Victorian Committee for Families of Children with Disability

Position title	Victorian Committee for Families of Children with Disability Committee Member
Term	Two - years, fixed term
Location	Melbourne CBD and online via zoom

About the Victorian Committee for Families of Children with Disability

The Victorian Committee for Families of Children with Disability has been created to give parents and carers an opportunity to provide feedback to the Victorian Government on policies, programs and services and ways to improve outcomes for children with disability.

The committee is an initiative of the Premier and Victorian Government to hear more from families of children with disability. Family engagement is supported by the Association for Children with Disability (ACD).

The Parliamentary Secretary for Disability will chair the committee.

Composition

Committee members will reflect the diversity of the Victorian community as far as practicable. This includes representation of First Peoples, culturally diverse families, parents/carers with disability, families from the LGBTQIA+ community and families from regional Victoria and metropolitan Melbourne.

As far as practicable, priority will be given to selecting committee members with children with different types of disability, those who receive funding from the NDIS or individual funding in early learning or school, and who attend a variety of education settings.

Committee members will be required to represent themselves and not any organisation or business they may work for. Preference will be given to people who are not represented on other advisory groups.

The recruitment process will prioritise parents and carers who are primary carers for their children with disability.

Victorian Committee for Families of Children with Disability Member Position Description

Functions

The committee will provide the Victorian Government with:

- Guidance on issues facing children with disability and their families
- Suggestions of what can help children with disability and their families
- Examples of what is working well for children with disability and their families.

The committee is not a decision-making body or a consensus group.

Time commitment

Committee members are required to attend four meetings per year. This includes two committee meetings and a planning meeting prior to each committee meeting.

Planning meetings and committee meetings will generally be held online.

Each meeting will be 90-minutes in duration.

Committee members are expected to set aside one hour to read material sent by ACD before each meeting.

Honorarium

Committee members will be provided with an honorarium of $100 per meeting that they attend, including the committee meetings and planning meetings.

Reimbursement

Committee members will be reimbursed for reasonable costs associated with participation in committee meetings. These costs may include:

- Travel costs such as petrol, parking, public transport fares, air travel (for example, a commercial flight from Mildura to Melbourne), or overnight accommodation
- Additional support required to attend, such as the cost of childcare or support workers.

These costs must be deemed reasonable by ACD, and pre-approved by ACD. Committee members will be required to organise their own travel, accommodation, and other needs.

Additional support

Committee members will be provided with one point of contact at ACD to ensure committee members can raise any concerns.

If committee members are experiencing specific issues or challenges relating to their child with disability, they can be referred to ACD's Support Line for support.

Provision of membership

Committee members may request a leave of absence. Any granted leave of absence does not extend a committee member's term.

DFFH, on the recommendation of ACD, may remove a committee member if they are unable to fulfil their responsibilities as outlined in this position description or Code of Conduct.

Prior to the removal of a committee member, except in the case of a breach of the Code of Conduct, ACD must provide written notice of concerns to the committee member, and allow seven days for a response before making any recommendation to remove a member.

If a committee member is unable to attend a planning meeting or a committee meeting, they must notify the ACD point of contact as soon as possible via email. Failure to communicate an absence in a timely manner may be considered as a committee member not meeting the responsibilities and requirements of the position.

Key Responsibilities

All committee members are required to:

- Contribute their knowledge and experience as a parent or carer of a child with disability

- Attend meetings, including planning meetings prior to Committee meetings

- Familiarise themselves with the reading material prior to attending each planning meeting

- Act in a way that demonstrates integrity and respect. This includes agreeing to, and signing the Code of Conduct

- Represent themselves and not any organisation or business they might work for or be affiliated with

- Tell the ACD point of contact of any conflicts of interest, or potential conflicts of interest.

Key Selection Criteria

1. Be a parent or carer of a child with disability aged 0 - 18 in Victoria.

2. Good communication skills, including active listening, empathy, and expressing ideas clearly.

3. Ability to work respectfully with government, or willingness to learn.

4. Ability to respectfully add to conversations, especially with people who hold different views.

5. Demonstrated commitment to an inclusive Victoria, where children with disability and their families are supported to thrive.

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General Requirements

- Comply with the Code of Conduct
- Successful child safety screening and assessment, including Police Record Check, Working with Children Check and referee checks
- IT such as a laptop or tablet and internet access to attend Zoom meetings.

I have read the above Position Description and agree with the requirements of the position.
Signature
Name
Date