



## **LIBRARIES BOARD OF SOUTH AUSTRALIA**

### **Public Libraries Committee Terms of Reference**

Established as a Committee of the Libraries Board of South Australia (Board) under the provisions of *Section 13A of the Libraries Act 1982 (Act)*

In accordance with the Act, the Board's objectives in relation to Public Libraries are:

- To achieve and maintain a coordinated system of libraries and library services that adequately meets the needs of the whole community
- To promote and facilitate the establishment and maintenance of libraries and library services by councils and other appropriate bodies
- To promote a co-operative approach to the provision of library services
- To ensure that the community has available to it adequate research and information services providing access to library materials and information stored in libraries and other institutions both within and outside the State of South Australia.

#### **1 Role of the Committee**

**1.1** The role of the Committee is to:

- Provide the Board with a strategic overview, advice, and recommendations in achieving the Board's strategic objectives on the delivery of centralised services to One Card Consortium (Consortium) libraries.
- Identify, establish, maintain, and expand centralised services and the Consortium in response to community and social needs.
- Assist libraries in the Consortium to identify and respond to emerging opportunities and risks that may impact on resourcing, strategic focus, and staff.
- Ensuring member libraries in the Consortium meet the Australian Library and Information Association (ALIA) standards and Board strategies.
- Regularly review strategic plans, investigate opportunities for improvement and plan for the future needs of the Consortium.
- Explore opportunities to realise efficiencies, build value, and encourage collaboration within the Consortium and other partners.
- Provide a communication mechanism and conduit for key stakeholders and public libraries on issues affecting library services and the Consortium.
- Seek opportunities to maximise and progress public library services through the identification of value-add initiatives and minimising duplication.
- Monitor the success of the One Card Consortium through data analysis and regular reports to the Board and key stakeholders, noting that the State Library, (through its public library program, known as PLS) acts as the steward of the Consortium with responsibility for system-level risk, maintenance and strategic project delivery.

- Provide advice regarding the operations and impact of the One Card Library Management System and seek opportunities to further expand this system for the current and future benefit of the Consortium.

**1.2** The Committee will provide written reports to the Board for inclusion in the Board's Agenda for each Board meeting.

**1.3** The Committee may, from time to time, form Working Groups or Sub-Committees to undertake specific work on behalf of the Committee.

## **2 Stakeholders**

**2.1** The key stakeholders are:

- Libraries Board of South Australia (Board) – in accordance with the *Libraries Act 1982*.
- The Director and executive team of the State Library of South Australia.
- Minister for Arts – leads initiatives and programs that showcase and cherish the State's treasures, culture, and artistic talents.
- Department of the Premier and Cabinet (DPC) – overseeing and reporting to Parliament on the Libraries Board of SA.
- Local Government Association of SA (LGA) – representing SA Councils for which it is the peak body.
- One Card Consortium – all public libraries in South Australia.
- Department for Education (DfE) – key funding partner in the School Community Libraries Program.
- Public Libraries South Australia (PLSA) – professional association for Library Staff.
- South Australian councils and Public Libraries – deliver direct library services to their communities.
- Joint Use Librarians Association (JULA) – professional association for School Community Library Staff.
- State Library of SA – delivering a program of public library services to the One Card Consortium.
- South Australian Community – residents of, and visitors to South Australia.

The governance and reporting relationships are illustrated in [Appendix A](#).

## **3 Membership**

**3.1** Membership of the Committee is by Board appointment, the stakeholders who have positions on the Committee will nominate two people for each position the stakeholder has on the Committee. When considering a nomination, the stakeholders should consider the skills, knowledge, and experience required to be considered for membership by the Board and the nominee should:

- Hold a Senior leadership position in a Council
- Hold a Senior leadership position at the Local Government Association
- Proven experience in strategic direction and delivery
- Proven ability to provide ideas, advice and innovation on strategies, services and industry specific issues relating to library services
- Analytical and problem-solving skills

