

Guidelines for appointment of Community Representatives to the Board

Policy Number	POL/18/46 v3
Effective date	22 May 2025
Date to be Reviewed	March 2029
Responsibility	Chief Executive Officer

1. PURPOSE

This document provides context and guidance to support the achievement of the objectives of the Whitehorse Manningham Regional Library Corporation (“WMRLC”) by providing guidance in the selection of community representatives to the Board.

2. CONTEXT

The Whitehorse Manningham Regional Library Corporation

2.1. WMRLC is a body corporate established under section 196 of the *Local Government Act* 1989 (“the Act”).

To avoid confusion, it should be noted that the impact of s330 of the *Local Government Act* 2020 is that those sections of the *Local Government Act* 1989 that were applicable to an existing regional library corporation, continue to apply to that library as if all of those sections had not been repealed until 2031.

2.2. WMRLC was established in 1995 and operates subject to a Regional Library Agreement (“the Agreement”) between the Manningham City Council (“Manningham”) and the Whitehorse City Council (“Whitehorse”).

The WMRLC Governance Structure

2.3. A tripartite governance structure is in place comprising the following:

The Library Board (“the Board”)

Responsible for the overall governance, management oversight and strategic direction of WMRLC.

Chief Executive Officer and appointed staff

Responsible for the management of WMRLC operations and delivery of services.

The Audit Committee

Appointed by the Board to provide oversight and advice in relation to financial reporting, internal control systems, risk management systems and internal and external audits.

2.4. The activities of WMRLC and its personnel are subject to legislation and a Code of Conduct. They are also guided by comprehensive plans and policies.

3. THE LIBRARY BOARD

Board membership

3.1. The Board comprises:

- two councillors appointed by each member council;
- the Chief Executive Officer (or their nominee) of each member council; and
- a community representative appointed by each member council.

3.2. The Agreement prescribes that the Board Chairperson must be a councillor. The position of Chairperson may rotate between a Manningham councillor and a Whitehorse councillor.

The Community Representative

3.3. The community representative must be

- a) a resident or ratepayer of the City of Whitehorse or Manningham; or be enrolled to vote at elections held by those councils;
- b) a member of the library; and
- c) have a demonstrated interest and commitment to the enhancement of public library services to the local community.

- 3.4. The community representative on the Board is appointed following a process calling for expressions of interest. Council representatives on the Board are responsible for the appointment of the community representative for their council.
- 3.5. The appointment of each community representative is for an initial two-year term, with an extension of a further two years. As a guide, appointments to a position of community representative should not exceed four years. However, circumstances may dictate that the interests of WMRLC are best served by enabling an appointee to occupy the position for a longer period.
- 3.6. Remuneration does not apply to this position however expenses may be reimbursed in accordance with WMRLC policies.

Indemnity and Insurance

- 3.7. Pursuant to the section 76 of the Act, WMRLC is required to indemnify all Board members, including the community members against all actions or claims in respect of any act or thing done or omitted to be done in good faith in the exercise or purported exercise of any function or power conferred on the WMRLC.

Section 76A of the Act requires that Public Liability and Professional Indemnity Insurances be in place, to prescribed amounts of indemnity (currently \$600 million for each).

As a result of the above, community members of the Board are afforded protection by the following insurance policies:

- Voluntary workers
- Directors and Officers Liability
- Public Liability
- Professional Indemnity

Indemnity provisions as described above are not exhaustive and prospective community representatives should be aware of the associated risks for personal liability.

Board meetings

- 3.8. Ordinary meetings of the Board are held quarterly. Meetings are usually in person and held at Box Hill Library or the Manningham Civic Centre. Additional meetings are held as required.

- 3.9. Senior officers of WMRLC support the operation of the Board, including through production and distribution of agendas and minutes and attendance at Board meetings. The agenda and minutes of each meeting of the Board are publicly available.

4. KEY SELECTION CRITERIA

- 4.1. A community representative must be a resident, ratepayer or voter of the City of Whitehorse or City of Manningham.
- 4.2. In considering applications for community representative positions, the representatives of the member councils should have regard to the following selection criteria:
- 4.2.1. appropriate experience and knowledge of the roles and responsibilities of a director as are relevant to community representation on a Board or similar committee;
 - 4.2.2. strong interpersonal and oral communication skills, including ability to work effectively as part of a small team;
 - 4.2.3. awareness of contemporary trends and influences around public policy and service delivery;
 - 4.2.4. understanding of the role of a library and its services within the broader public sector context;
 - 4.2.5. the ability to contribute to the ongoing development of the Board's strategic vision, planning and policy development; and
 - 4.2.6. the scope to complement the performance of the Board through provision of additional relevant experience, skills or qualifications.