



## LIBRARIES BOARD OF SOUTH AUSTRALIA

### One Card 2.0 Collections Reform Steering Committee Terms of Reference

Established as the One Card 2.0 Collections Reform Steering Committee (Committee) of the Libraries Board of South Australia (Board) at the December 2023 meeting of the Board under the provisions of *Section 13A* of the *Libraries Act 1982*.

The 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.

These Terms of Reference do not prevent the Board or the Chairperson from convening a Working Group to consider topical or technical issues related to the One Card 2.0 Collections Reform Program (Project). In accordance with these Terms of Reference, the Board or the Chairperson may convene Stakeholder Groups or Subject Matter Experts (SMEs) to consult on matters of interest specific to a Working Group and the Project.

#### 1 Role of the Committee

**1.1** The Committee will provide advice and recommendations to the Board and will operate within an advisory capacity with a specific focus on the Project. The Committee will facilitate the flow of information and recommendations to the Board and will:

- Regularly review the Project's scope, objectives, funding, and timelines
- Establish Project measures and accountability mechanisms
- Ensure progress and expenditure are appropriate to stakeholder expectations
- Address any issues that have major implications for the Project
- Keep the Project scope under control as emerging issues require considered and informed changes
- Reconcile differences in opinion and resolve disputes arising from them
- Report on Project performance and progress to stakeholders against agreed timeframes and deliverables
- Assume responsibility and seek positive resolutions for any State or Local Government issues associated with the Project.

**1.2** The Committee will undertake the following and report to the Board where requested:

- Reports and recommendations from the Project Manager on Project performance and progress
- Oversee the development and review of Strategic policies relating to the Project
- Take into consideration identified risks and opportunities to enable the Board to act in an informed and responsible manner in accordance with legislative requirements.

## **2 Authority**

- 2.1** The 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 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 the Crown Solicitors Office (CSO).
- 2.3** The Committee is authorised to obtain such independent advice as it considers necessary.
- 2.4** The Committee's powers are limited to making recommendations to the Board for action and endorsement.

## **3 Role of Members**

- 3.1** The role of members of the Committee is to:
- Understand the business, and strategic implications and outcomes of the Project
  - Appreciate the significance of the Project for all major stakeholders and where appropriate represent their interests
  - Be genuinely interested in the Project, be an advocate and invest 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 (State Library) and the Libraries SA network
  - Maintain confidentiality in relation to any sensitive information
  - Be committed to and actively participate in pursuing the Project and its agreed outcomes.

## **4 Membership**

- 4.1** Membership of the Committee is by Board appointment to ensure stakeholder representation and appropriate experience, skills, and knowledge for decision making. The Board will appoint Board Members, and a nomination process will be held for other positions. The nomination process will be reviewed by the State Library and provided to the Board for endorsement. Where there are more nominations than there are positions, the Board will review and appoint members as per 4.2.

Nominees will be assessed based on their broad-based perspectives, skills, knowledge and experience across the sectors both in State and Local Government as it relates to the Committee's focus areas.

In the capacity as a member of the committee, Members are expected to contribute their professional expertise and specialised knowledge of the committee's objectives. Personal interests and affiliations, including those related to the current employer, must not influence or determine the decision-making process.

