



TasCOSS Community
Voices Program

TasCOSS Community Voice Partner organisation request form

Thank you for your interest in engaging with the TasCOSS Community Voices Partnership Program. Please complete this form with as much detail as you have. If you do not have some information at this time, please leave those sections blank or indicate when that information will be available.

The form is comprehensive. This serves three purposes. The first is that it is designed to help you think through the logistics and requirements of engaging with Community Voice Partners and to set shared expectations. The second is that this information ensures we can match you with appropriate Community Voice Partner(s). Finally, these details will be given to the Community Voice Partner(s) you engage as background on the engagement to help them understand what will be involved.

If there is any additional information you wish to provide—for example, documents or resources—please email them to lucy@tascoss.org.au. We appreciate the time you take to complete the form and look forward to working with you.

CONTACT DETAILS

1. Organisation:
2. Primary contact name:
3. Pronouns:
4. Position in organisation:
5. Phone:
6. Email:
7. Secondary contact name:
8. Position in organisation:
9. Phone:
10. Email:
11. Region of Tasmania where Community Voice Partner(s) will be engaged. Please **highlight** all relevant regions:
 - a. Hobart
 - b. South (other than Hobart)
 - c. Launceston and North East
 - d. North-West
 - e. East coast

- f. West coast
- g. Online only (location doesn't matter)

ENGAGEMENT DETAILS

12. What is the name and nature of the engagement/activity/project/process/event (from here, 'engagement')? Please provide an overview in simple language.
13. Why are you seeking to engage Community Voice Partner(s) expertise and how will their expertise influence the engagement?
14. What is the timeframe of the engagement? Please include start and end date. If known, list dates and/or times will engagements be held.
15. What is the estimated total time commitment for the engagement in number of hours, including preparation?
16. Who will be the key contact and support person for the Community Voice Partner(s)? Please provide name and contact number if different from contact details above as well as a secondary contact person in the organisation should the primary contact be unavailable.

Primary contact name:

Email:

Phone:

Secondary contact name:

Email:

Phone:

17. Where will the engagement be held? Please list all venues and/or online platforms and note if these are accessible.
18. How many Community Voice Partners are you seeking to engage? Please note for advisory positions such as working groups, committees, panels, boards, or other governance groups it is best practice to appoint at least two Community Voice Partners.

19. Who are the other key stakeholders or audiences involved in the engagement and how many people are expected to be involved in/attend the engagement?

COMMUNITY VOICE PARTNER DETAILS

20. What are the skills and experiences you are looking for from Community Voice Partner(s)?
21. What is the anticipated level of Community Voice Partner(s) participation in the engagement? Please refer to the *TasCOSS Spectrum of Community Voice Partner Engagement* at the end of this document. Please **highlight** the relevant level.
- a. **Consult/Involve** (for example, providing detailed feedback on services, documents, resources, etc., speak about lived experience, sitting on advisory committees, providing input into the enhancement of existing services)
 - b. **Collaborate** (for example, (co-)presenting at forums/workshops, facilitating engagement such as interviews or focus groups, co-designing outputs, co-producing outputs)
 - c. **Empower/Lead** (for example, Leading a project, teaching or leading (part of) a workshop, delivering a service)
22. What, if any, potential risks of negative impacts might exist for Community Voice Partners as part of this engagement?
23. How will the Community Voice Partner(s) be informed of the outcomes of their engagement?

POLICIES AND CONFIDENTIALITY

24. Please list any organisational policies or procedures you have which will impact Community Voice Partner(s) (e.g., mandatory vaccination, privacy policy etc.), including any which will ensure safety and duty of care for the Community Voice Partners while engaging with your organisation (e.g., anti-bullying or harassment policies).
25. If applicable, how will the project/activity be publicly promoted, recorded, and/or distributed?
26. Are there any issues regarding confidentiality for the project/activity?

27. Will Community Voice Partner(s) participation and identity be able to be kept private and confidential if needed? This is not a requirement but helps us recruit appropriate Community Voice Partners. (e.g., will this information need to be made public or can it be protected by limiting only to relevant stakeholders/other participants using pseudonyms, by restricting photography etc .as needed). Please highlight the relevant option.
- a. Yes
 - b. No
28. All Community Voice Partners undergo a police check as part of their recruitment screening. Do you also require Community Voice Partner(s) to hold a *Working with Vulnerable People (Children) Registration* for this engagement? Please note that because this is not an inherent requirement of Community Voice Partners there may be a delay in the engagement while that registration is processed if the Community Voice Partners right for your engagement do not yet hold one. Please highlight the relevant option.
- a. Yes
 - b. No
29. Do you have any specific questions or concerns you would like to discuss?

This resource was adapted from the open access Safe + Equal 'Request for Survivor Advocate Form.

TasCOSS Spectrum of Community Partner Engagement

CONSULT/INVOLVE

Engagement goal: To obtain feedback or input from Community Partner, ensuring their perspectives are understood & considered

Role of organisation: Invite, ask to, & facilitate.

Role of Community Partner: Answer and participate.

Organisation expectation: To lead a process which enables Community Partner to contribute their lived experience perspectives & inform them of the outcome.

Community Partner expectation: Provide input that will be listened to & be informed of the outcome.

Primary decision-making power: Organisation.

Appropriate when: Community Partner has expertise which is relevant to Organisation and Organisation is seeking input to shape work but has limited scope for collaborative engagement or shared decision-making.

Example practice: Community Partner reviews an Organisation's service & provides feedback on how to improve; Community Partner sits on an Organisation's interview panel & contributes to which applicant should be hired.

COLLABORATE

Engagement goal: Partner with Community Partner including in decision-making, problem definition, & production of outcomes/outputs.

Role of organisation: Partner.

Role of Community Partner: Partner.

Organisation expectation: Actively partner through the process, creating conditions where Community Partner can actively contribute to all or most aspects of the engagement.

Community Partner expectation: Actively partner through the process.

Primary decision-making power: Negotiated & shared.

Appropriate when: Issues are complex & multiple perspectives are required; Community Partner has expertise beyond Organisation's & a high stake in the issue.

Example practice: Community Partner becomes a member of an Organisation's project team & collaborates to co-design, implement, evaluate, &/or produce outputs from the project

EMPOWER/LEAD

Engagement goal: Enable Community Partner to lead.

Role of organisation: Follow, enable, support.

Role of Community Partner: Lead.

Organisation expectation: To enable & support Community Partner.

Community Partner expectation: To be supported & enabled by Organisation.

Primary decision-making power: Community Partner.

Appropriate when: It is more appropriate for a Community Partner with high stakes & expertise in an issue to lead.

Example practice: Community Partner leads a consultation process with their community on behalf of an Organisation, including to identify participants, questions, & scope of consultation with enabling support from the Organisation.