- High level Information, Communication and Technology skills
  - Knowledge of State and Local governments
- 3.2** The Board will consider the appointment of candidates to the Committee based on the above to support the Role and Responsibilities of the Committee and the strategic focus of the Board and the State Library of South Australia.
- 3.3** 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.
- 3.4** The Chairperson of the Board may attend any meetings held by the Committee at any time without due notice.
- 3.5** Membership of the Committee will consist of not more than nine Members:
- 2 Members of the Board, one of which will be Chairperson of the Committee appointed by the Board
  - 2 representatives nominated by the Local Government Association
  - President of the Public Libraries of South Australia (or nominee). The President of PLSA will also be formally representing JULA interests on the PLC, with reporting and coordination occurring internally between PLSA and JULA.
  - 2 representatives nominated by Public Libraries South Australia
  - Associate Director, Public Library & Corporate Services (non-voting member).
- 3.6** The Director, State Library and Public Library Services Managers will attend meetings as necessary, noting they are not members of the Committee.
- 3.7** The Associate Director, Public Library & Corporate Services, a non-voting member, is to provide recommendations and strategic advice to assist with informed decision making and to allow committee members to exercise independent judgement.
- 3.8** Members will be appointed for a three-year Term with the option of the Board to renew a member's appointment for a further two, three-year Terms. Members may serve a maximum of nine years on the Committee.
- 3.9** There is no sitting fee provision for any Member of the Committee.
- 3.10** 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.
- 3.11** 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
- 3.12** Where a position on the Committee becomes vacant it shall be filled in accordance with Clause 5 of these Terms of Reference. The Term will only be for the duration of the remaining term of the vacated position.

## **4 Meetings**

- 4.1** The Committee meeting will be held prior to the meeting of the Board to facilitate the inclusion of reports to the Board which have been considered and ratified by the Committee
- 4.2** The Chairperson will convene the Committee meetings. Where the Chairperson is not available, the other Board Member will Chair the meeting.
- 4.3** A total of six meetings will be held annually, unless there are no matters for discussion in which the scheduled meeting will be cancelled. Electronic communication and online meetings may be used to enable country Members to participate as decided by the Chairperson.
- 4.4** A special meeting may be called by the Chairperson as required.
- 4.5** Members of the Committee **will not** nominate a proxy to attend a meeting if the Member is unable to attend. This restriction shall not apply to the Local Government Association (LGA) representative, who, if unable to attend, must provide written notification to the Chair prior to the meeting.
- 4.6** 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 Executive Officer and the recording, and transcription can be paused. If any Member has any concerns, these must be raised with the Executive Officer.

## **5 Agenda Items**

- 5.1** PLSA and LGA representatives are encouraged to submit a written report to be included in the agenda.
- 5.2** Committee Agenda items must be forwarded to the Executive Officer ten working days prior to the next meeting scheduled.
- 5.3** Any Member of the Committee can submit an item/report for consideration for inclusion of an Agenda.
- 5.4** The Committee Agenda, with attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting unless otherwise advised.
- 5.5** 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.

## **6 Minutes**

- 6.1** The format of the Committee Minutes will be in the format approved and used by the Board.
- 6.2** The Minutes of each Committee meeting will be prepared by the Executive Officer.
- 6.3** The Minutes of each Committee meeting will be reviewed by the Associate Director, PLS and Corporate Services, then forwarded to the Chairperson as a complete record as required under provisions of the *State Records Act 1997*.
- 6.4** 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 approval at the next meeting.
- 6.5** Once approved, Committee meeting minutes will be provided to the DPC and entered and managed within the State Libraries Content Manager System and OnBoard.
- 6.6** 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.

