

YARRA PLENTY
REGIONAL LIBRARY

AGENDA PAPER

and
accompanying documents
for the

Ordinary Meeting of the Board
of the
Yarra Plenty Regional Library Service

Thursday 22 June 2023

at
6.00pm

Diamond Valley Library
Civic Drive, Greensborough, 3088

TO BOARD MEMBER

Yarra Plenty Regional Library Board Meeting will be held on:

DATE AND TIME:

Thursday 27 April 2023 at 6.00pm

LOCATION:

Diamond Valley Library
Civic Drive
Greensborough
3088

APOLOGIES:

If you cannot attend the meeting, please email dlamb@ypri.vic.gov.au
by **Monday 19 June 2023**

Chief Executive Officer

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A. Welcome and Apologies

B. Acknowledgement to Traditional Custodians

“YPRL acknowledges the Wurundjeri people as the traditional custodians of the land and we pay our respects to all Aboriginal and Torres Strait Islander Elders past, present and emerging, who have resided in the area”

C. Disclosures of Interest, declaration of Pecuniary and Conflict of Interest

D. Confirmation of the Minutes of the Meeting 27 April 2023

E. Presentation of General Reports

SECTION E

Presentation of General Reports

**Agenda Item 1: Diamond Valley Branch Manager Presentation
(NOTING)**

Responsible Officer: Chief Executive Officer

Author: Tracey Jermieson, Diamond Valley Library Branch Manager

REPORT

SUMMARY

A verbal presentation to be delivered by the Diamond Valley Library Branch Manager, Tracey Jermieson.

RECOMMENDATION

That the Board resolves to RECEIVE and NOTE the presentation.

M: _____
S: _____

Agenda Item 2: CEO Report (NOTING)

Responsible Officer:	Chief Executive Officer
Author:	Jane Cowell, Chief Executive Officer
Attachment:	2 – External Meetings Attended by CEO April 2023 to June 2023

REPORT

Board and Governance

IDAHOBIT Day for 2023 attracted significant controversy with the CEO regularly communicating with the Board during the week leading up to the events and the outcome. A full report on the incident is included in the Board papers for noting.

Kate Karrasch has been appointed to the temporary position of Executive Manager Special Projects to progress YPRL's new legislative requirements under the Gender Equity Commission, taking a lead role to progress YPRL and member Councils towards a new business model as required under the Local Government Act 2020 and assisting some major new business system implementations. Kate is returning to YPRL after 12 months parental leave and will be working on a part-time basis for 12 months before returning to her substantive role Executive Manager, Corporate Services. Rob Green will continue as the Executive Manager, Corporate Services for next 12 months. We welcome Kate back and look forward to her working closely with the CEO, Board members and Directors of Councils to progress this important work.

Knowledge and Learning

Reading Retreat, Greensborough Plaza: The Collections team has been working with



Greensborough Plaza to support their 'Reading Retreat' community library space. This community Reading Retreat invites people to donate, read and return to the space. YPRL is refreshing and restocking the collection regularly with a range of books from its collections. Information about accessing our vast eLibrary and programming is

also available in the space. A 'Meet a Librarian' engagement opportunity will be part of the launch of the space on 1 July. YPRL will be utilising this space to gauge the Greensborough community areas of interest for future library programming with plans for school holiday activities and a queer book group for young people as potential future programs.

Reconciliation Week: during Reconciliation Week, YPRL offered communities a chance to learn about shared histories, culture and achievements. Based on the national theme *Be a Voice for Generations*, the program included First Nations Storytimes at Thomastown and

Whittlesea Libraries, as well as a Family Storytime and First Nations focused children's play session at Ivanhoe Library and Cultural Hub in partnership with Banyule City Council. Supported by publisher Thames & Hudson, two First Knowledges series events were also presented at Diamond Valley Library and Ivanhoe Library and Cultural Hub - on Astrology by Krystal De Napoli, a Kamilaroi educator and astrophysicist on Astronomy, and Plants by Zena Cumpston, a Barkandji researcher, writer and storyteller, with Lesley Head, Professor Emeritus of the University of Melbourne.



Libraries play a key role in providing its communities access to information and resources, and with 2023 having a focus on the referendum, our Reconciliation Week program also included an *In Conversation* event on the Uluru Statement from the Heart between Yankuntjatjarra and Wirangu woman Shelley Ware and Wotjobaluk woman Aunty Janine Coombs, facilitated by YPRL CEO Jane Cowell. Aunty Janine was one of the Victorian representatives at the Uluru summit and shared her experience of drafting the Statement and shared what the Statement means to them, to Aboriginal people and to the Australian community.

April School Holiday Program: The April school holiday program saw a large turnout of families with school-aged kids, with our fun and free activities filling a big need due to the cost of living.



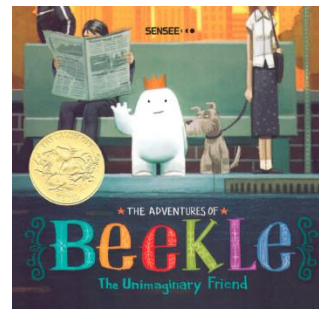
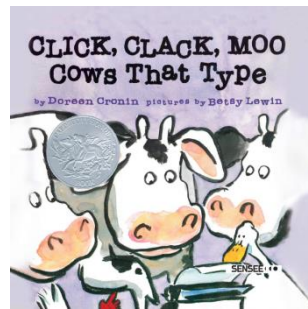
Over 50 events and activities were hosted across the branches with almost 1500 attendees recorded. Highlights included a regional Lego Tournament, Aboriginal Dance and Storytelling, Escape Rooms, Indigenous Games, Boomerang Throwing and a digital programming jam. Outreach events were also hosted at various locations across the region, including STEAM experiences at Bellfield Community Hall, Jindi Family & Community Centre, a Pop-Up Green Screen at Mill Park Leisure Centre and Indigenous Games at Galada Hub. Self-directed activities included a Treasure Hunt, craft, movies and a Lego City collaborative community building project.

National Simultaneous Storytime (NSS): Held annually by the Australian Library and Information Association (ALIA), NSS showcases a picture book by an Australian author and illustrator and is read simultaneously to children across the country from Foundation to Grade 6. To celebrate 23 years of story time, this year's picture book was *The Speedy Sloth* by Rebecca Young. Special guest readers on the day were: Banyule City Councillors Cr Alison Champion and Cr Tom Melican, City of Whittlesea Administrator Lydia Wilson, and staff Janine Morgan, Amelia Ryan, Anthony Traill, and Nillumbik Mayor Cr Ben Ramcharan and Cr Natalie Duffy.

- 2,357,960 children across Australia registered
- 22,542 locations hosted NSS across Australia
- YPRL had 450 children attend NSS across the region
- All branches hosted NSS. Staff conducted the NSS story time at Donnybrook Community Centre for the first time with 18 children attending.



New Braille Picture Book Collection: In June, we welcomed a new format to our collections: Braille picture books. 20 titles by Sensee and the first title of a series published by Vision Australia have been added. These books feature Unified English Braille (UEB) and tactile graphics integrated into the original English text and illustrations, allowing people with varied vision strengths to enjoy the same book together. The collection can be browsed using the keyword 'Braille' from our catalogue. These books will be featured at upcoming storytimes to introduce children and their families to the Braille language.



Connection

Nillumbik Creative Industries Networking Event and Art Launch at Diamond Valley:



Diamond Valley Library, in partnership with Nillumbik Economic development and Tourism Team, hosted the Creative Industries Networking Event: *Good art, Good Business*. The event offered local creatives support from the Nillumbik Creative Industries Team, highlighting promotional and practical opportunities for artists within the library and across the Nillumbik community.

The evening began with a Smoking Ceremony conducted by Uncle Bill before launching two art works by Simone Thomson, a Woi-Wurrung Wurundjer/Yorta-Yorta woman and artist. YPRL commissioned the works with the support of the Nillumbik Community Fund. Simone was one of the panellists for the evening and spoke about her inspiration for the works. Joining Simone on the panel were Lisa Radford, artist, writer and Board Member for The National Association for the Visual Arts, and Tess Edwards Baldessin, founder and owner of Baldessin Studio. The event encouraged networking between artists, and offered support and advice around turning creative practice into successful business.

Whittlesea Library record visitor numbers: Whittlesea Library had **5027** visitors through the doors in the month of May. This is our largest visitation month on record (records date back to January 2017). The steady climb in numbers is a reflection of staff taking opportunities to promote the library through successful campaigns such as "Return Yourself to the Library" mailout and working with local shop owners to promote our library. We would like to thank City of Whittlesea staff and local community groups for their support and partnerships to augment programs and advocate on the behalf of the library at the local level. Our outreach programs reaching into schools, Kinders and untapped communities such as Donnybrook also contributed to the growth in visitations. The increase reflects the continuous need within the community for our services, to be able to access programs, events and services to improve and add value to lifestyle and wellbeing.

Eltham Library refurbishment started on Monday 5 June with the library component of the building handed over to the builders. The library is closed for a month for the works to be

completed. This includes one week for library staff to relocate the entire library collection to the new layout. Eltham Library staff have been relocated to alternative branches or have taken leave while the library is closed. Eltham Library members will collect their holds from Diamond Valley library or an alternative library location of their choosing. All library loans for Eltham library members have been extended until the Branch re-opens on Monday 3 July.

Pride Month: A regional Pride Month program is being implemented throughout June, with a range of active and passive community events and activities. These include all branches hosting the Rainbow Shoelace Project (rainbow beads for members of the LGBTQIA+ community and allies to wear on their shoelaces in support of the LGBTQIA+ community), a Teen Pride Chill Zone at Lalor Library and a range of weaving, art and craft activities at Thomastown, Whittlesea and Diamond Valley libraries. A Rainbow Storytime will also be recorded and streamed, presented by Frock Hudson, sharing the IDAHOBIT titles permissions were secured for, as well as additional titles from Hachette and Jessica Kingsley Publishers.

Media Mentions:

<i>Publication</i>	<i>Number of Mentions</i>
9 News	2
ABC	1
Australian Financial Review	1
Ageing Well in Nillumbik newsletter	1
Arts Hub	1
Daily Mail	1
Epoch Times	2
GCN	1
Herald Sun	1
MFC	1
Mirage	1
news.com.au	1
Noise 11	1
Northern Star	4
Publica	1
Q News	1
Rebel News	2
RMIT Newslite	1
Sky News	1
Star Observer	1
State Hansard	1
Telstra (advert)	1

Publication		Number of Mentions
The Age		2
The Guardian		4
The Saturday Paper		1
Vicki Ward – Media Release		1
WA Today		2
Whittlesea Council		2
XYZ		5
Your Child – Whittlesea		1
Social Media		
Followers:	Engagement	Reach
78,565	15,918	134,574

Wellbeing

Rising Cost of Living Program: An ongoing series of events and activities continue to be rolled out across the region, responding to locally identified priorities in the areas of cooking, energy saving, sustainability, entertainment and keeping active whilst maximizing opportunities to save money. Recent events include grocery savings and basic car maintenance sessions at Mill Park, 'Save on Streaming' presentations at Watsonia and Eltham, health talks and cooking demonstrations (using the Stephanie Alexander Kitchen Garden) at Diamond Valley and resume workshopping at Ivanhoe, as well as legal assistance and clothes mending at Thomastown. In addition, branches across the City of Whittlesea will be offering Power Savings Bonus information and assistance sessions in partnership with City of Whittlesea and Whittlesea Community Connections throughout July.



Diamond Valley Library Cooking Demonstration



Mill Park Library Basic Car Maintenance Workshop

'Over the last year my rent has increased so much, the cost of living has gone up and it's come to the point where I can't afford the basics. A while ago I read in a council flyer that

the library has free internet, so I don't even read books, but here I am. It's such a beautiful place and the staff are always so welcoming'. Bev, retired – ILCH

Lalor's Wellness Expo: YPRL hosted a 'Living Well in Lalor' expo on Saturday 20 May. Through community co-design, staff worked with partners including U3A, DPV Health, City of Whittlesea, Innovation Youth Centre, Mental Health @Men's Shed, Coats for Kindness and local businesses activate the library in an engaging and meaningful way. The program included health presentations, mortgage stress and financial service information, craft and exercise activities, a First Nations Storytime, and a range of wellness exhibitors. Just over 750 people attended on the day. Staff signed up 160 new members and over 220 items from the collection (curated for the event) were borrowed. Everyone kicked their heels up at the line dancing presentation. As part of this program, 55 donated coats were taken by midday through *the Coats for Kindness* pilot.



"What a great day, I just smiled all day and forgot all about being lonely" - Helen 73

"My elderly father lives on his own and is 88 he loves his library, he pops in most mornings to read the newspaper and chat with others, he mentions how friendly everyone is and how the library is the best value for council money. Thank you, Lalor, for the wonderful events, support and wonderful work you do" - Effie 61

"The Lalor Library is just the most wonderful place. I not only borrow books from the library, but my family LOVE the toy library. My kids just love that they can come in and borrow the most amazing toys. It is the one place I don't have to say I cannot afford this toy or book today. Great money saver for me, wonderful for the environment and best of all FREE." - Evangelia 33

"Today I heard clapping sticks in the Lalor library. I must say this was just great and nearly brought a tear. To hear First Nations stories, song and language in the library. What a wonderful day." - Trish 55

Walking Thomastown: is an annual City of Whittlesea event in partnership with Thomastown Precinct Activation Group. The purpose is to invite the community to ‘take a magical night-time journey through the culture and history of Thomastown and experience one of our oldest suburbs in a new light.’ The walk is designed to showcase some of the suburb’s rich history and culture through light installations, art, performances, and family friendly entertainment. Unfortunately, due to the wet and windy weather, the outdoor component of the event had to be postponed, but the Magical Party in Thomastown Library’s community rooms went ahead as scheduled and hundreds of new community members (and many regulars) were welcomed. There were 380 people at the Thomastown Library event, and 300 of them participated in the Magical Dress Up Parade from the Library to TRAC.



Organisational Strength

PLV Conference 2023: YPRL staff presented at the State Library conference held at the Melbourne Convention Centre on 11 and 12 May 2023. Robyn Ellard, Executive Manager Public Participation and Mahamed Hassan Awl presented on the Talking Together Grant Project and Scott Mundell, Coordinator Programs and Engagement and Kate Hansen, Programs Manager presented on our Youth Takeover nights and the co-design approach we have taken. Both presentations were well received continuing to highlight YPRL as an innovative and inclusive library service.

YPRL maximized attendance for our library staff by offering shared conference tickets and sent 10 delegates across the 2 days. Heading the list of keynote speakers was Skye Patrick, Los Angeles County Library Director and Library Journal’s Librarian of the Year 2019. Dr Terri Janke, a Wuthathi/Meriam woman, presented the results of her research into how culturally safe public libraries in Victoria are for Aboriginal staff and patrons. The conference also included the former MP Kate Ellis, now CEO of Raising Literacy Australia, as well as academics Danielle Wyatt and Dale Leorke who addressed the question of what libraries bring to public play.

Potential Consortia model eLibrary resources. YPRL is leading the discussion regarding the three Library Corporations providing a joint eLibrary to all of our communities. Representatives from Whitehorse Manningham Libraries and Eastern Regional Libraries (Your Library Corporation) met on 20 April to determine the scope of this potential model. The eLibrary resource agreed by all parties is to explore Libby as the consortia model. This company is open to consortia models that enable individual consortia members to have control over their purchased component (and would be able to retain their collection if the

consortia dissolved). Our Overdrive Account Manager is undertaking a detailed analysis of each of our current Libby collections to ensure purchasing practices align and to identify possible collection gaps and needs for the combined collection. If this is realised, we will be able to offer Library members across all 9 Councils the largest eLibrary in the state while efficiently managing the range of offer and the cost.

Grants

- Telstra Young and Connected grant: an application was submitted to Telstra for \$10,000 to codesign with young people a project on peer to peer reading recommendations. - *Unsuccessful*

RECOMMENDATION

THAT the Board resolves to RECEIVE and NOTE the CEO Report.

