



MEMORANDUM OF UNDERSTANDING
between the
ACT DEPARTMENT OF URBAN SERVICES
and the
ACT DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES
for the provision of
JOINT USE COLLEGE AND PUBLIC LIBRARY
SERVICES



1/7/98

Beverley Forner – Director, Information Planning & Services (DUS)

Ann Thomas, – Director Human Resources (DECS)

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1. PHILOSOPHY¹

Joint Use Libraries have been established to provide library services to the community which are equal or better to the level of service which could be provided in separate facilities. To ensure the delivery of high level service to all client groups a genuine partnership has to be established between the parties associated with the Library.

Joint Use Libraries foster a sense of community, encourage life long learning and provide the public and students with access to a wider range of resources. They facilitate the transition from formal to informal education, and offer a wider range of learning opportunities and information access.

The success of the Joint Use Libraries depend upon the enthusiastic commitment of all parties to the venture and open and continuing consultation involving all the bodies concerned

While there is growing pressure for the sharing of community facilities, particularly on economic grounds, joint use libraries in the ACT have not been established on the sole grounds of cost savings. Rather they are seen as a method by which a higher quality library service can be provided more effectively to both client groups within the budget constraints of both organisations.

Joint use libraries provide students with greater access to library services through longer opening hours and provide both the public and students with access to a larger and more varied collection than would be normally available.

A formal agreement between the cooperating parties covering the provision of staffing by the Department of Education and Community Services (DECS) covering those areas relating to staffing of the Joint Use Libraries is required. This Memorandum of Understanding provides that agreement.

2. PURPOSE

This Memorandum of Understanding (MOU)

- details the agreement between the ACT Department of Urban Services (DUS) and ACT Department of Education and Community Services (DECS), concerning the provision of joint use college and community libraries.
- This agreement specifically encompasses the additional staffing funded by the DECS for the joint use libraries at Erindale and Tuggeranong.
- provides for effective and efficient provision of services based on agreed operational strategies covering management and staffing.

3. PARTIES

This agreement is between ACT Department of Urban Services and the ACT Department of Education and Community Services.

4. TERM OF AGREEMENT

This agreement is for the period to 30 June 1999 or until such time an alternative agreement is in place.

¹ Adapted from the Australian Library and Information Association *Statement on Joint Use Libraries* (June 1986 as amended in 1996)

The parties will give at least three months notice of intention to vary the terms of this agreement. At least 6 months notice is to be provided if the agreement is to be terminated.

5. PAYMENTS

Payments agreed to within this MOU shall be paid on pro rata basis each month, in advance.

6. INTERPRETATION AND ARBITRATION

Any differences of opinion on the interpretation of any matters contained in this agreement, or of any matter related to but not contained in this agreement, will in the first instance be resolved by the Joint Use Executive Management Committee described below.

In the event that agreement cannot be reached the Director, Information Planning & Services and the Executive Director, Education and Community Services will be asked to adjudicate on the matter.

7. PROCEDURES FOR AMENDMENT

Amendments to this agreement can only be made subject to agreement between the Department of Urban Services and the Department of Education and Community Services. All amendments shall become a written attachment to the Agreement and treated as part of the Agreement.

8. MANAGEMENT & OPERATIONAL COMMITTEES

Joint Use Executive Management Committee

A Management Committee comprising a representative of ACT Information Management & Libraries, the Library Manager responsible for joint use library services, the Principals of each college and a representative of the Department of Education and Community Services shall meet in February of each year. This committee will consider the arrangements contained within this agreement and when necessary negotiate variations.

Joint Use Operational Management Committees

To ensure that services are provided to a high level in each library regular meetings are to be held between each college and the ACT Library Service. Members shall include the Regional Library Manager - South Region, the Library Manager responsible for Joint Use Library Services, a library staff representative, the College Principal, a teacher librarian, a student representative and other representatives as agreed by the Regional Library Manager and College Principal concerned.

The Chair will rotate annually between the Regional Library Manager and the College Principal. These meetings are to be held at least once each term at each library.

9. LIBRARY SERVICES

Both the public library and the college library will offer the range of services that their respective clients would expect from a similar public or college library. Where possible these will be provided jointly to all users. Specific services provided are:

Joint requirements of both agencies

- Loans / Returns service
- Information and Reference Enquiry services
- Electronic Information Services (Internet, CD-ROM)
- Young Adult Services
- Study facilities
- Shelving
- Supervision
- Catalogue Terminals (OPACS)
- Cataloguing & processing of joint use material
- Both parties agree to explore vocational education curriculum options and links with further education and training.

ACTLS

- Children's services
- Services to the Aged and People with Disabilities
- Public Internet Access
- Cataloguing & processing of non joint use ACTLS material
- All other normal public library services

DECS

- Information literacy teaching
- Curriculum based work
- Cataloguing & processing of non joint use college material
- Resource preparation and control peculiar to college requirements
- Student Management
- Management of College Collections
- College Electronic Information Services

10. PUBLIC LIBRARY SERVICES

The ACT Library Service aims to abide by the UNESCO Public Library Manifesto in the delivery of public library services to the ACT community.

