



Government of South Australia

Department of the Premier
and Cabinet

Public Library Services Standing Committee

Terms of Reference

Version 0.2 – July 2019

Lead Stakeholder: Libraries Board of South Australia

File Number:

DOCUMENT CONTROL

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Change History

Revision	Revision Description	Date
0.1	First Draft	8 January 2019
0.2	Second Draft	7 May 2019

Review List

Reviewed By	Comments	Date
PLS Standing Committee	Endorsed	7 May 2019
Libraries Board of South Australia	Approved	20 May 2019
Local Government Association	Endorsed	24 June 2019

Authorisation

Authorised By	Function	Date
Acting Premier	Approved final document	12 July 2019

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BACKGROUND/CONTEXT

The Public Library Services (PLS) Standing Committee is a standing committee of the Libraries Board of South Australia in accordance with the '*Memorandum of Agreement between the Minister for the Arts and the President of the Local Government Association regarding Public Libraries and Community Information 20011-2021*' (the MOA).

The Libraries Board objectives relating to public libraries include:

- To achieve and maintain a co-ordinated 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.

The role of the Standing Committee in supporting the objectives of the Board is to:

- Formulate policies and guidelines for the provision of public library services;
- Establish, maintain and expand collections of library materials;
- Establish, maintain and expand services in response to community needs;
- Promote, encourage and assist in the establishment, operation and expansion of public libraries and public library services by councils and others;
- Investigate and plan for the future needs of the public library network.

1. STAKEHOLDERS

The key stakeholders are:

- Libraries Board of South Australia
- Premier
- Department of the Premier and Cabinet
- Local Government Association
- Department for Education
- Public Libraries South Australia (PLSA)
- South Australian Councils and Public Libraries
- Joint Use Librarians Association (JULA)
- Public Library Services
- South Australian Community

2. GOVERNANCE

The governance and reporting relationships are illustrated in Appendix A.

3. FUNCTION OF THE COMMITTEE

The Function of the PLS Standing Committee is to provide the Libraries Board of South Australia with expert advice on all matters relating to the strategic direction of public library services in South Australia. The Standing Committee is responsible for endorsing budgetary strategy, establishing and achieving business objectives for Public Library Services, monitoring performance outcomes and risks.

4. ROLE OF THE COMMITTEE

The role of the PLS Standing Committee is to provide:

- A strategic overview, advice and recommendations to the Libraries Board of South Australia on matters relating to Public Library Services and the public library network
- A communication mechanism and conduit for Local Government and public libraries on issues affecting Public Library Services and the public library network
- Strategic input into the services, directions and policies of Public Library Services and the public library network

5. ROLE OF INDIVIDUAL MEMBERS

The Role of the individual members of the PLS Standing Committee is to:

- Understand the business and strategic objectives of the Libraries Board;
- Be actively involved in the delivery of public library services and the outcomes being pursued;
- Demonstrate a commitment to collaboration and the sharing of state-wide resources;
- Be an advocate and champion for public library services;
- Appreciate the diversity within the network and take into account the various perspectives and interests of individual councils and libraries;
- Have a strong understanding of the State's public library network;
- Be committed to, and actively involved in committee activities and decision making;
- Maintain confidentiality in relation to any sensitive material.

In practice, this means they:

- Understand the strategic objectives of the South Australian public library network;
- Ensure the needs of all stakeholders including individual councils and libraries are considered when making decisions;
- Help balance conflicting priorities and resources;
- Provide support and advice to the Libraries Board on all matters pertaining to the delivery of public library services;
- Consider ideas and issues raised; and
- Review trends and identify ways to take advantage of emerging opportunities.

6. SCOPE OF COMMITTEE'S CONSIDERATION

The issues that the Committee will consider include those matters covered by the Libraries Act and the MOA, including but not exclusive to:

- Provision of public library and information services in South Australia;
- Development and strengthening of the South Australian public library network;
- Strategic partnering and co-operative arrangements;
- The utilization and allocation of the State Government Grant for public library purposes;
- The financial management of Public Library Services including the cost effectiveness of the service, budgets and grant allocations;
- The purpose and process of consultation and communication on matters concerning public libraries and the network;
- Provide governance oversight of the operations and impact of the One Card Library Management System;
- Contributing to the setting and monitoring of, agreed strategic objectives and performance outcomes by Public Library Services;
- Identification of library trends, statewide services and opportunities for future innovation;
- Making best use of new and emerging technologies.

7 GENERAL

7.1 *Appointment*

Members are appointed to the committee by the Libraries Board. In the interests of achieving a balanced and well-credentialed committee the stakeholders who have places on the committee will nominate two or more people for each position that they have on the committee. The Libraries Board will consider the balance of skills and experience required and make an appointment to the committee from these nominees.

7.2 *Membership*

The membership of the Standing Committee will consist of not more than 9 members:

- Two members of the Libraries Board including a Chairperson nominated by the Libraries Board;
- Two representatives nominated by the Local Government Association;
- President of Public Libraries South Australia (or their nominee);
- Two representatives nominated by Public Libraries South Australia;
- Associate Director Public Library Services;
- The Director, State Library and PLS Managers will attend meetings as necessary but are not considered members of the Committee.

The membership of the Committee brings a range of skills and perspectives to the Committee's deliberations. .

Skills and experience required for consideration for membership by the Libraries Board include;

- Hold senior leadership position in a council
- Proven experience in strategic thinking and delivery
- Proven ability to provide ideas and advice on issues, services, strategies and priorities relating to library services
- Analytical and problem solving skills
- High level information technology skills
- Knowledge of state and local governments

7.3 Member Terms

Members will ordinarily be appointed for a three year fixed term with the option for the Board to renew a member's appointment for a further two 3 year periods i.e. for a period of up to 9 years. The occupant of the position of Associate Director is a permanent member of the Committee.

Committee members will cease to be a member of the PLS standing Committee if they:

- resign from the committee
- fail to attend 3 consecutive meetings without providing apologies to the Chairperson
- resign from their employment
- breach confidentiality

Any vacant positions will be filled on a casual basis until the term of office has expired.

7.4 Chair

The Chair will convene the Public Library Standing Committee meetings.

If the designated Chair is not available, the other Libraries Board member will be responsible for convening and conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

7.5 Secretarial Services

Secretarial services are provided by the Executive Officer, Libraries Board of South Australia.

7.6 Agenda Items

All PLS Standing Committee agenda items must be forwarded to the secretariat ten (10) working days prior to the next scheduled meeting.

The PLS Standing Committee agenda, with attached meeting papers, will be distributed at least seven (7) working days prior to the next scheduled meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

7.7 Minutes and Meeting Papers

The format of the PLS Standing Committee minutes will be in the format used by the Libraries Board.

The minutes of each PLS Standing Committee will be prepared by the Executive Officer.

Full copies of the minutes, including attachments, will be provided to all Committee members no later than ten (10) working days following each meeting.

By agreement of the PLS Standing 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.

The minutes of each Committee meeting will be monitored and maintained by the Executive Officer and stored by Public Library Services as a complete record as required under provisions of the State Records Act 1997.

7.8 Frequency of Meetings

Meetings are generally held monthly prior to the meeting of the Libraries Board. This is to facilitate the inclusion of reports to the Libraries Board which have been considered and ratified by the Committee. A total of ten (10) meetings will be held each year. Electronic communication and teleconferences may be used to enable country members to participate. A special or extraordinary meeting may be called by the Committee Chair as required.

7.9 Proxies

Members of the Public Library Standing Committee will not nominate a proxy to attend a meeting if the member is unable to attend.

7.10 Quorum Requirements

A minimum of 50% plus one of members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

7.11 Reporting

The Committee will provide written reports to the Libraries Board for inclusion in its Agenda papers for each meeting. It is further suggested that PLSA and LGA nominees provide a formal annual report to PLSA and the LGA respectively.

7.12 Formation of working groups and sub-committees

The Public Library Standing Committee may from time to time form working groups or sub-committees to undertake specific work on behalf of the committee.

APPENDIX 1

SOUTH AUSTRALIAN PUBLIC LIBRARY NETWORK

GOVERNANCE AND REPORTING RELATIONSHIPS

