



AGENDA PAPER

and
accompanying documents
for the

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

Thursday 23 October 2025
at
6.00pm

Whittlesea Library, 57 – 61 Laurel Street,
Whittlesea, VIC 3757

TO BOARD MEMBER

Yarra Plenty Regional Library Board Meeting will be held on:

DATE AND TIME:

Thursday 23 October 2025 at 6.00pm

LOCATION:

Whittlesea Library, 57 – 61 Laurel Street, Whittlesea, VIC 3757

APOLOGIES:

If you cannot attend the meeting, please email dlamb@ypri.vic.gov.au
by **Monday 20 October 2025**

Chief Executive Officer

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A. Welcome and Apologies

Corrienne Nichols, Director Communities Nillumbik Shire Council | Nicole Johnson is the nominated delegate on behalf of Corrienne Nichols

Agata Chmielewski, Director Community Wellbeing, City of Whittlesea | Anthony Traill is the nominated delegate on behalf of Agata Chmielewski

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 28 August 2025.

SECTION D

Confirmation of the Minutes

Meeting of Thursday 28 August 2025

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MINUTES

E. Actions Arising

AUGUST 2025

Agenda Item 4: Fraud and Corruption Control Policy and Fraud and Corruption Control Framework

Action:

Incorporate feedback received by Board members into the Policy and re-submit both the Policy and the Framework to the Board for approval at the October 2025 meeting.

Outcome:

Fraud and Corruption Control Policy and Framework are presented to the Board in these papers and can be found at **Agenda Item 5**

F. Presentation of General Reports

SECTION F

Presentation of General Reports

Agenda Item 1: Approval of the YPRL Library Plan 2025 - 2029 (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Acting Executive Manager Corporate Services
Attachment:	1 - Draft YPRL Library Plan 2025-2029

EXECUTIVE SUMMARY

This report presents the final draft of the Yarra Plenty Regional Library (YPRL) Plan 2025–2029 for Board endorsement. It outlines the strategic direction for the next four years, shaped by extensive community and stakeholder engagement, aligned with the priorities of our member councils, and reviewed by the public for 28 days.

RECOMMENDATION

THAT the Board resolves to:

- 1. RECEIVE and NOTE three (3) public submissions in regard to YPRL Library Plan 2025-2029**

M: _____

S: _____

- 2. CONSIDER the three (3) public submissions and NOTIFY in writing the outcome of the decision regarding each submission.**

M: _____

S: _____

- 3. THAT the Board resolves to RECEIVE and APPROVE the YPRL Library Plan 2025-2029**

M: _____

S: _____

REPORT

The Library Plan 2025–2029 (the Plan) was co-designed through a robust and inclusive process that combined strategic analysis with deep engagement across the region. Key elements of the development process included:

- Community Survey: Over 1,900 responses gathered, highlighting strong public trust and the enduring value of libraries.
- Stakeholder Interviews: Input from council CEOs, ALIA, First Nations representatives, youth officers, and local organisations.

- Focus Groups and Workshops: Sessions with staff, council officers, senior leaders, and the YPRL Board.
- Strategic Alignment: The plan is underpinned by member council priorities.

This process ensured the plan reflects local insight, professional expertise, and community voice.

The Plan follows a “Plan on a Page” framework. This format provides a concise and a visual representation of the core elements of the Plan.

Under the Local Government Act 1989 (The Act), a Regional Library Corporation must give public notice that the proposed Library Plan 2025-2029 is available to view.

Three submissions were received from members of the public regarding the draft Library Plan, including:

- Suggestion to increase the number of online workshops, courses, or clubs to promote inclusion and social connection for those who are housebound.
- Suggestion to include specific references to the Disability Discrimination Act 1992 (DDA) and related standards.
- Suggestion that the library review staff diversity, political neutrality, noise levels, and social inclusion within library spaces.

YPRL Board will notify in writing the outcome of the decision regarding each submission.

