**REQUEST TO PROMOTE CONSUMER, CARER, FAMILY OR COMMUNITY REPRESENTATIVE OPPORTUNITY**

*We need this information to enable us to circulate details of this opportunity to people on our database. This service is currently offered free of charge to public health service organisations. Opportunities are circulated at the discretion of Health Consumers’ Council (HCC). HCC does not endorse any applicants for consumer, carer, family or community roles that result from this service.*

*Please note that we may edit the information provided to make sure that it is accessible to consumers.*

*If you have any questions about this, contact Clare Mullen, Deputy Director –* *clare.mullen@hconc.org.au*

*Please provide this information, being as clear and succinct as you can.*

**Background to the activity**

*[This might include the project or service that is seeking a consumer representative]*

**Title of the activity**

*[For example: “Consumer representatives for XYZ Consumer Advisory Committee”; or “Participation in a focus group on XYZ health topic”]*

**How many people are you looking for?**

*[NB Health Consumers’ Council recommends a minimum of two consumer, carer, family or community reps on any committee]*

**Purpose of the activity or group**

**Who might apply?**

*[outline if you are seeking input from people from particular groups, or with particular types of lived experience: i.e. people with lived experience of xyz health condition; or people from xyz community. If you are seeking people from diverse backgrounds ]*

**What will participating in this activity involve?**

*[For example, if it’s a regular group – how often does it meet and for how long? Is there work required (like pre-reading) outside of meeting times. How long is the group expected to go on for – i.e. 3 months? Or up to 2 years? Or other? Where is the activity or meetings held? Is the venue close to public transport? Can people participate remotely?]*

**What skills or experience do you require?**

*[Are there particular skills you’re looking for – for example, experience on this type of committee? Connections to networks of people with a similar experience [remembering to be realistic about what might be possible for someone who is volunteering their time]? Ability to read and provide feedback on high level policy documents?]*

**What is offered to people who participate?**

*[For example, is there a consumer participation payment? (See the* [*HCC policy for guidance*](https://www.hconc.org.au/wp-content/uploads/2021/08/SAA_05_CCE_Engagement-Policy-July-2021-v2.1.pdf) *if you don’t have your own policy; if it’s an activity around a meal time, will refreshments be provided?; is there plenty of parking? Is it free or will travel/parking costs be covered? Is training provided? Is there any particular support for people who may have specific requirements – like interpreters, or childcare?]*

**How do people apply or find out more?**

*[For example, “please apply by emailing [abc.def@ghi.com] by [closing date]. We recommend always providing a telephone number in case people have questions, or are unable to use email for any reason.]*

**Return this form to** **info@hconc.org.au** **– one of the team will contact you with any questions.**