

LESMURDIE SCHOOL COMMUNITY LIBRARY MANAGEMENT COMMITTEE

Terms of Reference
September 2023

1. Name

The name of the Committee shall be the ***Lesmurdie School Community Library Management Committee***.

2. Purpose

To oversee the management and operations of the joint use Library on behalf of the Education Department and the City of Kalamunda.

3. Objectives

Subject to mutual directions from the City and the Minister and subject to the Agreement to which these Rules are annexed (the Agreement), the Committee's functions are:

- a) To facilitate the management and control of the Library in accordance with the requirements and policies of the City and the Minister, including the selection and appointment of the Community Librarian and to make recommendations relating to other staff of the library;
- b) To develop community awareness of the potential and the limitations of the Library and to facilitate communication between users of the Library, the City and the Minister;
- c) To provide input into the annual operating budgets of the partners having regard to the prime objectives of providing a coordinated and comprehensive library resource service;
- d) To encourage and facilitate access to the facilities and the resources of the Library so that they are available to both school and public/community users;
- e) To ensure that the equipment and other resources of the Library will be of good quality and suitable to meet the needs of the school and community users;
- f) To ensure that there will be coordinated management and administration of all information materials, items and resources used in the Library; and

- g) To encourage and facilitate the provision of fully integrated and efficient services, facilities and operation for the benefit of both school and community users.

4. Method of Operation

- a) The Committee shall elect a Chairperson and Deputy Chairperson who shall hold office for 1 year. In the absence of the Chairperson, the Deputy Chairperson shall act as Chairperson at that meeting.
- b) The quorum necessary for the transaction of the business of the Committee shall be four (4) members which must include two (2) representatives of the Minister and two (2) representatives of the City.
- c) Each member has one (1) vote and the Chairperson shall not have a casting vote. The Community Librarian, as the Executive Officer, shall not be entitled to vote.
- d) In the case of a voting deadlock the matter shall be referred to the Minister and the City for consideration and direction.
- e) The Committee shall meet at intervals of no greater than 6 months. At the meetings the Community Librarian will table a report outlining the operations of the library for the preceding period.
- f) The Committee may prescribe its own procedure for the day to day running of its affairs but such procedure shall not contravene these Rules, any legislation or other law, or the policies by laws or regulations of the Minister or any right power authority or duty conferred or imposed on the Minister or the City or any person acting under the authority of either including (without limiting the generality of the foregoing) the Principal and the Chief Executive Officer.
- g) Minutes of each meeting shall be recorded by the Community Librarian and be forwarded to each member of the Committee not later than 2 weeks after each meeting.
- h) The Committee shall not -
 - i. handle any money; or
 - ii. undertake any obligation involving the expenditure of money without the prior written approval of the Minister and the City or (in a case involving expenditure of money by only one of those Parties) the prior written approval of the Minister or the City as the case may require.

5. Definitions

Unless the context otherwise requires, in these Rules all words and phrases shall have the same meanings as those ascribed to them in the Agreement.