M: _____
S: _____

CEO External Meetings April 2023 to June 2023

Date	Meeting Participants	Meeting/Event/Topic
20 April Online	Whitehorse Manningham & Eastern Regional Libraries representatives Cherry Byford-Sibbing – YPRL	YPRL is leading the discussion regarding the three Library Corporations providing a joint eLibrary to all of our communities.
26 April Online	Corrienne Nichols, Steven Blight, Angela Lampard, Jodie Leahy, Saleh Hadi – Nillumbik Shire Council Leong Khoo – Landscape Architect Tracey Jermieson, YPRL	Diamond Valley Library Learning Garden Project: Design concept presentation.
26 April Online	International Federation Library Association Members	Asia Oceania Regional Division Committee Webinar: Northeast Asian Libraries on the United Nations Sustainable Development Goals
27 April Online	Trish Hepworth & Jacqui Lucas – Australian Library Information Association	ALIA is working on a national response to increasing Book challenges in public libraries with the development of resources for Public Libraries to aid them in their response. Discussion regarding relevant Collection Development Policies was held with YPRL's to be used as a recommended example.
28 April In Person	Jonathon Gosden & Bronwyn Arnold – Whitehorse Manningham Libraries Robyn Ellard, Chantel Blitenthall, Kate Ferguson, Olivia Chapman – YPRL	Tour of Whitehorse Manningham shopping centre libraries to support YPRL to maximise the new Mernda Community Library which is located in the Mernda Shopping Centre.
28 April Online	International Federation Library Association (IFLA) Public Libraries Section and Environmental Sustainability in Libraries Section	Both Sections are co-presenting a Satellite session to the IFLA World Library Information Congress 2023 (to be held in Rotterdam Netherlands) on Climate Action in Public Libraries. This satellite will be held at the LocHal Library in Tilburg Netherlands on Saturday 19 th August. This meeting was to finalise the programme.
1 May In Person	Lalor Refurbishment Tender Contractors	Lalor Library refurbishment – CEO hosted site visits by potential tender contractors. Three contractors attended.
1 May Telephone	Craig Lloyd – CEO City of Whittlesea	
2 May Online	Paul Khalil – Joyn-us Christina Granata – ALIA	ALIA Information Online 2023 Conference - Speaker briefing for the panellists for the conference held online on 17 th May.

Date	Meeting Participants	Meeting/Event/Topic
	Katrina Gee - ALIA	
3 May In Person	Thomastown Refurbishment Tender Contractors	Thomastown Library refurbishment – CEO Hosted site visits by potential tender contractors – 2 building contractors were in attendance.
3 May Online	Emily Livy & Joanne Rogan – City of Whittlesea	Discussion regarding furniture possibilities for the Galada Hub
5 May In Person	Tina Bourekas Manager, Library Services– Boroondara Library	Tour of ILCH and catch up/information sharing session. Tina has requested a formal coaching relationship be set up for a fee. Working on a fee structure and a response.
8 May Online	Agata Chmielewski & Amelia Ryan – City of Whittlesea	Regular Council member partner meeting
8 May Online 22 May In Person	Joe Kelly, Karen Taylor, Karen Mainwaring, Nicole Maslin, Tess Williams, Banyule City Council Kath Forsyth, Luke Claringbold, K2LD Banyule Toy Library representatives Robyn Ellard, Ian Wedlock, YPRL	New Rosanna Library Design Meeting
8 May 5 June Online	Corrienne Nichols – Nillumbik Shire Council	Regular Council member partner meetings
9 May Online	Monika Szunejko – State Library Victoria Michael Gonzalez – UTS	ALIA Information Online 2023 - Panel precentors meeting preparation to deliver our panel in response to the keynote speaker’s presentation.
9 May 19 June Online	Kath Brackett – Banyule City Council	Regular Council member partner meetings
10 May In Person	Inclusive Banyule Advisory Committee members Bellfield Community Hub Community Representatives from across Banyule Banyule City Council Officers	Inclusive Banyule Advisory Committee Regular meeting

Date	Meeting Participants	Meeting/Event/Topic
10 May In Person	Cathie Warburton – CEO ALIA	Tour of Ivanhoe Library Cultural Hub. Meeting also held with CEO ALIA and Eltham Library staff at the Eltham Library to discuss the community response to IDAHOBIT Day program. Discussion and Planning for how ALIA could support library staff around the nation facing similar backlash for LGBTQIA+ programs and collection items for young people.
10 May Online	International Federation Library Assoc. members Held after and before hours	IFLA Public Library Section Business Meeting 1 & 2
11 May In Person	PLV Conference	Annual Public Libraries Victoria Conference
12 May In person Eltham Library	Worksafe Inspector James Doulis & Inspector Richard Mason Senior Sergeant Irvine, Victoria Police, Senior Sergeant O’Conner, Victoria Police, Ms. Cowell, Chief Executive Officer Yarra Plenty Regional Library Ms. Nichols, Director Communities, Yarra Plenty Regional Library Mr. Green, Executive Manager Corporate Services, Yarra Plenty Regional Library Mr Buhin, OHS Advisor Nillumbik Shire Council Mr. Commain, Risk and Safety Head, Nillumbik Shire Council	Worksafe Inspection of Eltham Library in response to a complaint regarding the Drag Queen Storytime event to be held at Eltham Library for IDAHOBIT Day
12 May In Person Eltham Library	Claire Flynn Switchboard Victoria Felicity Marlowe Switchboard Victoria Community Rainbow Angels representatives	Community Rainbow Angels conducted a security audit of the exterior of the Library to inform their training of rainbow angels to be held on the weekend in preparation for their support of the IDAHOBIT Day Drag Queen storytime event. Also had a telephone meeting with Victorian Police LGBTQIA+ Lead Liaison Officer to discuss Police support of the day

Date	Meeting Participants	Meeting/Event/Topic
12 May Online	Allison Beckwith – CEO Banyule Carl Cowie -CEO Nillumbik Craig Lloyd – CEO Whittlesea	Discussion regarding IDAHOBIT Day events across the three Councils and associated security and communication responses.
15 May Online	Brett Luxord, CEO, Mitchell Shire Council Mary Agostino – Director, Mitchell Shire Council Michael Sinclair, Manager Customer Service and Engagement Sajeeva Tennekoon YPRL	Discussion regarding the recent Mitchell Shire Council Library Strategy and the types of support and services YPRL may be able to offer
15 May Online	Jodie Leahy – Nillumbik Shire Council Robert Green – YPRL	Gender Equality Amendment Regulations 2023 discussions
15 May Online	Allison Beckwith – CEO Banyule Carl Cowie -CEO Nillumbik Craig Lloyd – CEO Whittlesea Sarah Moloney – City of Whittlesea Inspector Chris Allen – Vic Police Keith Jordan, Dean Pickering – Vic Police	IDAHOBIT Day preparations and security measure provisions.
16 May Online	ALIA members	Presenter for ALIA Professional Development webinar – Job roles and job descriptions
16 May In Person	Nillumbik Shire Council representatives Simone Thomson – Aboriginal Artist	Official launch of commissioned Aboriginal Artwork at Diamond Valley Library
17 & 18 May Online	ALIA Members	ALIA Information Online 2023 conference attendance Presenter on the in-depth panel to respond to the Keynote: Mega trends affecting Australia
19 May Online	Craig Kenny – 42 Squared Consultants	Briefing for a Request For Information brief in relation to a consultancy project.

Date	Meeting Participants	Meeting/Event/Topic
22 & 23 May Online	Nillumbik Councillors & staff Members of the public Consultants	Diamond Valley Library proposed Learning Garden and outdoor redesign - Community consultation sessions
24 May Online	Nicholas Stewart, Grace Cameron-Lee, Ashleigh Taylor – Dowson Turco Lawyers Cathie Warburton – CEO ALIA Nichole Hunt – Team Manager Library and Community Hubs, Townsville City Library	Discussion of legal issues associated with Rainbow Storytime protests and book challenges and the rights of and legal protection for Library staff.
25 May In Person	Administrator Lydia Wilson – City of Whittlesea Members of public City of Whittlesea staff YPRL Staff, Thomastown Branch	Launch of joint YPRL/ City of Whittlesea Co-working space at Thomastown Library
26 May Online	Cr Alison Champion – Banyule City Council	Debrief regarding IDAHOBIT Day events.
29 – 31 May In Person	ALIA Board Members National Library of Australia, Canberra ALIA House Canberra	ALIA Board meeting and AGM - Appointment to ALIA Board as President. ALIA Board member induction and governance training.
1 June Online	Anna Cullen, Michelle Whatnall – Murrindindi Shire Council Sajeeva Tennekoon, Cherry Byford-Sibbing - YPRL	Finalisation of the new 2-year (2023-2025) Service Level Agreement between YPRL and Murrindindi Shire Council for provision of library services.
1 June In Person	Shelley Ware and Aunty Janine Coombs Banyule City Council representatives Members of the public	Reconciliation Week: Uluru Statement from the Heart in conversation event at Watsonia Library lead by Aboriginal women on their views and what the Uluru Statement means to them, other Aboriginal people and ourselves.
2 June Online	Anthony Traill – City of Whittlesea	Regular partner meeting.

Date	Meeting Participants	Meeting/Event/Topic
2 June Telephone	Ali Kemp – Warrnambool Library Service	Discuss proposed next 2-year (2023-2025) Service Level Agreement.
3 June In Person	Alanah Eade – ALIA Mentee	Regular mentoring session.
6 & 7 June In Person	ALIA Western Australia section State Librarian, Western Australia Australian Public Library Alliance (APLA) members (Perth, WA) State Library of Western Australia	Lightning Talk: Celebrating Library Staff held at City Library Perth with 80 library professionals in attendance Regular APLA meeting representing ALIA at as President
8 June Online	Public Libraries Victoria (PLV) – Collections Special Information Group Members	Mentor for this group. Regular bi-monthly meeting.
8 June Online	Angela Savage – PLV Paula Kelly-Paull – Raeco	Conversation to discuss library memberships for children in foster care.
8 June Online	Steven Blight – Nillumbik Shire Council Leong Khoo & Grace Hong – Jeavons Landscape Architects	Diamond Valley Library design development: Draft tender set presented
8 June Online	Ian Phillips – Consultant	YPRL Mobile Library stops review discussion.
13 June Online	ALIA Asia-Pacific Members	ALIA Asia-Pacific Health, Law and Special Libraries Conference. Welcome and introduction to conference as ALIA President.
13 June Online	SLV – Library Sector Engagement Team members	Libraries for Health & Wellbeing Working Group meeting
13 June Online	Cr Alison Champion – YPRL Chairperson	Finalisation of the YPRL Board Meeting Agendas for June 2023
14 June In Person	Rotary Club of Banyule members	Presentation at Breakfast Meeting on modern library services
15 June In Person	Administrator Lydia Wilson – City of Whittlesea	Finale of the Finding My Place program for the Lalor North Students

Date	Meeting Participants	Meeting/Event/Topic
	Students and Teachers from Lalor North Secondary College YPRL Staff	
16 June Online	ALIA Board Members and Directors	Final Director induction session for ALIA Board Members
19 June In Person	Whittlesea Community Future (WCF) Full Partnership members	Regular full partnership meeting with members of the WCF group
20 June Online	PLV Library Leaders	General Meeting

Agenda Item 3: YPRL OHS Policy (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Robert Green, Executive Manager Corporate Services
Attachment:	3 – YPRL OHS Policy

REPORT

SUMMARY

Yarra Plenty Regional Library (YPRL) is committed to providing a safe and healthy workplace and developing and maintaining a robust occupational health and safety management system in accordance with the Occupational Health and Safety Act 2004. YPRL's Occupational Health and Safety (OHS) Policy forms the foundation of YPRL's OHS Manual which includes all YPRL OHS policies and procedures. This Policy is being re-presented to the Board with the information requested at the April Board meeting included.

INTRODUCTION

YPRL has an established OHS management system which is made up of the following elements:

1. Policies, procedures and planning
2. Incident reporting
3. OHS Committee
4. Training and development
5. Workcover management

The OHS Policy provides the framework for YPRL's OHS management systems and is reviewed annually.

REPORT

A significant review and update of the OHS Policy was undertaken in 2018 to strengthen the policy framework and support YPRL's continued committed to health and safety. The OHS Policy was presented to the YPRL Board in April 2023 for adoption, but further feedback received from City of Whittlesea was requested to be incorporated prior to the policy being adopted. The changes requested included minor wording amendments and clarity on responsibilities.

Legal Advice was sought regarding the requirement to add Board members to the OHS Policy after this was raised at the April Board meeting. The legal advice was that in the instance of the OHS Policy that a Board member is deemed to be an employee for worker's compensation purposes only. The advice concludes that this policy cannot apply to both employees and Board members. Fundamentally, the CEO or any other YPRL employee

cannot give direction or require a Board member to do anything. Similarly, the CEO cannot reprimand a Board member for not complying with a policy as they could for an employee.

The legal view is that there would need to be a separate policy for Board members that would basically state what YPRL does to ensure a safe workplace for Board members. YPRL will take advice from the Board as to whether this is required to be developed.

As Board safety and accountability was raised in the discussion YPRL sought further advice as to whether YPRL require the YPRL Board members to have Board Insurance. YPRL consulted with our insurance Broker JLT and Banyule City Council Risk & Assurance Coordinator Katherine Rainham, who have advised us that all Board members would be suitably covered by their own Council insurance negating the requirement to have separate insurances for YPRL.

CONSULTATION

The OHS policy has been reviewed by the Executive Manager Corporate Services and YPRL's OHS Committee. The Executive Leadership Team, Branch Managers and staff have also been consulted through the policy review.

CRITICAL DATES

N/A.

FINANCIAL IMPLICATIONS

N/A

POLICY STRATEGY AND LEGISLATION

This policy is connected to sixteen Acts/Regulations listed within the Related Legislation section and an annual policy review strategy.

LINKS TO LIBRARY PLAN

Outcome:

- **Organisational strength:** Investment in our staff, capacity, and governance to ensure we are capable and ready to adapt, learn and empower our communities in environmentally and socially responsible ways.

Priorities:

- People and capacity.
- Governance and technology.

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.

CONCLUSION

After including the feedback from Board members at the April Board meeting and acting on the legal advice received approving the updated Policy will allow YPRL to stay on track with the appropriate and 'best practice' procedures related to a positive OHS culture. It also demonstrates YPRL as a 'Safety First Culture'.

RECOMMENDATION

THAT the Board resolves to RECEIVE and ADOPT the YPRL OHS Policy 2023.

M: _____

S: _____

Policy Adopted by YPRL Board	
Policy Name	Occupational Health and Safety Policy
Version number	4.0
Policy date	April 2023
Date to be reviewed	April 2024 or earlier due to legislative changes
Responsibility	CEO
Related YPRL Policies and Procedures	Equal Employment Opportunity Anti-Discrimination Bullying and Sexual Harassment Policy Complaint Resolution Procedure Emergency Procedures Employee Assistance Program Procedure Employee Code of Conduct OHS Manual Performance Improvement Disciplinary Policy Responsible Conduct (Public) Policy and Procedure

Purpose

Yarra Plenty Regional Library (YPRL) is firmly committed to:

- Developing and maintaining a culture that encourages workers to actively manage health, wellbeing and safety hazards and risks;
- Providing a shared responsibility for health, wellbeing and safety. Everyone has a duty of care for their own safety and for the safety of others.
- Engaging with workers in creating safe working environments and safe systems of work;
- Take all necessary and practical steps to provide and maintain a healthy and safe workplace environment.

Our Commitments

- We are committed to all our work activities being carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health and safety of workers, contractors, visitors, and anyone else who may be affected by our operations.
- We are committed to ensuring we comply with the relevant legislation, regulations, and applicable Codes of Practice and Australian Standards.
- We will aim to engage and consult with all workers and others involved with our business to ensure hazards are identified and the risks associated with them removed or reduced to the greatest degree.
- We have a workplace environment where workers and others involved with our business are encouraged and supported to raise health and safety issues and help reduce and manage them.

Scope

This policy applies to all workers.

Related Legislation

Accident Compensation Act 1985
Accident Compensation (Occupational Health and Safety) Act 1996
Age Discrimination Act 2004
Australian Human Rights Commission Act 1986
Equal Opportunity Act 2010
Equipment (Public Safety) Act 1994
Equipment (Public Safety) Regulations 2017
Fair Work Act 2009
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017 (amended July 2022)
Racial Discrimination Act 1975
Sex Discrimination Act 1984
Vic Compliance Codes and codes of practice
Workers Compensation Act 1958
Workplace Injury Rehabilitation and Compensation Act 2013
Workplace Injury Rehabilitation and Compensation Regulations 2014

Definitions

A **Worker** includes employees, contractors and sub-contractors and their employees, labour hire employees, apprentices and trainees, work experience students and volunteers.

A **Health and Safety Representative (HSR)** is a worker elected by members of their work group to represent them in health and safety matters.