NEXT STEPS

To comply with all requirements under the Act, **Sections 125 (3A) and 223(1)(a)**, the following steps will be undertaken by YPRL:

Thursday 23 October 2025	Draft Library Plan 2025 – 2029 presented to the YPRL Board together with any public submissions for consideration and approval.
Friday 31 October 2025	Final Library Plan 2025 – 2029 submitted to The Minister for Local Government.

CONSULTATION

- YPRL Board members.
- Member Council CEOs and Directors.
- YPRL Senior Leadership Team, YPRL Managers and staff.
- Community input via Community Survey and targeted consultation sessions with key stakeholders.
- Draft plan placed on public exhibition 12 September to 10 October 2025.

CRITICAL DATES

23 October 2025 – YPRL Board to approve the final Library Plan following public display.

31 October 2025 – A Regional Library Plan to be submitted to the Minister for Local Government.

FINANCIAL IMPLICATIONS

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

POLICY STRATEGY AND LEGISLATION

Local Government Act 1989, Sections 125 (1) (2) (3) (3A) (5) and 197 D and 223(1)(a)

LINKS TO LIBRARY PLAN

Outcomes:

- **Knowledge and learning:** Together we build capacity and confidence for people across our communities to meaningfully participate in work and community life.
- **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:

- Programs and pathways.
- Information and resources.
- People and capacity.
- Governance and technology.
- Environmental and social sustainability.

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 Library Plan 2025–2029, outlining the strategic direction for the next four years, was co-designed through a robust and inclusive process that combined strategic analysis with deep engagement across the region and YPRL Member Councils.

END OF AGENDA ITEM 1 REPORT

[1 ATTACHMENT]



YARRA PLENTY REGIONAL LIBRARY

Library Plan

2025 – 2029

DRAFT



yprl.vic.gov.au   



Acknowledgement

Acknowledgement of Country

Yarra Plenty Regional Library acknowledges the Wurundjeri Woi-wurrung 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 the Uluru Statement from the Heart.

Recognition of diversity and inclusion

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

Contents

*Table of Contents to be added after report is finalised

DRAFT



Joint message from Board Chair and interim CEO

We are pleased to present the Yarra Plenty Regional Library Plan 2025–2029—our shared commitment to building a connected, inclusive, and future ready library network across Banyule City Council, City of Whittlesea, and Nillumbik Shire Council (member councils).

This plan reflects the voices of our communities, the ambitions of our member councils, and the challenges and opportunities of the time we live in. It represents our shared vision for libraries as trusted, welcoming spaces for reading and literacy, learning and creativity, connection and wellbeing.

Reading and knowledge remain at the heart of what we do, inspiring lifelong learning. Our libraries serve as safe havens, cultural hubs, digital gateways, and places for people to meet, work, and belong. Our libraries are vibrant public infrastructure open to all.

This plan responds to a rapidly changing world and was shaped in partnership with the Yarra Plenty Regional Library Board, our three member councils, stakeholders, staff, and community members. We will continue to provide equitable access to resources and trusted information, support digital confidence, and create opportunities for social connection and participation.

Over the next four years, we will:

- Strengthen outcomes in reading, literacy, and digital inclusion - creating opportunities for lifelong learning.
- Champion libraries as essential public infrastructure for social cohesion.
- Deepen local partnerships to deliver library services for local needs and diverse communities.
- Empower staff with the skills and support to deliver outstanding library services.
- Demonstrate our impact through strong evidence and community feedback.

This Library Plan presents a bold, practical vision: to be a trusted connector and enabler of thriving, learning, and inclusive communities.

We invite you to read on and be part of this journey.



Council Leadership

Yarra Plenty Regional Library (YPRL) is governed by a Board that provides strategic leadership and oversight, ensuring the service remains efficient, accountable, and aligned with the aspirations of its communities. Responsiveness to local needs is guided through strong alignment with our three member councils – Banyule City Council, City of Whittlesea and Nillumbik Shire Council – ensuring the library service reflects the diverse priorities of the region.

