



## AGENDA PAPER

and  
accompanying documents  
for the

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

Thursday 27 June 2024  
at  
6.00pm

Diamond Valley Library,  
Civic Drive, Greensborough, 3088

**TO BOARD MEMBER**

Yarra Plenty Regional Library Board Meeting will be held on:

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**DATE AND TIME:**

Thursday 27 June 2024 at 6.00pm

**LOCATION:**

Diamond Valley Library, Civic Drive, Greensborough, VIC 3088

**APOLOGIES:**

If you cannot attend the meeting, please email [dlamb@ypri.vic.gov.au](mailto:dlamb@ypri.vic.gov.au)  
by **Monday 24 June 2024**

**Chief Executive Officer**

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## A. Welcome and Apologies

Corrienne Nichols – Nillumbik Shire Council. Nichole Johnson is the nominated delegate for this meeting.

## B. Acknowledgement to Traditional Custodians

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

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

## **D. Confirmation of the Minutes of the Meeting 18 April 2024**

## SECTION D

### Confirmation of the Minutes

Meeting of Thursday 18 April 2024

## E. Actions Arising

### April 2024

#### **Agenda Item 5: OHS Policy**

**ACTION:** Minor refinements to be incorporated into the OHS Policy and updated policy to be circulated via an out of session Circular Motion should this need to be approved before the scheduled June meeting.

**OUTCOME:** The OHS policy was reviewed against the City of Whittlesea policy and a major rewrite of the policy was undertaken. Consultation with the OHS committee is now being undertaken.

#### **Agenda Item 9: Libraries After Dark Report**

**ACTION:** Advocacy Letter to State Government

**OUTCOME:** YPRL has drafted an advocacy letter that will be shared with the YPRL Board Chair for approval and submission to the State Government.

## **F. Presentation of General Reports**

# SECTION F

## Presentation of General Reports



**Agenda Item 1: YPRL Hubs Presentation (NOTING)**

Responsible Officer: Chief Executive Officer

Author: Regine Miriklis, Outreach Manager

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**REPORT****SUMMARY**

A presentation will be delivered by the Outreach Manager updating the Board on the YPRL Hubs program.

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**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:	2a – City of Whittlesea Correspondence May 2024 2b – External Meetings Attended by CEO April – June 2024

### REPORT

#### Governance

Local Government Act: Council Election Period (previously Caretaker Period) 17 September – 26 October 2024: YPRL received correspondence from City of Whittlesea regarding the limiting of activities that could influence the outcome of any election. This encompasses public communications, including social media, printed materials, and other public events. Full details of the correspondence can be found in Attachment 2a below.

#### Knowledge and Learning

Job skills at Thomastown Library: Thomastown Library in partnership with Economic Development Team at the City of Whittlesea and Melbourne Polytechnic hosts monthly Skills and Jobs Centre Pop Up. Careers staff at Melbourne Polytechnic provide advice and career counselling to support application for apprenticeships and traineeships, as well as job searching and volunteering. While sessions can be booked in advance, drop ins are also welcome. The Skills and Jobs Centre also provides advice to people with overseas qualifications, helping newly arrived migrants get job ready in Australia by supporting them to recognise their transferable skillset. Sessions are open and free to anyone residing in Victoria.



Meet the author: Eltham and Ivanhoe libraries recently hosted chef and author Julie Goodwin, to introduce her memoir *Your Time Starts Now*. Julie spent the morning at Eltham and then the evening at Ivanhoe, with both sessions attracting large (and adoring) audiences. Julie spoke candidly about her family, mental health struggles, and of course her time with MasterChef.



Local magazine journalist Robyn Doreian interviewed Julie with a chatty and engaging style. YPRL partnered with local booksellers for each event and Julie graciously signed lots of personal and library copies of her book. Across both events there were about 150 participants.

*April School Holiday Program:* 60 events were hosted by YPRL across the region with almost 1400 attendees. Over 370 participants engaged in activities across 12 outreach locations, building strong links with local communities, and fulfilling the connection outcome and priorities in the 2021-2025 Library Plan. There were 180 participants in First Nations led programming, aligning with YPRL Knowledge and Learning outcomes, including a range of active workshops.

Highlights included:

- Jewellery Making Workshop at the Hurstbridge Hub – children and their carers had a wonderful time creating bracelets and necklaces from decorated gumnuts, leaves and natural items, hosted by First Nations artist Emmy Webbers. 38 very happy kids left wearing their own handmade piece of jewellery.
- Mindful LEGO at Rosanna Fire Station – Annie from LEGO Masters Australia took 38 children and their carers for a mindful spin on building wonderful creations. With the meditation music playing in the background, parents and kids embraced the challenge and at the end of the session, produced some amazing constructions.
- ‘Real’ Dinosaurs at Mill Park Library – Toby the T-Rex dropped by to say hello to the YPRL community, his roar sounding through the library and out into the car park! 130 parents and kids were mesmerised as they patted Toby’s nose and checked out his teeth. He was loud, he was cool, and it’s not every day you see a T-Rex around. Everyone had a great time learning about dinosaurs, discovering new facts from the collection, including T-Rex!



The City of Whittlesea Middle Years funding enabled YPRL to provide event and activity opportunities for 464 participants to engage across the municipality. These included reptile shows, performances, book publishing, silent disco tours, First Nations board games, art workshops and a range of drop-in activities. Of the surveyed participants, 97.4% indicated that they were satisfied or very satisfied with the event they attended. Participation and feedback offered a stronger understanding into community needs, supporting future planning and program development.

An activity booklet was also developed, featured as an inclusion in School Holiday Activity bags made available across YPRL branches and hubs, the Mobile Library, outreach venues, Customer Service Centres and Community Activity Centres. Activity bags also included a range of

information and resources from local service providers, including City of Whittlesea, Northern Health and DPV Health. A digital version of the activity booklets was distributed across the region.



## Connection

**Reconciliation Week 2024:** Yarra Plenty Regional Library's (YPRL) Reconciliation Week program aimed to deepen the community's understanding and appreciation of First Nations culture. Key activities included a Yarning Circle, where participants learned about the experiences of children taken in the Stolen Generations, two dance and cultural workshops for children, and two movie nights. Author talks from the *First Knowledges* series were designed to inspire attendees to appreciate the complexity of First Nations culture, particularly the *Ingenuity and Innovation* and *Law* sessions.

Library branches highlighted their 'Deadly' collections and featured First Nations picture books in Storytimes across the region. A notable event was a special Storytime at the Olympic Village Mobile Library stop, where 40 children from three kindergartens enjoyed a session with First Nations storyteller and local resident, Kristen Munro. The program also included a 'Writing Country' book chat, encouraging readers to explore the richness of First Nations literature. YPRL collaborated with Reconciliation Banyule and Nillumbik, with both Councils assisting in promoting the events. This partnership is expected to strengthen, fostering ongoing community engagement and education about First Nations culture.



Kristen Munro at the Reconciliation Week Mobile Library Storytime.



Alinta Waitairie at the Aboriginal Storytelling & Dance Workshop at Watsonia Library.



IDAHOBIT: 17 May was International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT). YPRL IDAHOBIT programming responded to staff and community feedback, resulting in a series of events, drop-in activities, curated collections, and a small exhibition. Complementing the program, a blog written by author Will Kostakis highlighted the significance and history of IDAHOBIT, as well as the importance of ongoing representation of LGBTQIA+ voices and stories in public libraries. Events included film, art and craft-based sessions, delivered across the region in partnership with member Councils and a range of local LGBTQIA+ artists and facilitators. Eltham Library hosted LGBTQIA+ authors Will Kostakis, Michael Earp, Hannah McElhinney at *LGBTQIA+ Voices In Literature*, chaired by Erin Kyan, a disabled, queer trans man with an extensive background in podcasting, writing and speaking.




YPRL also worked with Many Coloured Sky to pilot an exhibition titled *In My Shoes*, where shoes were creatively adorned to express stories and experiences by participants. Shoes were selected to represent steps taken by and for LGBTQIA+ communities for equality, as well as IDAHOBIT marches that have included 'Stand In' empty shoes. Many Coloured Sky supports and empowers those at the margins and intersections of LGBTQIA+ communities to participate fully and equally. 8 events in total were delivered across the region engaging over 85 participants. Community also engaged with drop-in, exhibition, and collection-based programming at all branches across the region from 13 – 20 May.



**High Tea for Seniors:** In partnership with the Nillumbik Positive Ageing team, Diamond Valley Library recently hosted a High Tea event for 40 seniors, fostering social connections and community spirit. The event featured an array of local foods and a selection of teas and coffee. The library was transformed into a charming, bygone era creating an inviting and indulgent atmosphere. This environment facilitated meaningful connections. Feedback from participants highlighted their enjoyment and anticipation for future events, specifically mentioning their eagerness for the upcoming 'Christmas in July' celebration. Through events such as this we aim to combat loneliness and foster a sense of belonging with older adults.



**Media Mentions:**

<b>Publication</b>		<b>Number of Mentions</b>
INCITE		1
Mirage		4
North Central Review		2
Star Weekly		3
The Age		1
The North Central Review		1
The Sector		1
Whittlesea		5
<b>Social Media</b>		
<b>Engagement</b> Large growth in eNews 	<b>Reach</b> Large growth in Instagram and eNews 	<b>Followers</b> Slight fall due to discontinuation of Twitter 
17,896	168,555	79,028

## Wellbeing

Cost of Living series: To support our communities with the current cost of living challenges, we have launched a series of targeted programs across our library network. These programs aim to provide practical assistance, promote financial literacy, and foster a sustainable lifestyle. At Eltham Library, we hosted an author talk with Ana Kresina, who discussed her book, "Kids Ain't Cheap". This event offered attendees valuable financial planning tips for parenthood, helping families manage their budgets more effectively. Thomastown Library delivered the "Basic Car Maintenance" program, featuring local mechanic Rich. This popular session provided participants with hands-on car maintenance skills, enabling them to perform basic repairs and upkeep, ultimately saving on costly services.



Continuing at Thomastown Library, the Sew, Chat, Repair program has been a significant success. This initiative equips community members with the skills and tools necessary to mend their own items. By promoting repair over replacement, this program not only fosters sustainability but also helps our communities save money. These programs are part of our broader commitment to supporting community resilience during challenging economic times. By providing practical knowledge and relevant resources to foster a culture of self-sufficiency, we aim to reduce some of the financial pressures our community members face.

World Environment Day: Whittlesea Library hosted a Sustainable Wearable Art workshop, delivered by Indirect Objects. 18 enthusiastic community members unleashed their creativity by turning plastic waste (milk bottle tops, shredded plastic of assorted colours, even little fish soy sauce containers) into brooches, earrings, necklaces, or anything they wanted! Community members of all ages attended, the women of The Lodge (nearby Aged Care Facility) were a particular hit, with a 93-year patron making a very personal 60th birthday present for a friend. A curated book display on sustainability was available and borrowed and many new members joined the library.

This program also included seed saving (Diamond Valley) and recycled bird feeder (Ivanhoe) workshops, as well as platypus and pollinator sessions delivered by local environment groups and service providers.





**National Volunteer Week:** This year YPRL celebrated the commitment and hard work of our volunteers through several activities across the region. Volunteers told us how much they enjoyed and valued the opportunity to connect with each other and staff. Eltham Library hosted a cheese tasting and pairing event for volunteers, where nearly everything was devoured and enjoyed by all. Thomastown and Lalor libraries joined forces this year to host a morning tea event, with Whittlesea Community Connections also in attendance to talk about volunteering in the community and upcoming opportunities. Diamond Valley Library hosted an afternoon 'paint and sip' event, which saw volunteers craft their own smoothies from a range of fresh ingredients, whilst completing a paint-by-numbers canvas. Ivanhoe, Watsonia and Whittlesea libraries each hosted a delicious morning or afternoon tea event, to show their thanks and deep appreciation for the wonderful work YPRL volunteers contribute to the community.





**Community Health and Safety Expo:** Mill Park Library hosted another successful Community Health and Safety Expo connecting the community to emergency and local services. The aim of the expo is to inform and increase community awareness of services that will support them in times of emergencies. On the day the CFA, Police and SES showcased their services and equipment at the front of the library, with information stands inside. Community members accessed information and service options from the City of Whittlesea, NEAMI, Northern Health, Mill Park Leisure and more. The day's program consisted of a self-defence workshop for kids, reptile safety awareness session, and a jumping castle. Chancez café provided their excellent cafe food and drinks.



**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. This is the 24<sup>th</sup> successful year promoting the value of reading and literacy through using an Australian children's



book to explore age-appropriate themes and addressing key learning areas of the National Curriculum.

This year's selected book, *Bowerbird Blues* by Aura Parker, was chosen for the book's playful sense of humour and brimming with details for children to explore and inspiring children through words and pictures to inspire imagination, courage and confidence.



YPRL thanks Member Councils for their support in promoting reading for pleasure and awareness of Victoria's low literacy levels, and the YPRL aim of establishing reading and literacy for all, regardless of age or demographic. Some key statistics about this national event include:

- 2,559,960 children across Australia registered.
- 22,447 locations hosted NSS across Australia.
- YPRL had 695 children attend NSS across the region.

Customers borrowed:

- 1042 Picture Books.
- 319 Board Books.
- 255 Easy Stories.

