



# Information Sheet

## Terms of Reference

Last updated: December 2025

A Terms of Reference is a guiding document that defines the purpose and structure of an Early Years Network (Network). It provides essential information about its operations, including roles and responsibilities, membership, and meeting schedules.

Two [templates](#) are available to support Networks in developing a Terms of Reference. The suggested headings and content are intended as a guide, not as prescriptive requirements.

Developing a Terms of Reference is a useful step when establishing or re-establishing an Early Years Network. It is recommended that the Terms of Reference be reviewed every 1-2 years.

## More information

To find out more about Early Years Networks, please visit our website or contact:

- **Web:** [www.communities.wa.gov.au](http://www.communities.wa.gov.au)
- **Email:** [EY@communities.wa.gov.au](mailto:EY@communities.wa.gov.au)