The Board comprises two councillors from each partner council, demonstrating a shared commitment to regional collaboration and meaningful community representation. Collectively, the Board plays a critical role in shaping YPRL's long-term strategy, setting policy direction, approving and monitoring funding, and appointing and evaluating the CEO.

Beyond governance, Board members are ambassadors for YPRL: they advocate for its value, strengthen its profile, champion financial sustainability, and cultivate partnerships that expand opportunities for innovation and growth.

In a rapidly evolving environment, the Board ensures YPRL remains forward-thinking, adaptable, and positioned to deliver lasting impact – empowering communities across Whittlesea, Banyule, and Nillumbik with services, programs, and spaces that enrich lives.

We thank the 2025 Board for their vision and leadership in shaping this Library Plan.

Our Organisation

Yarra Plenty Regional Library is a welcoming place where everyone is invited to read, connect, learn, create, and belong. Our integrated network of branches, mobile libraries, outreach services, click and collect hubs, digital platforms, and community programs reach people of every age, background, and life stage in the communities of Banyule, Whittlesea, and Nillumbik. YPRL is proudly funded by its Member Councils, who also provide the buildings where our services are delivered. This collaborative model ensures our libraries are deeply embedded in the communities they serve.

Our libraries support those who face barriers to inclusion, digital access, or cultural safety. Yarra Plenty Regional Library is nationally recognised for working in genuine partnership with First Nations peoples. We use culturally grounded codesign to foster connection and inclusion through early literacy programs, and community events. We collaborate across council, education, and community service sectors to amplify impact, reduce duplication, and respond to complex social needs.

Our services are regionally designed for efficiency and locally delivered for impact. We reflect the unique character of each community while embracing a “try, test, and learn” culture. Our services meet people where they are—in person, online, or on the move—ensuring accessibility and relevance.

We are guided by a commitment to accountability, value for money, and continual improvement. Our empathetic and innovative staff are dedicated to delivering high quality services that adapt to change and strengthen community wellbeing every day.



About this Plan

This Strategic Library Plan outlines our vision for how our libraries can continue to be trusted, imaginative, and responsive community spaces that empower people to read, learn, connect, and thrive.

The plan reflects a strong evidence base, deep engagement with the community and key stakeholders, and a commitment to align with member council plans and aspirations. It draws on local insight, professional expertise, and collaborative input to shape a direction reflecting unique strengths and opportunities across Banyule City Council, Shire of Nillumbik, and City of Whittlesea.

How this Plan was Developed

This Strategic Library Plan was developed to guide Yarra Plenty Regional Library in responding to evolving community needs, emerging technologies, and shared regional priorities. Using a robust and inclusive engagement process, it combines strategic analysis with rich input from community members, staff, councils, and sector partners.

Engagement Highlights

1,900+ responses to the **community survey**

Targeted **interviews** with stakeholders from:

- Member council CEOs
- ALIA (Australian Library and Information Association)
- First Nations staff representatives
- Council youth officers and representatives
- Public Libraries Victoria
- Local community organisations (Whittlesea Community Connections, Holstep Health, healthAbility)
- Yarra Plenty Regional Library outgoing CEO, Jane Cowell

Staff and council officer **focus groups**, with over 10 attendees per group

Dedicated **workshops** including sessions with the YPRL Board, council representatives, YPRL senior leaders, and managers to shape, test, and refine the strategy.



Engagement

To inform this Library Plan, Yarra Plenty Regional Library engaged over 1,900 community members across the councils of Banyule, Nillumbik, and Whittlesea, along with council representatives, educators, and community organisations.

The message was clear: YPRL libraries are essential, trusted, and deeply valued.

Free access to books, information and resources remains the core reason people use our libraries. Community members also highlighted the importance of safe, welcoming spaces for relaxation, study, and play—especially for children. As living costs rise, many see libraries as one of the last free, inclusive spaces for everyone.

