

# Australian Public Library Alliance (APLA) ALIA Sector Committee Terms of Reference

## 1. Purpose

The purpose of the Australian Public Library Alliance (APLA) is to promote the essential role of public libraries in supporting communities and creating an inclusive and informed society. APLA provides a national voice for public libraries across Australia through collaboration and advocacy to demonstrate the positive and enduring impact of public libraries.

## 2. Background

APLA was established in response to an ALIA Public Library Summit in 2009. At the summit, library leaders called for Australia's public libraries to be "united behind common goals and ambitions, sharing best practice, contributing to strong communities, valued by people and government, continuing to provide universal free access to information, knowledge and ideas, and confirming the importance of their role for future generations." A national alliance, supported by every state and territory and ALIA, was formally established by the signing of a Memorandum of Collaboration in July 2010.

## 3. Membership

### 3.1. Eligibility and Representation

(a) APLA is constituted by one representative from each of the following organisations:

- i. Libraries ACT (LACT)
- ii. Libraries Tasmania (LTAS)
- iii. Library and Archives Northern Territory (LANT)
- iv. NSW Public Libraries Association (NSWPLA)
- v. Public Libraries South Australia (PLSA)
- vi. Public Libraries Victoria (PLV)
- vii. Public Libraries Western Australia (PLWA)
- viii. Queensland Public Library Association (QPLA)

(b) Each organisation must be an institutional member of ALIA.

(c) In the case of public library associations that representative should be the President or their delegate such as the CEO or Executive Officer.

### 3.2. ALIA Representatives

(a) A member of the ALIA Board will be appointed as the Board Liaison for APLA.

(b) The ALIA CEO or delegate and the ALIA Board Liaison will attend APLA meetings.

(c) A person from ALIA may attend meetings to provide secretariat functions.

### **3.3. Chair**

- (a) A Chair and Deputy Chair are elected by APLA members from the APLA membership for a 12 month term commencing on 1 January 2024.
- (b) The intent is for the role of Chair and Deputy Chair to be shared between the APLA members so no one serves for multiple consecutive terms.
- (c) At the end of a member's term as Deputy Chair they are invited to serve a term as Chair.
- (d) If the Deputy Chair accepts the invitation to serve as Chair the APLA members only need to elect a Deputy Chair for the next 12 month term.
- (e) If the Deputy Chair does not accept the invitation or is unable to serve as Chair the APLA members need to elect a Chair and a Deputy Chair for the next 12 month term.
- (f) The Chair directs APLA business, resolves major issues, approves correspondence and steers the development of the APLA agenda and priorities.
- (g) If the Chair is absent the Deputy Chair will chair the meeting.
- (h) The Chair liaises with the Deputy Chair and the ALIA CEO in relation to strategic and operational matters.

### **3.4. Secretariat**

Secretariat functions will be undertaken by ALIA for a fee to be agreed by the members. Secretariat functions will include:

- a) assistance with preparation of papers for meetings
- b) assistance with organisation of meetings
- c) taking minutes of meeting and preparing key take away messages
- d) maintenance of webpage
- e) social media

### **3.5. Quorum**

Representation from five member organisations, being 50% of members plus one.

## **4. Commitment to sustainability and leadership development**

APLA is committed to leadership development and sustainability of the group. This is carried out by:

- Secretariat support from ALIA
- Providing opportunities for observers to attend meetings as a professional development activity, as agreed by Chair
- APLA members being appointed to represent ALIA on external committees.

## 5. Functions

5.1. APLA's functions include:

- (a) Sharing information and expertise around initiatives, issues, challenges and opportunities for public libraries.
- (b) Collaborating on development of policy positions or reports on key issues for public libraries which can be presented in statements, standards and submissions.
- (c) Communication of agreed key messages to the members' public library network
- (d) Enabling partnerships with the Australian government, corporate or not-for-profit organisations who want to access the public library network.
- (e) Advocacy for and promotion of public libraries to increase engagement and secure sustainable funding.

5.2. Any public statements or submissions issued on behalf of APLA must be made with the consensus of all members plus ALIA.

## 6. Financial contributions

- (a) Members may agree to contribute funds to support a specific project or function to enable APLA to achieve its purpose. Where all members have agreed to contribute funds the contributions will be made in the following proportions based on population (updated annually):

<b>Member</b>	<b>Population*</b>	<b>%</b>
NSW	8,238,800	31
Victoria	6,704,300	26
Queensland	5,378,300	20
South Australia	1,834,300	7
Western Australia	2,825,200	11
Tasmania	571,600	2
Northern Territory	250,100	1
Australian Capital Territory	460,900	2
<b>Total</b>	<b>26,263,500</b>	<b>100.00</b>

\*as at 31 December 2022 <https://www.abs.gov.au/statistics/people/population/national-state-and-territory-population/latest-release#states-and-territories>

- (b) Specific projects may proceed without the support of all members. In these instances only some members may agree to contribute funds and the contribution can be based on the proportions in the above table or some other basis as agreed.

## 7. Relationships

### 7.1. ALIA Committees and Groups

APLA will work collaboratively with the ALIA Office and other ALIA Sector Committees and Groups as required. The following Committees or Groups are of particular relevance:

- a) Australian Coalition of School Library Associations
- b) ALIA Adult Literacy
- c) ALIA Childrens and Youth Services
- d) ALIA Community on Resource Description
- e) ALIA Disability
- f) ALIA Graphic Novels and Comics
- g) ALIA Interlibrary Lending
- h) ALIA Library Technicians
- i) ALIA Multicultural
- j) ALIA Rainbow
- k) ALIA Schools
- l) ALIA Sustainable Libraries

### 7.2. External parties

APLA will also work collaboratively with external bodies or partnerships that ALIA is associated with as required. The following are of particular relevance:

- a) Books Create Australia
- b) National and State Libraries Australasia
- c) National Early Language and Literacy Coalition
- d) Australian Media Literacy Alliance
- e) Blue Shield Australia

### 7.3. Guests

APLA may invite guests to attend APLA meetings from time to time as appropriate and/or participate in working parties.

## 8. Frequency of Meetings

APLA will meet five times per year with up to two of those meetings being face to face.

## 9. Changes to the terms of reference

The terms of reference will be reviewed by the APLA members at least every two years. Any revisions must be agreed by all APLA members and submitted to the ALIA CEO for approval by the ALIA Board.

<b>Approved by</b>	ALIA Board
<b>Approved on</b>	28 September 2023
<b>Review Date</b>	Before September 2025

## Signatories

Signed on behalf of <b>Libraries ACT</b> Name: Title: Date:

Signed on behalf of <b>Libraries Tasmania</b> Name: Title: Date:

Signed on behalf of <b>Library and Archives Northern Territory</b> Name: Title: Date:

Signed on behalf of <b>NSW Public Libraries Association</b> Name: Title: Date:

Signed on behalf of <b>Public Libraries South Australia</b> Name: Title: Date:

Signed on behalf of <b>Public Libraries Victoria</b> Name: Title: Date:

Signed on behalf of <b>Queensland Public Libraries Association</b> Name: Title: Date:

Signed on behalf of <b>Public Libraries Western Australia</b> Name: Title: Date: