

**LA TROBE UNIVERSITY**  
**DIVISION STUDENT SERVICES**  
**FAMILY AND CHILDREN'S SERVICES**  
**TERMS OF REFERENCE**  
**LA TROBE UNIVERSITY COMMUNITY CHILDREN'S CENTRE**

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The La Trobe University Community Children's Centre Committee hereby makes the following Terms of Reference, La Trobe University Community Children's Centre.

**1. INTERPRETATION**

In these Terms of Reference, unless the contrary intention appears:

"Centre", shall mean the La Trobe University Community Children's Centre. The Centre consists of All Day Care, Sessional Care and Kindergarten.

"Chairperson", shall mean the Chairperson of the La Trobe University Community Children's Centre Committee.

"Committee", shall mean the La Trobe University Community Children's Centre Committee

"Council", shall mean the Council of La Trobe University.

"Finance and Resources Committee", shall mean the Finance and Resources Committee of La Trobe University.

"Manager", shall mean the Manager, Family and Children's Services.

"Month", means a calendar month.

"Notice", includes all written communication.

"Persons eligible to vote", means members of the Committee and users.

"Policy Control", shall mean those matters concerned with the general or philosophical direction of the Centre excluding day-to-day operation and staff management.

"Users", means those persons who are not employees of the Centre and have at least one child attending the Centre.

## **2. THE COMMITTEE**

2.1 The Committee shall exercise policy control over the operations of the Centre subject to the overriding authority of Council. In doing so the Committee shall:

- (a) make such rules it considers necessary for operating the Centre;
- (b) make recommendations in relation to the maintenance and refurbishment of the Centre;
- (c) consider and monitor monthly financial statements and utilisation reports;
- (d) recommend the approval of budgets including the setting of fees to Finance and Resources Committee via the Division of Student Services budget;
- (e) ensure that all legislative and regulatory requirements determined by Local, State and Federal Governments in relation to early childhood services are complied with.

2.2 The Committee shall comprise the following members:

- (a) The Pro Vice-Chancellor, Equity and Student Services, or nominee, who shall be the Chairperson of the Committee;
- (b) The Director, Student Services who shall be the Deputy Chairperson of the Committee;
- (c) One member appointed by the Finance and Resources Committee;
- (d) One member appointed by the Council;
- (e) Eight parent users of the Centre, one of whom shall be a student, one of whom shall be a parent user of the All Day Centre, and one of whom shall be a parent user of the Sessional Care Centre.

These parent members shall be elected at the Annual General Meeting.

2.3 Staff of the Centre shall not be eligible to be members of the Committee.

2.4 Casual Vacancies

An elected parent member of the Committee shall be deemed to have vacated office by:

- (a) submitting a resignation in writing to either the Manager, or the Committee;  
or
- (b) being absent from two consecutive meetings of the Committee without apology; or
- (c) failure to attend at least half the meetings of the Committee in a year.

Where such a vacancy occurs the Committee shall co-opt a parent user to fill the vacancy upon the recommendation of the Manager.

- 2.5 Where the members of the Committee appointed by the Finance and Resources Committee, or the Council either resign or are removed by the Finance and Resources Committee and/or the Council, the said parties shall be invited to appoint successors.

### **3. MANAGER, FAMILY AND CHILDREN'S SERVICES**

- 3.1 There shall be a Manager, who shall be the Chief Executive Officer of the Centre and who shall supervise the employees of the Centre.
- 3.2 The Manager, shall be responsible to the Director, Student Services who shall be the Licensee of the Children's Centre.
- 3.3 The Manager, is expected to work in close co-operation and consultation with the Committee.
- 3.4 The Manager, may attend all meetings of the Committee, shall provide the Secretariat to the Committee and shall provide expert advice to the Committee on all matters relating to early childhood services and the finances of the Centre.

### **4. MEETINGS**

- 4.1 The Committee shall meet at least six times in each calendar year.
- 4.2 The quorum of the Committee shall be four members.
- 4.3 Where there is an equal division in voting on any motion the motion shall be deemed lost.
- 4.4 The Chairperson may, upon the written request from an employee of the Centre or user, permit that employee or user to attend and address a meeting of the Committee.

### **5. WORKING PARTIES AND SUB-COMMITTEES**

The Committee may appoint such Working Parties and Sub-Committees for such periods and for such purposes, as it deems appropriate.

### **6. GENERAL MEETINGS**

There shall be two classes of General Meeting, the Annual General Meeting and Special General Meeting.

- 6.1 The Annual General Meeting of the Centre shall be held in the first six months of each calendar year and all interested persons may attend but only users and members of the Committee may vote.

- 6.2 The business of the Annual General Meeting shall be-
- (a) the presentation of the Chairperson's Report and the Manager's Report;
  - (b) the election of the parent users on the Committee for the ensuing year;
  - (c) any other general business of which notice has been given.
- 6.3 A Special General Meeting shall be called within one month of the Chairperson receiving a request for such a meeting signed by five persons eligible to vote.
- 6.4 A quorum for a General Meeting shall be five persons eligible to vote. If a quorum is not present that meeting will be reconvened at a date two weeks later than the original meeting, the persons in attendance who are eligible to vote will be deemed a quorum and business may be conducted.
- 6.5 Notice of a General Meeting shall be given not less than three weeks prior to the meeting and notice of the business to be transacted at the meeting shall be given not less than two weeks prior to the meeting. Notices shall be posted on the Children's Centre's notice board and copies shall be available at the Children's Centre.

## **7. AMENDMENTS TO THE TERMS OF REFERENCE**

These Terms of Reference may only be amended by a two-thirds majority vote of all of the members of the Committee.

Approved: Minute 378.4 i. 25<sup>th</sup> June 2008