Policy

YPRL aims to achieve a safe work environment that eliminates unsafe work practices and conditions from the workplace. Our commitment to health and safety will be fulfilled by ensuring we:

- Maintain an OHS management system that facilitates a structured approach to the management of workplace hazards and risk;
- Provide appropriate OHS training for our workers, and ensure our people are informed of, and understand their responsibilities, and demonstrate commitment to accountability and leadership in health and safety;
- Promote active participation and recognise the value of involving workers in OHS consultation and decision making;
- Assess all risks before work starts on new areas of operation, for example, buying new equipment and setting up new work methods and processes, and locations; and vehicles
- Actively identify and manage OHS risks, through the systematic identification of hazards, evaluation of risks and implementation of effective risk controls;
- Promptly report hazards, incidents, near misses and injuries:

- Conduct thorough investigations where appropriate, and implement control measures to eliminate or minimise the risk of reoccurrence;
- Actively prevent injuries and illness to our workers and provide effective and supportive injury management programs;
- Comply with the requirements of the Occupational Health and Safety Act and Regulations and any other relevant requirements, statutory acts, regulations and legislation;
- Allocate adequate resources to plan for and maintain a safe, healthy and supportive working environment;
- Measure, monitor and review the effectiveness of OHS performance.

Occupational Health and Safety Management System

YPRL use an OHS management system that facilitates a structured approach to the elimination, reduction and management of workplace hazards and risk, that:

- Identifies workplace hazards;
- Assesses risks to health & safety from those hazards; and
- Implements appropriate measures to control those risks
-

YPRL's OHS management system is made up of the following elements:

- Policies, procedures and planning
- Incident reporting
- OHS Committee
- Training and Development
- WorkCover Management

This system will provide written procedures and instructions to ensure safe systems of work.

Consultation and Communication

YPRL acknowledges that the best health and safety outcomes will be achieved through open communication and cooperation between workers and managers. Therefore, workers are encouraged to:

- Ask questions relating to OHS
- Bring up safety concerns
- Make recommendations regarding OHS
- Give regular feedback
- Become involved in the evaluation of safety issues
- Participate in OHS related problem-solving processes

It is important that workers help shape decisions about health and safety particularly when:

- Identifying hazards and assessing risks
- Making decisions about ways to eliminate or minimise those hazards or risks
- Proposing changes that may affect the health and safety of workers
- Purchasing of new equipment, furniture or products

- Developing or changing job tasks or safety procedures

All workers are encouraged to raise any work health and safety concerns that they may have with their Manager and/or Health and Safety Representative.

Health and Safety Representatives (HSR)

HSRs are elected by members of a work group to represent their interests in work health and safety matters. HSRs must undertake approved training to exercise their powers, and may:

- Consult with workers on a regular basis
- Inspect a work area as required
- Participate in workplace incident investigations as required
- Participate in change management discussions that may affect the health and safety of workers
- Provide advice to managers on the health & safety of workers in their work group.

Occupational Health and Safety Committee

The OHS Committee provides the forum for constructive discussion of measures to improve health and safety in the workplace. At YPRL the OHS Committee meets bi-monthly and:

- Facilitates cooperation between YPRL and workers in the instigation, development and implementation of OHS policies and procedures
- Assists in developing standards, rules and procedures relating to health and safety
- Consults with workers regarding their health and safety concerns
- Consults with management regarding work health and safety concerns including change that may influence workplace health and safety more broadly
- Ensures the conduct of regular workplace inspections

Approved minutes of the latest OHS Committee meeting will be made available for all workers to view.

Training

YPRL will arrange for appropriate health and safety training to be undertaken by workers as required.

Where required, YPRL workers are to demonstrate their competencies to perform required tasks safely.

Purchasing Controls

To ensure that new uncontrolled risks are not brought into the workplace, the Manager recommending a purchase must make certain that any new equipment, furniture or products are safe and have prior approval from an HSR prior to ordering. Any risks associated with new equipment, furniture or products must be understood and controlled before they are introduced into the workplace.

Risk Management

YPRL must ensure OHS hazards are routinely identified, in consultation with relevant persons, including reviewing existing workplace hazards and new hazards that may be introduced when work practices change.

The purpose of any health and safety risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workers and visitors from risks to their health, safety and welfare.

Control measures for workplace health and safety hazards should be implemented as required using the following hierarchy of control. In order of preference these measures relate to:

1. Elimination (removal of the hazard)
2. Substitution (substitute the hazard for something which is less hazardous)
3. Isolation (isolate the hazard from people)
4. Engineering control (redesigning the plant or work process to reduce the risk)
5. Administrative control (provision of training, policies and procedures, signage)
6. PPE (protect the worker with appropriate PPE)

Outcomes of risk assessments will be documented and shared, the control measures reviewed at least annually or earlier should a task or activity be the subject of a workplace incident or a change process or requirement. Current risk assessments will ensure that YPRL achieves the goal of eliminating or minimising the risk to the health and safety workers may be exposed to.

Specific procedures to manage workplace risks are in the OHS Manual.

Occupational Health and Safety Issue Resolution

Wherever possible, any OHS concerns will be resolved through consultation between workers, their representatives and/or their manager. If the concern cannot be resolved, then it can be referred to their Executive Leadership Team Manager for resolution. Ultimately any issue remaining unresolved may be referred to the CEO. Where the issue remains unresolved any party may refer the issue to WorkSafe Victoria.

Responsibilities

The **CEO** is responsible for:

- Ensuring YPRL complies with relevant legislation and regulations through delegation to, and regular liaison with, the Executive Leadership Team (ELT) and the OHS Committee
- Reviewing OHS performance of the organisation in conjunction with the ELT
- Determining the OHS performance measures of ELT, monitoring those measures and reviewing them as part of the annual performance review process
- Ensuring ELT members participate in OHS training

The **Executive Leadership Team** is responsible for:

- Ensuring YPRL complies with all legislation relating to occupational health and safety
- Providing a workplace that is, as far as reasonably practicable, a safe and healthy workplace for workers and visitors, in particular in their areas of control
- Modelling health and safety leadership
- Fostering a strong work health and safety culture where worker input is valued

- Demonstrating a commitment to good health and safety performance by talking about safety at regular meetings and ensuring safe work practices are followed
- Eliminating or minimising all workplace hazards and risks as far as is reasonably practicable
- Monitoring health and safety standards across the organisation
- Considering recommendations from the Leadership team and OHS Committee and providing direction where required
- Allocating resources where required
- Monitoring all situations that may adversely impact on occupational health and safety
- OHS Policy development and endorsement

Managers and Supervisors are accountable and responsible for:

- Maintaining a workplace that is safe and without risk to occupational health & safety
- Implementing health and safety policies and procedures
- Undertaking training so that Leaders and OHS Committee members are knowledgeable about OHS obligations and responsibilities
- Providing necessary supervision regarding employee occupational health and safety
- Leading by example, encouraging high standards of health & safety in all work practices
- Ensuring that OHS policies and procedures are implemented in the workplace and/or systems under their control
- Ensuring any requests to purchase equipment, furniture or products for the workplace have undergone full risk assessment in consultation with the HSRs prior to ordering and introduction to the workplace.
- Ensuring training is completed to ensure safe working practices before using equipment. Training Attendance register must be sent to People & Culture.
- Taking all necessary and practicable steps to provide a safe and healthy workplace for workers and visitors, in particular in their areas of control
- Consulting with workers in all matters relating to health and safety in the workplace
- Providing safe systems of work, eliminating or minimising any hazards at the workplace
- Maintaining facilities for the wellbeing of workers
- Inducting their workers in OHS systems of work and procedures and supervising the practice of safe work practices and procedures
- Providing any information, instruction, training and supervision needed to make sure that all workers are informed of this policy and are safe from workplace injury and risks to their health
- Providing training to everyone, when returning from extended leave and when workplace practices change
- Promoting wellness and providing opportunities to everyone and encourage participation in wellness activities
- Offering EAP services to ensure employee(s) feel supported by YPRL (FREE Professional Confidential counselling 24 hours a day)
- Ensuring that OHS is a standing agenda item at all staff meetings.
- Ensuring an Incident Report is completed for all work-related injuries, hazards, near misses and incidents
- Investigating and if possible, resolving all Incident Reports and developing strategies to prevent recurrence of incidents
- Providing a suitable injury management and return to work program
- Promoting healthy workplace practices that identify and address psychosocial hazards, e.g., encouraging everyone to go home on time, take a lunch break, set realistic deadlines, take a holiday, allocate time to things they enjoy

People & Culture are responsible for:

- Informing employees of any legislation and industry trends and changes
- Assisting in the development and implementation of policies and procedures
- Sourcing providers for health and safety training
- Attending appropriate industry forums and networking activities to keep abreast of trends, developments and legislative changes
- Allocating a Return-to-Work Coordinator, and managing WorkCover claims
- Supporting Managers to consider Flexible Working Arrangements
- Preparing OHS reports for the Board, ELT, BM and OHS Committee meetings

Workers are responsible for:

- Safety first. Taking all practicable steps and reasonable care to ensure their own health, wellbeing and safety, and that of others in the workplace.
- If you are unwell stay home and rest. Stay SAFE
- Complying with all occupational health and safety policies and procedures
- Complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment)
- Contributing to, and being involved in, the ongoing management of occupational health and safety
- Co-operating with their supervisors and managers to achieve workplace that promotes health, safety and wellbeing
- Immediately reporting all injuries, incidents, hazards and near misses that may adversely impact on workplace health and safety
- Participating in all mandatory training including OHS induction and training
- Participating in wellness and other OH&S programs provided by YPRL
- Recognising the importance and actively commit to work-life balance to maintain a mentally healthy workplace. e.g. include go home on time, take breaks, set realistic deadlines, take a holiday, allocate time to things you enjoy.

Contractors, sub-contractors and self-employed persons are defined as workers under the OHS Act if they carry out work in any capacity for YPRL. They are required to:

- Comply with the requirements of OHS legislation
- Have in place any occupational health and safety policies and programs required under OHS legislation
- Consult with YPRL about occupational health & safety matters and comply with YPRL policies
- Work safely and to include the health & safety of YPRL employees, volunteers and visitors in their safety plans.

Visitors must:

- not put themselves or any other person at the workplace at risk of harm
- comply with our occupational health & safety policy and procedures.

Breach of Policy

All workers are required to comply with this policy and the supporting procedures in the OHS Manual. If a worker breaches this policy or its supporting procedures in the OH&S Manual, they may be subject to action in accordance with YPR's Performance Improvement & Disciplinary Policy which may include the termination of employment or association.

If a contractor is found to have breached this policy, their contract may be terminated, or may not be renewed in the future.

[END OF OHS POLICY]

DRAFT

Agenda Item 4: YPRL Procurement Policy 2023 (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Finance and Administration Manager
Attachments:	4 – YPRL Procurement Policy 2023

REPORT**SUMMARY**

This report is for Board Members' decision.

REPORT

A Procurement Policy review is required annually under the Local Government Act 1989 (The Act). The purpose of this Policy is to:

- provide policy and guidance to YPRL employees to allow consistency and control over procurement activities;
- demonstrate accountability to stakeholders;
- provide guidance on ethical behaviour in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and
- increase the probability of obtaining the right outcome when purchasing goods and services.

The Procurement Policy 2023 has been reviewed by all staff with delegation authority under the Policy and against the current Member Council Procurement policies (July 2021 to June 2025).

Policy updates

In the financial year 2022/23, YPRL changed the credit card process from Commonwealth Bank Australia Credit Card to Budgetly Corporate Business Cards (Corporate Business Cards). As a result, the relevant sections in the policy were updated to reflect the changes in the process.

CONSULTATION

The YPRL Procurement Policy 2023 has been reviewed by all staff with delegation authority under the Policy, the Audit Committee and compared against Member Council Procurement policies.

CRITICAL DATES

30 June 2023.

FINANCIAL IMPLICATIONS

All financial implications are contained within the body of this report and associated attachments.

POLICY STRATEGY AND LEGISLATION

Under the Local Government Act 1989, Section 186a, YPRL is required to have and to annually review its Procurement Policy.

LINKS TO LIBRARY PLAN

Outcome:

- **Organisational strength:** Investment in our staff, capacity, and governance to ensure we are capable and ready to adapt, learn and empower our communities in environmentally and socially responsible ways.

Priority:

- Governance and technology

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.

CONCLUSION

A Procurement Policy review is required at least once every financial year under Section 186a of the Local Government Act 1989 (The Act). The YPRL Procurement Policy 2023 has been reviewed by all staff with delegation authority under the Policy, the Audit Committee, and compared against Member Council Procurement policies.

RECOMMENDATION

THAT the Board resolves to RECEIVE and ADOPT the YPRL Procurement Policy 2023.

M: _____
S: _____



Policy Adopted by YPRL Board	
Policy Name	YPRL Procurement Policy
Version number	4.0
Policy date	June 2023
Date to be reviewed	June 2024
Responsibility	CEO
Related Policies and Procedures	Budgetly Corporate Business VISA Prepaid Card Policy & Procedure Employee Code of Conduct Instrument of Sub Delegation Operations Manual OHS Policy YPRL Fraud and Corruption Policy
Policy Updates	<ul style="list-style-type: none"> Minor wording changes and update proposed by the Audit Committee on 28 April 2022.



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1. Principles

1.1 Background

Yarra Plenty Regional Library (YPRL)

- Recognises that:
 - Developing a procurement strategy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by YPRL, will enhance the achievement of YPRL objective of sustainable and responsible finance and governance.
 - The elements of best practice applicable to local government procurement incorporate:
 - broad principles covering ethics, value for money, responsibilities, and accountabilities;
 - guidelines giving effect to those principles;
 - a system of delegations (i.e., the authorisation of officers to approve a range of functions in the Procurement process);
 - procurement processes, with appropriate procedures covering minor simple procurement to high value complex procurement; and
 - a professional approach to all major procurements.
- Requires the Library's contracting and purchasing activities:
 - support the YPRL's corporate strategies, aims and objectives;
 - span the whole life cycle of an acquisition from initial concept to the end of the useful life of an asset, including its disposal, or the end of a service contract;
 - achieve value for money and quality in the acquisition of goods, services and works by the Library;
 - can demonstrate that public money has been well spent;
 - are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;
 - seek continual improvement.

1.2 Scope

This Procurement Policy is made under Section 186A of the *Local Government Act 1989*.

This section of the Act requires YPRL to prepare, approve, and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services,



and works by the Library.

This policy applies to all contracting and procurement activities of YPRL and is binding upon YPRL employees and temporary employees, contractors and consultants while engaged by the Library.

1.3 Purpose

The purpose of this Policy is to:

- provide policy and guidance to YPRL employees to allow consistency and control over procurement activities;
- demonstrate accountability to stakeholders;
- provide guidance on ethical behaviour in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and
- increase the probability of obtaining the right outcome when purchasing goods and services.

1.4 Treatment of GST

All monetary values stated in this policy include GST except, where specifically stated otherwise.

1.5 Definitions and Abbreviations

Term	Definition
Act	<i>Local Government Act 1989.</i>
CEO	YPRL Chief Executive Officer
Commercial in Confidence	e.g. prices, discounts, rebates, profits, methodologies, and process information, etc.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, to deliver the business and operational objectives required from the contract and, to provide value for money.
YPRL employees	Includes full time and part-time YPRL employees, and temporary employees, contractors and consultants while engaged by YPRL.
YPRL Board	Comprises of two representatives from each of the three - member councils of Banyule, Nillumbik, and Whittlesea.



Term	Definition
Probity	The dictionary definition of probity refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with YPRL's policies and legislation are established, understood, and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Standing Offer Arrangements (SOA)	A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Procurement	Procurement is the entire process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Tender Process	The process of inviting parties to submit a quotation or tender by public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Value for Money	<p>Value for money in procurement is about selecting the supply of goods, services and works considering both cost and non-cost factors including:</p> <ul style="list-style-type: none"> • contribution to the advancement of the Library's priorities; • non-cost factors such as fit for purpose, quality, service, and support; and • Cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.
YPRL	Yarra Plenty Regional Library



1.6 Related Legislation and Documents

- Local Government Act 1989 (as amended)
- Victorian Local Government Best Practice Procurement Guidelines
- Employee Code of Conduct
- Instrument of Delegation
- OHS Policy
- OHS Purchasing Procedure
- Purchasing Procedure
- Budgetly Corporate Business VISA Prepaid Card Policy & Procedure
- Independent Broad-based Anti-Corruption Commission (IBAC) recommendations
- Other relevant legislative requirements such as, but not limited to, the Trade Practices Act, Goods Act and the Environmental Protection Act.

2. Effective Legislative and Policy Compliance and Control

2.1 Ethics and Probity

2.1.1 Requirement

YPRL's procurement activities shall be performed with unquestionable integrity and in a manner able to withstand the closest possible scrutiny.

2.1.2 Conduct of YPRL employees

2.1.2.1 General

YPRL employees shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and *will*:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
 - maintain confidentiality of Commercial in Confidence such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
 - deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them.

YPRL employees responsible for managing or supervising contracts are prohibited from performing any works under the contract they are supervising.



2.1.2.2 Members of Professional Bodies

YPRL employees belonging to professional organisations shall, in addition to the obligations detailed in this policy, ensure that they adhere to any code of ethics or professional standards required by that body.