'The public library is the local centre of information, making all kinds of knowledge and information readily available to its users.

The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status. Specific services and materials must be provided for those users who cannot, for whatever reason, use the regular services and materials, for example linguistic minorities, people with disabilities or people in hospital or prison.

All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Material must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination.

Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressures.'

The libraries are expected to provide a full range of public library services and activities. These include:

Circulation - Issues, loan renewals, returns, fine payments, branch transfers, receipt of associated payments, new memberships, borrower enquiries (eg. number of items on loan, monies owed etc.).

Reference & Information Services - Customer assistance, electronic information services, reference and information enquiries, reservations, branch transfers, inter-library loans and assistance to borrowers in locating material either through the catalogue or on the shelves

Children's Services - Storytime programs, reading/literature programs, class visits, assisting parents & children

Other Services - Outreach Activities, photocopiers, display areas, reading groups

Specialised services are also provided these include non-English language collections, access to stack collections, specialised collections and services for the aged and people who are disabled and the Home Library Service.

11. COLLEGE LIBRARY SERVICES²

Joint use library and information programs and services are integral to the goals of the college and the aims of the college curriculum.

Through access to joint use facilities and electronic information sources, joint use libraries provide access to a network of library and information programs and services at local, state, national and international levels.

As a member of the college's teaching team and as members of the joint use library staff, teacher-librarians have a role in the planning, implementation and evaluation of education policies, curricula, outcomes and programs, with particular reference to the development of students' information literacy.

The teacher-librarian has a role in ensuring the college community's access to an organised collection of teaching and learning resources and services designed to meet the educational, recreational and cultural needs of that community.

Teacher librarians work in cooperation with teachers and public library staff to achieve the learning outcomes which encompass the role of the college library resource service. They are responsible for the integration of these functions into a responsive and dynamic resource and information service for the college community. To achieve this they advocate and promote resource based learning through:

working with teachers in;

- planning, teaching, assessing, developing and evaluating curriculum
- co-operatively planning and teaching resource based units of work
- locating, using and evaluating resources and information technologies
- integrating information literacy skills into the curriculum
- providing professional development for teachers

enhancing student learning outcomes by;

² Statement adapted from the ASLA statement on Educational Library Services

- providing opportunities for students to become independent learners
- guiding students and teachers to use a variety of resources
- promoting resources and services
- encouraging creative use of information

resource the curriculum by

- participating in the efficient management of the joint use library
- integrating curricular use of resources with availability to the wider community
- selecting, acquiring, organising and circulating resources in collaboration with teaching and public library staff
- promoting and evaluating information access within the college

12. HOURS OF OPENING

Each library shall be open for a span of hours consistent with other public library services and other college libraries.

It is recognised that neither the college nor the public library need provide a library service at all times the other provides a service.

If the college chooses to open the library at a time when the public library is not open, the college will be responsible for supervision and professional staffing. An ACTLS staff member can be made available to assist in the provision of services during normal working hours.

If the public library chooses to open the library when college students are not present the public library will be responsible for all staffing.

13. ACCESS

Members of both client groups will have reasonable access to all joint use library collections and services whenever the library is open for public library services.

Members of the college may have access outside public library opening hours whenever a teacher librarian is present to supervise operations.

14. STAFFING

Overall management of each Joint Use Library is the responsibility of the ACTLS in consultation with the Joint Use Executive Management Committee. Where changes in staffing and management structures are being considered by either the Colleges or the ACTLS consultation will occur.

DECS and DUS will each aim to provide at least the same staffing as is usually available in equivalent College or ACTLS libraries.

ACTLS has overall responsibility for all staffing matters with the exception of teacher librarians.

Staff training is provided by the agency requiring the training.

All staff appointed by DUS and DECS to undertake customer service duties in joint use libraries must receive training in the specific customer service requirements of all client groups using the library's services. These groups include, among others, students, teachers, young children, adults and the elderly. Staff at both libraries are to develop a training program and provide training as required.

The DECS funds the ACTLS to appoint an ASO3 Library Technician to assist in the provision of college and public library services. Staff appointed to a DECS funded ACTLS ASO3 position are subject to a joint selection process between the college and the library.

DECS funds the ACTLS to appoint the equivalent of one ASO1 fte in each joint use library. These staff assist with the loans, returns and shelving of library materials and other general library duties.

All staff employed by DUS are required to work on a roster basis for the full operational hours of the library.

It is noted that the funding provided by DECS does not cover the replacement of these staff when they are on leave.

15. RESOURCES

Whenever possible there should be cooperation in the development of the collections and in the provision of equipment.

Cataloguing of joint-use college materials is undertaken by either ACTLS or College staff as appropriate. Cataloguing of non joint use college material is undertaken by College staff.

Joint Use Libraries are to make full use of the ACTLS automated Library System.

The costs associated with the provision, maintenance and repair of all furnishings and fittings used within the joint use libraries should be equitably distributed between the College concerned and the Library.

16. REPORTING & EVALUATION

Each agency will report to its parent organisation according to the requirements of that organisation.

Staff from both agencies are to assist with the collection and collation of data required by either agency in its evaluation of the services provided.