- 4.2** Membership of the Committee will comprise no more than eight Members, in addition to the Project Manager and Project Officer.
- Two Board Members (one to be appointed as Chairperson)
  - Four Local Government Members, including CEO, and/or Senior Officers with strategic responsibility for Libraries and Public Library Practitioners/Managers
  - One Department for Education Member with strategic responsibility for School Community Libraries
  - Director of the State Library (Ex officio)
  - Project Manager (Non-Voting Member)
  - Project Management Officer Non-Voting Member.
- 4.3** State Library Associate Directors may attend meetings as Subject Matter Experts (SMEs). Staff from DPC, State Library and Public Library Service (PLS) will attend meetings as necessary.
- 4.4** The Project Manager and Project Management Officer, and other State Library and PLS staff will have no voting rights.
- 4.5** The Chairperson will be responsible for convening and conducting the meeting, however:
- If the Chairperson is not available, the other Board Member becomes the Acting Chairperson who will be responsible for convening and conducting the meeting.
  - Where no Board Member is present, the Committee will nominate a member from the Committee to become the Acting Chairperson who will be responsible for convening and conducting the meeting.
- 4.6** Board and External Members to the Committee will be appointed for a three-year Term with the option for the Board to renew a Member's appointment for the remaining life of the project or for a further two, three-year Terms. Members may serve a maximum of nine years on the Committee.
- 4.7** Members will acknowledge in their Terms of Appointment and Confidentiality Agreement that they may receive or create information which is to remain confidential and must agree not to use or disclose any confidential information.
- 4.8** Membership of the Committee becomes vacant if the Member:
- Resigns by written notice to the Chairperson of the Committee
  - Is absent from three consecutive meetings without approval from the Chairperson.
  - Resigns or is terminated from their employment
  - Breaches any terms of these Terms of Reference or any requirements of the DPC, Board or State Library Policies, Procedures or associated processes.
  - Concludes their appointment as a Board Member, where relevant
- 4.9** There is no sitting fee provision for any member of the committee.

## **5 Meetings**

- 5.1** The Committee will meet at least quarterly to monitor the progress of the Project.
- 5.2** The Chairperson, having regard to the need for the Committee to meet its responsibilities, may schedule additional meetings of the Committee.
- 5.3** The Chairperson will call a meeting of the Committee where requested by a Committee Member or the Board Chairperson, or the Director of the State Library.

- 5.4** Meetings will be recorded and transcribed to assist with noting actions and preparing minutes. The recordings will not be shared outside of the Committee. If a discussion takes place that should not be recorded, the Committee can raise this with the Project Officer and the recording, and transcription can be paused. If any Member has any concerns, these must be raised with the Project Manager.

## **6 Agenda Items**

- 6.1** Committee Agenda items must be forwarded to the Project Officer ten working days prior to the next meeting scheduled.
- 6.2** Any member of the Committee can submit an item/report for consideration for inclusion of an Agenda.
- 6.3** The Committee Agenda, with attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting unless otherwise advised.
- 6.4** The Committee Chairperson has the right to refuse an Item on the Agenda, but members may raise an Item under 'Other Business' if necessary and as time permits.

## **7 Minutes**

- 7.1** The Minutes of each Committee meeting will be taken, prepared and distributed by the Project Officer.
- 7.2** The Minutes of each Committee meeting will be reviewed by the Project Manager and maintained by the Project Officer as a complete record as required under provisions of the *State Records Act 1997*.
- 7.3** A Summary report of the minutes will be provided to the Executive Officer prior to the next Library Board meeting for endorsement.
- 7.4** All Committee meeting Minutes will be entered, managed and uploaded within the State Libraries Content Manager System and OnBoard.
- 7.5** A final version of the Minutes will be attached to the next meeting's Agenda and shall be provided to all Committee Members in preparation for the next meeting.
- 7.6** By agreement of the 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 Committee meeting.

## **8 Quorum and Voting**

- 8.1** A quorum shall equal half the committee members plus one, ignoring any fraction, and must include one Board member.
- 8.2** All decisions are passed by consensus unless a member dissents or requests a vote. Committee members, other than ex-officio members may vote.
- 8.3** All business put to the Committee will be brought forward to a meeting by motion, recommendation, Member or Staff Report or other business. Every Member must vote on every matter that is before the Committee for decision. The Chairperson of the meeting will have a deliberative vote only.

## **9 Review and Evaluation**

The Committee will review its own performance and these Terms of Reference annually to ensure it is operating effectively and within the intent and scope of its Terms of Reference. The Committee will recommend changes, which it considers necessary, to the Board for approval.

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## Document Control

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Endorsed by: One Card 2.0 Reform Steering Committee      Date of Endorsement: 20 November 2025

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Approved by: Libraries Board of South Australia      Date of Approval: 1 December 2025

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## Review List

Team/Committee	Comments
Governance and Risk Officer	Review and Update
Project Manager	Review, Update and Endorse for One Card 2.0 Steering Committee
One Card 2.0 Collections Reform Steering Committee	Review and Endorse for Board
Libraries Board of South Australia	Approve

## Contact for Enquiries and Proposed Changes:

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