

COMMITTEE CHARTER

Port Fairy Community Services Centre Management Advisory Committee

- 1. Name of Committee** Port Fairy Community 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 Port Fairy and District.
- The Centre is funded and managed by Moyne Shire Council.
- The Port Fairy Community 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 Port Fairy 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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Management Advisory Committee

- 3. Membership**
- a) Basis
- One (1) Councillor
Two (2) community members
Two (2) 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 Port Fairy Community Services Centre
Management Advisory Committee will meet
quarterly 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.....*FIRST*.....day)
of...*NOVEMBER*.....2013 in the presence of:)



[Signature]
.....
Councillor

[Signature]
.....
Meeting Chief Executive Officer