2.1.3 Tender Processes

All tender processes shall be conducted in accordance with the requirements of this policy, YPRL Procurement Procedures, the Contracts Register and review processes, relevant legislation, relevant Australian Standards, and the Act.

2.1.4 Conflict of Interest

YPRL employees shall at all times avoid situations in which private interests' conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their library duties.

YPRL employees shall not participate in any action or matter associated with the arrangement of a contract (i.e., evaluation, negotiation, recommendation, or approval), where that person or any member of their immediate family has a significant interest or holds a position of influence or power in a business undertaking tendering for the work.

The onus is on the member of YPRL employees involved being alert to and promptly declaring an actual or potential conflict of interest to the Library.

Where future conflicts or relevant private interests arise, YPRL employees must declare any conflict to their Manager and/or the CEO who will decide whether the officer should continue to be involved in the specific Procurement exercise.

2.1.5 Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained in selecting contractors and suppliers so that no action is taken that could result in criticism of YPRL.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be always maintained, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing, and product information.



2.1.6 Accountability and Transparency

Accountability in procurement means being able to explain and evidence what has happened. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore, the processes by which all procurement activities are conducted will be in accordance with YPRL's procurement policies and procedures as set out in this policy and related Library policies and procedures.

Additionally:

- all YPRL employees must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by YPRL and provide feedback on them;
- regular training is to be provided to appropriate YPRL staff on the policy and procedures of procurement;
- all procurement activities are to leave an audit trail for monitoring and reporting purposes.

2.1.7 Role of the Audit Committee

The CEO will provide the Audit Committee with regular reports that reflect compliance/non-compliance with laws, legislation, and policies, including non-compliance with the Procurement Policy.

The Audit Committee should review annually the YPRL Procurement Policy and make any recommendations to the YPRL Board.

2.1.8 Gifts and Hospitality

No member of YPRL staff shall, either directly or indirectly solicit or accept gifts or presents from any member of the public who is involved, either directly or indirectly, with any matter that relates to the duties of the officer, or in which YPRL is interested. (Refer to the 'Employee Code of Conduct' for details relating to this matter).

YPRL employees must exercise the utmost discretion in accepting hospitality from contractors or their representatives, or from organisations, firms, or individuals with whom they have official dealings. YPRL employees should also avoid the ambiguous situation created by visiting the premises of a contractor, organisation, firm or individual uninvited and/or not on official business.

Details of all gifts, benefits, or hospitality more than \$100 value, received by staff, must be managed in accordance with the Employee Code of Conduct section on Gifts, Benefits and Hospitality and be recorded in the Gifts Register which is maintained by the PA to the CEO.

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how flimsy the evidence available), must be promptly brought to the attention of the CEO.



2.1.9 Disclosure of Information

Information received by YPRL that is Commercial in Confidence must not be disclosed.

YPRL employees are to protect YPRL, by refusing to release or discuss the following:

- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is Commercial in Confidence; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

YPRL employees are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised.

2.2 Governance

Good governance is getting the processes right that provide an environment that develops and fosters an organisational culture that is conducive to good governance.

2.2.1 Structure

YPRL shall:

- establish a procurement management responsibility structure and delegations ensuring accountability, traceability and auditability of all procurement decisions made over the lifecycle of all goods, services, and works purchased by the Library;
- ensure that YPRL's procurement structure:
 - is flexible enough to purchase in a timely manner the diverse range of material, goods, works, and services required by YPRL;
 - ensures that prospective contractors and suppliers are afforded an equal opportunity to tender/quote;
 - encourages competition; and
 - ensures that policies that impinge on the purchasing policies and practices are communicated and implemented.

2.2.2 Standards

YPRL's procurement activities shall be carried out to the professional standards required by best practice and in compliance with the:



- The Local Government Act 1989,
- YPRL's relevant and appropriate policies and procedures,
- YPRL's Employee Code of Conduct,
- Recommendations and control measures as identified (from time to time) by the Independent Broad-based Anti-Corruption Commission (IBAC), and
- Other relevant legislative requirements such as but not limited to the Trade Practices Act, Goods Act and the Environmental Protection Act.

2.2.3 Methods

YPRL's standard methods for purchasing goods, services and works shall be by:

- purchase order following a quotation process,
- Corporate Business card,
- under contract following a tender process, or
- where YPRL is satisfied that value for money requirements have been satisfied, under purchasing schemes including Collaborative Purchasing Arrangements with other Libraries, YPRL Member Councils, and commercial schemes such as provided by MAV.

Unless there are other arrangements authorised by YPRL CEO arising from exceptional circumstances, such as emergencies.

YPRL may, at its discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders.

Typically, a multi-stage tender process will commence with a registration of interest stage followed by a tender process involving the organisations selected because of the registration of interest stage.

Registrations of Interest (ROI) may be appropriate where:

- the requirement is complex, difficult to define, unknown or unclear,
- the requirement is capable of several technical solutions,
- YPRL wishes to consider ahead of formal tender processes such issues as whether those tendering possess the necessary technical, managerial, and financial resources to successfully complete the project,
- tendering costs are likely to be high and YPRL seeks to ensure that companies incapable of supplying the requirement do not incur unnecessary expense,
- it is necessary to pre-qualify suppliers and goods to meet defined standards, and
- the requirement is generally known but there is still considerable analysis, evaluation and clarification required (both, the objective and the solution).



Additionally, for highly complex projects YPRL may run sequential tenders, the first to solicit solutions, the second to compete to provide the solution selected by YPRL. Such sequential tenders may or may not be preceded by the registration of interest phase as required by YPRL based on the actual needs of the project.

2.2.4 Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle: the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

YPRL employees must not authorise the expenditure of funds more than their financial delegations.

YPRL funds must be used efficiently and effectively to procure goods, services, and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this policy.

2.3 Procurement Thresholds and Competition

2.3.1 Requirement

YPRL will from time to time decide and publish in this policy clear guidelines for minimum spend competition thresholds. These will be decided by YPRL based on the size and complexity of the proposed procurement activities. All thresholds, unless otherwise stated include GST.

2.3.2 Minimum Spend Competition Thresholds

2.3.2.1 Tenders

Purchase of all goods, services and works for which the estimated expenditure exceeds \$150,000 must be undertaken by public tender.

However, should the CEO consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for YPRL, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is less than \$150,000.

2.3.2.2 Quotations

Purchase of goods, services and works having a total valuation of less than \$150,000 (inclusive of GST) may be undertaken using the procurement by quotation method as described below:

- Items with a value of \$0 to \$5,000: verbal quotation
- Items with a value \$5,001 to \$15,000:

A minimum of one (1) (digital, email or other written) quotation must be obtained and the details recorded before placing an order (similar details must be recorded where more than one supplier has quoted).



- Items with a value \$15,001 to \$150,000:

A minimum of three (3) (digital, email or other written) quotations must be sought.

The order must be placed with the supplier offering the best Value for Money for the most acceptable goods or services.

Details of the suppliers contacted, and their quotations must be attached to the 'Funding Request/ Procurement Policy Requirement' Form.

Quotations more than \$20,001 must be sighted and countersigned by CEO prior to the Purchase Order being placed. (also refer Section 2.4.2 Delegations)

- Advertising

Requests for quotations may be advertised at the CEO's discretion. This may occur when a field of potential tenderers has not been established, or an innovative approach is required, or the project has broad appeal that may attract keen prices, etc.

- Insufficient quotations

The situation may arise where insufficient quotations are received to satisfy the above requirements.

This may occasionally occur where there are few local suppliers for the goods, services or works being sought or the work is highly specialised. In this case, the details of the contacted suppliers must be recorded on the spreadsheet or recommendation and an appropriate comment recorded.

2.3.2.3 Aggregated Value of a Contract

The value of a purchase contract is the aggregate value of the contract over the term of the contract. If the term of the contract is not clear, a default term of 2 years is to be used for cumulative expenditure.

2.3.2.4 Exemptions:

There are limited circumstances in which there may be legitimate reasons for a variation from the requirement to comply with sections 2.3.2.1 relating to calling for tenders and quotations and tenders' threshold of this Policy. To seek an exemption from this policy, the exemption must be within one or more categories below:

- Legal Services** – The services are for the provision of legal advice – these services are exempt under the Local Government (General) Regulations 2004 No 130, Part 4, Clause 10;
- Ministerial Exemption** – An exemption from the Minister for Local Government in accordance with Section 186(5) (c) of the Act has been obtained for the specified services or works;
- MAV Public Liability or Professional Indemnity Insurance Scheme** – If YPRL participates in the MAV's Public Liability and Professional Indemnity scheme (or other Insurance Scheme approved by the Minister under Section 76A of the Act) such Insurance Premiums are exempt from Section 186 of the Act. However, if YPRL does not participate in the Minister's



- approved (under Section 76A of the Act) Insurance Scheme, YPRL must undertake a public tender process;
- d) **Statutory Payments** – Statutory payments such as Superannuation (Employer and Employee Contributions) and Work Cover Insurance Premiums;
 - e) **Loan Funds** – The provision of Loan Funds. Loan agreements do not constitute the procurement of a good or service under Section 186 of the Local Government Act 1989, but a financial accommodation. Therefore, they are not subject to the public tender requirements of the Act;
 - f) **Emergency** – In accordance with Section 186 (5) of the *Local Government Act 1989*, that YPRL resolves the contract must be entered into because of an emergency;
 - g) **Sole Supplier/Insufficient Quotes** – When it is clear beyond doubt that there are not sufficient suppliers to provide requisite quotes. This exemption does not apply if over the value of \$150,000 for goods and services (and \$200,000 for the provision of Works). Ministerial Exemption must be sought by YPRL should this be the case;
 - h) **Exceptionally Advantageous Time Limited Conditions** – This includes unusual disposals by suppliers, unsolicited innovative proposals, liquidation, bankruptcy, or receivership and which are not routine purchases from regular suppliers. This exemption does not apply if over the value of \$150,000 for Goods and Services and \$200,000 for the provision of works. Ministerial Exemption must be sought by YPRL should this be the case;
 - i) **Intellectual Property** – Where the goods or services can only be supplied by a particular business and no other reasonable alternative or substitute exists, namely for a work of art; or to protect patent, copyright, or other exclusive right, proprietary information, software – are some examples. This exemption does not apply if over the value of \$150,000 for Goods and Services and \$200,000 for the provision of Works. Ministerial Exemption must be sought by YPRL should this be the case;
 - j) **Absence of Competition** – Goods and services that are limited by patents or licences. To be supported by documentation and demonstrated organisational benefits. This exemption does not apply if over the value of \$150,000 for Goods and Services and \$200,000 for the provision of Works. Ministerial Exemption must be sought by YPRL should this be the case;
 - k) **Support from Original Supplier** – For additional goods or services by the original supplier or authorised representative where a change in supplier would result in the organisation to procure goods or services that are not compatible with existing goods or services. For example, spare parts for vehicles and plant. This exemption does not apply if over the value of \$150,000 for Goods and Services and \$200,000 for the provision of Works. Ministerial Exemption must be sought by YPRL should this be the case;
 - l) **Utilities:** Such as Electricity; Gas and Water as these services are provided under the ‘umbrella’ of the 3 Member Councils (YPRL Buildings are owned by the Councils who are responsible for providing and sourcing the utilities supplied to the Buildings - YPRL is responsible for the costs of these services)

An exemption form must be completed if the above conditions apply in accordance with the Procurement Procedure.



2.4 Delegation of Authority

2.4.1 Requirement

Delegations define the limitations within which YPRL employees are permitted to work. Delegation of procurement authority allows specified YPRL employees to approve certain purchases, quotation, tender and contractual processes without prior referral to the CEO. This enables YPRL to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Procurement delegations ensure accountability and provide confidence to YPRL and public that purchasing activities are dealt with at the appropriate level.

As such, YPRL has delegated responsibilities as detailed below relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotes and tenders and for contract management activities.

2.4.2 Delegations

The following delegations will apply, subject to applicable procurement restrictions:

Chief Executive Officer	\$200,000
Executive Leadership Team	\$ 40,000
Band 7 Management Staff	\$ 10,000
Band 6 Management Staff	\$ 500

The following procurement delegations will also apply to Executive Leadership and Band 7 Management Staff:

- Acceptance of quotes – to within their delegated limit
- YPRL Corporate Business Card expenditure limit:

Chief Executive Officer	\$ 10,000
Executive Leadership Team	\$ 5,000
Band 7 Management Staff	\$ 5,000
Band 6 Management Staff	\$ 500
Up to Band 5 YPRL Staff	\$ 0

2.4.2.1 Delegations Reserved for the CEO

The following processes and commitments must be approved by the CEO:

- Acceptance of tenders;
- Initial signing and sealing of contract documents;



- Contract term extensions;
- Contract amendment;
- Tender recommendations and all expenditure over \$20,000 in value;
- Procedural exceptions;

2.4.2.2 Delegations Reserved for the Chair of YPRL Board

The following processes and commitments must be approved by the Chair of the YPRL Board:

- YPRL Corporate Business Card Purchases of CEO

2.4.2.3 Delegations Reserved for YPRL Board

Process and commitments above the CEO delegation must be approved by YPRL Board.

2.5 Internal Controls

YPRL will install and maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.

2.6 Commercial Information

Procurement activities will be carried out in a way that supports YPRL employees in meeting their obligations - to ensure information of a commercially sensitive or confidential nature is obtained, stored, processed, published (where applicable) in an appropriate manner in accordance with the relevant Library guidelines.

2.7 Risk Management

2.7.1 General

Risk Management is to be appropriately applied at all stages of procurement activities which will be carefully planned and carried out in a manner that will protect and enhance YPRL's capability to prevent, withstand and recover from interruption to the supply of goods services and works.

2.7.2 Supply by Contract

The provision of goods, services and works by contract potentially exposes YPRL to risk.

YPRL will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- requiring security deposits where appropriate;



- referring specifications to relevant experts;
- requiring contractual agreement before allowing the commencement of work;
- use of or reference to relevant Australian Standards (or equivalent); and
- effectively managing the contract including monitoring and enforcing performance.

2.8 Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions.

Where this is not possible, approval must be sought from the CEO. A request for such an approval should be supported with procurement and legal advice as relevant.

To protect the best interests of YPRL, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to doing this expose YPRL to risk and thus must be authorised by the appropriate member of YPRL employees listed in the delegation section above.

2.9 Endorsement

YPRL employees must not endorse any products or services. Individual requests received for endorsement must be referred to the CEO.

2.10 Dispute Resolution

All YPRL contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes getting out of hand and leading to legal action.

2.11 Contract Management

The purpose of contract management is to ensure that YPRL, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- establishing a system reinforcing the performance of both parties' responsibilities and obligations under the contract; and
- providing a means for the early recognition of issues and performance problems and the identification of solutions.

All YPRL contracts are to include contract management requirements. Furthermore, contracts are to be proactively managed by the member of YPRL employees responsible for the delivery of the contracted goods, services or works to ensure YPRL receives value for money.



3. Demonstrate Sustained Value

3.1 Integration with Library Strategy

YPRL procurement strategy shall support its corporate strategy, aims and objectives, including:

- all relevant legislation and policies are complied with, to Best Practice standards.

3.2 Achieving Value for Money

3.2.1 Requirement

YPRL's procurement activities will be carried out based on obtaining value for money.

This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability, and delivery considerations. Lowest price is not the sole determinant of value for money.

3.2.2 Approach

This will be facilitated by:

- developing, implementing, and managing procurement strategies that support the co-ordination and streamlining of activities throughout;
- effective use of competition;
- using aggregated contracts and SOA where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- YPRL employees responsible for providing procurement services or assistance within YPRL providing competent advice in terms of available products and agreements; and
- working with suppliers to create relationships that are professional and productive and are appropriate to the value and importance of the goods, services and works being acquired.

3.2.3 Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to the Library's value for money objectives through being written in a manner that:

- ensures impartiality and objectivity;
- encourages the use of standard products;
- encourages sustainability;
- eliminates unnecessarily stringent requirements; and
- wherever possible specifies technical standards and requirements that are within the capabilities of local suppliers.



3.3 Sustainable Procurement Framework

YPRL is committed to social inclusion and development, environmental protection, local employment, and economic growth of the community in the Northern Region municipalities.

YPRL requires the consideration of sustainability in all its procurement activities. Where practicable and achieves value for money, YPRL will take all the opportunities to generate economic, social, and environmental benefits.

To deliver sustainable procurement benefits, YPRL has developed this Sustainable Procurement Framework which encompasses and considers social, economic, and environmental factors when dealing with suppliers.

3.3.1 Economic sustainability

YPRL is committed to support local businesses and economic diversity in the Northern Region municipalities. Where practicable, YPRL will give preference to contracts for the purchase of goods manufactured or produced in Australia and will actively seek quotes and tenders from local businesses in the Northern Region.

3.3.2 Social Sustainability

Social sustainability focuses on social equity and is underpinned by principles of diversity, acceptance, fairness, compassion, inclusiveness, and access for people of all abilities. YPRL social sustainable procurement will generate positive outcomes for people and contribute towards building stronger communities.

When establishing procurement projects, YPRL will articulate the requirements to achieve social outcomes for the Northern Region community.

3.3.3 Environmental sustainability

YPRL is committed to minimise its impact on the environment by purchasing goods and services which avoid air, water, soil pollution, and minimise natural resource and biodiversity depletion. YPRL will provide instructions and guidance to all staff on how to embed the 5Rs (refuse, reduce, reuse, repurpose, and recycle) as core values in all future contracts, and ensure, where possible, that products purchased can be recycled at end of life.

YPRL will give preference to quotations and tender offers that deliver environmentally preferable outcomes, reduce waste generation, and drive energy efficiencies.



4. Apply a Consistent and Standard Approach

YPRL will provide effective and efficient commercial arrangements for the requisition of goods and services.

4.1 Standard Processes

YPRL will provide effective commercial arrangements covering standard products and standard service provisions across YPRL to enable employees to source requirements in an efficient manner. This will be achieved via harmonisation of the following areas:

- Pricing where relevant
- Processes, procedures, and techniques
- Reporting requirements
- Application of standard contract terms and conditions.

4.2 Management Information

YPRL will capture procurement management information in a variety of areas, including:

- Volume of spend.
- Number of transactions per supplier.
- Vendor register.
- Contract register

5. Build and Maintain Supply Relationships

YPRL recognises that to achieve sustainable value, appropriate relationships must be developed and maintained with suppliers and that it seeks to operate with 'informed choice' on what supply strategy it adopts – whether to 'do it yourself' participate in regional or sector aggregated projects or to access State Government panel agreements. YPRL will consider which supply arrangement delivers best value outcomes for YPRL in terms of time, cost, value, and outcome.

5.1 Developing and Managing Suppliers

YPRL recognises the importance of effective and open working relationships with its suppliers, and is committed to the following:

- Managing existing suppliers, via the appropriate development of programs and performance measurements to ensure the benefits are delivered.
- Maintaining approved supplier lists.
- Developing new suppliers.



5.2 Relationship Management

YPRL is committed to developing constructive long-term relationships with suppliers. It is important that YPRL identifies its key suppliers so that its efforts are focused to best effect. Such areas may include:

- Size of spend across YPRL
- Criticality of goods /services supplier, to the delivery of the authority's services
- Availability of substitutes
- Market share and strategic share of suppliers

5.3 Communication

External communication is especially important in ensuring a healthy interest from potential suppliers and partners to YPRL. The external website will be updated and provide:

The Procurement Policy

- Standard documentation used in the procurement process.

6. Continual Improvement

YPRL is committed to continuous improvement and will review the Procurement Policy on an annual basis, to ensure that it continues to meet its wider strategic objectives.

[END OF YPRL PROCUREMENT POLICY]

Agenda Item 5: Equal Employment Opportunity, Anti-Discrimination, Bullying and Sexual Harassment Policy (DECISION)

Responsible Officer: Chief Executive Officer
Author: Robert Green, Executive Manager Corporate Services
Attachment: 5 – Equal Employment Opportunity, Anti-Discrimination, Bullying and Sexual Harassment Policy

REPORT

SUMMARY

This report is for the Board's decision.

INTRODUCTION

In 2021, YPRL introduced this combined policy following an extensive review of legislation and with a view to simplifying its policies where practicable. This policy shows YPRL's commitment to providing a safe, flexible and respectful environment for staff, clients and members of the public, free from all forms of discrimination, bullying and sexual harassment.

REPORT

The review in 2021 provided a streamlined policy that reflected a number of legislative changes and incorporated the new YPRL Values.

This review highlighted minor wording changes to the policy including the amendment to references for the organisation's EAP provider and the strengthening of wording around protected personal characteristics and gender status.

CONSULTATION

Full consultation was undertaken with the Senior Leadership Team members and the YPRL Consultative Committee.

CRITICAL DATES

N/A.

FINANCIAL IMPLICATIONS

N/A

POLICY STRATEGY AND LEGISLATION

In accordance with the requirements of the following Acts:

Sex Discrimination Act 1984

Racial Discrimination Act 1975

Racial & Religious Tolerance Act 2001
Disability Discrimination Act 1992
Age Discrimination Act 2004
Australian Human Rights Commission Act 1986
Fair Work Act 2009 (including the Fair Work Amendment Act 2013)
Occupational Health & Safety Act 2004 (Victoria)
Equal Opportunity Act 2010 (Victoria)
Gender Equality Act 2020.

LINKS TO LIBRARY PLAN

Outcome:

- **Organisational strength:** Investment in our staff, capacity, and governance to ensure we are capable and ready to adapt, learn and empower our communities in environmentally and socially responsible ways.

Priorities:

- People and capacity.
- Governance and technology.

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.

CONCLUSION

YPRL is committed to providing a safe, flexible and respectful environment for staff, clients and members of the public, free from all forms of discrimination, bullying and sexual harassment. The Equal Employment Opportunity, Anti-Discrimination, Bullying & Sexual Harassment Policy outlines how YPRL ensures this in the workplace.

RECOMMENDATION

THAT the Board resolves to RECEIVE and APPROVE the minor updates to the Equal Employment Opportunity Anti-Discrimination Bullying and Sexual Harassment Policy.

M: _____
 S: _____

Policy Adopted by Board	
Policy Name	Equal Employment Opportunity, Anti-Discrimination, Bullying and Sexual Harassment Policy
Version number	2.0
Policy date	June 2023
Date to be reviewed	June 2025
Responsibility	Executive Manager Corporate Services
Related YPRL Policies and Procedures	Employee Code of Conduct YPRL Complaint Resolution Procedure Performance Improvement & Disciplinary Policy YPRL OHS (Occupational Health and Safety) Policy YPRL OHS Manual YPRL Public Interest Disclosures Procedure YPRL Enterprise Agreement

Purpose

Yarra Plenty Regional Library (YPRL) is committed to providing a **safe, flexible, and respectful** environment for staff, clients, and members of the public, free from all forms of discrimination, bullying and sexual harassment.

All YPRL employees are required to treat others with dignity, courtesy, and respect. By effectively implementing our *Equal Employment Opportunity, Anti-Discrimination, Bullying and Sexual Harassment Policy* we will attract and retain talented staff and create a positive environment for staff.

Scope

This policy applies to:

- board members
- all staff, including managers and supervisors; full-time, part-time, or casual, temporary, or permanent staff; job candidates; student placements, apprentices, contractors, sub-contractors, and volunteers.
- how YPRL provides services to clients and how it interacts with other members of the public.
- all aspects of employment, recruitment, and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport.
- on-site, off-site, or after-hours work; work-related social functions; conferences – wherever and whenever employees may be because of their YPRL duties

- staff treatment of other staff members, of clients, and of members of the public encountered during their YPRL duties.

Our Values



Responsibilities

All staff are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics or biases.
- work free from discrimination, bullying and sexual harassment
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised
- reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs, or culture.

All staff must:

- follow the standards of behaviour outlined in this policy
- Complete all mandatory training, including Equal Opportunity, OHS Duty of Care, Bullying & Harassment and Sexual Harassment training
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint and Employee Assistance Program (EAP)
- avoid gossip and respect the confidentiality of complaint resolution procedures
- treat everyone with **dignity, courtesy, and respect.**

Additional responsibilities of managers and supervisors

Managers and supervisors must also:

- model appropriate standards of behaviour
- take steps to educate and make staff aware of their obligations under this policy and the law
- intervene quickly and appropriately when they become aware of inappropriate behaviour

- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard
- help staff resolve complaints informally, ensure employees are aware of support available including Employee Assistance Program (EAP)
- refer formal complaints to peopleandculture@yprl.vic.gov.au for investigation in accordance with YPRL Complaint Resolution Procedure
- ensure staff who raise an issue or make a complaint are not victimised
- Allow staff to have a representative or support person present at interviews or meetings
- ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made
- seriously consider requests for flexible work arrangements.

Unacceptable workplace conduct

Discrimination, bullying, and sexual harassment are unacceptable at YPRL and are unlawful under the following legislation:

- *Sex Discrimination Act 1984*
- *Racial Discrimination Act 1975*
- *Racial & Religious Tolerance Act 2001*
- *Disability Discrimination Act 1992*
- *Age Discrimination Act 2004*
- *Australian Human Rights Commission Act 1986*
- *Fair Work Act 2009 (including the Fair Work Amendment Act 2013)*
- *Occupational health & Safety Act 2004 (Victoria)*
- *Work Health & Safety Act 2011*
- *Equal Opportunity Act 2010 (Victoria)*
- *Gender Equality Act 2020*

Staff (including managers) found to have engaged in such conduct might be counselled, warned, or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

Discrimination

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race, or disability.

Discrimination can occur:

Directly, when a person or group is treated less favourably than another person or group in a comparable situation because of a personal characteristic protected by law (see list below).

*For example, a worker is harassed and humiliated because of their race
or*

A worker is refused promotion because they are 'too old'

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).

For example, redundancy is decided based on people who have had a worker's compensation claim rather than on merit.

Protected personal characteristics under Federal discrimination law include:

- a disability, disease, or injury, including work-related injury
- parental status or status as a carer, for example, because they are responsible for caring for children or other family members
- race, colour, descent, national origin, or ethnic background
- age, whether young or old, or because of age in general
- sex
- industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union
- religion
- pregnancy and breastfeeding
- sexual orientation, intersex status, or gender identity, including gay, lesbian, bisexual, asexual, transsexual, transgender, queer and heterosexual and more.
- marital status, whether married, divorced, unmarried or in a de facto relationship
- political opinion or affiliation
- social origin
- medical record
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

Bullying

Workplace bullying is repeated, unreasonable behaviour directed at an employee or group of employees that creates a risk to health and safety.

If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Behaviours that may constitute bullying include:

- sarcasm and other forms of demeaning language
- threats, abuse or shouting
- coercion
- isolation
- inappropriate blaming
- ganging up
- constant unconstructive criticism
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- unreasonable refusal of requests for leave, training, or other workplace benefits.

Bullying is unacceptable in YPRL and may also be against occupational health and safety law.

Reasonable management action carried out in a reasonable manner

Behaviour will not be considered bullying if it is reasonable management action carried out in a reasonable manner.

- the behaviour must be management action
- it must be reasonable for the management action to be taken, and
- the management action must be carried out in a manner that is reasonable

What is management action?

The following are examples of what may constitute management action:

- performance appraisals
- ongoing meetings to address underperformance
- making decisions about poor performance
- counselling or taking disciplinary action
- directing and controlling the way work is carried out
- modifying a worker's duties including by transferring or re-deploying the worker
- investigating alleged misconduct
- denying a worker, a benefit in relation to their employment, or
- refusing an employee permission to return to work due to a medical condition

Sexual harassment

Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.

Sexual harassment can be physical, spoken or written. It can include:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling, or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars, or objects
- repeated unwanted requests to go out
- requests for sex
- sexually explicit posts on social networking sites
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work.

All staff and volunteers have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment – it does not have to be repeated.

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

YPRL recognises that comments and behaviour that do not offend one person can offend another. This policy requires all staff and volunteers to respect other people's limits.

Victimisation

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment, or victimisation. Victimisation is against the law.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.

Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

YPRL has a zero-tolerance approach to victimisation.

Confidentiality

It is unacceptable for staff at YPRL to talk with other staff members, clients, or suppliers about any complaint of discrimination or harassment.

Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal discipline.

Merit at YPRL

All recruitment and job selection decisions at YPRL will be based on merit – the skills and abilities of the candidate as measured against the inherent requirements of the position – regardless of personal characteristics.

It is unacceptable and may be against the law to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

Resolving issues at YPRL

YPRL strongly encourages any staff member who believes they have been discriminated against, bullied, sexually harassed, or victimised to take appropriate action by making a complaint using the ***YPRL Complaint Resolution Procedure***.

Staff who do not feel safe or confident to take such action may seek assistance from the People & Culture team peopleandculture@ypri.vic.gov.au for advice and support.

Employee assistance program

YPRL staff are entitled to a three (3) free, professional counselling support sessions, per issue, per year, 24 hours a day 7 days a week through YPRL's Employee Assistance Program (EAP). YPRL's Employment Assistance Program (EAP) with Converge International is available if you wish to speak to a qualified counsellor to support you during this process. The Converge International intake team



can be contacted by phone or email on 1300 OUR EAP, or 1300 687 327. Or by email at eap@convergeintl.com.au.

EAP counselling is confidential, and nothing discussed with a counsellor will be communicated back to YPRL. EAP counselling is available free to YPRL staff regardless of whether the issue is related to the workplace or personal.

Other relevant YPRL policies

Staff, especially managers and supervisors, are encouraged to read this policy in conjunction with other relevant YPRL policies, including.

- YPRL OH&S (Occupational Health and Safety) Policy
- YPRL OH&S Manual
- YPRL Complaint Resolution Procedure
- YPRL Performance Improvement & Disciplinary Policy
- YPRL Mission, vision and values statements
- YPRL Employee Code of Conduct
- YPRL Enterprise Agreement
- YPRL Public Interest Disclosures Procedure

- CALD (Culturally and Linguistically Diverse) Framework

More information

If you have a query about this policy or need more information, please contact the People & Culture team peopleandculture@yprl.vic.gov.au

Review details

This policy was adopted by YPRL on 24 June 2021
 This policy was last updated in June 2023

Breach of Policy

All staff are required to comply with this Policy. If anyone breaches this policy, they may be subject to action in accordance with YPRL’s Performance Improvement & Disciplinary Policy, which may include termination of employment or association.

[END OF EQUAL EMPLOYMENT OPPORTUNITY ANTI-DISCRIMINATION BULLYING & SEXUAL HARASSMENT POLICY]

Agenda Item 6: Social Media Policy (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Robyn Ellard, Executive Manager Public Participation
Attachments:	6 – YPRL Social Media Policy

REPORT

SUMMARY

YPRL's Social Media Policy supports staff's use and provides guidance for the appropriate use of YPRL's social media platforms.

INTRODUCTION

YPRL's Social Media Policy applies to all YPRL employees, volunteers and contractors and covers use of social media on behalf of YPRL and personal use of social media. It aims to:

- Inform appropriate use of social media tools for YPRL
- Promote effective and productive community engagement through social media
- Minimise miscommunication or inappropriate communications

With training, employees are encouraged to contribute to official YPRL social media platforms to engage with the community, support customer service and promote YPRL.

All use of social media, for work and personal use linking to work, must comply with YPRL's Code of Conduct.

All interactions with YPRL social media sites by patrons or other users must comply with YPRL's Responsible Conduct Policy.

YPRL reserves the right to remove or moderate any illegal, offensive, or defamatory content or anything that does not comply with its Code of Conduct (staff) or Responsible Conduct Policy (public).

REPORT

This Social Media Policy replaces the previous version which was last updated in 2020.

The 2023 policy update includes:

- Minor changes to reflect YPRL policy name changes
- The addition of a statement that YPRL social media platforms will be assessed against Federal Government recommendations for use.
- The addition of a statement regarding passwords being updated regularly to comply with YPRL cyber security procedures.
- The addition of a statement regarding social media use complying with the [Criminal Code Act 1995 \(Cth\)](#)

CONSULTATION

Senior Leadership Team and YPRL Consultative Committee.

CRITICAL DATES

N/A

FINANCIAL IMPLICATIONS

Nil

POLICY STRATEGY AND LEGISLATION

N/A

LINKS TO LIBRARY PLAN**Outcomes:**

- **Knowledge and learning:** Together we build capacity and confidence for people across our communities to meaningfully participate in work and community life.
- **Connection:** Create places and spaces for people throughout our communities to connect, belong and actively engage with each other
- **Organisational strength:** Investment in our staff, capacity, and governance to ensure we are capable and ready to adapt, learn and empower our communities in environmentally and socially responsible ways.
- **Wellbeing:** Help individuals and communities to better engage in, understand and take positive actions to support their mental and physical health.

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.

CONCLUSION

With its increased focus on digital engagement, YPRL's Social Media Policy 2023-2025 guides the ongoing appropriateness and effectiveness of staff communications on social media.

RECOMMENDATION

THAT the Board resolves to RECEIVE and ADOPT the Social Media Policy.

