



**AGENDA PAPER**

and

accompanying documents

for the

**Ordinary Meeting of the Board**

of the

**Yarra Plenty Regional Library Service**

Thursday 29 January 2026

at

6:00 pm

Teams Meeting

Online

## TO BOARD MEMBER

Yarra Plenty Regional Library Board Meeting will be held on:

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## DATE AND TIME:

Thursday 29 January 2026 at 6:00 pm

## LOCATION:

Teams Meeting, Online

## APOLOGIES:

If you cannot attend the meeting, please email [dlamb@yprl.vic.gov.au](mailto:dlamb@yprl.vic.gov.au)

by **Monday 26 January 2026**

**Chief Executive Officer**

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**1      Welcome and Apologies**

Nil

**2      Acknowledgement to Traditional Custodians**

***"YPRL acknowledges the Wurundjeri, Woi-wurrung peoples of the Kulin Nation as the Traditional Owners of this Land, paying respects to all Aboriginal and Torres Strait Islander Elders past, present and emerging who have resided in the area. We support the Uluru Statement from the Heart."***

**3      Disclosures of Interest, Declaration of Pecuniary and Conflict of Interest**

## **4 Confirmation of Previous Minutes**

### **4.1 Minutes of the Ordinary Meeting of 11 December 2025**

That the Board resolves to confirm the Minutes of the Ordinary Meeting of 11 December 2025.

Minutes of the Meeting  
of  
11 December 2025

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## 5 Actions Arising from Previous Meetings

**DECEMBER 2025**

### **ITEM 3: MEMBERSHIP POLICY**

**Action:**

YPRL will develop a membership action plan and work with City of Whittlesea to pilot a membership drive, reporting back to the YPRL Board with outcomes and next steps.

**Outcome:**

YPRL has developed a draft Library Plan Action Plan to be socialised with the 3 Member Council Directors for further input prior to finalisation.

Once the Action Plan is finalised, YPRL will work with the City of Whittlesea to pilot a membership drive that can be rolled out across all three municipalities.

**6      Presentation of General Reports**

## **Presentation of General Reports**

## 6.1 Election of YPRL Chair and Deputy Chair (Decision)

Responsible Officer: Chief Executive Officer

Author: Nicole Rudden, Chief Executive Officer

Attachments: Nil

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### EXECUTIVE SUMMARY

As specified in Section 4.3 of the Yarra Plenty Regional Library Service Agreement (the Agreement), it is necessary to elect a new Chairperson and Deputy Chairperson at the first meeting of each calendar year.

The Agreement specifies that these positions be taken in rotation and that for 2025, the Chair come from the Banyule City Council and Deputy Chair from the City of Whittlesea Council.

The Chief Executive Office shall act as Chair, pro tem for these elections. Once the Chair is elected, the remainder of the meeting will be facilitated by the new Chairperson.

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### RECOMMENDATION

**THAT the Board resolves to APPOINT ..... as Chair of the YPRL Board for 2026.**

**THAT the Board resolves to APPOINT ..... as Deputy Chair of the YPRL Board for 2026.**

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### REPORT

#### CRITICAL DATES

29 January 2026

#### FINANCIAL IMPLICATIONS

There are no financial implications for this report.

#### POLICY, STRATEGY AND LEGISLATION

Regional Library Agreement 1995 (Amended 2005)

#### LINKS TO LIBRARY PLAN

**Priority 4:** Organisational Resilience

**DECLARATIONS OF CONFLICT OF INTEREST**

Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

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**END OF AGENDA ITEM**

## 6.2 YPRL Audit and Risk Committee and CEO Employment Matters Sub Committee Appointments (Decision)

Responsible Officer: Chief Executive Officer

Author: Nicole Rudden, Chief Executive Officer

Attachments: Nil

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### EXECUTIVE SUMMARY

The report is for the Board's decision.

A review of appointments to both the YPRL Audit and Risk Committee and CEO Employment Matters Sub Committee is required for 2026.

The YPRL Audit and Risk Committee meets on a regular basis to support YPRL in discharging its oversight responsibilities related to the:

- financial and performance reporting,
- risk management,
- fraud prevention systems and control,
- maintenance of sound internal control environment,
- assurance activities including internal and external audit and
- YPRL's performance with regard to compliance with its policies and legislative and regulatory requirements.

The CEO Employment Matters Sub Committee meets six-monthly to review and discuss the CEO's performance.

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### RECOMMENDATION

**THAT the Board resolves to APPOINT:**

Cr .....(Banyule)

Cr .....(Nillumbik)

Cr.....(Whittlesea)

**To the YPRL Audit and Risk Committee.**

**THAT the Board resolves to APPOINT:**

Cr .....(Banyule)

Cr .....(Nillumbik)

Cr.....(Whittlesea)

**To the YPRL CEO Employment Matters Sub Committee.**

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**REPORT****BACKGROUND**

The Board is required to elect one YPRL Board member from each member council to both the YPRL Audit Committee and CEO Employment Matters Sub Committee.

The Audit and Risk Committee is scheduled to meet four (4) times per year and the next meeting is on Thursday 26 February. Additional meetings may be called as required. The Audit and Risk Committee is chaired by an Independent Chair, Steve Schinck, who was appointed in 2025 for an initial term of three (3) years.

The CEO Employment Matters Sub Committee is responsible for the recruitment and performance review of the CEO. The Committee is supported in the performance review process by the independent consultant, Margaret Devlin, Managing Director, Centre for Organisation Development, who was appointed in 2021. The Committee meets twice a year.

**CONSULTATION**

N/A

**CRITICAL DATES**

26 February 2026

The Board is required to appoint one Board member from each member council to form the YPRL Audit and Risk Committee prior to the next scheduled meeting of 2026 and one Board member from each member council to the CEO Employment Matters Sub Committee.

**FINANCIAL IMPLICATIONS**

All financial implications are included within the body of this report.

**POLICY, STRATEGY AND LEGISLATION**

*Local Government Act 1989, Sections 139 & 97A (1).*

Audit and Risk Committee Charter 2025

**LINKS TO LIBRARY PLAN**

**Priority 4:** Organisational Resilience

**DECLARATIONS OF CONFLICT OF INTEREST**

Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

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**END OF AGENDA ITEM**

**7 Consideration of Action on Petitions and Joint Letters**

None

**8 General Business**

None

**9 Reports from Delegates Appointed by the Board to Other Bodies**

**10 Urgent Business**

**11 Confidential Meeting**

Meeting closed to the public as per 89(2) of the *Local Government Act 1989*

**12 Meeting Closure**