17. DECS FUNDING

Funds equivalent to the direct cost of two ASO1 and two ASO3³ staff are transferred from DECS to DUS to cover the appointment, by the ACTLS, of two administrative staff at each of the Erindale and Tuggeranong libraries. In 1998/99 these costs are \$130,170.

It is noted that the on-costs (Superannuation, Comcare etc.) for these staff are met by DUS.

³ Annual salaries for an ASO1 is \$28,814 and an ASO3 \$36,271. This amount does not include any penalty payments incurred when a staff member works evening or weekend shifts, such payments are the responsibility of the ACTLS.

Memorandum of Understanding

between the

ACT Department of Urban Services

and the ACT Department of Education and Training

for the provision of

Joint use College and Public Library Services at Erindale and
Tuggeranong for the period 2005-2009



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Philosophy

Joint use libraries have been established to provide library services to the community, which are equal or better to the level of services that could be provided in separate facilities. To ensure the delivery of high-level service to all client groups a genuine partnership, based on commitment and ongoing cooperation, has to be established between the parties associated with the Library.

Fundamental to delivery of knowledge and education, colleges and libraries are inextricably linked in goals and needs. In particular, the last decade has seen constant technological change.. Development of resources in these areas demands a high level of cooperation and commitment from all parties.

Joint use libraries enable teachers, teacher librarians and public librarians to work together in developing information literacy skills in the community. They provide students with greater access to library services through longer opening hours and provide both the public and students with access to a larger and more varied collection than would normally be available.

Joint use relationships provide greater motivation to share knowledge, develop cooperative ventures, and create a true partnership of ideas than is possible in standalone libraries. Providing services together fosters a greater sense of community, encourages life long learning and provides students and the general public with a wide range of learning opportunities and information access.

A formal agreement between the Department of Education and Training (DET) and the Department of Urban Services (DUS) is required to support the delivery of library services. This Memorandum of Understanding provides that agreement.

Purpose

This Memorandum of Understanding (MOU) for Tuggeranong and Erindale Libraries provides the basis of agreement between the ACT Department of Urban Services (DUS) and the ACT Department of Education and Training (DET) concerning the provision of a joint use college and public library. The Agreement specifies:

1. Funding sources and responsibilities of each party
2. Role of each party in managing the facility, resources and service delivery
3. Staffing and management structure
4. Provision of services based on an understanding/acceptance of the operational, policy and strategic planning requirements of both parties
5. Procedures for amending the agreement, interpreting and resolving issues
6. Evaluation requirements and procedures

Parties

This agreement is between ACT Department of Urban Services (DUS) and the ACT Department of Education and Training (DET).

Term of Agreement

This agreement is for the calendar years January 2005-January 2010 (inclusive).

The parties will give at least six months written notice of intention to vary the terms of this agreement. At least eighteen months written notice is to be provided if the agreement is to be terminated.

Joint Use Management Committee Structure

Executive Management Committee

An Executive Management Committee comprising the General Manager ACTLIS, the Manager, ACT Public Library, the Principal of the college and the Joint Use Library Liaison Executive Teacher shall meet in November of each year. This committee will consider the arrangements contained within this agreement and when necessary negotiate any variations. They will review the joint use strategic plan. The chair of this committee meeting will rotate between ACTLIS and the Colleges.

Senior executive staff, teacher librarians and library manager are to provide input into the respective business plans of the two organisations. This will be reported to the Executive management committee annually.

Operational Management Committee

Regular Meetings at least once per term and as the need arises are to be held between the colleges and ACTLIS. Members will include the Manager, ACTPL, Tuggeranong or Erindale Library Manager, a library staff representative, the College Principal and College Library Liaison Officer, a teacher librarian, and a student representative

The Chair will rotate annually between the Manager, ACT Public Library and the College Principal or delegate.

Interpretation and arbitration

Any differences of opinion of the interpretation of any matters contained in this agreement, or of any matter related to, but not contained in this agreement, will in the first instance be resolved by the Joint Use Management Committee described below. In the event that agreement cannot be reached, the Executive Director DET and Municipal Network Services (DUS) will be asked to adjudicate on the matter.

Procedures for amendment

Amendments to this agreement can only be made subject to agreement between the ACTLIS general manager and college principal. All amendments shall become a written attachment to the Agreement and treated as part of the Agreement.

Funding

Initiatives involving additional funding for technology, special programs, or resources require a proposal detailing financial terms and conditions, ratified by both parties. The executive management committee will consider such initiatives as required.

Technology

The Joint Use libraries will make full use of the ACTLIS automated library management system, Horizon.

A comparable and compatible standard in technology must be applied to equipment, programs, network, technical support, and maintenance provided by DET and DUS to ensure equitable service for students and the public.

Both parties will work towards achieving an integrated network, which provides a seamless level of service to all users.