M: _____

S: _____

Policy Adopted by Board	
Policy Name	Social Media Policy
Version number	3.0
Policy date	June 2023
Date to be reviewed	June 2025
Responsibility	Executive Manager Public Participation
Related YPRL Policies and Procedures	Employee Code of Conduct Responsible Conduct Policy Marketing Action Plan Operations Manual Performance Improvement & Disciplinary Policy Equal Employment Opportunity, Anti-Discrimination Bullying and Sexual Harassment Policy Privacy Policy

Purpose

Yarra Plenty Regional Library Service (YPRL) recognises that social media is an integral part of our ongoing engagement with the community. The purpose of this policy is to provide understanding and guidance for the appropriate use of social media platforms and tools for YPRL employees to conduct YPRL business. It also provides guidelines regarding personal use of social media.

Scope

This policy applies to all YPRL employees, volunteers and contractors. It applies to:

Use of social media on behalf of YPRL

Personal use of social media which may link to or impact YPRL. This may involve any social media format regardless of whether users are using YPRL owned equipment or not, are on YPRL premises or not, and are within or outside their working hours.

This policy aims to:

Inform appropriate use of social media tools for YPRL

Promote effective and productive community engagement through social media

Minimise miscommunication or inappropriate communications

This policy applies to those digital spaces where people may comment, contribute, create, upload, communicate and share content ('social media'), including but not limited to:

Blogs and podcasts

- Social networking sites (e.g. Facebook, LinkedIn)
- Video and photo sharing sites (e.g. Flickr, YouTube, Instagram, Pinterest)

- Micro-blogging sites (e.g. Twitter, Instagram)
- News sites, bulletin boards, forums and discussion boards
- Instant messaging facilities (e.g. Snapchat)
- Online encyclopedias (e.g. Wikipedia) and wikis
- Online publishing and writing forums (e.g. Tablo)

Policy

Business Use

Employees are encouraged to contribute to official YPRL social media presences to enable customer service and promotion of YPRL.

All official YPRL social media use must:

- be developed and delivered in accordance with YPRL's Marketing Action Plan
- be a part of customer service, information sharing, or promotional activities approved by a Manager
- comply with YPRL's Employee Code of Conduct

Personal Use

Personal use is engaging in social media as a private citizen on any social media channel regardless of whether on YPRL premises or within or outside working hours.

YPRL supports individuals who choose to use social media in their capacity as private citizens, without intrusion. It is important for individuals to be mindful that where personal social media use may link to or impact YPRL or individuals associated with YPRL, compliance with YPRL policies including the Employee Code of Conduct is required.

Comments, photos or other material which may link to or impact YPRL and would breach YPRL policy or damage YPRL's reputation or the reputation of YPRL Board members, employees or volunteers should not be posted on any social media.

Personal use of social media at work should only be undertaken during breaks. Personal use of mobile phones and tablets at work should comply with YPRL's Personal Staff Use of Mobile Phones in the Operations Manual.

Prohibited Content

The following content is not permitted to be posted to social media under any circumstance.

Abusive or inappropriate content, including but not limited to:

- Profanity or material that would offend contemporary standards of taste and decency
- Inappropriate sexual language
- Discriminatory material in relation to a person or group based on the attributes outlined in YPRL's Equal Employment Opportunity, Anti-Discrimination Bullying and Sexual Harassment Policy.
- Statements that breach human rights

Material that would breach applicable laws, i.e. defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks, etc., including but not limited to:

- Content that is false or misleading
- Copyright or trademark protected materials
- Illegal material or materials designed to encourage law breaking
- Personal details or references to YPRL, Board members, staff, volunteers or third parties that may breach privacy and/or defamation laws
- Statements that may be considered to be bullying or harassment
- Material that would breach third-party contractual obligations
- Confidential information about YPRL or third parties
- Material that could compromise YPRL employees or the safety of
- Spam, meaning the distribution of unsolicited bulk electronic messages
- Material which would bring YPRL into disrepute

If there is any doubt about applying the provisions of this policy, check with the Executive Manager Public Participation or another Executive Manager / Senior Manager before using social media to communicate.

Responsibilities

Authorisation

Any staff member who has undertaken social media training and is across the Social Media target audiences, processes, and guidelines can contribute to YPRL media in accordance with the best practice advice found on the YPRL intranet.

No new platforms, sites, groups or library social media accounts are to be set up without the approval of the Executive Manager Public Participation.

We will review the use of our social media platforms based on any security advice given by government.

The Marketing team maintains a register of social media accounts and a record of all generic usernames and passwords used. All generic passwords are changed on a regularly basis, or when staff with access to the passwords leave. If a generic login for a social media account has its password updated, a representative from Marketing must be informed.

Modification and Moderation

Any YPRL social media accounts must be consistently monitored and moderated to ensure that all posts and comments comply with YPRL's Employee Code of Conduct, Social Media Policy and Responsible Conduct Policy and comply with the [Criminal Code Act 1995 \(Cth\)](#) and any breaches will be referred to the appropriate jurisdiction for investigation.

YPRL encourages free speech, however, moderation must be undertaken if a post contains one or more of the following:

- Breach of Responsible Conduct Policy (public)
- Breach of Employee Code of Conduct or Social Media Policy (staff)
- Cyber bullying or harassment

- Defamatory, slanderous or aggressive attacks on YPRL, a Board member, employee, volunteer or member of the public
- Breach of copyright
- Breach of privacy
- Illegal or offensive content

Breach of Policy

Breaches of this policy may lead to action in accordance with YPRL's disciplinary policy and procedure, which may include termination of employment or association.

YPRL reserves the right to remove, where possible, content that violates this policy or any associated policies.

Employees or volunteers who become aware of inappropriate content in relation to YPRL on a social media forum should report the matter to the Executive Manager Public Participation as soon as possible. If the inappropriate content concerns an employee, also notify the People & Culture department and relevant manager as soon as practicable.

[END OF SOCIAL MEDIA POLICY]

Agenda Item 7: YPRL Investment Policy (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Finance and Administration Manager
Attachment:	7. – YPRL Investment Policy Draft

REPORT

SUMMARY

The purpose of this report is for the Board to adopt the Investment Policy 2023.

REPORT

The proposed Investment Policy enhances YPRL governance and demonstrates a commitment to the care of public resources. The purpose of the investment policy is to ensure:

- Funds are invested in accordance with legislative and YPRL requirements.
- Effective internal controls and appropriate delegation levels are in place to minimise risks associated with the investment process.
- Investment portfolio is prudently managed in line with the investment objectives.
- Sufficient liquidity for YPRL's operational commitments.

The Investment Policy 2023 was developed in accordance with YPRL Member Councils' policies and endorsed by the Audit Committee (April 2023).

CONSULTATION

YPRL Executive Leadership Team members and YPRL Audit Committee members.

CRITICAL DATES

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY STRATEGY AND LEGISLATION

N/A

LINKS TO LIBRARY PLAN

Outcome:

- **Organisational strength:** Investment in our staff, capacity, and governance to ensure we are capable and ready to adapt, learn and empower our communities in environmentally and socially responsible ways.

Priorities:

- Governance and technology.
- Environmental and social sustainability.
- A resilient and thriving organisation.

DECLARATIONS OF CONFLICTS 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.

CONCLUSION

The proposed Investment Policy enhances YPRL governance and demonstrates a commitment to the care of public resources.

RECOMMENDATION

THAT the Board resolve to RECEIVE and ADOPT the YPRL Investment Policy.

M: _____
S: _____



Draft Investment Policy to be endorsed by Audit Committee and adopted by YPRL Board	
Policy Name	YPRL Investment Policy
Version number	1.0
Policy date	June 2023
Date to be reviewed	December 2025
Responsibility	CEO
Related Policies and Procedures	Employee Code of Conduct YPRL Fraud and Corruption Control Policy Instrument of Sub Delegation



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1. Purpose

The purpose of Yarra Plenty Regional Library (YPRL) investment policy is to ensure:

- 1.1. Funds are invested in accordance with legislative and YPRL requirements.
- 1.2. Effective internal controls and appropriate delegation levels are in place to minimise risks associated with the investment process.
- 1.3. Investment portfolio is prudently managed in line with the investment objectives.
- 1.4. Sufficient liquidity for YPRL’s operational commitments.

2. Scope

The investment policy is applicable to all YPRL officers responsible for the management of the investment portfolio.

3. Investment objectives

The investment strategy will be developed, implemented, and maintained in accordance with the following investment objectives and this policy.

3.1 Return

The investment portfolio, considering YPRL investment constrains, should achieve a return that matches the 3-month Bank Bill Swap Rate (BBSW) midpoint average. The BBSW is a widely recognised benchmark that reflects the interest rate that Prime Banks pay in the market.

3.2 Risk tolerance

3.2.1. Capital Preservation

Capital preservation shall be the main objective of the investment portfolio.

3.2.2. Investment risk exposure

YPRL will consider the following Standard & Poor’s (S&P) credit risk ratings for its direct investments:

S&P Short Term Rating	S&P Long Term Rating	Maximum % in individual counterparty	Maximum % of overall portfolio
A1+ Extremely strong capacity to pay	AAA to AA- Extremely/Very strong capacity to pay	0% to 100%	0% to 100%
A1 Strong capacity to pay	A+, A Strong capacity to pay	0% to 50%	0% to 50%
A2 Satisfactory capacity to pay	A-, BBB+ Strong/Adequate capacity to pay	0% to 25%	0% to 25%



YPRL will maintain a current list of Short- and Long-Term paper ratings of all institutions. In the instance that an investment is downgraded outside of this policy parameters, YPRL will divest the investment within 30 days or as soon as is practicable.

3.3. Investment horizon

The investment horizon will be based on the required return, the forecast cash requirements, and the assessment of the economic environment. The term to maturity of any YPRL direct investment cannot exceed the final date of the most recent signed Primary Agreement (Council's agreement to from Yarra Plenty Regional Library Service).

3.4. Liquidity

Investments will not compromise YPRL's cash availability to meet the operational requirements.

3.5. Sustainable investments

YPRL, where practical, prefers financial institutions that are consistent with the environmental, social, and governance objectives of YPRL and its member councils.

3.6. Legislative requirements – Local Government Act 1989

The Local Government Act 1989 (The Act), section 143 Investments, establishes the following options to invest any money:

- 3.6.1. in Government securities of the Commonwealth
- 3.6.2. in securities guaranteed by the Government of Victoria
- 3.6.3. in with an authorised deposit-taking institution
- 3.6.4. with any financial institution guaranteed by the Government of Victoria
- 3.6.5. on deposit with an eligible money market dealer within the meaning of the Corporations Act
- 3.6.6. in any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorised manner of investment for the purposes of this section

4. Responsibilities and authority

The Chief Executive Officer (CEO) is the responsible officer for all investment decisions. By the Instrument of Sub-delegation, the CEO delegates to the Finance and Administration Manager the responsibility for managing the investment portfolio and set the operating boundaries.



4.1. Conflict of Interest

Finance and Administration Manager shall refrain from personal activities that would conflict with the proper execution and management of YPRL's investment portfolio. This policy requires to disclose any conflict of interest to the CEO.

4.2. Prudent person standard

All investments are to be made exercising care, diligence, and skill that a prudent person of business would exercise in managing the affairs of other person. The Finance and Administration Manager should always maintain a professional balance of risk and return and act as a steward of YPRL funds.

5. Investment Reporting

5.1. Quarterly Reporting

As part of the Quarterly Finance Report, an investment section is included to record the performance and composition of the investment portfolio.

5.2 Annual Reporting

An annual investment report will be submitted to the Audit Committee comprising the annual performance of the investment portfolio.

6. Internal control

The Finance and Administration Manager shall establish and maintain the appropriate investment procedure in accordance with this policy.

7. Policy review

This policy will be reviewed each new Primary Agreement term or as required in the event of significant changes.

[END OF YPRL INVESTMENT POLICY]

Agenda Item 8: Adoption of the Uluru Statement from the Heart (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Jane Cowell, Chief Executive Officer
Attachments:	8a – Uluru Statement from the Heart 8b – Draft Uluru Statement from the Heart YPRL

REPORT

SUMMARY

This paper is being re-presented following further consultation with City of Whittlesea and Nillumbik Shire Council.

On Friday 26 May 2017, Delegates of the National Constitutional Convention released the 'Uluru Statement from the Heart' (Attachment 8a). In 2022, the Albanese Labor Government confirmed commitment to implement the Uluru Statement in full and announced that a referendum on The Voice to Parliament, which will ask Australians to agree to alter the Constitution to recognise the First Peoples of Australia by establishing an Aboriginal and Torres Strait Islander Voice. Since 2018, several Councils across Australia have led motions to endorse the Uluru Statement including Banyule City Council.

The Board has an opportunity to recognise the need for and support of constitutional change by committing to the Uluru Statement in full and taking the recommended practical action to walk together to build a reconciled community in Banyule, City of Whittlesea and Nillumbik Shire.

INTRODUCTION

Over the past 18 months, YPRL staff have been working with First Nations elders in the City of Whittlesea and Banyule City to discuss how YPRL Library branches could be more welcoming to First Nations people. The feedback we have received is that our First Nations families cannot see themselves within the library buildings. Key actions YPRL are taking after receiving this feedback are:

- To work with community to build a "Deadly Collection" focusing on First Nations culture
- Purchase First Nations artwork telling the local First Nations story of the area (Eltham Library and Diamond Valley Library)
- Build First Nations cultural understanding with all YPRL staff
- Ensure all school holiday programs have a First Nations cultural activity
- Introduced a Storytime Acknowledgement to Country undertaken at every Storytime
- Introduced Storytime in First Nations Language at Thomastown Library
- In the process of installing at every Branch AATSIC cultural maps of Australia so that community can point to where their family is from and know that language.

- Discussing with community regarding installation of the First Nations, Torres Strait Islander, and Australian Flags (small) on information desks.

It is now time to take the next step in the YPRL journey in building stronger relationships with our First Nations community to formally adopt the Uluru Statement from the Heart in full and take practical actions to support our three member Councils for a reconciled community leading to a better future for all.

REPORT

The Uluru Statement calls for a constitutionally enshrined First Nations Voice to Parliament, along with the establishment of a Makarrata Commission, to undertake the processes of treaty-making and truth-telling. This is an important step in Australia's reconciliation journey and one that YPRL can actively participate in.

Aboriginal and Torres Strait Islander people have consistently called for self-determination, rather than symbolism, to make a real difference to their lives. The Uluru Statement is an invitation from Aboriginal and Torres Strait Islander people to 'walk with us in a movement of the Australian people for a better future'. A Voice to Parliament will give Aboriginal and Torres Strait Islander people agency to help inform decisions that impact their lives.

Libraries play an important role in supporting the journey towards Constitutional Recognition of Aboriginal and Torres Strait Islander people. As trusted community institutions, libraries are well-placed to ensure community members are informed accurately, offer educational opportunities for the wider community to learn more about First Nations culture and to lead community engagement and learning activities about the Voice, Treaty and Truth. Through information sharing and partnering with our member Councils YPRL will provide the community with trusted information to enable them to make informed decisions in the upcoming referendum.

At the April Board meeting, Board members requested further information regarding member Councils' response to the Uluru Statement from the Heart. Banyule City Council has formally endorsed the Uluru Statement from the Heart in 2023. Nillumbik Shire Council Mayor signed the Mayors for the Voice to Parliament Statement in December 2022, a joint statement from Australian Local Government Mayors publicly supporting the Uluru Statement from the Heart and the upcoming referendum on whether to constitutionally recognise Aboriginal and Torres Strait Islander people through a Voice to Parliament. City of Whittlesea are currently considering their formal position on the Uluru Statement from the Heart.

Board members also asked how Library staff would be able to speak about the difference between supporting the Uluru Statement from the Heart and about the Voice referendum. 150 staff attended the Staff Professional Development Conference with one Keynote delivered by Zali Mifsud, Banyule First Nations Lead detailing the difference between the two. Further, the National Indigenous Australians Agency (NIAA) will shortly be sending boxes of hardcopy material about the Voice referendum to every library branch in Victoria. The materials, comprised of booklets, leaflets and posters, are designed to provide a neutral source of factual information to the Australian public, to ensure Australian's can

make an informed vote at the referendum to be held between October and December this year. Libraries are recognised as an important conduit of reliable information to the public, and the materials should reach YPRL by mid-June which will provide staff with a factual resource to support them in referring community members to information.

YPRL will also develop a full risk plan prior to the physical positioning of the Uluru Statement from the Heart banners and share this with each Branch Library Manager for communication with individual branch staff. This is similar to the process developed in regard to IDAHOBIT events and understanding the risks involved. Australian Library and Information Association (ALIA) have also worked with the Aboriginal Library Staff Advisory committee to develop a draft risk plan for all libraries to adapt and YPRL will use this as a base to develop our own.