All open branches hosted a NSS event. The story was delivered for the first time at Mernda Library and Hurstbridge Hub with 25 and 35 children attending respectively.





## Organisational Strength

**Digital Workflow Solution:** To support staff with delivering on the Library Plan priorities and Program Framework goals, YPRL has developed an internal online tool. Staff consultation revealed that current manual processes for regional programming and marketing are resource-intensive and often hinder collaboration and information exchange between branches. This inefficiency can lead to missed opportunities for regional collaboration. In response, over the past six months, our staff have designed, developed, and are now trialling a digital workflow solution aimed at optimising and streamlining organisational programming, marketing, and related reporting. This solution has enhanced staff knowledge and understanding of SharePoint, Power Apps, and Power Automate, skills that will benefit future projects. Once fully implemented, the efficiencies realised will be reinvested into strategic, high-quality programming for our community, ensuring more effective and impactful service delivery.

**Grants:** *State Government 2023/2024 Living Library Infrastructure Grant:* Successful application for the Thomastown Library Refurbishment project for \$178,806. Project Plan submitted with transfer of funds completed. The Project will be completed by the end of July, early August.

**2024 Staff Professional Development Conference:** On Friday 14 June, 123 staff attended the YPRL Staff Professional Development Conference *Library Horizons, Innovate and Elevate*. The day was about coming together, learning from each other, and strengthening the bonds that make the YPRL library community so special. The day included 2 keynote speakers who provided insights into critical aspects of library work: Dr. Beth Driscoll on the Future of Reading, and Dr. Vivian Gerrand on Social Connection and the role libraries play in fostering community bonds and social well-being. The First Nations Truth Telling Panel explored the purpose, process, and significance of truth-telling in healing and reconciliation. With insights from Uncle Andrew Gardiner, Auntie Esme Bamblett, and Uncle Charles Pakana, the panel aimed to provide guidance to YPRL to cultivate a workplace and library service that supports self-determination and authentic truth-sharing.

Leanne Hart and Dayle Johnson lead a workshop on Managing Emotional Load offering practical strategies to help staff maintain their well-being. The afternoon was packed with interactive and informative sessions led by our staff: sharing innovations, ideas that have worked and new ways of working. Thanks to Cr Alison Champion who was able to attend for part of the day.

YPRL Co-Design Practices: YPRL co-design work has been recognised by the State Library of Western Australia (SLWA) as best practice with a commission for the CEO to deliver a one-day workshop on libraries and co-design practices for over 60 Library Managers and senior library staff across the state. This was an in-person workshop delivered on 23<sup>rd</sup> May in Perth at the SLWA.

YPRL Deadly Collection: has been awarded a Special Mention in the International Federation of Library Associations (IFLA) and PressReader International Marketing Awards. This meant that YPRL's project was in the top 15 of 103 international submissions to the award.

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## RECOMMENDATION

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

M: \_\_\_\_\_  
S: \_\_\_\_\_



Enquiries: Craig Lloyd, Chief Executive Officer

28 May 2024

Jane Cowell  
Chief Executive Officer  
Yarra Plenty Regional Library  
Bag 65  
BUNDOORA VIC 3083

Email: [jcowell@ypri.vic.gov.au](mailto:jcowell@ypri.vic.gov.au)

Dear Jane

**Council Election Period – 17 September to 26 October 2024**

I write to advise you that the City of Whittlesea Council will be entering its Election Period (previously known as Caretaker Period) between the above dates.

During this period Council is required, in accordance with the Local Government Act, to avoid acting in any way that could influence or perceived to influence the outcome of the election, and in particular favour any individual Council Election Candidate or group of Candidates.

Through this period Council will be limiting public communications, including social media, printed materials and other promotional activities to adhere to our Election Period Policy. A range of other events such as Citizenship Ceremonies, and public events organised by Council will also be suspended.

I would request that Yarra Plenty Library Service, as an organisation which the community associates with Council, also limits any activities during this period which could influence or be seen to influence the outcome of the Council Election. This would include not promoting partnership events with Council (unless approved by me), not allowing the display of Candidate related materials on Council owned library buildings or land, and reporting any activity by Candidates that you feel is inappropriate.

**Council Offices**

25 Ferres Boulevard, South Morang VIC 3752  
Mail to: Locked Bag 1, Bundoora MDC VIC 3083

Phone: 9217 2170

National Relay Service: 133 677 (ask for 9217 2170)

Email: [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)

Free telephone interpreter service  
 131 450

ABN 72 431 091 058

[whittlesea.vic.gov.au](http://whittlesea.vic.gov.au)



We are currently finalising information leaflets for the community encouraging them to 'Stand for Council', which provides links to further information on Candidate Information Sessions, Victorian Electoral Commission requirements and general information about Council. I would be most grateful if these could be displayed in the Libraries within the City of Whittlesea once available.

Thank you in advance for your support as we head towards returning to an elected Council, and please give me a call if you wish to discuss further.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Craig Lloyd'.

**Craig Lloyd**  
Chief Executive Officer

**Council Offices**  
25 Ferres Boulevard, South Morang VIC 3752  
**Mail to:** Locked Bag 1, Bundoora MDC VIC 3083  
**Phone:** 9217 2170  
**National Relay Service:** 133 677 (ask for 9217 2170)  
**Email:** [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)

Free telephone interpreter service  
 131 450

ABN 72 431 091 058

[whittlesea.vic.gov.au](http://whittlesea.vic.gov.au)

## CEO External Meetings April 2024 to June 2024

Date	Meeting Participants	Meeting/Event/Topic
15 April In person Eltham Library	Victoria Police – Eltham	IDAHOBIT event planning and public and staff safety discussion.
15 April In person	Eva Griewe, Content Studio	Review Eltham Library design and replaced for undelivered furniture discussion
15 April Online	Steve McQuade, State Library of Western Australia	Finalise fee for service Workshop being delivered by the CEO in Perth in May 2024.
15 April Online (after hours)	Liz White, Director of Library Partnerships British Library London. Juha Manninen Esther Omella Clarparols, Diego Gracia,	Discuss the Mid-term meeting for International Federation of Libraries Association (IFLA) Public Libraries Sector in Barcelona.
16 April Online ALIA event	Michelle Gaca, ALIA Janette Wright, Federation University Health Librarians representing different States	Health Libraries ALIA group meeting – attended as the ALIA President.
16 April Online (after hours)	IFLA: Public Libraries Sector members	Mid-term meeting Program update
17 April Online	Public Libraries Victoria (PLV) Special Interest Group (SIG) Convenors	All Convenors and their mentors met to discuss reporting requirements
17 April Online	State Library Victoria (SLV) Libraries for Health and Wellbeing Workgroup	Regular workgroup meeting
19 April In person	Greater Dandenong Libraries	Met with representatives from Greater Dandenong Libraries to Tour different YPRL libraries – Mernda, ILCH, Bellfield.
20 April In person After Hours	Members of the Public	Cultural Diversity Week, Maker Market event at Ivanhoe Library and Cultural Hub (ILCH)

Date	Meeting Participants	Meeting/Event/Topic
22 April In person	Margaret Devlin, Consultant Centre for Organisation Development	Discuss strategy for review of the YPRL Public Participation Operational Leadership structure.
22 April & 27 May Online	Nillumbik Youth Hub Reference Group members – Council and Community partners	Regular monthly meeting
24 April Online	Local Government Victoria Sector Investment representatives Regional Library Corporation CEOs	Discussion on Business Transition current position and plans.
26 April Online	Cathie Warburton, ALIA CEO	Finalise content for the ALIA Strategic Plan Launch Webinar.
29 April Online (Lunchtime)	ALIA members	ALIA Strategic Plan Launch Webinar
1 May In person	Adam Quick – Brimarco Sajeeva Tennekoon, Regine Miriklis	Visit to the YPRL Outreach Vehicle and YPRL Mobile Library in situ to review maintenance requirements for the vehicles.
2 May & 13 June Online	Administrator Lydia Wilson, City of Whittlesea	Regular catch up meeting to discuss Board Agendas.
3 May & 17 May Online	Cathie Warburton, ALIA CEO	Regular catch up meeting.
3 May & 6 June Online (after hours)	Ester Claparols.	IFLA Public Libraries Sector – catch up meeting and discussion re the mid-term meeting agenda.
4 May In Person (After Hours)	Members of the public and Nillumbik Arts Team	Nillumbik Prize for Contemporary Writing event at Eltham Library
6 May – 9 May incl	ALIA Members	ALIA Conference – Adelaide – funded by ALIA ALIA Board meeting and AGM.



Date	Meeting Participants	Meeting/Event/Topic
In person Interstate		Workshop Presenter; speaker at Conference Dinner; panellist for session.
13 May Online	Corrienne Nichols, Nillumbik Shire Council	Regular partner meetings
14 May In person	Mahyar Sabzichin & Christopher Valentine, Platinum FM Eleanor Booker, City of Whittlesea Trinh Luu, YPRL Timothy Gillis-Jones	Walk through of Thomastown Library to finalise CoW maintenance and painting details /schedule to be undertaken during the YPRL refurbishment works.
15 May Online	Richie Feder, Ensemble Strategy Kate Karrasch, YPRL	Discuss proposal for developing the next YPRL Library Plan and request for quote.
16 May Online	Heather Iveson, Boroondara Library Service	Discuss the Collections Special Interest Group Meeting June 6 <sup>th</sup> agenda. CEO is the Library Professional mentor for this group.
16 May Online	Amy Walduck, Director ALIA Board	Discussion regarding the ALIA Board.
20 May In person (Ballarat)	Adam Quick, Brimarco Sajeewa Tennekoon, Coralie Kouvelas, YPRL	On site visit to view the new Outreach Vehicle fit out and to view a second-hand semi-trailer. This second-hand trailer was deemed not suitable for YPRL purposes as it was too big.
20 May Online (Lunchtime)	ALIA members	ALIA Mentoring Scheme Webinar as a presenter. Hot topics for Public Libraries
22 May In Person (Perth)  After Hours	ALIA members (Western Australia)	ALIA West: Trends and Challenges & Triumphs Workshop – Presentation on Book Challenges in Australia
22 May – 24 May In Person (Perth)	State Library Western Australia library leaders	Paid consultancy workshop to members of public libraries in Western Australia.

Date	Meeting Participants	Meeting/Event/Topic
30 May & 18 June Online	Joseph Tabacco, Banyule City Council	Regular partner meeting.
5 June Online	Fiona Wright & Annette Rose, NBN Vanessa Schernickau, Cathie Warburton, Zola Maddison, & Sophie Baldock. ALIA representatives.	Initial discussion re the planning for the pilot initiative of Student School Broadband in public libraries.
6 June Online	Public Libraries Victoria (PLV) Collections Special Interest Group (SIG) members	Public Libraries Victoria Collections Special Interest Group regular meeting . Presentation on Book Challenges across Australia & how Libraries can prepare.
13 June Online	Administrator Lydia Wilson, City of Whittlesea	Regular monthly meeting and finalisation of the upcoming YPRL Board Agenda.
13 June In person	Morgan Einam, City of Whittlesea Robyn Ellard & Trinh Luu, YPRL	Walk through of Lalor Library following refurbishment and prior to re-opening on Monday 17 June.
17 June Online	Joe Kelly, Stephen Duncan & Nicole Maslin, Banyule City Council	Discuss type of recording equipment to install in the podcast and music studio at the new Rosanna Library.
17 June Online	Margaret Allen, WA State Librarian	Discuss IFLA Public Library Sector meeting agenda.
18 June In person	Helen Ryan and Leigh Morante, Araluen Disability Services	Discussion regarding the Social Enterprise Coffee Cart option at Diamond Valley library
18 June In person	West Heidelberg Key Partners including members of Banyule City Council and Banyule Councillors.	Regular meeting with key partners of the West Heidelberg community for the regeneration of the area.
19 June Online	Trish Hepworth, Deputy CEO, ALIA 100 Attendees	Code of Ethics session for ALIA. Presentation of the Draft ALIA Library Workforce Code of Ethics which is currently out for consultation.
20 June Online	Public Library members State Library of Victoria Public Library Victoria – Future Ready Working Group	AI and Public Libraries Workshop and panel discussion. Featured: Professor Lisa Givens, RMIT and Nick Tanzi, New York, US Library Technology Consultant
20 June Online	Sally Both (CEO Whitehorse Manningham Libraries)	Discuss details of the proposed OverDrive Draft Consortia agreement regarding consortia operations between our three corporations.

Date	Meeting Participants	Meeting/Event/Topic
	Premal Niranjana, (Acting CEO Your Library) Luke Meikle, Principal Lawyer, LTM Legal	
20 June Online (after hours)	IFLA Members	IFLA General Assembly 2024 meeting.

### **Agenda Item 3: Formal Adoption of the Budget 2024/2025 (DECISION)**

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Finance and Administration Manager
Attachment:	3. – Proposed Budget 2024/2025

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#### **REPORT**

##### **SUMMARY**

This report is for the Board Member's decision.

##### **INTRODUCTION**

The Board is required to give formal approval to the Regional Library Corporation 2024/2025 Budget, following a period of notice to the public under Section 129 (1) and (3) of the Local Government Act 1989.

On 29 February 2024, the Board resolved to refer the draft 2024/2025 Budget to Member Councils.

On 18 April 2024, the Board resolved that the 2024/2025 Annual Budget was approved for public display, and that the CEO was to give public notice of the preparation of the Regional Library Budget in accordance with Section 129(1) and (3) of the Local Government Act.