The following factors need to be considered by both parties if changes to alter existing provision of computers, equipment, software programs, or network support are proposed:

- Network capacity
- Benchmark level required for PC/printers provision
- Network Security
- Privacy requirements
- Maintenance and technical support
- Financial sustainability
- Suitability and parity of software
- Software applications
- Equipment and furniture required
- Noise, space and physical access
- Staffing capacity to supervise
- Liability for damage to equipment or network
- Future planning

Facility Management

DUS Funding and Responsibilities

DUS owns the facilities and is responsible overall for their management and maintenance, with the exception of cleaning. DUS funding provides:

- furnishings and fittings
- office furniture
- Library management system, network, technical maintenance and support
- ACTPL staff computers, peripherals and printers networked to ACTPL
- Standard number of Public PCs for library size, printers, peripherals, and photocopiers

DET Funding and Responsibilities

DET is responsible for utility costs, that is electricity, heating, water and gas, and cleaning, as specified in the cleaning contract. DET Funding provides:

- equipment
- shelving and office furniture for teacher librarians
- stationery for College AV area
- PCs and printer for teacher librarians

Collections

The ACT Public Library collection is accessible to all users. There must be cooperation in the development of the joint use collection, including electronic resources and licensing arrangements.

Teacher Librarians manage the college's collection budget and develop a joint use collection policy in consultation with faculty and the colleges senior executive.

DET provide textbook and audiovisual material for students.

Cataloguing and processing

Joint use college library materials and non joint use college library materials are processed by college teacher librarians. Processing of college material is undertaken by college staff (including mending, barcoding, covering, spine labels).

ACTPL Collection Management Unit is responsible for processing of ACT Public Library materials for the joint use libraries' collections.

Service Delivery

Joint Library Services

Both the public library and the college library will offer the full range of services that their respective clients would expect from a similar public or college library. Where possible these will be provided jointly to all users. Specific services required by both agencies and provided are:

- Loans/returns service
- Information and reference enquiry services
- Electronic information services
- Reference collections
- Study facilities
- Shelving
- Supervision
- Catalogue Terminals (IPACS)
- Cataloguing and processing of joint use material
- User education
- Promotion of services and resources
- Cross agency training

Public Library Services

The library is expected to provide a full range of public library services and activities appropriate for all user groups. These include:

- Requests, reservations and Inter-library loans
- Access to Internet
- Children's and Youth services
- Specialised services and collections (multicultural, adult literacy, Internet training, Home Library Service, mobile library, reading groups)
- Other services: photocopying, printing, community rooms (where provided), and display areas

College Library Services

The College library is expected to provide or offer access to a full range of library services and activities appropriate for College students and staff. Services include:

- Supporting the LTC curriculum
- Providing internet access
- ICT learning support for College staff, students and the wider community
- Orientation programs
- Full AV service (copying, cataloguing and loans)
- Textbook loans
- Specialised collections (teacher reference, pedagogy, curriculum based materials for staff and students, textbooks)
- Student programs to enhance information literacy
- Equipment management
- College archives
- Other services: student printing, seminar rooms

Teacher librarians work in cooperation with teachers and public library staff to achieve the learning outcomes, which encompass the role of the college resource centre. They are responsible for the integration of these functions into a responsive and dynamic resource and information service for the college community.

Staffing Provision

DUS Staffing Provision

Staffing structure and level determined by ACTPL operational and service level requirements, and within the guidelines provided by the Department of Urban Services Certified Agreement 2004-2007.

DET Staffing Provision

Staffing structure and level determined within the guidelines provided by the Enterprise Bargaining Agreement 2003-2005.

DET responsibilities include maintaining current staffing levels for daily coverage across line timetables. Arrangements must be made for an appropriate qualified teacher librarian for relief work when this is required.

DET agree to provide all salary, superannuation and any other oncosts equivalent to the direct cost of an ASO3 and an ASO2 position to DUS, to cover the appointments of two staff in each joint use library.

Staffing Management Structure

Overall management of each joint use library is the responsibility of ACTLIS within the following guidelines:

- An ACTLIS officer will manage each library.
- ACTLIS has overall responsibility for all staffing with the exception of the Teacher Librarians.
- Selection criteria of permanent staff in Joint Use libraries should include the requirement to demonstrate an understanding of, and commitment to, Joint Use.
- Teacher librarians must also demonstrate an understanding of, and commitment to joint use, and according to DET requirements.
- All staff employed by ACTLIS are required to work on a roster basis for the full operational hours of the library.
- The manager appointed to the Joint Use Libraries is subject to a combined DUS/DET selection process.
- Staff training is provided by the Agency requiring the training. Cross agency training is encouraged.
- Consultation between the College and ACTLIS will occur if major changes to the management and/or staffing structures are being considered.
- ACTLIS staff and teacher librarians are assessed according to respective DET or DUS performance and evaluation procedures.

Operational and Policy Requirements

Hours of Opening

Each library shall be open for a span of hours consistent with other public library services and other college libraries.

It is recognised that neither the college nor the public library need provide a library service at all times the other provides a service.

If the college needs to open the library at a time when the public library is not open, the college will be responsible for supervision and staffing. The library need not be available to the public at those times.

If the public library needs to open the library when college students are not present the public library will be responsible for all staffing.

Access

Members of both client groups will have reasonable access to all joint use library collections and services whenever the library is open for public library services.