CONSULTATION:

First Nations Elders in City of Whittlesea, Banyule City and Nillumbik Shire
First Nations Staff

CRITICAL DATES

The Voice Referendum is scheduled between October and December 2023.

FINANCIAL IMPLICATIONS

N/A

POLICY STRATEGY AND LEGISLATION

There are no direct legal implications arising from the recommendation contained in this report.

LINKS TO LIBRARY PLAN

Outcomes:

- **Connection:** Create places and spaces for people throughout our communities to connect, belong and actively engage with each other.
- **Wellbeing:** Help individuals and communities to better engage in, understand and take positive actions to support their mental and physical health.

Priorities:

- Participation and belonging.
- Outreach.
- Mental, physical and social wellbeing.

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.

CONCLUSION

With the further information it is recommended that the Board adopts the Uluru Statement from the Heart and undertakes the following actions:

- Registering YPRL's support for the Uluru Statement on the official Uluru Dialogue website (UluruStatement.org).
- Display the Uluru Statement logo on YPRL's Website and include in all email signatures
- Show support and generate community conversations by installing visible copies of the Uluru Statement in full to be displayed as Pull-up Signs in all Branch Libraries (Attachment 8b)
- Continue to work with First Nations community and local Reconciliation Action Committees to build strong, respectful relationships to work towards an Aboriginal Advisory Group for YPRL with representatives from each Council area.

RECOMMENDATION

THAT the Board resolves to ADOPT the 'Uluru Statement from the Heart' in full and take practical action for a better future and reconciled Australia and associated actions as outlined in the report.

M: _____
S: _____

Item: 3.1

Attachment 1: Uluru Statement from the Heart

ULURU STATEMENT FROM THE HEART

We, gathered at the 2017 National Constitutional Convention, coming from all points of the southern sky, make this statement from the heart:

Our Aboriginal and Torres Strait Islander tribes were the first sovereign Nations of the Australian continent and its adjacent islands, and possessed it under our own laws and customs. This our ancestors did, according to the reckoning of our culture, from the Creation, according to the common law from 'time immemorial', and according to science more than 60,000 years ago.

This sovereignty is a *spiritual notion: the ancestral tie between the land, or 'mother nature', and the Aboriginal and Torres Strait Islander peoples who were born therefrom, remain attached thereto, and must one day return thither to be united with our ancestors. This link is the basis of the ownership of the soil, or better, of sovereignty.* It has never been ceded or extinguished, and co-exists with the sovereignty of the Crown.

How could it be otherwise? That peoples possessed a land for sixty millennia and this sacred link disappears from world history in merely the last two hundred years?

With substantive constitutional change and structural reform, we believe this ancient sovereignty can shine through as a fuller expression of Australia's nationhood.

Proportionally, we are the most incarcerated people on the planet. We are not an innately criminal people. Our children are alienated from their families at unprecedented rates. This cannot be because we have no love for them. And our youth languish in detention in obscene numbers. They should be our hope for the future.

These dimensions of our crisis tell plainly the structural nature of our problem. This is *the torment of our powerlessness.*

We seek constitutional reforms to empower our people and take a *rightful place* in our own country. When we have power over our destiny our children will flourish. They will walk in two worlds and their culture will be a gift to their country.

We call for the establishment of a First Nations Voice enshrined in the Constitution.

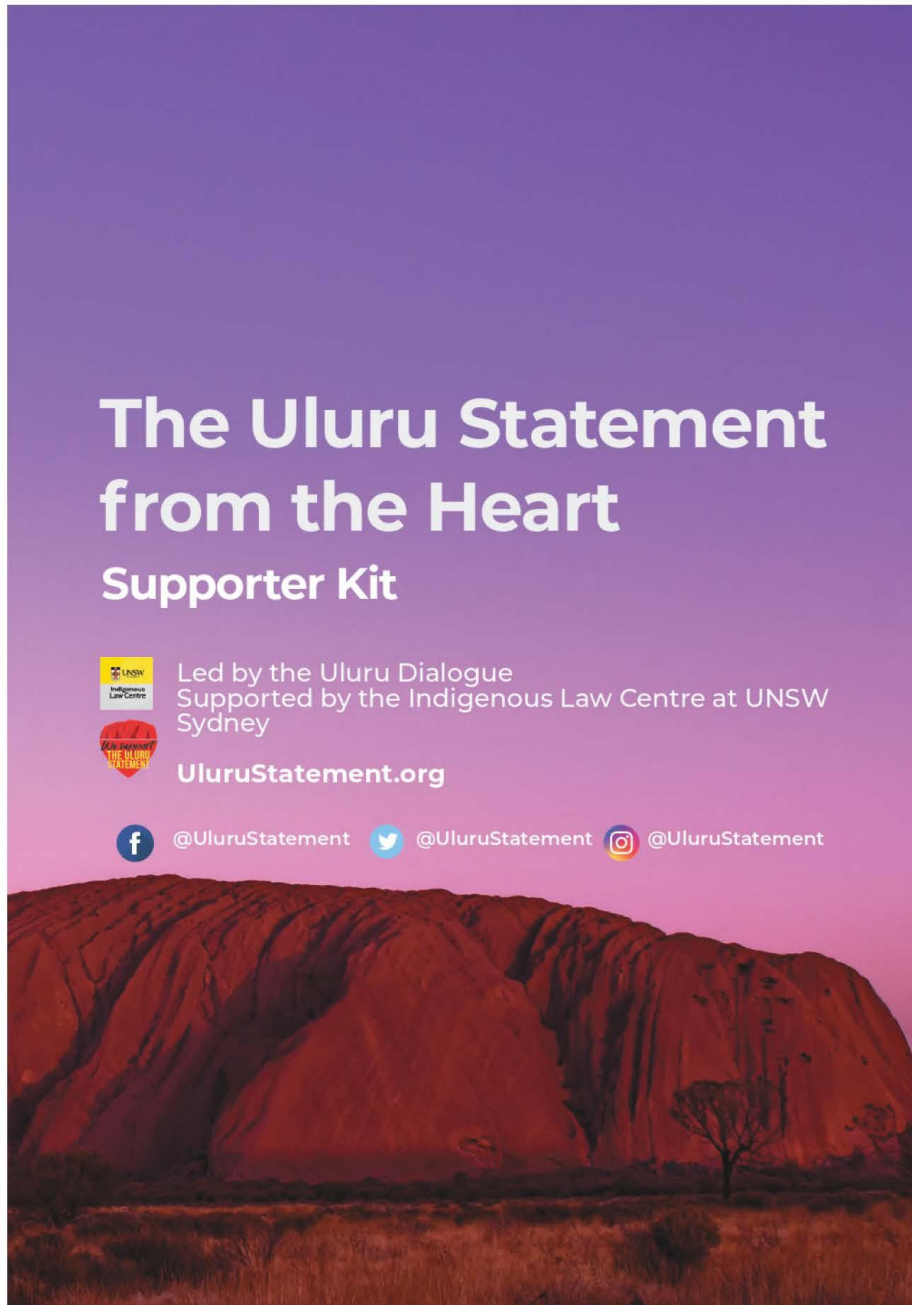
Makarrata is the culmination of our agenda: *the coming together after a struggle.* It captures our aspirations for a fair and truthful relationship with the people of Australia and a better future for our children based on justice and self-determination.

We seek a Makarrata Commission to supervise a process of agreement-making between governments and First Nations and truth-telling about our history.

In 1967 we were counted, in 2017 we seek to be heard. We leave base camp and start our trek across this vast country. We invite you to walk with us in a movement of the Australian people for a better future.

Item: 3.1

Attachment 2: Uluru Statement from the Heart - Supporter Toolkit



Item: 3.1

Attachment 2: Uluru Statement from the Heart - Supporter Toolkit

Walk with us to a better Australia

The Uluru Statement from the Heart is an invitation to the Australian people to work with First Nations people to create a better future. It is a gift: a strategic roadmap to peace, where First Nations peoples take a rightful place in our own land. It is a moment where all Australians can come together to realise our nation's true potential.

This roadmap, set out in the Uluru Statement, is Voice, Treaty and Truth. The path to a better Australia. But we need your voice to get there. We need you, your family, friends, organisations, and communities to rally together and to help us make this a reality. The time is now.

We are calling on all Australians to walk with us in support of a Voice to Parliament enshrined in the Constitution.

A First Nations Voice, protected by the Constitution, will mean that agreement-making and truth-telling can finally be done on equal terms. With Voice, we can begin the journey of *coming together after a struggle* – Makarrata.

We are the Uluru Dialogue. We are a group of First Nations people from across Australia that have the cultural responsibility for progressing the reforms called for in the Uluru Statement from the Heart. We are based at the UNSW Indigenous Law Centre (ILC), Australia's oldest and only Indigenous legal research unit, that has supported much of the foundational work that led to the Uluru Statement. Our work is grounded in the cultural authority and mandate of the Uluru Statement and is informed by the ILC's research on law reform.

Now, almost four years on from the issuing of the Uluru Statement to the Australian people, we are asking for your help. We've put together this Supporter Kit as part of a national education project on the first reform: **enshrining a Voice to Parliament in the Australian Constitution.**

We need you to lead conversations in your own community, through your networks, workplaces, into schools and around family dinner tables. We need you to use your voice, so that a First Nations Voice can be protected and listened to for generations to come. For our voices to be a fundamental part of the national story.

You can make a difference and you can make it now. It is we, the Australian people, who have the power to unlock the Australian Constitution. It is we, the Australian people, walking together, who can lead governments to take the necessary steps to enact lasting and meaningful change.

We need you to show the government and the parliament that the Australian people are ready to accept the invitation of the Uluru Statement to walk together to a better Australia. We can't wait any longer.

We need you now. Lend us your Voice.

Aunty Pat Anderson AO, Professor Megan Davis & Roy Ah-See
Co-Chairs, Uluru Dialogue

0.1

Item: 3.1

Attachment 2: Uluru Statement from the Heart - Supporter Toolkit

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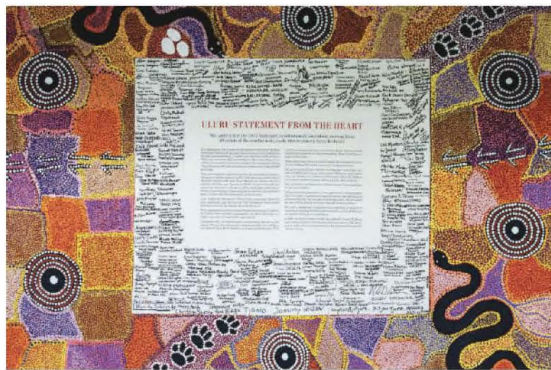


Image: The **Uluru Statement from the Heart**. Issued to the Australian people on 26 May 2017.

Front and Back: Uluru at the Uluru Climb Closure Ceremony, Jimmy-Widders Hunt.

0.2

Where are we now?

1200 First Nations People

In 2016-2017, over 1200 First Nations people participated in the first ever Indigenous designed and led deliberative process asking First Nations what meaningful constitutional recognition to them.

This historic process culminated in the adoption of the Uluru Statement from the Heart in May 2017, which makes clear there is one proposal for recognition that has consensus support: the constitutional enshrinement of a First Nations Voice.

9 Reports

Since 2010, no fewer than 9 reports have considered constitutional recognition of First Nations people.

In 2018, a Joint Select Committee concluded there was only one option for constitutional recognition that was viable: an Indigenous Voice to Parliament. The Committee said it must be designed first before a referendum. In 2020, the government started a co-design process. In January 2021, this process released an Interim Report for public consultation and is open for everyone to have their say.

94% of the Australian public

In 2020, 94% of the general community agreed it is important that Aboriginal and Torres Strait Islander people have a say in matters that affect them.

86% of the general community think it's important to establish a representative Indigenous body.

81% of the general community think it is important to protect that body within the constitution.

Source: Reconciliation Australia – 2020 Barometer

\$160 million government commitment

At the 2019 federal election, the Liberal party took a commitment to pursue constitutional recognition to the federal election. Including:

\$7.3 million to develop a proposal to take to a referendum

Budget allocation of \$160 million to hold a referendum, held 'once a model has been settled'.

This policy stated that more work was needed on "what model we take to a referendum and what a Voice to Parliament would be".

Uluru Statement from the Heart Supporter Kit – UluruStatement.org

0.3

Item: 3.1

Attachment 2: Uluru Statement from the Heart - Supporter Toolkit

Why we need your support

The Referendum Council recommended that a referendum be held as soon as practicable to enshrine a Voice to Parliament and commence the journey to Voice, Treaty and Truth. The Referendum Council was confident that the detail on a Voice would be worked out after a referendum supervised by the Australian parliament.

A 2018 parliamentary committee on the other hand recommended that there is more 'meat on the bones' of a Voice before can go to a referendum. Now, in 2021, the government's handpicked committee chosen to design the voice has released a report. It has asked the Australian people for their views. And following this report we believe there is plenty of information about what a Voice may look like and it is time for the government to put the Voice to the Australian people in a referendum.

The Minister of Indigenous Affairs Ken Wyatt banned consideration of Uluru through the Terms of Reference for the co-design groups. Minister Wyatt has sought to ignore First Nations and public support for constitutional enshrinement. The Interim Report avoids the issue by saying, incorrectly, that the line between Parliament and the Government is thin.

That's why we need you now!

There is a real risk is that constitutional recognition will be separated from the idea of a First Nations Voice. This risks the government putting in place a legislative Voice and pursuing a symbolic form of constitutional recognition that does not accord with the wishes of First Nations people themselves.

The Morrison Government needs to hear NOW that constitutional enshrinement of a First Nations Voice has overwhelming support amongst the Australian voting public.

Uluru Statement from the Heart Supporter Kit – UluruStatement.org

0.4

Item: 3.1

Attachment 2: Uluru Statement from the Heart - Supporter Toolkit

This Supporters Kit gives you the tools to do that. It gives you practical actions you can take NOW.



In 1967 we were counted, in 2017 we seek to be heard. We leave base camp and start our trek across this vast country. We invite you to walk with us in a movement of the Australian people for a better future.

Uluru Statement from the Heart, 26 May 2017.



YOUR CALL TO ACTION

We walked together in 1967. We are asking to walk together again.

1. **Accept the invitation** at the official Uluru Dialogue website (UluruStatement.org) by signing your support.
2. **Use this toolkit** to start and lead conversations with your friends and family and work colleagues.
3. **Make your support known** - share your support through your networks, online with our social media (@UluruStatement, #UluruStatement) and let your Federal, State and Local Government representatives know you support a referendum on a constitutionally protected First Nations Voice. Visit UluruStatement.org for more information.

Uluru Statement from the Heart Supporter Kit – UluruStatement.org

0.5

Appendix A – Tell people about your support for a Voice to Parliament, enshrined in the constitution after making a submission!

IT'S TIME to demonstrate the strong public support that already exists for a Voice to Parliament enshrined in the Constitution and to make our collective voices heard.

On your website

Add the Uluru Statement logo to your website with the following text.

(Your organisation) accepts the invitation of the Uluru Statement from the Heart and supports a First Nations Voice to Parliament enshrined in the Australian Constitution. (insert hyperlink to official Uluru Dialogue website UluruStatement.org)



On your email signature

Consider inserting the following text along with one of our email banners below. *(I /or organisation name) accept the invitation of the Uluru Statement from the Heart and support a First Nations Voice to Parliament enshrined in the Australian Constitution.*

Choose a banner, copy and paste it to your email signature. Encourage our colleagues, friends and family to do the same.



Download [here](#)

0.7

Item: 3.1

Attachment 2: Uluru Statement from the Heart - Supporter Toolkit



Download [here](#)



Download [here](#)

On your social media

Below are some tiles you can use across your social media to show your support. Make sure you tag us [@UluruStatement](#).

Profile pictures



 Download [here](#)

 Download [here](#)


 Download [here](#)

0.8

Item: 3.1


Attachment 2: Uluru Statement from the Heart - Supporter Toolkit


"I accept" posts




I accept the invitation of the Uluru Statement from the Heart.

You can too by visiting UluruStatement.org for more information.


 **Uluru Dialogue**


 [Download here](#)



I accept the invitation of the Uluru Statement from the Heart.

You can too by visiting UluruStatement.org for more information.