##### **REPORT**

Following a period of 28 days where the draft budget was available for public comment on both the YPRL website and within YPRL branches, there were no submissions made regarding the 2024/2025 Budget.

##### **CONSULTATION**

The 2024/2025 Annual Budget was advertised on 29 April 2024 in the Age Newspaper and available for public perusal and submissions from 29 April until 27 May 2024.

##### **CRITICAL DATES**

The proposed Budget 2024/2025 must be adopted by the Board and provided to the Minister for Local Government by 30 June 2024.

##### **FINANCIAL IMPLICATIONS**

All financial implications are included in the body of the report and within the 2024/2025 Budget document.

##### **POLICY STRATEGY AND LEGISLATION**

Sections 129 (1) and (3) and Section 130 of the Local Government Act (1989).

## 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 CONFLICT OF INTEREST

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

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

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## RECOMMENDATION

**THAT the Board resolves to formally ADOPT the YPRL Budget 2024/2025 as included in this agenda.**

M: \_\_\_\_\_  
S: \_\_\_\_\_

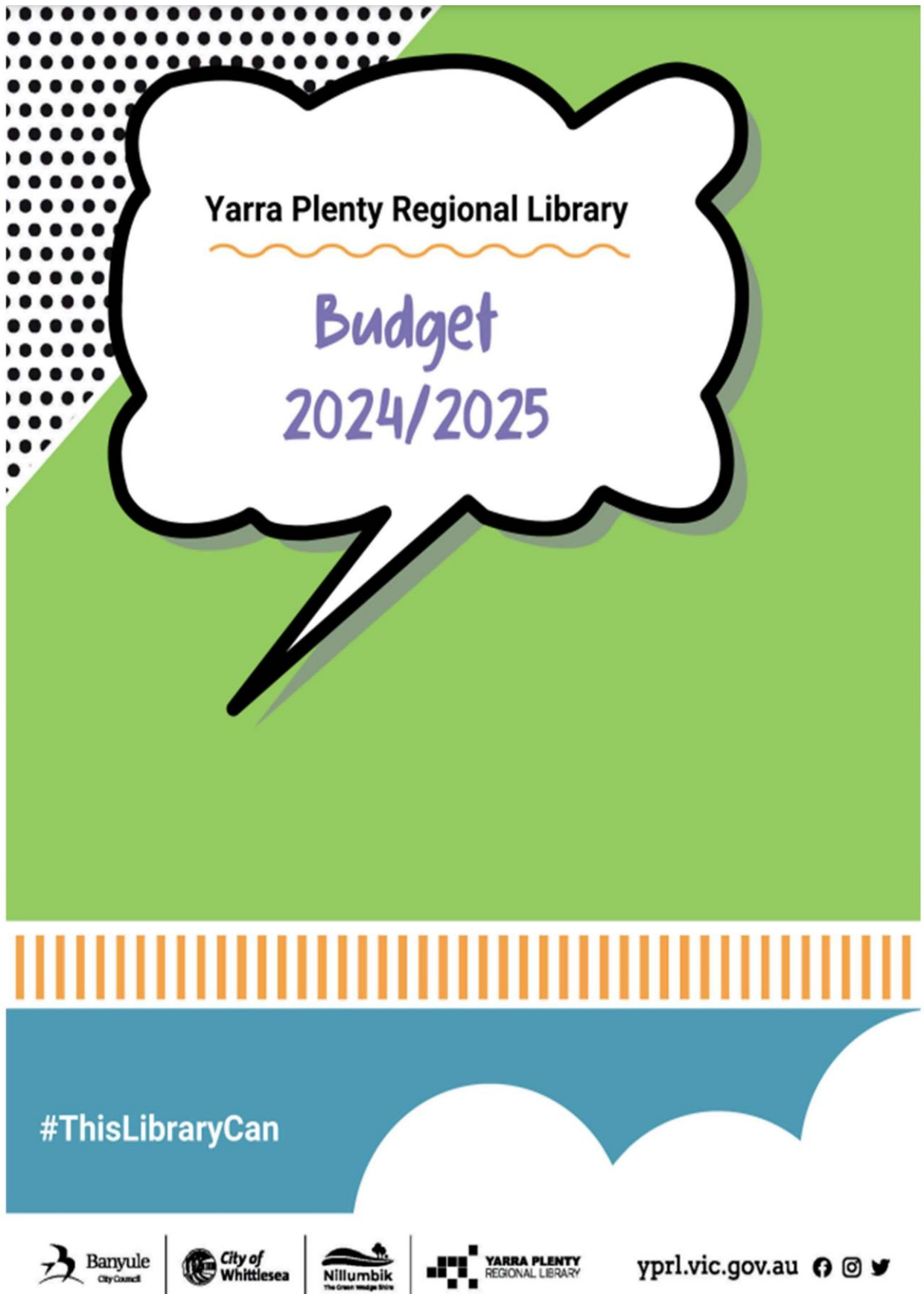


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## 1. Executive Summary

The proposed 2024/2025 Budget represents a strategic commitment to fiscal responsibility and maintaining high service standards across all Yarra Plenty Regional Library (YPRL) Branches. Aligned with the Priority Action Plan 2024/2025 and Regional Library Agreement, this budget reflects our dedication to meeting community needs and advancing our organizational goals.

Total library operating expenditure for 2024/2025 is set at \$19.13 million, making a \$1.07million (5.94%) increase over the 2023/2024 forecast. This growth is primarily attributed to two key areas:

### Employee Costs

- An addition of 2.87 full-time equivalent (FTE) positions will support various initiatives, including enhancing visitor experiences at Click & Collect Hubs, ensuring night shift coverage at Banyule and Whittlesea branches, and meeting regulatory requirements for the Mobile Library service. Additionally, key corporate projects such as YPRL business transition and gender equality obligations necessitate additional staffing.
- Other employee cost components are also rising due to adjustments in line with the Enterprise Agreement, changes in superannuation percentages, and updates to the workcover premium scheme.

### Materials & Services

- Increment driven by estimated inflationary pressures.
- Additional resources to accommodate increasing service demands as well as supporting YPRL Staff.

Capital expenditure for 2024/2025 amounts to \$2.15 million. Although the collections budget remains steady at \$1.65 million, our investment in plant and equipment demonstrates strategic allocation of resources (mainly funded by the Asset Replacement Reserve). This encompasses the continuation of our ongoing renewal program, the enhancement of our mobile library trailer, and the rescheduled refurbishment of Thomastown (2023/2024 carry forward).

Income sources primarily comprise two main revenue streams:

### State Government Operating Grant

State Government Operating Grant income is assumed to rise by \$70k or 2.45% over the 2023/24 forecast, reaching a total increase of \$2.91 million. This grant is influenced by factors that include population growth, socio economic status and other demographic influences.

### Council Contributions

Budgeted at \$15.52 million, Council Contributions income indicates a \$1.01 million (6.97%) increase from the 2023/2024 forecast. This increment above the rate cap for 2024/2025 is a consequence of funding additional operating requirements.

Overall, the projected income for the 2024/2025 budget ensures coverage of operating expenses and partial funding for capital investments during the financial year.



## 2. Budget Process Overview

### 2.1 Linkage to the Library Plan

YPRL has a comprehensive Library Plan that aligns operational, corporate, and strategic plans to deliver excellent library services for our diverse and multicultural communities. The Library Plan ensures that the budget is developed in response of YPRL priorities over the next 12 months and subsequent three financial years. YPRL's Board will be held accountable through the Annual Report and the Annual Audited Financial Statements.

### 2.2 Budget Process

The preparation of the budget begins with senior officers developing the budget in accordance with the Act and regulations, the Library Plan 2021/2025, and the Priority Action Plan 2024/2025. The 'proposed' Budget is then submitted to the Board for approval 'in principle'.

YPRL is then required to give public notice that it intends to adopt the proposed budget. It must give 28 days' notice of its intention to adopt the proposed budget and make the budget available for inspection. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by the Board. The final step is for the Board to adopt the budget after receiving and considering any submission from interested parties. Please note that YPRL has not received any public submission to the proposed budget in past years.

The budget is required to be adopted by 30 June each year and a copy submitted to the Local Government Minister. The key dates for the 2024/2025 budget process are summarised below:

Proposed Budget submitted to the Board for approval	18 April 2024
Budget available for public inspection and comment until 27 May 2024	29 April 2024
Budget and submissions presented to the Board for adoption	27 June 2024
Copy of adopted Budget submitted to the Minister	30 June 2024
Public notice advising adoption of the Budget	1 July 2024

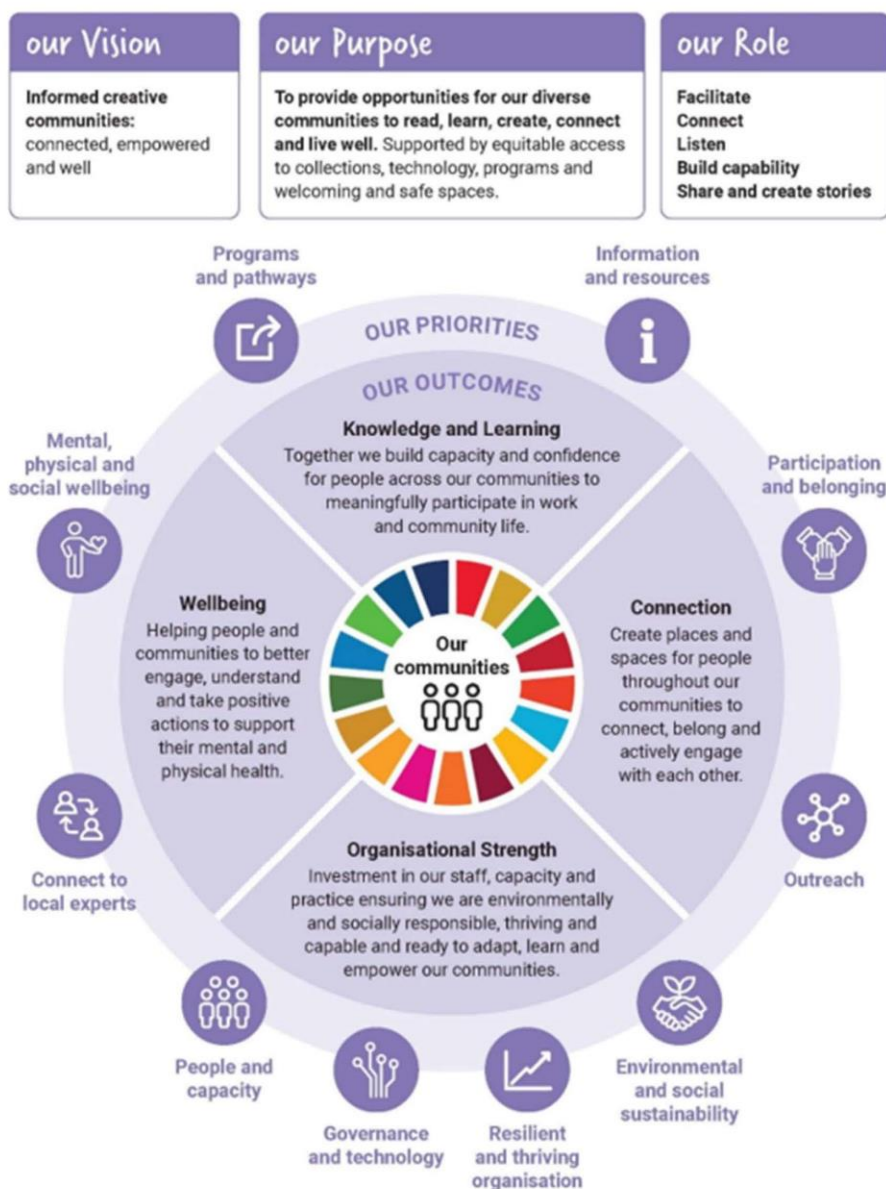
### 2.3 Budget Influences

The budget was developed based on a number of influences and assumptions, which are likely to impact the funding for delivering YPRL's services. The most significant factors include the additional of 2.87 FTE to support various initiatives, the rising of employee cost components, the increase in material & services in response to inflationary pressures and to accommodate growing service demands.

### 3. Strategic Plan and measuring success

YPRL is committed to implementing and monitoring this strategic plan. To do this, we will use a range of indicators to evaluate progress and performance. These indicators will include the measurement and assessment of our organisational activity, as well as the broader outcomes we contribute to at a community level.

#### 3.1 Our Plan on a Page



### 3.2 Organisational performance indicators

These indicators tell us about the use and efficacy of our services.

#### Organisational examples:

- Collections measures, including volume of digital and physical loans and age of the collection.
- Service measures, including the number of members, branch visits, program and events attendance, and computer and Wi-Fi use.
- Library benchmarks, including the costs for service provision.

### 3.3 Community indicators

These indicators assess a range of community outcomes. In combination, they provide a view on how YPRL is creating a positive impact in our communities. Over the course of this strategic plan, YPRL will look to use existing tools to understand how communities are being positively impacted through our service, alongside exploring and aligning to other outcomes frameworks.

#### Localised and existing tools:

- Community surveys, including library satisfaction surveys, and program and events feedback.
- Case studies, including stories of our users and how our service has impacted them.

#### National and International frameworks

Victorian public libraries have committed to embedding the United Nations Sustainable Development Goals (SDGs) into our planning. The SDGs provide a framework to demonstrate how libraries can support positive change, from quality education to reducing inequalities. This helps libraries reflect on and align with other organisations to determine how they can create localised outcomes that contribute to meaningful change for the whole of a nation.

#### 4. Financial Statements

The budget information for the year 2024/2025 has been supplemented with projections to 2027/2028. This section includes the following financial statements prepared in accordance with the Act and regulations:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

#### 4.1 Comprehensive Income Statement

For the four years ending 30 June 2028

	Notes	Forecast 2023/24 \$	Budget 2024/25 \$	2025/26 \$	Projections 2026/27 \$	2027/28 \$
<b>Income</b>						
Grants – Operating		2,883,659	2,909,595	2,982,335	3,049,438	3,110,427
Grants – Capital		63,000	-	-	-	-
Contributions income		14,503,931	15,515,499	16,673,526	17,161,013	17,619,477
User fees and charges		209,984	239,380	245,365	250,886	255,904
Interest income		270,000	290,000	210,000	180,000	150,000
Other income		191,342	174,125	179,349	184,281	188,888
<b>Total Income</b>	<b>5.1.1</b>	<b>18,121,916</b>	<b>19,128,599</b>	<b>20,290,575</b>	<b>20,825,618</b>	<b>21,324,696</b>
<b>Expenses</b>						
Employee costs		11,620,829	12,380,477	13,331,709	13,665,002	13,972,465
Material and services		4,216,125	4,454,978	4,588,627	4,714,815	4,832,684
Utility charges		1,732,817	1,785,435	1,838,998	1,889,570	1,936,810
Depreciation		82,597	82,597	82,597	82,597	82,597
Amortisation - Right of use		392,738	416,312	441,291	467,768	495,834
Finance costs - leases		10,834	8,800	7,353	5,866	4,306
<b>Total Expenditure</b>	<b>5.1.2</b>	<b>18,055,940</b>	<b>19,128,599</b>	<b>20,290,575</b>	<b>20,825,618</b>	<b>21,324,696</b>
<b>Surplus/(Deficit) of the year</b>		<b>65,976</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Underlying Surplus/(Deficit) of the year</b>		<b>2,976</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### 4.2 Balance Sheet

For the four years ending 30 June 2028

	Notes	Forecast 2023/24 \$	Budget 2024/25 \$	2025/26 \$	Projections 2026/27 \$	2027/28 \$
<b>Assets</b>						
Cash and cash equivalents		2,831,367	2,530,371	2,646,129	2,766,567	2,891,852
Trade & other receivables		90,738	92,553	94,405	96,291	98,218
Other financial assets		3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Non-financial assets		42,110	42,110	42,110	42,110	42,110
<b>Total Current Assets</b>		<b>5,964,215</b>	<b>5,665,034</b>	<b>5,782,644</b>	<b>5,904,968</b>	<b>6,032,180</b>
<b>Non-Current Assets</b>						
Bookstock, Plant & Equipment		4,846,206	5,209,556	5,154,492	5,097,914	5,039,922
Right of use Assets		495,578	412,981	330,384	247,787	165,190
<b>Total Non-Current Assets</b>		<b>5,341,784</b>	<b>5,622,537</b>	<b>5,484,876</b>	<b>5,345,701</b>	<b>5,205,112</b>
<b>Total Assets</b>	5.2.1	<b>11,305,999</b>	<b>11,287,571</b>	<b>11,267,520</b>	<b>11,250,669</b>	<b>11,237,292</b>
<b>Liabilities</b>						
<b>Current Liabilities</b>						
Trade and Other Payables		685,115	698,817	712,795	727,049	741,592
Current Lease Liabilities		77,893	81,880	86,016	90,303	94,749
Employee Provisions		2,246,273	2,290,075	2,335,876	2,388,434	2,448,144
<b>Total Current Liabilities</b>		<b>3,009,281</b>	<b>3,070,772</b>	<b>3,134,687</b>	<b>3,205,786</b>	<b>3,284,485</b>
<b>Non-Current Liabilities</b>						
Employee Provisions		100,557	102,518	104,568	106,921	109,594
Non-Current Lease Liabilities		478,286	396,406	310,390	220,087	125,338
<b>Total Non-Current Liabilities</b>		<b>578,843</b>	<b>498,924</b>	<b>414,958</b>	<b>327,008</b>	<b>234,932</b>
<b>Total Liabilities</b>	5.2.2	<b>3,588,124</b>	<b>3,569,696</b>	<b>3,549,645</b>	<b>3,532,794</b>	<b>3,519,417</b>
<b>Net Assets</b>		<b>7,717,875</b>	<b>7,717,875</b>	<b>7,717,875</b>	<b>7,717,875</b>	<b>7,717,875</b>
<b>Equity</b>						
Accumulated Surplus		7,031,370	7,453,370	7,398,306	7,341,728	7,283,736
Reserves		686,505	264,505	319,569	376,147	434,139
<b>Total Equity</b>		<b>7,717,875</b>	<b>7,717,875</b>	<b>7,717,875</b>	<b>7,717,875</b>	<b>7,717,875</b>



### 4.3 Statement of Cash Flows

For the four years ending 30 June 2028

	Notes	Forecast 2023/24 Inflows/ (Outflows) \$	Budget 2024/25 Inflows/ (Outflows) \$	2025/26 Inflows/ (Outflows) \$	Projections 2026/27 Inflows/ (Outflows) \$	2027/28 Inflows/ (Outflows) \$
<b>Cash flows from operating activities</b>						
Contributions income		14,503,931	15,515,499	16,673,526	17,161,013	17,619,477
Grants - Operating		2,883,659	2,909,595	2,982,335	3,049,438	3,110,427
User fees and charges		208,205	237,565	243,514	248,998	253,978
Interest income		270,000	290,000	210,000	180,000	150,000
Other income		191,342	174,125	179,349	184,281	188,888
Payments to employees		(11,574,813)	(12,334,714)	(13,283,858)	(13,610,092)	(13,910,081)
Payments to suppliers		(4,594,800)	(4,857,588)	(5,015,941)	(5,168,326)	(5,313,978)
<b>Net cash provided by operating activities</b>	5.3.1	<b>1,887,524</b>	<b>1,934,482</b>	<b>1,988,925</b>	<b>2,045,312</b>	<b>2,098,711</b>
<b>Cash flows from investing activities</b>						
Payments for library books, plant and equipment		(2,373,233)	(2,148,785)	(1,783,934)	(1,832,992)	(1,878,817)
Net (purchases)/redemption of financial assets		-	-	-	-	-
<b>Net cash used in investing activities</b>	5.3.2	<b>(2,373,233)</b>	<b>(2,148,785)</b>	<b>(1,783,934)</b>	<b>(1,832,992)</b>	<b>(1,878,817)</b>
<b>Cash flows from financing activities</b>						
Interest paid - lease liability		(10,834)	(8,800)	(7,353)	(5,866)	(4,306)
Repayment of lease liabilities		(84,076)	(77,893)	(81,880)	(86,016)	(90,303)
<b>Net cash used in financial activities</b>	5.3.3	<b>(94,910)</b>	<b>(86,693)</b>	<b>(89,233)</b>	<b>(91,882)</b>	<b>(94,609)</b>
<b>Net increase in cash and cash equivalents</b>		<b>(580,619)</b>	<b>(300,996)</b>	<b>115,758</b>	<b>120,438</b>	<b>125,285</b>
Cash and cash equivalents at the beginning of the financial year		3,411,986	2,831,367	2,530,371	2,646,129	2,766,567
Cash and cash equivalents at the end of the financial year		2,831,367	2,530,371	2,646,129	2,766,567	2,891,852

#### 4.4 Statement of Capital Works

For the four years ending 30 June 2028

		Forecast 2023/24	Budget 2024/25	2025/26	Projections 2026/27	2027/28
	Notes	\$	\$	\$	\$	\$
Bookstock		1,556,233	1,651,785	1,701,339	1,748,125	1,791,828
Plant & Equipment		817,000	497,000	82,596	84,867	86,989
<b>Total Capital Expenditure</b>	<b>5.4.1</b>	<b>2,373,233</b>	<b>2,148,785</b>	<b>1,783,934</b>	<b>1,832,992</b>	<b>1,878,817</b>

#### Capital expenditure – Funding sources

	Budget 2024/25	Asset Replacement Reserve (*)	Council's Contributions 2024/25
	\$	\$	\$
Bookstock	1,651,785	-	1,651,785
Mobile library trailer improvement works	120,000	120,000	-
Ongoing plant and equipment renewal plan	75,000	-	75,000
Thomastown refurbishment (2023/2024 carry forward project)	302,000	302,000	-
<b>Grand Total</b>	<b>2,148,785</b>	<b>422,000</b>	<b>1,726,785</b>

(\*) The Asset Replacement Reserve forecast for 30 June 2024 is \$686k.

#### 4.5 Statement of Human Resources

For the four years ending 30 June 2028

	Forecast 2024/25	Budget 2024/25	2025/26	Projections 2026/27	2027/28
Staff expenditure	\$11,620,829	\$12,380,477	\$13,331,709	\$13,665,002	\$13,972,465
Full-time equivalent staff	105.03	107.90	111.76	111.76	111.76



## 5. Notes to the Financial Statements

This section presents detailed information on material components of the financial statements. YPRL assesses which components are material, considering the dollar amounts and nature of these components.

### 5.1 Comprehensive Income Statement Notes

#### 5.1.1 Income

Income is based on Council Contributions, Grants (primarily State Government Grants), Library Fees and charges, Interest income and Other income.

	Forecast 2023/24 \$	Budget 2024/25 \$	Change %	Change \$
Grants - Operating	2,883,659	2,909,595	0.90%	25,936
Grants - Capital	63,000	0	(100.00%)	(63,000)
Contributions income	14,503,931	15,515,499	6.97%	1,011,568
User fees and charges	209,984	239,380	14.00%	29,396
Interest income	270,000	290,000	7.41%	20,000
Other income	191,342	174,125	-9.00%	-17,217
<b>Total Income</b>	<b>18,121,916</b>	<b>19,128,599</b>	<b>5.56%</b>	<b>1,006,683</b>

#### Grants – Operating

State Government Operating Grant income is assumed to rise by \$70k or 2.45% over the 2023/24 forecast, reaching a total increase of \$2.91 million. This grant is influenced by factors that include population growth, socio economic status and other demographic influences.

Other operating grants received in the financial year 2023/2024 are considered non-recurring, and as such, are not anticipated to continue into the 2024/2025 year.

	Forecast 2023/24 \$	Budget 2024/25 \$	Change %	Change \$
State Government Grant	2,840,027	2,909,595	2.45%	69,568
Middle Years Program Grant	27,000	0	(100.00%)	(27000)
Local History Grant	14,882	0	(100.00%)	(14882)
Healthy Bodies/Minds Grant	1,250	0	(100.00%)	(1250)
16 Days AGV Grant	500	0	(100.00%)	(500)
<b>Total Grants - Operating</b>	<b>2,883,659</b>	<b>2,909,595</b>	<b>0.90%</b>	<b>25,936</b>

### Grants – Capital

The State Government Living Libraries Infrastructure Program awarded a non-recurring grant to YPRL for replacing the 16-year-old outreach vehicle.

### Contributions Income - Council Contributions

The Member Council contributions are based on the cost apportionment model detailed in the YPRL Library Agreement (November 2015). The overall increase from the 2023/2024 forecast is \$1.01m (or 6.97%). This increment above the rate cap for 204/2025 is a consequence of funding additional operating requirements.

	Forecast 2023/24 \$	Budget 2024/25 \$	Change %	Change \$
Banyule	5,662,325	6,046,726	6.79%	384,401
Nillumbik	3,077,341	3,197,205	3.90%	119,864
Whittlesea	5,764,265	6,271,568	8.80%	507,303
<b>Total Council Contributions</b>	<b>14,503,931</b>	<b>15,515,499</b>	<b>6.97%</b>	<b>1,011,568</b>

### Other Income Streams

YPRL's other income streams are projected to rise by \$32k (4.79%) from the 2023/2024 forecast. User fees and charges are set to increase by an average of 3%, which is below the expected CPI of 3.50%. Additionally, the economic environment remains favourable for the return of term deposit investments. However, these positive variances are offset by income sources that are not expected to persist into 2024/2025.

	Forecast 2023/24 \$	Budget 2024/25 \$	Change %	Change \$
User fees and charges	209,984	239,380	14.00%	29,396
Interest income	270,000	290,000	7.41%	20,000
Other income	191,342	174,125	(9.00%)	(17,217)
<b>Total other income</b>	<b>671,326</b>	<b>703,505</b>	<b>4.79%</b>	<b>32,179</b>

### 5.1.2 Expenditure

The operating expenditure budgeted for 2024/25 is based on the following key drivers:

- An increase of FTE to support various initiatives. This includes enhancing visitor experiences at Click & Collect Hubs, ensuring night shift coverage at Banyule and Whittlesea branches, and meeting regulatory requirements for the Mobile Library service. Additionally, key corporate projects such as YPRL business transition and gender equality obligations necessitate additional staffing.
- Estimated impact of inflation (3.50%).
- Quantum increase in employee costs as per Enterprise Agreement and the change in the superannuation percentage.
- The resources required to meet the expectation of our community for high quality services.

	Forecast 2023/24 \$	Budget 2024/25 \$	Change %	Change \$
Employee costs	11,620,829	12,380,477	6.54%	759,648
Material and services	4,216,125	4,454,977	5.67%	238,852
Depreciation	1,732,817	1,785,435	3.04%	52,618
Amortisation - Right of use	82,597	82,597	0.00%	0
Utility charges	392,738	416,312	6.00%	23,574
Finance costs - leases	10,834	8,800	(18.77%)	(2,034)
<b>Total Operating Expenditure</b>	<b>18,055,940</b>	<b>19,128,599</b>	<b>5.94%</b>	<b>1,072,659</b>

### Employee Cost

The increment of \$760k or 6.54% comparing to forecast 2023/2024 is due to:

	FTE Growth	Budget Impact
<b>Increment of FTE to support various initiatives.</b> This includes enhancing visitor experiences at Click & Collect Hubs, ensuring night shift coverage at Banyule and Whittlesea branches, and meeting regulatory requirements for the Mobile Library service. Additionally, key corporate projects such as YPRL business transition and gender equality obligations necessitate additional staffing.	2.87	\$371k
<b>Enterprise Agreement increment, band level progression</b> – to reflect the quantum increases as per Enterprise Agreement (1.95%) and the band level progression of staff.	0.00	\$226k
<b>Superannuation rate increment to 11.50%</b> – to meet legislative requirements	0.00	\$52k
<b>2023/2024 savings</b> – YPRL's prudent management took a proactive approach to offset the lack of increase in the State Government's grant income and the changes in the workcover premium scheme.	0.00	\$111k
<b>Total EFT/Impact</b>	<b>2.87</b>	<b>\$760k</b>

### Materials and services

Materials and services are expected to increase by \$239k (5.66%). The key movements within materials and services are:

	Budget 2022/23 \$	Budget 2023/24 \$	Change %	Change \$
Information Technology services, small value leases, and licenses costs	1,133,697	1,173,376	3.50%	39,679
Collection content costs	848,180	877,866	3.50%	29,686
Cleaning costs	558,934	602,671	7.83%	43,737
Collection processing costs	477,155	493,855	3.50%	16,700
Staff/Volunteers training, recruitment, and health & safety costs	202,035	233,006	15.33%	30,971
Courier and postage costs	177,882	238,350	33.99%	60,468
Program costs	179,853	158,584	(11.83%)	(21,269)
Building maintenance costs	80,749	80,601	(0.18%)	(148)
Initiatives costs	106,942	106,942	0.00%	0
Consultancy costs	99,417	111,794	12.45%	12,377
Printing, stationary, and external communications	98,861	102,321	3.50%	3,460
Other Material and services costs	85,758	88,760	3.50%	3,002
Insurances	62,747	69,247	10.36%	6,500
Equipment and motor vehicle maintenance costs	59,979	60,032	0.09%	53
Auditing service costs	27,000	39,000	44.44%	12,000
Bank services	13,740	15,240	10.92%	1,500
Legal expenses	3,220	3,333	3.50%	113
<b>Total Operating Expenditure</b>	<b>4,216,149</b>	<b>4,454,978</b>	<b>5.66%</b>	<b>238,829</b>

### Utility charges

Linked to the network costs, utility charges are expected to rise by 6%.

### Depreciation

The increase in depreciation expense is the result of the increment on capital expenditure.

### Amortisation – Right of use and Finance costs - leases

The reduction in amortisation and finance costs expenses is due to the end of the servers' lease contract.

## **5.2 Balance Sheet Notes**

### **5.2.1 Total Assets**

Total assets include current assets, assets that can reasonably expect to be converted into cash within one year, and non-current assets. While maintaining a solid cash and cash equivalent position, total assets are slightly decreasing due to the amortisation of Right of use Assets (leased assets).

### **5.2.2 Total Liabilities**

Total liabilities include current liabilities, debts or obligations that are due to be paid to creditors within one year, and non-current liabilities. The decrease in total liabilities is mainly driven by the repayment of the lease liabilities in the financial year.

## **5.3 Statement of Cash Flows Notes**

### **5.3.1 Net cash provided by operating activities**

Net cash provided by operating activities is expected to remain stable for year 2024/2025 and the three subsequent financial years to 2027/2028.

### **5.3.2 Net cash used in investing activities**

Net cash used in investing activities is the result of the funding requirement to support the investment in bookstock, and plant and equipment.

### **5.3.3 Net cash used in financial activities**

Net cash used in financial activities is the result of the repayment of YPRL lease obligations.

## **5.4 Statement of Capital Works Notes**

Collection budget, Bookstock, provides \$1.65M to be spent on the procurement of physical collection items such as adult, junior and teen books, DVDs, and CDs. The proposed collection budget equates 2023/2024 budget as per the temporary closure of the Rosanna Branch.

The Collections Asset Strategic Framework articulates a rationale, priorities, and targets for the YPRL's collection from a service provision. The four focus areas which underpin the Framework are:

- Current and relevant collections
- Optimised access
- Curated collections
- Ensured sustainability

The 2024/2025 Collections budget represents the minimum required to deliver the actions described in the Framework.

Plant & equipment budget of \$497k will be allocated as follows:

	Budget 2023/24 \$
Mobile library trailer improvement works	120,000
Ongoing plant and equipment renewal plan	75,000
2023/2024 Thomastown carry forward project	302,000
Total Plant & Equipment	497,000



## 6. Financial Performance Indicators

The financial indicators are used as a guide to assess YPRL financial position and performance. These indicators are:

Indicator	Calculation	Description	Target
Working Capital	Current assets/current liabilities	Measures the ability to pay existing liabilities in the next 12 months. A ratio of one or more means that an entity has more cash and liquid assets than short-term liabilities.	1.30
Underlying Result	Adjusted underlying surplus (or deficit)/adjusted underlying revenue	Measures the ability to generate surplus in the ordinary course of business, excluding non-recurrent capital grants, non-monetary asset contributions and other contributions, to fund capital expenditure from its net result.	\$0.00
Investment Gap	Renewal and upgrade expenditure/depreciation	This compares the rate of spending on renewing, restoring, and replacing existing assets with depreciation. Ratios higher than 1.0 indicate that spending on existing assets is faster than the depreciation rate.	0.90

Overall, for the years up to 2027/2028, YPRL continues to be financially sound reflecting the ongoing commitment of Member Councils.

Financial Indicators	Forecast 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Working Capital	1.98	1.84	1.84	1.84	1.84
Underlying Result	\$3k	\$0	\$0	\$0	\$0
Investment Gap	1.37	1.20	0.97	0.97	0.97

7. Yarra Plenty Regional Library Fees and Charges schedule –  
2024/2025

All fees and charges inclusive of GST as it applies.

General fees & charges

Description	Fees & Charges
Replacement of library card	\$2.70
Lost items	Cost of the item
Book sales	As marked
Inter library loans	\$10 service fee
	Cost recovery: \$16.50 if applicable
Printing and copying	A4: 20c per page (B&W) A3: 40c per page (B&W)
	A4: 60c per page (colour) A3: \$1.20 per page (colour)
Debt recovery	\$15 service fee plus debt



**Venue hire - Fees & charges**

Venues	Capacity	Seniors Citizens		Community Groups		Corporate Groups	
		Hourly	Full day rate (8hrs)	Hourly	Full day rate (8hrs)	Hourly	Full day rate (8hrs)
		\$	\$	\$	\$	\$	\$
Ivanhoe							
Yarra-me Djila Theatrette	80	16.00	96.00	40.00	239.00	80.00	478.00
Meeting room 1.34	10	5.90	35.00	10.00	58.00	20.00	115.00
Wilim Ngarrgu 1.39	54	8.50	50.50	34.50	166.00	69.00	414.00
Wilim Ngarrgu 1.40	54	8.50	50.50	34.50	166.00	69.00	414.00
Combined	110	16.00	96.00	40.00	239.00	81.00	492.00
IT Lounge 2.27	17	Free	N/A	Free	N/A	37.00	N/A
Tom Roberts Room	14	6.00	35.00	18.50	111.50	37.00	222.50
Clara Southern Room	14	6.00	35.00	18.50	111.50	37.00	222.50
Nellie Ibbott Chamber	60	8.50	50.50	34.50	166.00	69.00	414.00
Thomastown							
Community room 1	40	6.00	35.00	24.50	136.00	47.50	278.00
Community room 2	25	6.00	35.00	18.50	111.50	37.00	222.50
Community room 1 & 2	70	8.50	50.50	34.50	166.00	69.00	414.00
Computer room	16	Free	N/A	Free	N/A	37.00	N/A
Diamond Valley							
Community room	20	6.00	35.00	18.50	111.50	37.00	222.50
Watsonia							
Community room	25	6.00	35.00	18.50	111.50	37.00	222.50
Mill Park							
Computer room	16	Free	N/A	Free	N/A	37.00	N/A

**Venue hire – Other fees & charges**

Description	Fees & Charges
Deposit - Community and Seniors groups	\$150
Deposit - Commercial and individual	\$300
Support staff - Theatre Tech	Provided on application
Support staff - IT	Provided on application
Support staff - Catering	Provided on application
After hours event	Provided on application
Security staff	Provided on application
Catering	Provided on application
Venue damages	Variable

**Acknowledgement of Country**

Yarra Plenty Regional Library acknowledges the Wurundjeri peoples of the Kulin Nation, the traditional owners of this Country, paying respect to Elders past, present, and emerging, who have been an integral part of the region's history. We acknowledge the leadership of Aboriginal and Torres Strait Islander communities and the right to self-determination in the spirit of mutual understanding and respect. We support of the Uluru Statement from the Heart.

**Recognition of Diversity and Inclusion**

Yarra Plenty Regional Library is committed to equality, inclusivity, and respect. We welcome and respect everyone in our communities irrespective of gender, sexuality, ethnicity, ability, or generation.

[www.yprl.vic.gov.au](http://www.yprl.vic.gov.au)

## Agenda Item 4: YPRL Procurement Policy (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Finance and Administration Manager
Attachment:	4 – Draft Procurement Policy 2024

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### REPORT

#### SUMMARY

This report is for Board Members' decision.

#### INTRODUCTION

The Procurement Policy is made under Section 186A of the Local Government Act 1989 (the Act). The Act requires each local government agency to:

- Prepare and adopt a procurement policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services and carrying out of works by YPRL; and
- Review its Procurement Policy at least once in each financial year.

#### REPORT

Over time, the Procurement Policy has undergone amendments to integrate invaluable feedback from both the Audit Committee and the Board. However, these iterations have led to inconsistencies in the language, making the policy less clear to read and interpret. In an effort to address this issue, the proposed Procurement Policy is based on and includes:

- the text from the procurement policies of our Member Councils, which have been jointly developed through collaboration within the Northern Councils Alliance.
- operational dynamics specific to YPRL, including procurement thresholds, delegation of authority, and sustainable procurement objectives alongside other minor adjustments.

This comprehensive review ensures that the policy's wording and interpretation are significantly clearer and more coherent, thereby enhancing its effectiveness in guiding procurement practices within YPRL.

The YPRL Audit Committee endorsed the Procurement Policy for presentation to the YPRL Board for approval and adoption at the April 2024 Audit Committee meeting.

#### CONSULTATION

The YPRL Procurement Policy 2024 has been reviewed by all staff with delegation authority under the Policy, the YPRL Audit Committee and compared against all three Member Council Procurement Policies.

## CRITICAL DATES

30 June 2024

## FINANCIAL IMPLICATIONS

Nil

## POLICY STRATEGY AND LEGISLATION

Section 186 A (1) and (7) of the Local Government Act (1989) as amended states that a Regional Library Corporation must prepare and approve a Procurement Policy and at least once in each financial year, review and amend the Procurement Policy as appropriate.

## 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 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

The revised YPRL Procurement Policy 2024 will support YPRL's corporate strategies, aims and objectives.

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## RECOMMENDATION

**THAT the Board resolves to RECEIVE and ADOPT the YPRL Procurement Policy 2024.**

M: \_\_\_\_\_  
S: \_\_\_\_\_

<b>Policy Adopted by YPRL Board</b>	
Policy Name	<b>YPRL Procurement Policy</b>
Version number	5.00
Policy date	June 2024
Date to be reviewed	June 2025
Responsibility	CEO
Related Policies and Procedures	YPRL Procurement Procedure Budgetly Corporate Business VISA Prepaid Card Policy & Procedure Employee Code of Conduct Board Code of Conduct Instrument of Sub Delegation Operations Manual OHS Policy YPRL Fraud and Corruption Control Policy Conflict of Interest Procedure
Policy Updates	This updated Policy version (5.00) has been rephrased to align with the existing Procurement Policy of YPRL Member Councils, while also incorporating tailored adjustments to accommodate YPRL operating characteristics.



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## Definitions and abbreviations

Term	Definition
Act	Local Government Act 1989.
CEO	Chief Executive Officer
Collaborative Procurement Arrangement	A contract established because of a strategic partnership or agreement between two or more organisations or entities to jointly procure goods or services for the benefit of achieving best value by leveraging combined economies of scale.
Commercial in Confidence	Information that, if released, may prejudice the business dealings or commercial interests of Yarra Plenty Regional Library (YPRL) or another party, e.g., prices, discounts, rebates, profits, methodologies and process information, etc.
Contract Management	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the contract objectives and provide Value for Money.
IBAC	The Independent Board-based Anti-corruption Commission
Local Business	A commercial business with an operational premises that is physically located within the municipal borders of the YPRL Member Councils.
Probity	Within government, the term "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 the 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.
Procurement	Procurement is the whole 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.
Schedule of Rates Contract	A standing offer arrangement based on a Schedule of Rates contract that sets out rates for goods and services which are available for the term of the agreement but without a commitment 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.
Tender Process	The process of inviting parties from either a select list or via public advertisement to submit an offer by tender followed by evaluation of submissions and selection of a successful bidder or tenderer in accordance with pre-determined evaluation criteria.
Value for Money	Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:

Term	Definition
	<ul style="list-style-type: none"> <li>• Non-cost factors such as contribution to the advancement of YPRL's priorities, fitness for purpose, quality, service and support; and</li> <li>• 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.</li> </ul>
YPRL	Yarra Plenty Regional Library
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.
YPRL Member Councils	Banyule City Council, City of Whittlesea, and Nillumbik

## A. Overview

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

The Act requires each local government agency to:

- Prepare and adopt a procurement policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services and carrying out of works by YPRL; and
- Review its the Procurement Policy at least once in each financial year.

This Policy has been aligned with YPRL Member Councils' Procurement Policies incorporating content that is specific to the YPRL operating requirements.

## B. Applicability

This Policy applies to all contracting and procurement activities at YPRL and is applicable to YPRL Board Members and staff.

YPRL must comply with this Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.

## C. Objectives

The objectives of this Policy are:

- Seek to promote open and fair competition and provide Value for Money;
- Provide clear guidelines to YPRL to allow consistency and control over procurement activities;
- Demonstrate accountability to YPRL Member Council's ratepayers and residents;
- Provide guidance on ethical behaviour in public sector procurement;
- Demonstrate the application of best practice in procurement activities;
- Demonstrate the consideration of sustainability in procurement with respect to social, economic and environmental factors;
- Increase the probability of obtaining the best outcome for the YPRL Member Council's community when procuring goods and services; and
- Seek to undertake collaborative procurement.

These objectives will be achieved by requiring, that YPRL's contracting, purchasing and contract management activities:

- Support YPRL strategies, aims and objectives;
- Span the whole life cycle of an acquisition and take sustainability considerations into account;
- Achieve demonstrable Value for Money;
- Are conducted in, and demonstrate an impartial, fair and ethical manner;
- Seek continual improvement through innovative and technological initiatives; and
- Generate and support Local Business through inclusion wherever practicable.

## 1. Procedures

### 1.1. Treatment of GST

All monetary values stated in this policy include GST unless specifically stated otherwise.

## 2. Effective legislative and Policy Compliance and Control

### 2.1. Ethics and Probity

#### 2.1.1 Requirement

YPRL's procurement activities shall be performed in an open, transparent and ethical manner with demonstrated integrity, fairness and accountability that meets relevant legal requirements.

All tender processes shall be conducted in accordance with the requirements of this Procurement Policy and any associated procedures, relevant legislation, relevant Australian Standards, Commercial Law and the Act.

#### 2.1.2. Conduct of YPRL Board Members and Staff

YPRL Board Members and Staff shall at all times conduct themselves in ways that are in accordance with the YPRL Board Code of Conduct or the Staff Code of Conduct respectively, and will perform their duties ethically and with integrity and must:

- Treat potential and existing suppliers with equality and fairness;
- Not use their position to seek or receive personal gain in procurement matters;
- Maintain confidentiality of Commercial in Confidence information;
- Present the highest standards of professionalism and probity;
- Afford suppliers and tenderers with the same information and an equal opportunity to tender or quote for goods, services and works contracts;
- Be able to account for all decisions and demonstrate and provide evidence of the processes followed;
- Not perform any work under any YPRL contracts they are supervising i.e., YPRL Staff cannot also work for the relevant supplier;
- Query incidents, decisions or directions that appear to contradict or deviate from YPRL's standards of ethics or probity or established policies and procedures; and
- Ensure that this Procurement Policy are adhered to in relation to any expenditure of Council funds.

### 2.1.3. Conflict of Interest

YPRL Board Members and Staff shall at all times avoid situations which may give rise to an actual or perceived conflict of interest.

YPRL Staff involved in the procurement process, in particular preparing tender documentation, writing tender specifications, opening tenders, participating in tender evaluation panels, preparing a recommendation report; and YPRL Board Members and Staff awarding tenders must:

- **Avoid** conflicts of interest;
- **Declare** that they do not have a conflict of interest in respect of the procurement. All YPRL Staff participating in tender evaluation panels must complete a Conflict of Interest declaration. YPRL Staff must declare any actual or perceived conflicts in line with YPRL's internal processes for reporting conflicts of interest; and
- **Observe** prevailing YPRL and Government guidelines on how to prevent or deal with conflict of interest situations; and not take advantage of any tender related information whether or not for personal gain.

### 2.1.4. Fair and Honest Dealing

All prospective contractors and suppliers must be treated impartially and afforded an equal opportunity to tender or submit a quotation.

Any suspected improper conduct, including suspected fraud, corruption, substantial mismanagement of public resources, risk to public health and safety, risk to the environment, or detrimental action should be managed in accordance with YPRL's internal policies and processes.

### 2.1.5. Probity, Accountability and Transparency

Accountability in procurement means being able to justify and provide evidence of the process followed. An independent third party must be able to see clearly that a process has been followed and that the process was fair and reasonable.

YPRL Staff must be able to account for all procurement decisions and ensure all procurement activities leave an audit trail for monitoring and reporting purposes.



**2.1.6. Gifts and Benefits**

No YPRL Board Member or member of YPRL Staff shall seek or accept any immediate or future reward or benefit in return for the performance of any duty or work for YPRL or where it could be reasonably perceived as influencing them or their position or undermining their integrity or the integrity of the process in some way.

Any gift or benefit offered to a YPRL Board Member or member of YPRL Staff will be managed in accordance with YPRL's internal policies and processes.

YPRL Board Members and YPRL Staff, particularly contract supervisors:

- must not knowingly visit a current supplier's premises without invitation when acting in their official capacity; and
- must not knowingly engage a YPRL supplier for private benefit unless that engagement is on proper commercial terms.

**2.1.7. Disclosure of Information**

Commercial in Confidence information received by YPRL must not be disclosed and is to be stored in a secure location.

YPRL Board Members and YPRL Staff must take all reasonable measures to maintain confidentiality of:

- Information disclosed by organisations in tenders, quotation or during tender negotiations; and
- Commercial in Confidence information.

YPRL Board Members and YPRL Staff 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 improperly influence the procurement process or negotiation of a contract.

**2.1.8. Complaints & Reporting Suspicious Activities****Complaints Handling**

Members of the public and suppliers, are encouraged to report known or suspected incidences of improper conduct to the CEO. YPRL Board Members and YPRL Staff will report and manage complaints in accordance with YPRL's internal policies and processes.

**Reporting Suspicious Activities**

All YPRL Board Members, YPRL Staff and YPRL suppliers are required at all times to act honestly and with integrity and to safeguard the public resources for which they are responsible. YPRL is committed to protecting all revenue, expenditure and assets from any attempt to gain illegal benefits (financial or otherwise).

YPRL will take all reasonable steps to protect those who assist YPRL by providing information about suspected fraud. This will include confidentiality of identity and protection from harassment to the extent possible.

Suspected improper conduct, offers of bribes, commissions and any other irregular approaches from suppliers, prospective suppliers or other individuals will be investigated and reported in accordance with YPRL's internal policies and processes.

The CEO must notify IBAC of any matter they suspect on reasonable grounds to involve corrupt conduct occurring or having occurred in accordance with mandatory reporting requirements under the Independent Broad-based Anti-Corruption Commission Act 2011.

## **2.2. Governance**

### **2.2.1. Structure**

YPRL has delegated a range of powers, duties and functions to the CEO in relation to procurement. The delegation aims to ensure that the YPRL's procurement structure operates according to processes that:

- Are flexible enough to procure in a timely manner the diverse range of goods, works and services required by YPRL;
- Guarantee that prospective contractors and suppliers are afforded an equal opportunity to tender or submit a quotation; and
- Encourage competition and collaboration,
- even where the CEO runs a procurement process under delegation.

### **2.2.2. Methods**

YPRL's standard methods for procuring goods, services and works shall be by any of the following:

- Purchase order following a quotation process from suppliers for goods or services that represent best Value for Money under the quotation thresholds adopted by YPRL. An approved purchase order must be created prior to committing expenditure on behalf of YPRL for the provision of services, goods or works in accordance with the YPRL's procurement thresholds and guidelines;
- Under contract following a quotation or tender process;
- Using Collaborative Procurement Arrangements;
- Multi-stage tenders commencing with an EOI followed by a tender process;
- Under a sole-sourcing arrangement in line with the conditions contained in section 2.3.3.2; and
- Purchasing Cards

unless other arrangements are authorised by YPRL or under appropriate delegated authority on an 'as needs' basis as required by abnormal circumstances such as emergencies.

### **2.2.3. 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 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

Wherever it would likely achieve best value, procurements will be arranged under a relevant contractual arrangement established in accordance with the Act and this Procurement Policy.

In every procurement activity all practicable efforts will be made to consider the sustainable procurement considerations as listed in Section 3.2.

YPRL will invite offers from the supply market for goods, services and works in accordance with the thresholds listed in Section 2.3.2.

### 2.3.1. Procurement Principles

YPRL will apply the following fundamental best practice principles to procurement, irrespective of the value and complexity of that procurement:

- Value for Money;
- Sustainability (social, economic and environmental);
- Open and fair competition;
- Accountability;
- Risk management; and
- Probity and transparency.

### 2.3.2. Procurement Methodology

The Act details that a public tender threshold must be set above which tenders or expressions of interest for contracts must be publicly invited.

A public tender process must be used for all procurements valued at \$150,000 and above (incl. GST) for goods, services or works.

For procurements under \$150,000 (incl. GST), the procurement methodology and thresholds are detailed as follows:

Procurement Threshold (incl GST)	Procurement Methodology
<\$5,000	A verbal quotation. When seeking for quotes, YPRL will look the opportunity to invite Local or Social Businesses, depending on availability of Local or Social Business.
\$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. When seeking for quotes, YPRL will look the opportunity to invite Local or Social Businesses, depending on availability of Local or Social Business.

\$15,001 to \$150,000	A minimum of three (3) (digital, email or other written) quotations must be sought. When seeking for quotes, YPRL will look the opportunity to invite Local or Social Businesses, depending on availability of Local or Social Business.
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#### 2.3.2.1 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.

#### 2.3.3. Exemptions from Tendering

The following circumstances are exempt from the general publicly advertised tender, quotation and expression of interest requirements.

Exemption Name	Explanation, limitations, responsibilities and approvals
1. A contract made because of genuine emergency or hardship	Where YPRL has resolved that the contract must be entered into because of an emergency.
2. A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party.	This general exemption allows engagements: <ul style="list-style-type: none"> <li>With another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or</li> <li>In reliance on contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g., Local Buy), Procurement Australia (PA).</li> </ul>
3. Extension of contracts while YPRL is at market	Allows YPRL to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or are taking longer than expected. This exemption may be used when the establishment of an interim short-term arrangement with an alternative supplier is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality.
4. Professional services unsuitable for tendering	Legal Services and insurances
5. Novated Contracts	Where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party.
6. Information technology resellers and software developers	Allows YPRL to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier of the

	software, who holds the intellectual property rights to the software.
7. Statutory Compulsory Schemes	Motor vehicle compulsory third party and WorkCover.
8. Leases	Where a lessor leases an asset to YPRL and assumes the residual value risk of the asset.
9. Loan Funds	The provision of Loan Funds. Loan agreements do not constitute the procurement of a good or service under the Act, but a financial accommodation.
10. Utilities	Utilities such as Electricity, Gas and Water as these services are provided under the 'umbrella' of the Member Councils.
11. Ministerial Exemption	An exemption from the Minister for Local Government in accordance with Section 186 of the Act obtained for specified goods, services, or works.

#### 2.3.3.1. Contract Variations

All contract variations must be assessed to determine whether they are properly characterised as variations, or whether they are in effect a new contract. This will depend on factors like:

- The monetary value of the proposed variation, i.e., the value of the variation in the context of the thresholds fixed by the Procurement Policy; and
- The subject matter of the proposed variation, and whether it is consistent with the scope of the original contract.

#### 2.3.3.2. Sole or select sourcing

Supply of goods, services or works can be sought from one supplier (sole sourcing) or a restricted group of suppliers (select sourcing) where it is consistent with this Procurement Policy and:

- It is in the public interest;
- There is one or a limited number of available tenderers in the market or suppliers able to submit quotations;
- The marketplace is restricted by statement of license, third-party ownership of an asset (excluding public utility plant), or intellectual property rights;
- YPRL is party to a joint arrangement where YPRL jointly owns the Intellectual Property with a third party provider.

#### Sole Sourcing:

If there is a current procurement or disposal process in place, that process must be terminated prior to sole sourcing being implemented.

Sole sourcing is subject to existing delegations.

#### Select Sourcing:

Select sourcing is subject to existing delegations.

#### 2.3.4. Public Tender Requirements

All public tenders invited by YPRL will be advertised in the media.

#### **2.3.4.1. Tender Evaluation**

A tender evaluation panel will be established to evaluate each tender submission against the tender's selection criteria. Tender evaluation panels can include external personnel in order to ensure the best outcome for a procurement activity and must comprise of at least 3 persons.

A detailed Tender Evaluation Plan shall be developed, approved and strictly adhered to by that panel. Amongst other things, this involves the establishment of more detailed evaluation criteria (i.e., than those published with the tender) and the application of a pre-approved and robust weighted scoring system.

The Tender Evaluation Plan should be completed and signed off prior to the tender or quotation being issued.

#### **2.3.4.2. Evaluation Criteria**

YPRL may include the following evaluation criteria categories to determine whether a proposed contract provides Value for Money:

- Mandatory Compliance criteria (e.g., ABN registration, OH&S, Fair Work Act);
- Tendered price;
- Capacity of the Tenderer to provide the goods and/or services and/or works;
- Capability of the Tenderer to provide the Goods and/or Services and/or Works; and
- Demonstration of sustainability.

#### **2.3.4.3. Probity Advisor**

A formal probity plan should be developed, and a probity advisor appointed where a proposed contract is considered by YPRL Board or the CEO to be particularly complex, of a high risk or controversial nature, and requiring a high level of public confidence.

A probity advisor may be appointed to any tender evaluation panel and may be appointed to oversee the evaluation process.

#### **2.3.4.4. Shortlisting and Negotiations**

YPRL may conduct a shortlisting process during EOI, tender and quotation processes. Shortlisting can be based on any criterion or criteria but only in pursuit of the most advantageous outcome for YPRL.

Shortlisted tenderers may be invited by YPRL to submit a best and final offer in relation to all or certain aspects of their respective tenders. Once a preferred tenderer/s is/are selected, negotiations can be conducted in order to obtain the optimal solution and commercial arrangements, within the original scope and intent of the tender. Probity requirements apply to all negotiations.

#### **2.3.4.5. Collaborative Procurement**

YPRL will first consider collaboration with YPRL Member when procuring goods, services and works in order to take advantage of economies of scale. Furthermore, YPRL may collaborate with other bodies such as MAV Procurement or Procurement Australasia to procure goods, services or works, or utilise existing Collaborative Procurement Arrangements for the procurement of goods, services or works established through a public tender process where it provides an advantageous, Value for Money outcome for YPRL.



## 2.4. Delegation of Authority

### 2.4.1. Requirement

Delegations define the limitations within which YPRL Staff are permitted to commit YPRL to the procurement of goods, services or works and the associated costs. The following delegation will apply to purchases, quotations, tender and contractual processes without prior referral to YPRL Board:

<b>Role or Band Level</b>	<b>Delegated Amount</b>
Chief Executive Officer	\$200,000
Executive Managers	\$40,000
Band 7 – Management Staff	\$10,000
Band 6 – Management Staff	\$500

Procurement of goods, services or works above the CEO's delegation is reserved to YPRL Board.

The following delegation applies to YPRL Business Corporate Cards:

<b>Role or Band Level</b>	<b>Delegated Amount</b>
Chief Executive Officer	\$10,000
Executive Managers	\$5,000
Band 7 – Management Staff	\$5,000
Band 6 – Management Staff	\$500
Up to Band 5 Staff	\$0

## 2.5. Internal Controls

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

- More than one person is involved in the management of a transaction from end to end;
- Transparency in the procurement process;
- A clearly documented audit trail exists for procurement activities;
- Appropriate authorisations are obtained and documented;
- Systems are in place for appropriate monitoring and performance measurement; and
- A process is in place for escalation, where appropriate, of procurement matters (including procedural non-compliance) to the Executive Leadership Team, the Audit Committee and YPRL Board.

## 2.6. Risk Management

### 2.6.1. General

Risk assessments are a vital part of the procurement planning process, particularly for significant contracts. Risks will be identified for each part of the sourcing, transition, delivery and finalisation stages of procurement. Appropriate risk avoidance and mitigation strategies will be employed whenever practicable and appropriate.

## 2.7. Endorsement

YPRL Staff must not publicly endorse any products or services without the permission of the relevant Executive Manager or the CEO.

## 2.8. Dispute Resolution

Where relevant, all YPRL contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes escalating to legal action.

## 2.9. Contract Management

In order to continually improve its procurement and contract management processes and outcomes, YPRL will evaluate and seek to improve on all aspects of procurement and contract management, in accordance with its documented procurement processes and best practice guidelines.

Good contract management ensures goods, services and works are delivered to the required standards of quality and quantity as intended by the contract through:

- Establishing a system monitoring and achieving the responsibilities and obligations of all parties under the contract;
- Providing a means for the early recognition of issues and performance problems and the identification of solutions;

YPRL contracts are to include contract management requirements commensurate with the complexity of the procurement. Furthermore, contracts are to be proactively managed by the member of YPRL Staff responsible for the delivery of the contracted goods, services or works to ensure the Council and therefore the community, receives Value for Money.

YPRL awards some contracts that are strategically critical and of relatively high value. YPRL will provide additional senior oversight to the management of such significant contracts.

# 3. Demonstrate Sustained Value

## 3.1. Achieving Value for Money

### 3.1.1. Requirement

YPRL's procurement activities will be carried out on the basis of 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.

### 3.1.2. Approach

This will be facilitated by:

- Achieving continuous improvement in procurement activities;
- Developing, implementing and managing processes that support the co-ordination and streamlining of activities throughout the procurement lifecycle;
- Effective use of competition;
- Using existing YPRL contractual arrangement or Collaborative Procurement Arrangements where appropriate;
- Identifying and rectifying inefficiencies in procurement processes;
- Developing cost efficient tender processes; and
- Working with suppliers to create relationships that are professional, productive, and are appropriate to the value and importance of the goods, services and works being acquired.

## 3.2. Sustainable Procurement

### 3.2.1. Sustainable Procurement Definition

Sustainable procurement involves decision making that has the most positive environmental, social and economic impacts possible across the entire lifecycle of goods, services and works. The United Nations Environment Programme defines sustainable procurement as a “process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves Value for Money on a whole of life basis in terms of generating benefits not only the organisation, but also to society and the economy whilst minimising damage to the environment.”

### 3.2.2. Applying Sustainable Procurement in YPRL

Sustainability will be embedded in YPRL’s work. All YPRL Staff will have a clear and shared understanding about what it means and how they can apply it to their daily tasks. YPRL commits to applying the principles of sustainability to all of its decision-making and activities.

YPRL demonstrates sustainable procurement by:

- Being accountable for its impacts on society, the economy and the environment including the impacts of the organisation’s supply chain;
- Examining anticipated organisational, project and/or community needs;
- Continually improving sustainability specifications, practices and outcomes; and
- Planning and undertaking sustainability evaluations as part of contracting activities.

### 3.2.3. Objectives

YPRL commits to focus on the following Economic, Environmental and Social objectives to its decision-making procurement process:

#### 3.2.3.1 *Economic sustainability*

YPRL is committed to support local businesses and economic diversity in the Northern Region municipalities. Where practicable and applicable, YPRL will give preference to contracts for the purchase of goods manufactured or produced in Australia, as well as goods and services provided by local business 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 in consultation with Member Councils.

#### 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.

To help to promote these objectives, YPRL Staff will apply a price or evaluation score preference of 5% (whichever is more advantageous) to quotations and tender offers received.

## 4. Build and Maintain Supply Relationships

### 4.1. Managing Suppliers

YPRL recognises the importance of effective and open working relationships with its suppliers and is committed to managing existing suppliers via performance measurements to ensure the benefits negotiated through contracts are delivered.

### 4.2. Supply Market Development

A wide range of suppliers are encouraged to compete for YPRL work. The focus for new work need not always be with the larger more familiar businesses. Other types of organisations offering business diversity include:

- Green suppliers;
- Local, small to medium sized enterprises (SMEs) and Social enterprises;
- Ethnic and minority businesses (e.g., Indigenous Business); and
- Volunteer and community organisations.

## 5. Policy Key Linkages and Governance

### 5.1. Standards and Linkages

YPRL's procurement activities shall be carried out to the professional standards in accordance with best practice and in compliance with the Act and applicable policies and procedures including Codes of Conduct for Board Members and YPRL Staff.

Compliance will be monitored by the Finance Team and minor issues identified will be addressed by YPRL Executive Manager positions. Where required, serious compliance issues will be reported by the CEO to the Audit Committee and Board.

### 5.2. Policy Review Process

In accordance with the Act, Council will review its Procurement Policy at least once in each financial year.

## Agenda Item 5: Internet Access Policy (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Robyn Ellard, Executive Manager Public Participation
Attachment:	5. – Internet Access Policy

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### REPORT

#### SUMMARY

This report is for the Board's decision.

#### INTRODUCTION

The Internet Access Policy (the policy) requires a review every three (3) years and was last updated in June 2021. The policy provides terms and conditions for those patrons wishing to access the internet on YPRL's public computers and/or on their own devices while on library premises.

#### REPORT

Yarra Plenty Regional Library (YPRL) is committed to servicing the information and recreation needs of the community. YPRL strives to provide a welcoming environment and free public access to the internet to support lawful access to information and services, access to recreational material and avenues for community engagement and participation. YPRL is also committed to providing a positive, safe and healthy digital and physical environment to its users that is free of harassment, bullying or exposure to inappropriate behaviour or content.

YPRL patrons accessing YPRL's public computers and WiFi are expected to abide by terms and conditions and YPRL reserves the right to terminate the internet and/or computer access privileges of any person abusing these. All members Under 18 must have their parent's permission to use the Public Internet PCs in line with YPRL's Child Safety Policy. Since the implementation of the Internet Access Policy, significant improvements have been made with Firewall technology.

In 2021, due to community expectations and in line with the YPRL Child Safety Policy, the policy was updated to include firewalls to block patrons from accessing known explicit and pornographic sites on our public computers and Wi-Fi. In 2024, eSmart Library accreditation information was removed from the policy as YPRL has now embedded eSafety processes and practises into other procedures. Our Digital Literacy Action Plan ensures that our communities can access the internet safely and confidently through public training and awareness.

Other changes include the addition of a statement regarding engaging with any child sexual abuse materials. Child sexual abuse material is separate to 'adult pornography' which is considered legal to view in Australia, although not appropriate in a public setting. Whereas Child sexual abuse material is illegal to engage with.

With the installation of business grade library WiFi, YPRL will require a library membership to access public WiFi in the future and a statement to that effect has been included. This will allow YPRL to better understand usage patterns, where our WiFi users reside and improve the measurement of how many people use this library service. Measuring trends will also allow us to plan improvements to buildings and to plan our Public Computers services to meet the changing technology needs of our communities.

## CONSULTATION

Senior Leadership team  
Child Safety Champions  
ICT team

## CRITICAL DATES

N/A

## FINANCIAL IMPLICATIONS

N/A

## POLICY STRATEGY AND LEGISLATION

*Privacy and Data Protection Act 2014 (Vic)*  
*Child Safe Standards (Vic)*  
*ALIA Free Access to Information Statement*

## LINKS TO LIBRARY PLAN

### Outcomes:

- **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 individual and communities better engage in, understand, and take positive actions to support their mental and physical health.

### Priorities:

- Participation and belonging.
- Outreach.
- A resilient and thriving organisation.
- 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

YPRL provides access to the internet via public computers and WiFi to support lawful access to information and services, access to recreational material and avenues for community engagement and participation. The Internet Access Policy provides clear terms and conditions for accessing YPRL internet and clarity for customers and staff on expected use.

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## RECOMMENDATION

**THAT the Board resolves to RECEIVE and APPROVE the Internet Access Policy.**

M: \_\_\_\_\_  
S: \_\_\_\_\_



## Internet Access Policy

Release No: 5.0  
Status: Adopted October 2018  
Version Date: June 2021

Approved: YPRL Board  
Next Review: June 2024

Related Policies	Responsible Conduct Policy CCTV Standard Operating Policy and Procedures Copyright Regulations Membership Policy Privacy Policy Child Safety and Wellbeing Policy
Related Legislation	Privacy and Data Protection Act 2014 (Vic) Child Safe Standards (Vic) ALIA Free Access to Information Statement Online Safety Act 2021

Yarra Plenty Regional Library (YPRL) is committed to serving the information and recreation needs of the community. YPRL strives to provide a welcoming environment and provides free public access to the internet to support lawful access to information and services, access to recreational material and avenues for community engagement and participation.

YPRL patrons accessing YPRL's public computers are expected to abide by the following Terms and Conditions and YPRL reserves the right to terminate Internet and/or Computer access privileges of any person abusing these Terms and Conditions.

This policy follows the principles of the Australian Library and Information Association's Online Content Regulation statement and the Public Libraries Victoria statement on Internet Access (2017). See Appendix 1.

Internet access is available free of charge at all branches and the mobile library service under the following conditions:

### Access

Patrons may access YPRL public computers by applying for a YPRL membership and complying with policies and guidelines.

### Appropriate Use

Patrons must be sensitive to the values and beliefs of others when displaying potentially controversial information or images on computer screens located in public areas.

Patrons must not engage in any activity that interferes with the ability of other patrons to use the YPRL and its resources. Please be considerate of others and keep noise to a minimum. It is expected that headphones are used when playing sound files, games or any other similar content with sound.