ACT LIBRARY AND INFORMATION SERVICES**2004-2005 FINANCIAL YEAR**

Dept. of Education Salary Recovery Joint Use Libraries

ASO1 x 2 (top of scale)

ASO3 x 2

2xASO1 -0908	Annual Rate		Total	Per Fortnight *	* x 2	* x 3
Salary	68,472.00		68,472.00	2,625.16	5,250.32	7,875.47
Leave Bonus	921.74		921.74	35.34	70.68	106.02
3% FBO	2,054.16		2,054.16	78.75	157.51	236.26
ASO3 - 0404						
Salary	43,098.00		43,098.00	1,662.34	3,304.68	4,957.02
Leave Bonus	580.17		580.17	22.24	44.49	66.73
3% FBO	1,292.94		1,292.94	49.57	99.14	148.71
ASO3 - 0404						
Salary	43,098.00		43,098.00	1,662.34	3,304.68	4,957.02
Leave Bonus	580.17		580.17	22.24	44.49	66.73
3% FBO	1,292.94		1,292.94	49.57	99.14	148.71
Total	161,390.11	0.00	161,390.11	6,187.56	12,375.12	18,562.68



AUSTRALIAN CAPITAL TERRITORY

MEMORANDUM OF UNDERSTANDING

Dated

2nd Day of November 2011

Parties

**EDUCATION AND TRAINING
DIRECTORATE**

**TERRITORY AND MUNICIPAL
SERVICES DIRECTORATE**

**CANBERRA INSTITUTE OF
TECHNOLOGY**

**MEMORANDUM OF UNDERSTANDING
IN RELATION TO THE GUNGAHLIN
SHARED FACILITY**

Prepared by

ACT EDUCATION AND TRAINING DIRECTORATE
220 NORTHBOURNE AVENUE
BRADDON ACT
Ph: 6205 9102
Ref: MY: 2011/00874

Version

FINAL 2 November 2011

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PARTIES: **EDUCATION AND TRAINING DIRECTORATE** Australian Capital Territory;

 TERRITORY AND MUNICIPAL SERVICES DIRECTORATE, Australian Capital Territory;
 and

 CANBERRA INSTITUTE OF TECHNOLOGY, Australian Capital Territory.

BACKGROUND

- A. This MOU sets out the understanding between the parties in relation to the Gungahlin shared facility including the College, Public Library and the Canberra Institute of Technology (CIT).
- B. The Public Library is located adjacent to the entry of the College in a separate building.
- C. The CIT's Learning Centre is in the same building as the Public library. CIT's educational offering in the Shared Facility at Gungahlin depends on having access to and use of some rooms and facilities in the College and the Public Library.
- D. The Public Library is also the College Library for use of students and teachers of the College. The College provides teacher librarians located within the Public Library.
- E. The Facility including the Public Library building is an asset of the Education and Training Directorate.
- F. The College and the CIT Learning Centre facility were officially opened on 21 May 2011. The Public Library was officially opened on 17 June 2011.

IT IS AGREED by the parties as follows.

1. Interpretation

1.1 Definitions

The following definitions apply in this MOU, unless the context otherwise requires.

ETD	means the ACT Education and Training Directorate
TAMS	means the Territory and Municipal Services Directorate
College	means the Gungahlin College
Libraries ACT	means Libraries ACT
CIT	means the Canberra Institute of Technology
Shared Facility	is a term inclusive of all facilities and services at the site including but not limited to the CIT, the Public Library, Vocational Education and Training Facilities and the Australian School-based Apprenticeship scheme.
MOU	means this memorandum of understanding.
Representatives	means, in relation to each party, the representatives whose names and contact details are specified in Item 1 Schedule 1 , or as notified in writing from time to time by one party to the other.
Term	means the term specified in Item 2 Schedule 1 , or if extended under clause 3.2 , the initial term and the extended term.
Territory	means: (1) when used in a geographical sense, the Australian Capital Territory; and (2) when used in any other sense, the body politic established by section 7 of the <i>Australian Capital Territory (Self-Government) Act 1988</i> (Cwlth).

1.2 General

In this MOU, unless the context otherwise requires:

- (1) references to legislation or to provisions in legislation include references to amendments or re-enactments of them and to all regulations and instruments issued under the legislation; and
- (2) words importing a gender include the others; words in the singular number include the plural and vice versa; and where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings.

2. MOU

2.1 Intention of MOU

This MOU is a statement of intent and does not create legal obligations between the parties.

2.2 Variations of MOU

This MOU may be varied by the written agreement of the parties.

3. Term

3.1 Term

This MOU is for the Term stated unless terminated under the provisions of this MOU.

3.2 Extension

This MOU may be extended by the written agreement of the parties prior to the expiration of this MOU.

4. Agreement

The parties agree to formalise the relationship between ETD, TAMS and CIT for the services provided at the Gungahlin shared facility.

Schedule 2 of this MOU provides the items covered by this MOU.

5. Dispute Resolution

If a difference or dispute (**Dispute**) arises in relation to this MOU, the parties agree to resolve the Dispute by negotiations, including by referring the Dispute to persons who have authority to intervene and direct some form of resolution.

