

# COMMITTEE CHARTER

## Hawkesdale and District Family Services Centre Management Advisory Committee

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- 1. Name of Committee** Hawkesdale and District Family Services Centre Management Advisory Committee
- 2. Purpose** Moyne Shire Council (MSC) is committed to operating a centre of excellence in the provision of an integrated range of early years services for families and the community in Hawkesdale and District.
- The Centre is funded and managed by Moyne Shire Council.
- The Hawkesdale and District Family Services Centre Management Advisory Committee will:
- Provide Council with strategic advice relating to the ongoing operation and development of the centre
  - Work closely with Council to ensure the ongoing operation of the centre meets the needs of families in Hawkesdale and district and all user groups
  - Provide a representative to sit on interviews for centre staff
  - Act as a conduit for parent and other users input into the development of the centre
  - Receive reports from Council, staff, parents and the community in relation to the operation and development of the centre

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- 3. Membership**
- a) Basis
- One (1) Councillor  
Two (2) community members  
Four (4) parent representatives representing  
Centre education and care services  
One (1) Maternal & Child Health parent
- In attendance:  
Director Community & Corporate Support MSC  
Coordinator Community Support MSC  
Centre Educational Leader and/or delegate
- b) Term of Appointment    Term of Council.
- c) Quorum                      Half of number of appointed members plus one (1)
- d) Chairperson                Council appoints the Councillor as Chairperson
- 4. Meeting Frequency**        The Hawkesdale and District Family Services  
Centre Management Advisory Committee will meet  
bi-monthly and any other times as required
- 5. Voting**
- All recommendations proposed by the Committee  
will be voted on by members in attendance.
- The Chair of the Committee will have the casting  
vote if there is a tied vote.
- 6. Accountability**
- Signed minutes to be forwarded to Moyne  
Shire Records office following each meeting.
  - To make available for tabling the minutes of  
the Committee meetings at the following  
ordinary meeting of Council.
  - To submit any recommendations to the  
following ordinary meeting of Council.
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#### 7. Delegations

To provide advice to Council in relation to the management and operation of the Hawkesdale and District Family Services Centre.

Advice may be provided to Council in relation to operational issues which may include but not limited to the following areas:

- Service Delivery & Development
- Fees and Budget
- Facility Management
- Community Participation

The Common Seal of the **MOYNE SHIRE COUNCIL** )  
was hereunto affixed this...*eleventh*.....day )  
of...*November*.....2013 in the presence of: )



*[Signature]*  
.....  
Councillor

*[Signature]*  
.....  
*KATIE* Chief Executive Officer