Patrons must not knowingly exhibit or display any material which may be considered harmful to children in its content, or material that is obscene in any public place where children are or may be present and where they are able to view the material.

### Children and Young People

YPRL promotes and supports young people's access to information, including online information through its Internet facilities. YPRL staff are available to assist young people in the use of the internet and to recommend websites on particular subjects.

Parents/legal guardians are responsible for monitoring access to the internet for children under the age of 18. This is in accordance with YPRL policy in regard to access to any YPRL material.

Persons under 18 who are living independently are permitted to use YPRL public computers or wireless network as per the terms and conditions of the YPRL Membership Policy.

### **Copyright**

Material found on the Internet may be protected by Copyright. Before using the Internet, patrons should read the Copyright Regulations which are located near the computers.

YPRL patrons using the Internet are responsible for complying with all copyright and software licencing requirements and any relevant laws and legislation when accessing and/or printing material from the Internet.

### **Fees and Charges**

Patrons wishing to print must pay the current charge per page and must use paper supplied by YPRL.

### **Filtering**

YPRL provides free access to materials and information presenting, as far as possible, all points of view on current and historical issues, including controversial issues.

YPRL does not use censoring software as it inhibits free access to information and it does not provide adequate protection for children from all material that may be harmful on the Internet. YPRL firewalls block patrons from accessing known explicit and pornographic sites on our public computers and Wi-Fi.

Parents/legal guardians are responsible for monitoring access to the internet for children under the age of 18.

### **Liability**

YPRL assumes no responsibility or liability for the safety or security of any personal equipment resulting from the connections to YPRL's network and/or wireless network. YPRL also assumes no responsibility or liability for any loss or damage caused by the use of PCs or by the transmission of computer viruses and is also not responsible for personal equipment malfunction, damage to user disks and/or flash drives, USBs or electronic transaction of any type.

### **Monitoring of Use**

YPRL may monitor access and retain internet browsing history of a patron where it reasonably believes there is a breach of its policies or guidelines or is in receipt of a lawful request to disclose the information.

### **Non-compliance with Terms and Conditions**

Non-compliance may result in:

- denial of access to technology services;
- patrons being asked to leave the premises;
- patrons being excluded from YPRL premises for a period set by YPRL;
- patrons being referred to the appropriate legal authority.

### Public Computer (PC) use

Free public access during opening hours with a YPRL membership. YPRL public computers do have time restrictions.

To provide equitable access, time limits and particular functions are displayed for each computer work station. Patrons are asked to comply with these limits for the benefit of all. Failure to do so may result in Internet access being curtailed.

### Privacy Safeguards

All Internet use is logged for statistical purposes which assists YPRL to continually manage and improve Internet services.

No information is collected to the detriment of individual privacy.

### Prohibited and Inappropriate Use

Public access technology is not to be used for any activities of an illegal or fraudulent nature, including such activities as defined under any applicable Federal, State and Local laws.

These activities include, but are not limited to:

- Displaying any material that is pornographic, offensive or objectionable and therefore deemed unsuitable for a public audience;
- Engaging with any child sexual abuse material;
- Engaging in any conduct that offends Federal or State laws and regulations;
- Cyberbullying, harassment (sexual or otherwise) or intimidation of another person;
- Engaging in any defamatory message, including reading and then forwarding a message of which you are not the author;
- Sending or forwarding any material that is abusive, sexist, racist, pornographic, offensive or otherwise illegal including unsolicited commercial email;
- Engaging in activities of an illegal or fraudulent nature.

Where a YPRL patron is found to be using YPRL computers displaying pornographic, offensive material or for any unlawful purpose, YPRL reserves the right to direct the patron to leave the Library, to direct that the patron not re-enter the Library for a specified period and to report unlawful conduct to the relevant authorities.

Any instances of inappropriate use should be reported immediately to YPRL staff.

Any illegal, unauthorised or dangerous activities under Victorian and Commonwealth of Australia laws may be reported to the appropriate authorities.

### Technical

YPRL cannot be held responsible for the validity or accuracy of information, technical difficulties or service interruptions.

Patrons must not attempt to modify settings of YPRL hardware and software and must not load their own or any other software to the YPRL's equipment.

### Risk management

Privacy and confidentiality cannot be totally assured in the use of any online resource and the security of data and networks cannot be guaranteed. Computers are for general use and should not be regarded as secure. YPRL recommends patrons should log out of services and refrain from

entering highly sensitive information (e.g. tax file numbers, banking details) while using YPRL facilities.

YPRL cannot assume responsibility for any direct or indirect loss of data, funds, or identity theft that may result from use of technology and the internet in the library.

At the conclusion of each Internet session ensure that all opened web browser windows are closed. Do not leave passwords on display.

### **Social media**

All third party social networking platforms facilitated by YPRL will be regularly monitored. All postings which breach YPRL's Responsible Conduct Policy terms and conditions will be removed.

### **Wireless (Wi-Fi) access**

Access to Wi-Fi services is via patrons' own devices and is provided free of charge and will require a YPRL membership. Patrons accessing the Internet through the wireless network are bound by YPRL's Terms and Conditions.

Communications over a wireless network are not secure. Information sent from or to a laptop can be captured by anyone else with a wireless device and appropriate software. You should be aware of the risk in using wireless access in the library.

Appropriate use of patron's own devices and any associated behaviour within the library is governed by the **Internet Access Policy**.



**APPENDIX 1****ALIA ONLINE CONTENT REGULATION**

<https://alia.org.au/Web/Web/Research-and-Publications/Policies/ALIA-on-online-content-regulation.aspx>

**PUBLIC LIBRARIES VICTORIA (PLV) STATEMENT ON INTERNET ACCESS**

[https://www.plv.org.au/wp-content/uploads/2020/04/PLV-Statement-on-Internet-Access\\_June-2017.pdf](https://www.plv.org.au/wp-content/uploads/2020/04/PLV-Statement-on-Internet-Access_June-2017.pdf)

## Agenda Item 6: eBook Consortium Report (DECISION)

Responsible Officer: Chief Executive Officer

Author: Jane Cowell, Chief Executive Officer

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### REPORT

#### SUMMARY

Yarra Plenty Regional Library proposes to enter a consortium agreement with Your Library Limited and Whitehorse Manningham Libraries to share eBook and eAudiobook collections. The consortium will result in significantly enhanced service outcomes by extending access for library members to the collections of all three participating library services.

#### INTRODUCTION

OverDrive is currently one of our principal suppliers of eBook/eAudiobook titles for all three library services. Material is purchased under Procurement Australia (PA) Contract 2306/0843 - Library Collections, Furniture, Equipment & Associated Requirements. Material would continue to be purchased under this PA contract, through a consortium contract with OverDrive for an initial period of three years commencing 1 July 2024. Yarra Plenty Regional Library total estimated expenditure annually is \$400,000 exclusive of GST and is accommodated in YPRL's budgeted and forecast expenditure for the FYs 24/25 to 26/27.

Under the consortium contract, YPRL will retain ownership of any content purchased by YPRL. Access for library members to unique eBook/eAudiobook titles will increase by over 450% for YPRL, Murrindindi and Warrnambool members.

#### REPORT

All electronic material purchased by public libraries is subject to licensing conditions enforced by publishers. Items expire after a nominated time-period and/or after a specified number of loan circulations. The requirement to repurchase expired electronic items adds to the challenge of meeting borrower demand.

YPRL (including Warrnambool and Murrindindi Libraries) proposes to enter a consortium partnership with Whitehorse Manningham Libraries (WML) and Your Library Limited (YL). The partnership will significantly enhance service delivery outcomes. YPRL members will have access to over 127,000 OverDrive eBook and eAudiobook titles held by the three participating library services. This represents an increase of over 450% compared to the current YPRL collection. At YPRL loans of eBooks, eAudiobooks, and eMagazines combined have grown by 230% from 2019 to 2024 with demand continuing to increase.

OverDrive has a demonstrated history of successful consortium delivery including the Queensland Regional OverDrive Consortium with over 40-member library services. The consortium offers an innovative approach to resource sharing. There are no equivalent partnership arrangements currently active across Victorian public libraries.

It is proposed that YPRL migrate from an individual OverDrive contract to a consortium contract to enable collection sharing. All items shared to the consortium will remain the asset of the purchasing library service. The consortium software will give priority to members of the owning library. Items in the YPRL collection will allocate to YPRL members first and will only be made available to WML and YL members if not on loan. Each participating library will be able to report on their own individual loan statistics.

## **CONSULTATION**

Access to both physical and electronic collections is a high priority for YPRL members as evidenced in our last two community surveys. Collections team members from all three Regional Library Services have been fully consulted within the project ensuring the best and most achievable consortium outcome for each participating library.

## **CRITICAL DATES**

### **1 July 2024:**

OverDrive is currently one of our principal suppliers of eBook/eAudiobook titles for all three library services. Material is purchased under Procurement Australia (PA) Contract 2306/0843 - Library Collections, Furniture, Equipment & Associated Requirements. Material would continue to be purchased under this PA contract, through a consortium contract with OverDrive for an initial period of three years commencing 1 July 2024.

## **FINANCIAL IMPLICATIONS**

YPRL total estimated expenditure annually is \$400,000 exclusive of GST and is accommodated in YPRL's budgeted and forecasted expenditure for the FYs 24/25 to 26/27. This includes a \$3,333 annual saving on the platform fee. This also includes a significant discount on the eMagazine titles which ensures that we can purchase more for our individual contribution to the consortia than if we continue with an individual OverDrive service.

In accordance with the Instrument of Delegation, the value of the OverDrive contract exceeds the CEO's delegation and requires the Board's endorsement.

The Consortium Partnership agreed expenditure commitment per population is comparable to YPRL's current budgeted and forecast OverDrive content expenditure.

## POLICY STRATEGY AND LEGISLATION

**YPRL Procurement Policy:** The appointment of the service provider and the contract administration is governed by YPRL's Procurement and Contract Management Policies. (YPRL Procurement Policy)

**Procurement Australia:** The OverDrive consortium contract will be awarded under Procurement Australia Contract 2306/0843 - Library Collections, Furniture, Equipment & Associated Requirements.

**A Consortium Partnership Agreement** will be established between the participating libraries. Each service will commit to an agreed contribution spend per population to be reviewed annually. A steering committee with representatives from each participating library service will administer the implementation of the partnership agreement and management of the shared collection. Both the OverDrive Contract and the Partnership Agreement allow for inclusion of additional members should benefits to expansion be identified.

## 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

This consortium will allow YPRL to increase access to digital content for our communities by over 450% and ensure we effectively meet the continuing increase in demand in the most cost effective way. There is an opportunity to increase members of the consortium in the future should this be deemed an enhancement for our communities. The consortium partnership agreement includes a clause should either YPRL or WML move to new business entity within the 3-year timeline of the proposed consortium Overdrive contract.

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**RECOMMENDATION**

**THAT the Board resolves to:**

**ENDORSE the YPRL's participation in a consortium partnership with Your Library Ltd and Whitehorse Manningham Libraries for the purpose of sharing eBook and eAudiobook collections.**

**M:** \_\_\_\_\_

**S:** \_\_\_\_\_

**AND**

**AUTHORISE the YPRL Chief Executive Officer to sign the OverDrive Advantage Consortium Contract, under Procurement Australia Contract 2306/0843 – Library Collections, Furniture, Equipment & Associated Requirements, for an initial period of three (3) years commencing 1 July 2024.**

**M:** \_\_\_\_\_

**S:** \_\_\_\_\_

## G. Consideration of action petitions and joint letters

None

## H. General Business

**Correspondence received (via email) from International Federation of Library Associations and Institutions (IFLA) – Thursday 6 June 2024**



IFLA Section  
Management and Marketing



### IFLA PRESSREADER INTERNATIONAL LIBRARY MARKETING AWARD

#### SPECIAL MENTION: Yarra Plenty Regional Library, Australia

On behalf of the 2024 Jury, we want to extend a heartfelt thank you for sharing your submission with us for this year's IFLA PressReader International Library Marketing Award. We were thrilled to receive 103 outstanding and diverse submissions from around the world.

I am delighted to announce, that your marketing campaign "**Deadly Collection**" has been recognized for one of the 5 special mentions made by the jury. These mentions are given to campaigns, which while not placing in the top ten, still stood out as great examples of library marketing.

#### **Congratulations!**

Here's some feedback from our Jury:

*"Guided by the First Nations Community, YPRL developed a new collection, the Deadly Collection, with works created by Australia's First Nation People. The campaign achieved its three main objectives: enable local First Nations People to see themselves and their culture represented in local library spaces, inform the broader community about the library holdings created by First Nations People, and encourage the movement of the Deadly Collection. The jury was impressed with the campaign and the great potential for other libraries worldwide to learn from this model".*

The media release is now published on the IFLA website to announce the winners. The release includes details of all the winners and those with special mentions. The press release can be accessed at: <http://www.ifla.org/news>.

On behalf of the 2024 Jury Chair, Nick Boxem, and the jury members, we would like to congratulate you and your team for this inspiring project.

We hope this award serves as motivation not only for your future marketing efforts but also inspires many other libraries around the world.

With very best wishes,

Romeo Matumba (on behalf of):

**IFLA Management & Marketing: Marketing Jury Team**



**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)**