6. Notices

Any notice, including any other communication, required to be given or sent to either party under this MOU must be in writing and given to the relevant Representative. A notice will be deemed to have been given:

- (1) if delivered by hand, on delivery;
- (2) if sent by prepaid mail, on the expiration of two business days after the date on which it was sent;
- (3) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address; or
- (4) if sent by electronic mail, on the other party's acknowledgment of receipt by any means.

SCHEDULE 1

Item 1. Representatives

For the EDUCATION AND TRAINING
DIRECTORATE:

Mr Mark Whybrow
6205 5338
220 Northbourne Avenue
BRADDON ACT 2601

For the MUNICIPAL AND TERRITORY SERVICES
DIRECTORATE:

Ms Fay Steward
6207 6399
12 Wattle Street
LYNEHAM ACT 2602

For the CANBERRA INSTITUTE OF TECHNOLOGY:

Mr Peter Kowald
6207 3114
Reid Campus
Constitution Avenue
REID ACT 2612

Item 2. Term

From the date of this MOU until 30 June 2015.

SCHEDULE 2

Item	Subject	Agreement
1	Custodian	ETD is the custodian of the Gungahlin shared facility. The custodianship of the site is a matter for government. This MOU will be varied to reflect any changes in the custodianship of the site.
2	Community Service Delivery	Each party is responsible to deliver individual services to the community under its individual policy, governance and operation structures and processes.
3	Facility Management of the Shared Facility	A Facility Management Committee (the Committee) will be formed to guide the day to day management of the shared facility. The Committee will comprise of representatives from the College, Public Library and CIT. The Committee's Terms of Reference (<u>Attachment A</u>) will be reviewed on an annual basis by the Committee. The shared facility site map (<u>Attachment B</u>) outlines each party's designated area and the common areas of the shared facility. Representatives from various stakeholder groups may be requested to provide information from time to time to this Committee.
4	Operating Hours (as amended from time to time)	College: 8:30 to 4:30 Monday to Friday College use of the Library: 8:30am to 4:30pm Monday to Friday. Student access during public opening times will not be limited. Public Library: 10:00am to 5:30pm Monday, Tuesday, Thursday, Friday and Saturday 10:00am to 8:00pm Wednesday 12 noon to 4:00pm Sunday CIT Learning Centre at Gungahlin: 9am to 9pm Monday to Thursday 9am to 4pm Fridays and Saturdays 24 hour access may be provided to CIT students who have prior approval.

Item	Subject	Agreement
5	Rental and other Payments	There will be no rental payments made by any party deemed in this agreement. The Gungahlin shared facility is a territory owned and operated community facility. Specific costs associated with utilities and common areas within the facility are outlined in this Schedule. The terms of CIT's use of other parties' rooms and facilities will be agreed between the senior officers of the relevant agencies, reviewed annually and monitored by the Committee.
6	Insurance	Public Liability, Professional Indemnity and Workers Compensation Insurance will be obtained by each party in accordance with the terms and conditions of the whole of government risk management framework and policy. Each party is responsible for insurance on its own contents, stock, computers and electronic equipment, industrial equipment, office equipment and employee property. ETD is responsible for assessing and obtaining insurance on buildings and structural components including external and internal glass doors and windows, building plant, equipment, fixtures and fittings.
7	Repairs, Maintenance and Refurbishment	The cost of maintenance, repairs and refurbishment within each party's designated area will be the responsibility of that party. Common areas within the facility requiring refurbishment, repairs and maintenance will be proportioned as agreed by the relevant parties.
8	Building Management	Installations and infrastructure improvements proposed by each party may be considered by the Committee if it is likely there will be an impact on the operations of another of the parties.
9	Utilities	Utility providers will only invoice one party responsible for the asset (the College). The College will periodically invoice each party for utility costs based on a proportioned cost. Proportioned utility costs relate to water, heating ventilation and air conditioning (HVAC) and are allocated on an operating hours and square meterage basis. Electricity costs are actual costs of supply and will be tracked through the separate electricity meters.

Item	Subject	Agreement
10	Cleaning	The library areas (public and college) will be cleaned under the Libraries ACT contract and the College will pay their proportion of the costs. In all other areas each party is responsible for cleaning their own designated areas within the shared facility. Where cleaning and consumable costs are incurred for common areas the Committee will agree on the proportion of cost to be allocated to each party.
11	OH&S	Occupational Health and Safety is the responsibility of all parties. Each party has the responsibility to ensure that the shared facility is a safe environment for all members of the community. Any health or safety issues will be rectified immediately by the reporting party. Under legislation, the Committee will discuss OHS issues at every meeting.