 **Uluru Dialogue**

 [Download here](#)

0.9

Item: 3.1

Attachment 2: Uluru Statement from the Heart - Supporter Toolkit



 [Download here](#)

"IT'S TIME" posts



 [Download here](#)

0.10

Item: 3.1

Attachment 2: Uluru Statement from the Heart - Supporter Toolkit



 [Download here](#)

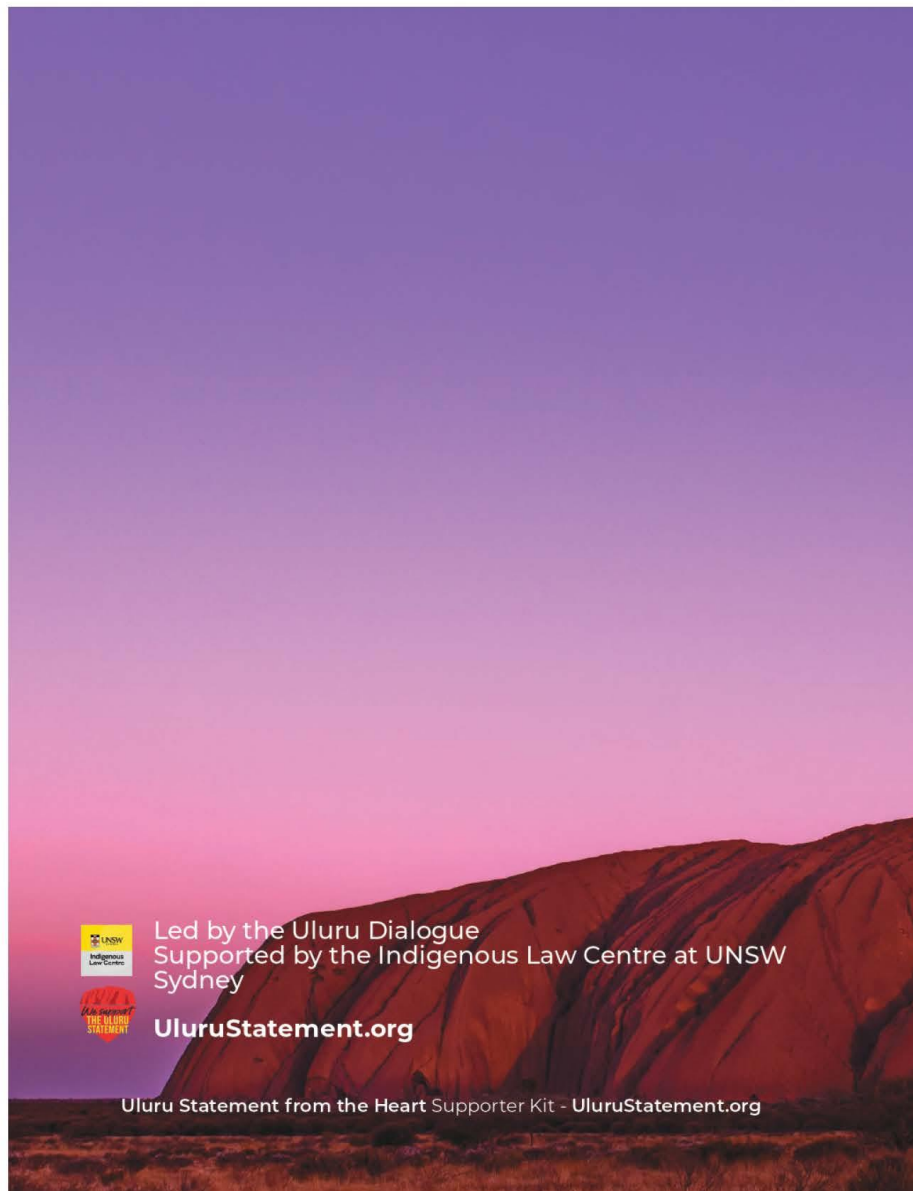


 [Download here](#)

0.11

Item: 3.1

Attachment 2: Uluru Statement from the Heart - Supporter Toolkit



ULURU STATEMENT FROM THE HEART

We, gathered at the 2017 National Constitutional Convention, coming from all points of the southern sky, make this statement from the heart:

Our Aboriginal and Torres Strait Islander tribes were the first sovereign Nations of the Australian continent and its adjacent islands, and possessed it under our own laws and customs. This our ancestors did, according to the reckoning of our culture, from the Creation, according to the common law from 'time immemorial', and according to science more than 60,000 years ago.

This sovereignty is a spiritual notion: the ancestral tie between the land, or 'mother nature', and the Aboriginal and Torres Strait Islander peoples who were born therefrom, remain attached thereto, and must one day return thither to be united with our ancestors. This link is the basis of the ownership of the soil, or better, of sovereignty. It has never been ceded or extinguished, and co-exists with the sovereignty of the Crown.

How could it be otherwise? That peoples possessed a land for sixty millennia and this sacred link disappears from world history in merely the last two hundred years?

With substantive constitutional change and structural reform, we believe this ancient sovereignty can shine through as a fuller expression of Australia's nationhood.

Proportionally, we are the most incarcerated people on the planet. We are not an innately criminal people. Our children are alienated from their families at unprecedented rates. This cannot be because we have no love for them. And our youth languish in detention in obscene numbers. They should be our hope for the future.

These dimensions of our crisis tell plainly the structural nature of our problem. This is the torment of our powerlessness.

We seek constitutional reforms to empower our people and take a rightful place in our own country. When we have power over our destiny our children will flourish. They will walk in two worlds and their culture will be a gift to their country. We call for the establishment of a First Nations Voice enshrined in the Constitution.

Makarrata is the culmination of our agenda: the coming together after a struggle. It captures our aspirations for a fair and truthful relationship with the people of Australia and a better future for our children based on justice and self-determination.

We seek a Makarrata Commission to supervise a process of agreement-making between governments and First Nations and truth-telling about our history.

In 1967 we were counted, in 2017 we seek to be heard. We leave base camp and start our trek across this vast country. We invite you to walk with us in a movement of the Australian people for a better future.

We support the Uluru
Statement from the Heart.



YARRA PLENTY
REGIONAL LIBRARY

Yarra Plenty Regional Library 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.

HISTORY IS CALLING

We accept the invitation of the Uluru Statement from the Heart
ulurustatement.org

Agenda Item 9: IDAHOBIT Day Report

Responsible Officer: Chief Executive Officer

Authors: Jane Cowell, Chief Executive Officer

REPORT

SUMMARY

This report is for the Board's information and details YPRL's IDAHOBIT day events, community response and the actions YPRL took to mitigate any risk of violence to staff or to the public.

INTRODUCTION

In 2019, YPRL hosted our first IDAHOBIT storytime with a Drag Queen Performer at our Whittlesea Branch. There was a lot of online criticism as this issue was taken up by segments of the community who were campaigning against the [Safe School program](#), a vital resource designed to create safe and inclusive school environments for same sex attracted, intersex and gender diverse students, staff, and their families. There was a threat of a protest communicated via social media but no-one turned up. We had 100 to the event which included Rainbow Families and children with disability as the whole focus of the storytime was it is okay to be different. Two local police were in attendance and a security guard was hired by YPRL to manage any disruptive behaviour.

2020 and 2021 were Covid affected. In 2022 we employed Frock Hudson as the Drag Queen performer, and he performed a Rainbow Storytime at Eltham, Ivanhoe and Mill Park Libraries. He also performed at an adult Drag Queen Trivia night event at Mill Park Library. There was minimal reaction from City of Whittlesea and Ivanhoe residents with a few email complaints. There was more protest via telephone calls and print mail for the Eltham event but there was no physical protest on the day of the Eltham event. A security guard was employed for the Eltham event and senior staff attended all Rainbow Storytime events with no incidents. The Rainbow Storytime events were only advertised via our eNewsletter to library members and as an event on our website. No social media advertising of the event happened in 2022.

REPORT

Celebrating IDAHOBIT day continues to be a way for YPRL to champion inclusion, diversity and tolerance of all people and builds increased understanding and inclusion of LGBTQIA+ people in our communities. YPRL's regional IDAHOBIT program included Rainbow Storytime at Eltham Library featuring Frock Hudson, Drag Trivia at Thomastown Library, an IDAHOBIT themed Storytime at Lalor Library delivered by Library staff, and a Rock and Roll celebration of karaoke and dance at Whittlesea Library presented in partnership with the City of Whittlesea and Lions Club.

YPRL continued to take a risk mitigated approach with our IDAHOBIT program not advertised via social media and only promoted via our eNews to Library members a week prior to the event. The Eltham Library Drag Queen Storytime event attracted a coordinated protest the day after the eNews was sent to Library members. This included flooding the Eltham Branch library telephone line with continuous protesting calls, email complaints and a threat of a coordinated protest on the day. There was an increase in protest and complaints from City of Whittlesea residents in relation to IDAHOBIT day events but not at the level the Drag Queen Storytime attracted.

Safety of the public and library staff was always at the forefront of the decisions taken in relation to our IDAHOBIT Day events. For all our events, security guards were hired to be in attendance to support staff in the event of a disruptive protest.

The situation continued to escalate in relation to the Drag Queen Storytime event at Eltham Library with the local Police Station Sergeants notified by Council of the event and the threat of protest. To protect staff from abusive calls, YPRL blocked the Eltham Library main YPRL phone line diverted all calls to email contact to protect staff from the continuous negative calls.

On 11 June 2023, YPRL was made aware that there had been a complaint to WorkSafe Victoria regarding the event as it would be unsafe for children and protesters. On 12 May 2023 at 1pm WorkSafe Victoria Inspector James Doulis and Inspector Richard Mason conducted an on-site inspection of our workplace at Eltham Library. Eltham Police Sergeants and Council staff were also invited to the meeting. This was a formal inspection, and the CEO was formally notified of the requirement to comply with all reasonable requests from WorkSafe Inspectors.

YPRL was able to engage Barrister at Law Duncan Chisholm pro-bono to review the Worksafe Inspection Report. The lawyer was also able to access the original complaint which he deemed not relevant to the safety procedures required by a Library Service. (the complaint related to high risk construction site requirements). YPRL updated Inspector James Doulis on all risk plans and timeline of events and decisions as per the request. The final risk plan that detailed all actions, including the staff notice on the Safe Use of social media, Psychosocial Risk Assessment flyer, and the Staff Rapid Response Notification for the staff debrief, was sent to WorkSafe on 19 May 2023.

After a meeting with the 3-member Council CEOs and the area Police Inspectors held on Monday 15 May YPRL made the decision to move the Drag Queen Storytime online. The Storytime was pre-recorded the night before with copyright for all picture books read obtained in perpetuity. This means our recording can remain live on our Facebook page to demonstrate that a Drag Queen storytime is a safe storytime with appropriate stories celebrating tolerance, inclusion and it is okay to be different. Rainbow Storytime with Frock Hudson was streamed at 12noon on 17 May and to date has 3,200 views, 312 likes and 35 shares. YPRL would like to thank Larrikin House, Simon & Schuster and Scribble Kids Books for making this possible.

YPRL also had the support of the newly formed LGBTQIA+ ally group Community Rainbow Angels who decided to continue to run a LGBTQIA+ event on the front lawn of the Eltham

Library for Rainbow Families on IDAHOBIT Day. They arranged for Frock Hudson to present Drag Queen storytime to the rainbow families in attendance 30 minutes prior to the scheduled time for our pre-recorded storytime. There were over 150 Rainbow Angels in attendance on the day with approximately 40 protestors. Police were in attendance and kept both groups separated. The event wound down at approximately 2.30pm.

The Rainbow Storytime event at Lalor attracted two female protestors with only one maintaining her place outside the library loudly protesting to all entering the building. Senior City of Whittlesea staff and Police were also in attendance. The evening adult events were conducted without incident.

Overall YPRL received 210 complaint emails regarding the Eltham Library Drag Queen storytime event and Nillumbik Council received 58 emails. The telephone line for Eltham Library was closed from Wednesday 10 May to Thursday 18th May with 496 attempted calls (from 249 numbers) during that time. Normal phone volume would be 200 calls.

YPRL also received a significant number of emails of support (148) from members of the public in response to our ongoing support of IDAHOBIT and ongoing advocacy and inclusion work. These emails were placed on the walls of our branches' staff areas so that staff could see the very real appreciation there was for the work we were doing.

'This event was wonderful! Thank you so much for running it. Queer families and queer children and young people need to see visible allies all the time, and the library is one of the best places for it to happen.'



The Board was continually updated during the week and after the IDAHOBIT events were finished at both Eltham and Lalor Libraries. YPRL also arranged for an in-person debrief session with professional psychologists and an online debrief session for all staff.

CONSULTATION

N/A

CRITICAL DATES

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY STRATEGY AND LEGISLATION

[Nillumbik Shire Council Diversity and Inclusion](#)

Banyule City Council – [Inclusive Banyule 2022-2026](#)

City of Whittlesea – [Plans, Policies and Strategies](#)

LINKS TO LIBRARY PLAN**Outcomes:**

- **Connection:** Create places and spaces for people throughout our communities to connect, belong and actively engage with each other.
- **Wellbeing:** Help individuals and communities to better engage in, understand, and take positive actions to support their mental and physical health.

Priorities:

- Participation and belonging.
- Outreach.
- Mental, physical and social wellbeing.

DECLARATIONS OF CONFLICTS 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.

CONCLUSION

Overall, the IDAHOBIT Day events were conducted without incident though some were conducted with protesters in attendance. YPRL acknowledges that for the 2024 IDAHOBIT Day program, planning will need to happen 6-9 months prior to the event and be held in conjunction with our member Councils and local Police. This way risk mitigation can be planned for much earlier. The Community Rainbow Angels proved that they were a wonderful ally and that with their support LGBTQIA+ events can be conducted safely for the participants. The Police presence to ensure protesters can be kept separate from the event is essential and ensures the safety of the public in attendance.

RECOMMENDATION

THAT the Board resolve to RECEIVE and NOTE the report.

M: _____
S: _____

F. Continuation of matters lapsed from previous meetings

All actions from previous minutes included in this agenda as item for resolution.

G. Consideration of action petitions and joint letters

H. General Business

Correspondence Received:



Hon Harriet Shing MP

Minister for Water
Minister for Regional Development
Minister for Equality
Minister for Commonwealth Games Legacy

8 Nicholson Street
East Melbourne, Victoria 3002

To all the staff at Eltham library,

I know that recent weeks and days have become really hard, and that you are under a lot of pressure about the Drag Story Time event for IDAHOBIT next Wednesday.

But please know that what you are doing is making the most incredible and positive difference to the lives of so many LGBTQ+ people across Victoria, and around Australia.

You are providing a safe space where people just like me can be visible, included, and connected.

Your determination, love and kindness goes beyond the jobs that you do (which is a pretty big statement given how wonderful librarians are!); you are the very best of us.

And there will be people whose names you will never know; people who you will never meet, people who will not visit your library, whose lives have and will nonetheless be made so much better because of you.

With my warmest regards and deepest respect and gratitude,

Harriet Shing MP
Minister for Equality

12/05/2023



Enquiries: Cr Ben Ramcharan, Mayor
Telephone: 9433 3104

29 May 2023

To our wonderful staff at Nillumbik and Diamond Valley Regional Libraries

I'd like to say a huge thank you to you all for the support you've shown for LGBTIQ+ people in the past weeks.

To our customer service staff and library staff who fielded vast numbers of phone calls and emails, some described as 'vile'. To our Communities Team who are leading the implementation of our Access, Equity and Inclusion Policy. To our Comms Team who helped broadcast our message of love and support. To management who supported the event and ultimately had to make the tough decisions. And to everyone else in our organisations who have lent their support and kindness in this time.

Your professionalism, diligence and hard-work have been outstanding and our support for the LGBTIQ+ community has not gone unnoticed.

I know the decision to move the event online was not taken lightly but I am so proud that we pushed ahead. Where other councils and library services were forced to cancel, we ran an online event which anyone, anywhere, can view at their leisure, with a recording permanently available on Facebook. We defied the haters.

In the end, our wonderful community came together and ran their own version of the event despite the decision to make it virtual. Crowds of supporters outside the library vastly outnumbered the protesters and I think it is safe to say that we won.

I am sorry for the hate and vitriol that has been directed at you by some individuals these last couple of weeks. This is not something you should have to deal with at work – but I am so proud of how you handled it.

I note management have sent details on how to access our Employee Assistance Program and I encourage you to take up this offer if the situation has affected you in any way.

You have all made a difference. In the face of an attempt to drive hatred and division, we have instead shown love and support and I cannot put into words how much that means to so many people in our community.

Yours sincerely

A handwritten signature in black ink that reads "Ben Ramcharan".

Cr Ben Ramcharan
Mayor

I. Reports from delegates appointed by the Board to other bodies

J. Urgent Business

K. Confidential Meeting (meeting closed to the public as per 89 (2) of the Local Government Act 1989

RECOMMENDATION

THAT the Board resolve that the Confidential Meeting be held in camera at.....

M: _____

S: _____

RECOMMENDATION

THAT the Board resolve that the Ordinary Board Meeting be reopened to the public at.....

M: _____

S: _____

[END OF YPRL ORDINARY BOARD MEETING]