

SCHEDULE B

COMMITTEE - RULES

1. Name

The name of the Committee is the Kununurra Community Library Committee **(the Committee)**.

2. Functions

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

- 2.1 To facilitate the management and control of the Library in accordance with the requirements and policies of the Minister and the Shire.
- 2.2 To develop community awareness of the potential and the limitations of the Library and to facilitate communication between users of the Library the Minister and the Shire.
- 2.3 To provide input into the annual operating budget to satisfy the requirements of the Minister and the Shire having regard to the prime objectives of providing a coordinated and comprehensive library resource service.
- 2.4 To encourage and facilitate access to the combined Library and resources of the Library so that they are available to both School and public/community users;
- 2.5 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;
- 2.6 To ensure that there will be coordinated management and administration of all information materials, items and resources used in the Library;
- 2.7 To encourage and facilitate the provision of fully integrated and efficient services, Library and operation for the benefit of both School and community users; and
- 2.8 To liaise and accept additional materials offered to the Library by way of community donation; provided that such donations conform to the Minister's and the Department's Libraries Selection Guidelines.

3. Method of Operation

- 3.1 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.
- 3.2 The quorum necessary for the transaction of the business of the Committee shall be 4 members which must include 1 representative of the Shire and 1 representative of the Minister.
- 3.3 Each member has one (1) vote and the Chairperson shall not have a casting vote.
- 3.4 In the case of a voting deadlock the matter shall be referred to the Shire and the Minister for consideration and direction.
- 3.5 The Committee shall meet at intervals of no greater than 6 months and shall prepare and make available to the Shire and the Minister as soon as practicable after the last day of each calendar year a report in writing of the operations of the Library during that calendar year.
- 3.6 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 bylaws or regulations of the Shire or any right power authority or duty conferred or imposed on the Shire or the Minister or any person acting under the authority of either including (without limiting the generality of the foregoing) the Principal and the CEO.
- 3.7 Minutes of each meeting shall be recorded on a rotational basis and be forwarded to the Principal and the CEO of the Shire and each member of the Committee not later than 2 weeks after each meeting.
- 3.8 The Committee shall not -
 - (a) handle any money; or
 - (b) undertake any obligation involving the expenditure of money without the prior written approval of the Shire and the Minister or (in a case involving expenditure of money by only one of those Parties) the prior written approval of the Shire or the Minister as the case may require.

4. 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.