Item	Subject	Agreement
12	Security	Door Management Door management systems will be the responsibility of each party within their designated areas. Common area door management will be the responsibility of the College. Door management to the front of the library building will be under the management of Libraries ACT. The cost of each access card will be paid by the party requesting additional cards. Alarm Management The alarm system is part of the building management system. ETD has existing contracts in place for alarm response, monitoring, reporting and maintenance services. The alarm infrastructure includes all buildings within the shared facility including the College, Public Library and CIT designated areas. CIT provides after hours alarm responses to the CIT Learning Centre. Costs of maintaining, monitoring and responding to alarm activation will be proportioned as agreed by the Committee. Incident Management Incident management procedures will be the responsibility of each party to develop and manage based on their designated area within the shared facility. If an incident occurs that is relevant to the other parties, the reporting party must provide information on the incident to the other parties as soon as practical. Information about property damage or theft will be shared between each party through the Committee. Incident management and escalation procedures involving College students will be agreed by the College Principal and the Public Library Manager. Closed Circuit Television (CCTV) Cameras CIT and Libraries ACT have installed CCTV cameras to CIT and Public Library designated areas. The management of CCTV infrastructure is the responsibility of CIT and Libraries ACT and will be managed in accordance with the Code of Practice for ACT Government Closed Circuit Television Systems. Service Agreements Any future security service provision for the shared facility will be considered by the Committee and referred to their respective manager for endorsement prior to implementation.

Item	Subject	Agreement
13	Emergency Management	The Committee will discuss and monitor emergency planning for egress and assembly points. Evacuation procedures are to be developed and managed by each party. First Aid Officers and supplies will be the responsibility of each party. Calls for emergency medical assistance will have regard only to the immediate medical needs of the person requiring assistance and first aid will be provided by the nearest, qualified ACT Government employee if required.
14	Waste Management	Waste disposal is the responsibility of each party. Where waste disposal costs are incurred for common areas the Committee will agree on the proportion of cost to be allocated to each party.
15	Room Hire	Management of room hire within the Public Library is the responsibility of the Public Library. Management of rooms within the College Library area is the responsibility of the College. Management of rooms within the CIT area is the responsibility of CIT. Scheduling of public library room hire for such events as mandatory student testing will be scheduled to the extent possible on an annual basis and referred by the Committee to Libraries ACT management for endorsement.
16	Supervision	College staff will supervise Gungahlin College students during school hours in the College Library area. College students will be inducted regarding the use of the Public Library facilities and behavioural protocols.
17	Collection development for the Public Library and the College	Libraries ACT is responsible for collection management and development for the Public Library under the Libraries ACT Collection Development Policy. The College is responsible for collection management and development of College resources.
18	Library Management System	The recording of the College's collection at Gungahlin will be managed through the Public Library Management System. Libraries ACT will invoice the College proportionally for this service if required.
19	Consultation	Any event that may impact on the other parties will be notified to the other parties prior to the event.
20	Cafe within the Library	Libraries ACT will operate the small cafeteria contained within the Public Library.

DATE OF THIS MOU *Second day of November* 2011

SIGNED for and on behalf of the
EDUCATION AND TRAINING DIRECTORATE
in the presence of:

) 
)
) Signature of delegate


.....
Signature of witness

Max Whybrow
.....
Print name

DIANE JOIERA
.....
Print name

SIGNED for and on behalf of the
MUNICIPAL AND TERRITORY SERVICES
DIRECTORATE
in the presence of:

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)
) Signature of delegate

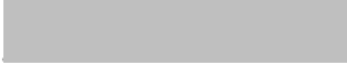

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Signature of witness

FAY STEWARD
.....
Print name

Karen Hansen
.....
Print name

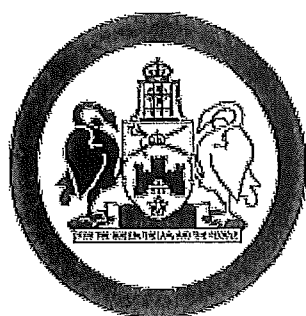
SIGNED for and on behalf of the
CANBERRA INSTITUTE OF TECHNOLOGY
in the presence of:

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) Signature of delegate

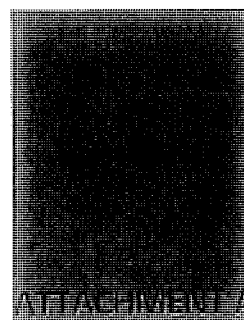

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Elizabeth McPherson
.....
Signature of witness

PETER KOWALD
.....
Print name

.....
Print name



ACT
Government



GUNGAHLIN SHARED FACILITY

FACILITY MANAGEMENT COMMITTEE

TERMS OF REFERENCE

September 2011

Background

The Gungahlin Shared facility houses the three agencies: Gungahlin College (Education and Training Directorate), Gungahlin Public Library (Territory and Municipal Services Directorate) and Canberra Institute of Technology Learning Centre.

In order to ensure the efficient and effective operation of the three services from the shared facility, the Facility Management Committee has been formed.

Authority of the Committee

The Gungahlin Shared Facility Management Committee has been established to facilitate communication and collaboration between the three agencies with regard to building and precinct issues.

The Committee considers issues and opportunities for collaboration, related to the shared facility and provides recommendations to the Principal, Gungahlin College; the Director, Libraries ACT; and the Director, CIT Learning Centre.

The Committee will:

- Share information about
 - workplace health and safety issues
 - property damage or theft
 - upcoming major events that may impact on the other parties
- Discuss and monitor
 - emergency planning, sharing each agency's evacuation procedures

- plant and equipment shared between the agencies, such as air conditioning
- the maintenance, repair and refurbishment of common areas within the shared facility
- the presentation of the shared facility
- any shared services, such as cleaning
- requests for use of rooms by the other agencies
- other opportunities for collaboration
- Make recommendations to the appropriate senior officers on any matters raised at the meetings.

