Commission prior to their submissions to the NMHCCF.

Where appropriate the Commission will assist in distributing information or details of issues arising from each NMHCCF meeting.

## *How often are the meetings?*

There are usually two one day face-to-face meetings and two teleconference meetings of several hours duration each year. COVID-19 restrictions have impacted on the ability to have face-to-face meetings in the last year. It is anticipated that the following meetings will occur this year.

- Friday 25 June 2021 1pm-4pm (online)
- TBC: September 2021 (online)
- TBC: December 2021 (two days face-to-face or online)

Face-to-face meetings are often held interstate and will require travel and overnight stays away from home. The travel and accommodation expenses are met by the NMHCCF.

Consideration will be made for NMHCCF members to be reimbursed for reasonable extraordinary out of pocket expenses, including respite care, which may be needed in order for members to be able to attend NMHCCF face to face meetings, teleconferences and other nominated activities of the NMHCCF. Requests for reimbursement of reasonable extraordinary out of pocket expenses are emailed to the NMHCCF Executive Officer ([page 29 of the Operating Guidelines](#)).



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## *What happens if you can't attend a meeting?*

It is hoped representatives are able to attend all meetings, but it is understood that this may not always be possible. If a member is unable to attend, they are expected to let the NMHCCF Executive Officer and the Commission know as soon as possible. The carer representative will be asked to give feedback on meeting papers and issues to the Executive Officer so this information can be raised on their behalf at the meeting.

If a representative is unable to attend at least one face-to-face or teleconference meeting during a 12 month period they will be asked to review their position with the Commission to ensure they can meet any future requirements and that adequate supports are being provided for the carer representative.

## *What are members expected to do before and after NMHCCF meetings?*

The Queensland Carer Representative is expected to:

- Write a report about current mental health carer issues and activities in Queensland using a standard reporting form and submit this to the NMHCCF prior to each meeting.
- Provide a report after each meeting to the Commission summarizing meeting discussions and outcomes.
- Discuss issues and activities in Queensland carer networks wherever possible and consult these networks to gather views and emerging needs. This can include consulting with Arafmi and Carers Queensland and sharing information.
- Undertake required reading outside meetings and provide requested feedback via email.

The NMHCCF also has working groups that operate as advisory groups responsible for drafting policies and papers (e.g. advocacy briefings). Membership of working groups is voluntary.

The NMHCCF may also be asked to provide a carer representative for external participation opportunities and the Queensland Carer Representative may be approached about this request.



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## *What are the sitting fees and travel claims?*

As per the [National Mental Health Consumer and Carer Forum Operating Guidelines](#) the sitting fees for NMHCCF members will be paid for formal NMHCCF activities including teleconferences, face-to-face meetings, and identified out of session representative activities:

- an hourly rate (currently \$85.80) up to five hours
- a daily rate (currently \$429.00) for work/meetings that exceed five hours.  
(note the NMHCCF reserves the right to review remuneration rates at any time)

For work outside the meeting times eg work and discussions by email, sitting fees are not claimed.

Members are reimbursed for reasonable out of pocket travel costs associated with attending formal NMHCCF meetings eg parking costs, taxis and travel expenses related to meals when meals are not already provided. Costs for flights to attend meetings are met through the NMHCCF budget and booked by the relevant administrative officer.

## *What are the steps of this recruitment process?*

Applications for the Queensland Carer Representative role close at **5pm on Monday 24 May 2021**.

- All applications will then be considered and shortlisting will occur against selection criteria.
- Applicants who are shortlisted will be contacted for interviews. These will be held on Wednesday 2 June and can be attended in person in Brisbane, or online.
- Following the interviews, reference checks will be undertaken.
- The Queensland Mental Health Commissioner will approve the appointment of the NMHCCF Queensland Carer Representative.
- The position will then be offered to the successful applicant.
- All applicants will be contacted and feedback provided.

The appointed Queensland Carer Representative will then be provided with an orientation to the role by the Commission's contact officer and the NMHCCF. Ongoing contact and support for the role will be provided by the Commission's contact officer.

If you have any further questions please contact Alex Tyson, Service Delivery Manager – Carer Supports directly at Arafmi via email [alextyson@arafmi.com.au](mailto:alextyson@arafmi.com.au) or on 07 3254 1881.