Physical books are still central to library usage, with nearly 60 percent of community members ranking them as the top service, with digital resources and online access close behind. There is also strong interest in adult learning, creative activities for children and youth, and events outside typical hours.

Stakeholders called for maintaining refreshed collections—including community languages, accessible formats—and for libraries to provide flexible, modern spaces that cater to quiet study, creative pursuits, and social connection. They believe that strengthening digital platforms and building digital skills for all users is vital to meeting changing needs and expanding access.

Supporting and involving children and young people is a priority, with calls for more programs that engage youth and include their voices in library planning. Above all, the community values libraries as safe, inclusive places that foster belonging and connection.

Stakeholders agreed that libraries stand out as safe, welcoming, and trusted community spaces, where everyone can feel a sense of belonging, whether through quiet reading, group activities, or informal interactions. This is viewed as especially important amid growing social complexity and declining trust in broader institutions. The Library's role as a community anchor is more important than ever.

Clear advice from stakeholders identified the enablers needed for Yarra Plenty Regional Library to sustain and grow its long-term impact. Stakeholders stressed the importance of aligning YPRL's strategic direction with council plans to ensure services are coordinated and responsive to unique local needs, while leveraging the benefits of a multi-council model to deliver high-quality library services, cost-effectively, in any fiscal environment.

They also emphasised the central role of library staff in delivering high quality, and inclusive services, while acknowledging the staff's work is becoming more diverse and complex.

Stakeholders highlighted the importance of Yarra Plenty Regional Library continuing to build partnerships with First Nations communities, service providers, and local organisations to codesign activities that strengthen access to social supports and make the most of shared resources.

The Library Plan is shaped by these insights so Yarra Plenty Regional Library continues to grow with and for our communities to support reading, learning, connection, and opportunity for all.

Nearly 97% of respondents agreed that reading improves wellbeing, reinforcing the library's role as a source of personal growth and emotional support.

Over 90% expressed trust in library staff and the information provided, highlighting YPRL's position as a reliable guide in an age of digital overload and misinformation.

92% of respondents found staff helpful and friendly, underscoring the quality of face-to-face service that defines the YPRL experience.



Strategic Context

As the needs and expectations of our communities evolve, so too must the services and spaces provided by Yarra Plenty Regional Library. Our 2025 – 2029 Plan is shaped by major social, technological, and demographic trends that are transforming the role of public libraries across Victoria and beyond.

Fostering lifelong reading

Public libraries are uniquely positioned to counter the declining trajectory of literacy levels in Australia by reigniting a passion for reading. Libraries offer free access to rich and varied collections that reflect the interests, languages, and experiences of their diverse communities, making reading more accessible and enjoyable for all. Through vibrant reading focused programs, libraries create welcoming spaces where individuals and families can discover the joy of reading together. Reading and sharing stories also strengthens communities by enhancing our ability to empathise, broaden perspectives, and encourage a deeper understanding of others. By championing literacy and celebrating the power of stories, public libraries continue to inspire curiosity, imagination, and foster a lifelong love of reading by creating positive, engaging experiences around books. Raising literacy in our communities not only enriches lives but can also open doors to education, employment, and opportunities.

Libraries as Essential Social Infrastructure

Acting as community living rooms and “third places,” libraries provide environments that encourage social inclusion, celebrate cultural identity, promote mental wellbeing, and enhance civic connection. They provide free and equitable access to reading, resources, and lifelong learning opportunities, supporting literacy and personal growth for people of all ages. Increasingly, libraries are co-located in hubs that combine study areas, creative spaces, and other council services under one roof. In times of crisis—whether a pandemic or natural disaster—libraries remain vital anchors for safety, communication, and connection.

Bridging Digital Gaps and Building Media Literacy

While the digital age offers opportunity, it can exclude those without skills, access, or confidence—particularly older adults, migrants, people with disabilities, and low-income households. For many, the library is the only source of free digital help. From job applications and online forms to accessing government services, libraries help the community to participate in the digital economy. With AI generated content and false claims on the rise, libraries are also essential in facilitating digital and information literacy, and safe digital navigation, while meeting demand for flexible borrowing, smart discovery tools, and new technologies.

Challenging Fiscal Environment

YPRL operates across three distinct local government areas—Banyule, Nillumbik, and Whittlesea—enabling a regionally coordinated approach to library service delivery. This model allows member councils to achieve greater financial efficiency by pooling resources, sharing infrastructure, and streamlining operations across the network. In a time of rising living costs and constrained public budgets, this collaborative structure ensures that high-quality, inclusive services remain accessible to all communities. By leveraging economies of scale, centralised systems, and joint procurement, YPRL can reduce duplication, optimise staffing, and invest strategically in innovation and service improvement—delivering more value for money for the community.

Social complexity

Libraries are safe and welcoming spaces, but increasing social complexity—driven by rising mental health challenges, social isolation, housing insecurity, and other vulnerabilities—means staff are encountering a broader range of complex community needs. For some people, the library is their only point of stability and connection. Libraries play an important role in providing a respectful and supportive environment, and sharing council information to connect individuals with other services as appropriate.



Engaging diverse communities

Yarra Plenty Regional Library operates in a rapidly growing and multicultural region. Communities of all ages and backgrounds are seeking welcoming and flexible public spaces that reflect their needs and interests. People come to connect, create, learn, or simply enjoy stories in a safe, inclusive environment. Community voices are vital in shaping these spaces, importantly those of culturally and linguistically diverse communities, First Nations peoples, people with disability, young people and other underrepresented groups. To meet these needs Yarra Plenty Regional Library co-designs information-rich services with the community, builds partnerships with local groups and cultural organisations, and uses both digital and face to face channels to connect in meaningful ways. We must also continue to embed cultural representation, multilingual services, mobility and sensory supports, and inclusive reading activities into core library services.

Environmentally focussed

Today's communities expect public spaces to be sustainable, adaptable, and comfortable. As cost-of-living pressures increase, more people use libraries as places to study, work, and spend extended hours. Environmentally conscious design, integration of green spaces, and indoor-outdoor connections are now seen as essential features. There is also a growing appetite for creative and maker spaces, and access to alternative lending collections.



Strategic Plan Integration

The following diagram shows how this Library Plan integrates with strategic plans of our member councils





Our Plan on a Page

Our Vision

Literacy, learning, and connection are essential to community wellbeing and resilience.

Our Purpose

To provide accessible, future-focussed library services that connect people with the knowledge, tools, and support they need to grow, adapt, and participate fully in community life.

Our Objective

To advance equity, participation, and positive impact by delivering inclusive library services that respond to local needs, strengthen digital access and support learning, wellbeing and connection across all life stages.

Our Enablers

Member Councils	Community Voice	Active Partnerships	Empowered Workforce
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Our Priorities

Literacy and Learning for Life	Connection and Wellbeing	Digital Access and Innovation	Organisational Resilience
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Our Values

Respect for All	Integrity	Service	Empower
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Our Enablers

Supporting the strategic priorities will be foundational work across four Strategic Enablers. These enablers span the entire organisation, are embedded in daily operations, and underpin every priority. Member Councils

Align with the strategic priorities of Banyule, Nillumbik, and Whittlesea councils to guide services and initiatives. Council funding, facilities, and community knowledge embed the library deeply in local communities and ensure regional collaboration delivers impact where it matters most.

Community Voice

Continuously embed feedback from community and continue to embrace co-design to shape culturally appropriate outcomes.

Active Partnerships

Collaborate with councils, educational providers, health, social services, and sector partners to amplify impact and avoid duplication.

Empowered Workforce

Staff equipped with skills, tools, and support for complex needs, fostering an innovative, empathetic service culture.





