

LIBRARIES BOARD OF SOUTH AUSTRALIA



One Card 2.0 Collections Reform Steering Committee Terms of Reference

Established as a steering committee of the Libraries Board at the December 2023 meeting of the Libraries Board of South Australia “the Board” under the provisions of section 15 of the *Libraries Act 1982*.

The Steering Committee will operate in a manner that facilitates collaboration, by enabling members to contribute to delivering real change in support of the reform agenda and achievement of long-term strategy.

This Board Governance and Steering Committee Terms of Reference does not prevent the Board or the Chair from convening a Working Group to consider topical or technical issues related to the reform program. Nor does it prevent the Board or the Chair from convening Stakeholder Groups or Subject Matter Experts (SMEs) to consult on items of interest specific to a group or item.

1 Role of the Steering Committee

1.1 The One Card 2.0 Collections Reform Steering Committee will advise the Libraries Board of South Australia, and as such, the Steering Committee operate within an advisory capacity with a specific focus on the One Card 2.0 Collection reform to facilitate the flow of information and recommendations to the Libraries Board of South Australia, and will:

- Review each of the reform projects’ scope, objectives, funding, and timelines
- Establish project measures and accountability mechanisms
- Ensure effort and expenditure are appropriate to stakeholder expectations
- Address any issues that has major implications for the project
- Keep project scope under control as emerging issues require changes to be considered
- Reconcile differences in opinion and approach to resolve any disputes arising from them
- Report on project performance and progress to stakeholders against agreed timeframes and deliverables
- Assume responsibility for any whole-of-government and/or local government issues associated with the project

1.2 The Steering Committee will also undertake the following and/or report to the Board:

- Reports and recommendations from the PMO Manager on project performance and progress
- Oversee the development and review of strategic policies relating to the key One Card 2.0 collection reform projects

- Take into consideration both the risk and the opportunities of matters considered, to enable the Board to act as an informed and responsible decision maker under section 15 of the Libraries Act 1982

2 Authority

- 2.1 The Steering Committee will have the authority to acquire any information it sees as relevant to its activities from any section under the Board's control.
- 2.2 The Steering Committee may request any information it believes relevant to its role from external agencies such as the Department of the Premier and Cabinet (DPC), Local Government Association (LGA), Department for Education South Australia (DfE) Shared Services South Australia (SSSA) and Crown Solicitors Office (CSO).
- 2.3 The Steering Committee is also authorised to obtain such independent advice as it considers necessary.
- 2.4 The Steering Committee's powers are limited to advising the Board by making recommendations to the Board for endorsement and action.

3 Role of Individual Members

- 3.1 The role of individual members of the working party is to:
- Understand the business, and strategic implications and outcomes of the One Card 2.0 Collections Reform project
 - Appreciate the significance of the project for some, or all major stakeholders and where appropriate represent their interests
 - Be genuinely interested in the One Card 2.0 Collections Reform project, be an advocate and invested in project strategic outcomes
 - Demonstrate a commitment to the sharing of state-wide resources
 - Have a broad understanding of the State Library of South Australia and the Libraries SA network
 - Maintain confidentiality in relation to any sensitive information, and
 - Be committed to, and actively participate in pursuing the One Card 2.0 Collections Reform project, and agreed outcomes

4 Membership/Composition

- 4.1 Membership of the Steering Committee is via Libraries Board appointment to ensure stakeholder representation and appropriate experience, skills, and knowledge for decision making. The Libraries Board will appoint key members and a nomination process will be held for other positions, and this nomination process and will be managed by the State Library of South Australia. Should there be more nominations than there are positions, the Libraries Board will appoint members as per 4.2.
- 4.2 Nominees will be assessed based on an individual's broad-based perspectives and experience across the sectors both in Local and State Government, and as it relates to the Steering Committee focus areas.
- 4.3 Membership of the Steering Committee will comprise of no greater than eight (8) individuals, in addition to the PMO Manager and Executive Officer.

- Libraries Board Members x 2 (with one member to be appointed as Chair)
 - Local Government nominees including CEO, and/or Senior Officers with strategic responsibility for libraries and public library practitioners/managers x 4
 - Department for Education nominee with strategic responsibility for school community libraries x 1
 - Director State Library (ex officio)

 - PMO Manager
 - PMO Project Management Officer
- 4.4 Associate Directors of the State Library of South Australia may also attend meetings as Subject Matter Experts (SMEs). Staff from DPC, SLSA Library and PLS will attend meetings as necessary.
- 4.5 The PMO Manager and PMO Management Officer, and other SLSA and PLS staff will have no voting rights.
- 4.6 The Chair will convene the Steering Committee meetings. If the Chair is not available, the group will nominate a Libraries Board representative from the Steering Committee as Acting Chair who will be responsible for convening and conducting the meeting.
- 4.7 Members will be appointed for a period of twenty-four (24) months.
- 4.8 Members will acknowledge in their Terms of Appointment that they may receive or create information which is to remain confidential and must agree not to use or disclose any confidential information.
- 4.9 Membership of the Steering Committee becomes vacant if the member:
- Resigns by written notice to the Chair of the Steering Committee
Is absent for three consecutive meetings without approval of the Chair
- 4.10 Membership of the Steering Committee will be unpaid.
- 5 Meetings**
- 5.1 The Steering Committee will meet at least quarterly to monitor the progress of the One Card 2.0 Collection Reform project.
- 5.2 The Chair having regard to the need for the Steering Committee to meet its responsibilities will schedule any other meetings or additional meetings.
- 5.3 The Chair will call a meeting of the Steering Committee if so, requested by a Committee member or the Board Chair, or the Director of the State Library.
- 6 Minutes and Meeting Papers**
- 6.1 The format of the Steering Committee minutes shall be as Minutes. Document management via Content Manager and OnBoard.
- 6.2 The minutes of each Steering Committee meeting will be prepared by the Project Management Officer.

- 6.3 Full copies of the Minutes, including attachments, shall be provided to all Steering Committee members no later than 5 working days following each meeting.
- 6.4 By agreement of the Steering Committee, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Steering Committee meeting.
- 6.5 The Minutes of each Steering Committee meeting will be monitored and maintained by the Project Management Officer and PMO Manager as a complete record as required under provisions of the *State Records Act 1997*.

6 Quorum and Voting

- 6.1 A quorum is greater than 50% of members and must include one Board member.
- 6.2 All decisions are passed by consensus unless a member dissents or requests a vote. Committee members, other than ex-officio/ non-voting members may vote.