Membership

Each agency will nominate one person to the committee and representatives from various stakeholder groups may be requested to provide information from time to time.

The Principal, Gungahlin College will nominate a representative of the College to the Facility Management Committee.

The Director, Libraries ACT will nominate a representative of the Public Library to the Facility Management Committee.

The Director, CIT Learning Centre, will nominate a representative of the CIT Learning Centre to the Facility Management Committee.

Meetings

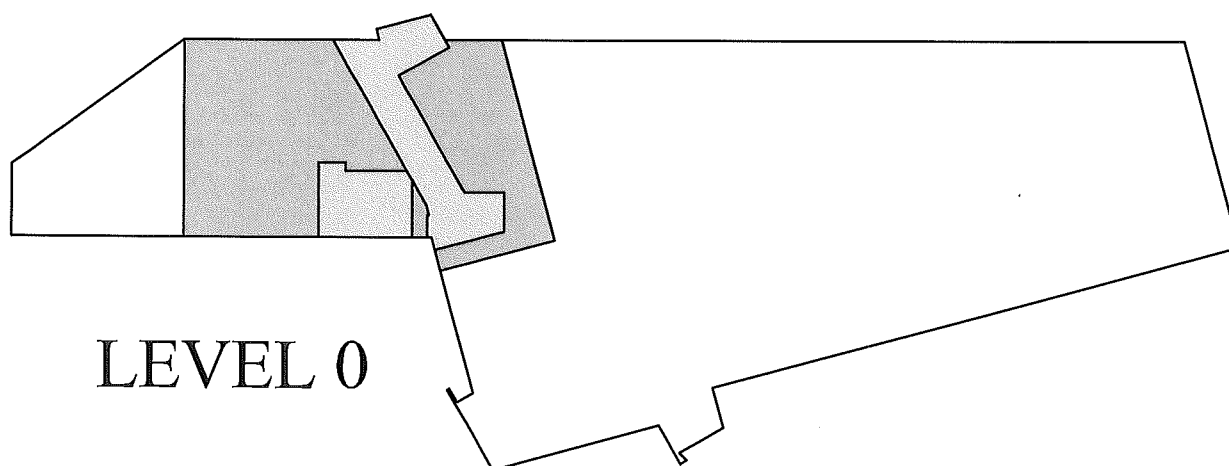
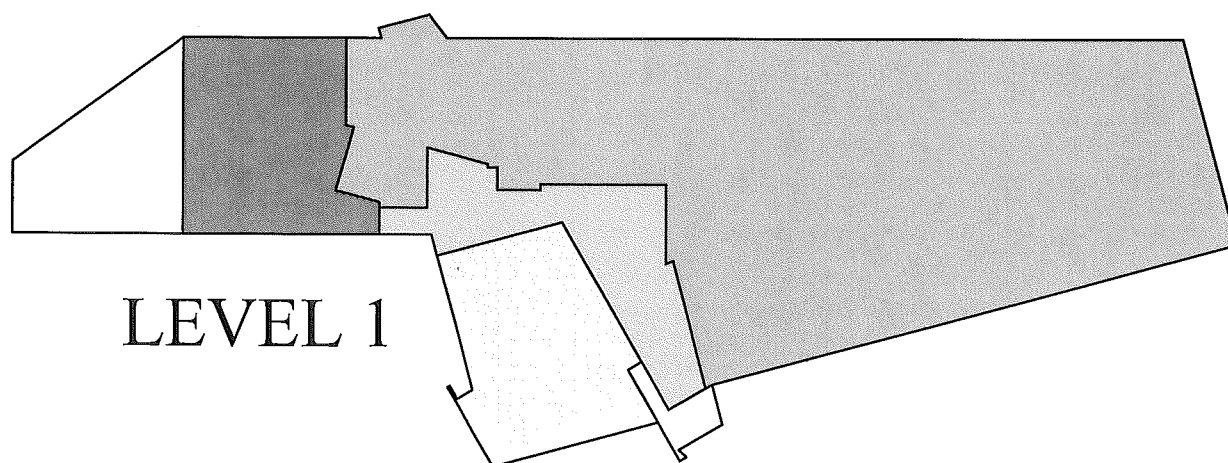
The Committee will meet once each term with additional meetings scheduled as needed.

The representative of the Principal, Gungahlin College will chair meetings of the Committee.

Administrative support for the Committee will be provided by Gungahlin College.

Revision of these Terms of Reference

The Committee will review these Terms of Reference annually and make any recommendations regarding amendments to the Principal, Gungahlin College; Director, Libraries ACT; and Director, CIT Learning Centre for consideration. All three parties must agree for any amendments to be made to these Terms of Reference.



LEGEND



DET GUNGAHLIN COLLEGE



SHARED SPACE

CANBERRA INSTITUTE OF TECHNOLOGY



TAMS ACT LIBRARIES



ACT
Government
Territory and Municipal Services