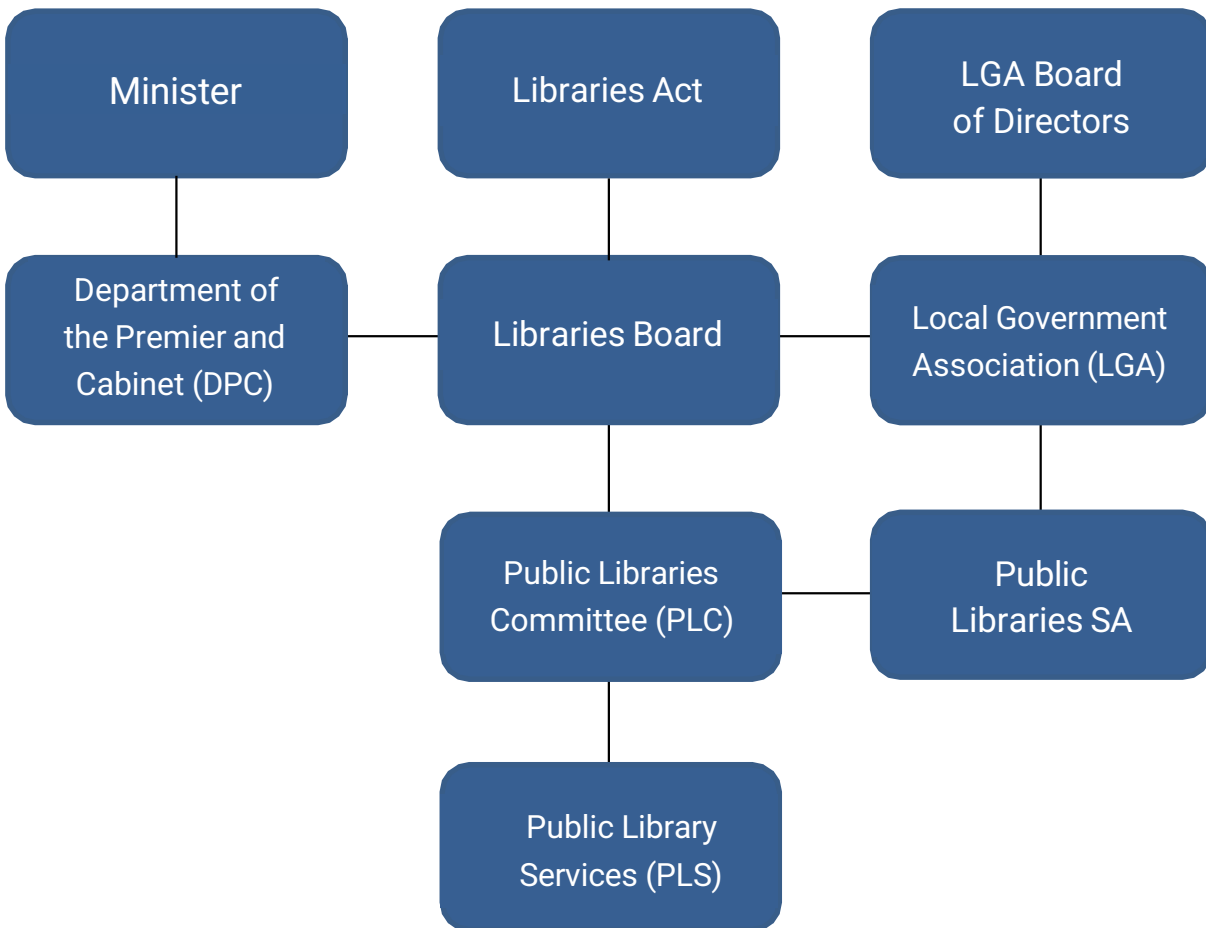
**7 Quorum and Voting Requirements**

- 7.1 A quorum shall equal half the committee members plus one, ignoring any fraction and must include one Board member.
- 7.2 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 where required.

**8 Review and Evaluation**

These Terms of Reference will be annually reviewed to ensure the Committee 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.

**Appendix A – Governance and Reporting Relationships**



**Document Control**

Endorsed by: Public Libraries Committee

Date of Endorsement: 8 April 2026

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Approved by: Libraries Board of South Australia

Date of Approval: 4 May 2026

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**Reviewer List**

<b>Team/Committee</b>	<b>Actions</b>
Governance and Risk Officer	Review and update
Associate Director PLS and Corporate Services	Review and Endorse for PLC
Public Library Committee	Review and Endorse for Board Approval
Libraries Board of South Australia	Approval

**Contact for Enquiries and Proposed Changes:**

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