Library Plan in Detail

Our Priorities and Outcomes

Priority 1: Literacy and Learning for Life

Focus: YPRL supports people of all ages to build curiosity, literacy, and critical thinking, enabling them to navigate change, develop strong information and media literacy, express creativity, and engage as informed citizens — through inclusive collections and access to information.

Outcomes

- 1.1:** Communities actively engage with diverse and accessible collections and learning programs that foster participation, social connection, and lifelong learning.
- 1.2:** Literacy is strengthened across all life stages through YPRL led initiatives and partnerships.
- 1.3:** Community members gain increased digital, media, and health literacy skills, empowering informed, critical engagement in society - reducing barriers to access and equity.
- 1.4:** A reading community is cultivated and supported by Library collections that are well used, valued and enjoyed.

Priority 2: Connection and Wellbeing

Focus: YPRL creates opportunities for social connection through programs and collections where people feel welcome, included, and connected - experiencing a sense of belonging and community in spaces that celebrate diversity, value their voices, and reduce social isolation.

Outcomes

- 2.1:** Library spaces and activities are inclusive, safe, accessible and adaptable, reflecting and respecting the diversity of the communities they serve.
- 2.2:** Community resilience and social inclusion are strengthened through low-barrier opportunities for engagement, volunteering, and participation, empowering people to connect and contribute.
- 2.3:** Social isolation is reduced through outreach and expanded service delivery beyond traditional library spaces.
- 2.4:** Strategic partnerships with member councils and others contribute to improved community outcomes by identifying and meeting local needs.

Priority 3: Digital Access and Innovation

Focus: YPRL equips people with the digital skills, confidence, and access they need to participate fully and equitably in modern life, bridging the digital divide and thriving in an increasingly complex world.

Outcomes

- 3.1:** Community members have equitable access to technology and devices helping to reduce the digital divide and enabling full participation in today's connected world.
- 3.2:** Library members have free access to digital library collections and online resources, supporting lifelong learning, research, entertainment and access to information.



3.3: Digital literacy and confidence are strengthened across all age groups and community segments.

3.4: Emerging technologies and data-driven insights are leveraged to enhance systems, services, and user experiences.

Priority 4: Organisational Resilience

Focus: YPRL has the people, tools, and infrastructure to innovate, manage complexity, and deliver sustainable, high-quality services – while driving financial efficiencies through smart resource management, strategic investment and operational agility.

Outcomes

4.1: YPRL operates as a financially sustainable and adaptable organisation, with a diversified funding base and a business model that meets the requirements of the Local Government Act 2020, while enabling ongoing innovation and service excellence.

4.2: A future-ready workforce is supported through ongoing professional development, recognition, and wellbeing initiatives that maximise staff capability, productivity and value.

4.3: Organisational foundations are strengthened through improved infrastructure, digital tools, and governance practices that streamline operations.

4.4: Transparency and accountability are upheld through effective resource management, alignment with community-led priorities, and continuous evaluation of service efficiency.



Measuring Success

Banyule City Council, City of Whittlesea, and Nillumbik Shire Council are mandated by the Victorian Government to conduct annual community surveys. These councils take pride in the strong community engagement and consistently high satisfaction ratings achieved by Yarra Plenty Regional Library. Building on this foundation, following the adoption of the Library Plan, YPRL will develop a comprehensive measurement framework to assess progress and effectiveness. This framework will integrate both qualitative and quantitative data, including action plans in consultation with the YPRL Board, to provide a balanced, in-depth view of performance.

Action plans developed from this framework will be reported on annually to ensure ongoing transparency and accountability. At the community impact level, the framework will measure outcomes through tools such as feedback, case studies, YPRL biennial satisfaction surveys and interviews that capture personal stories of how services influence lives.

Organisational performance indicators will track service use and efficiency metrics such as collection usage, membership, branch visits, program attendance, and staff wellbeing. These indicators will enable YPRL to monitor both its operational effectiveness and its broader contributions to community well-being over the strategic plan period.

In Victoria, public libraries must meet statutory reporting obligations under the **Local Government Performance Reporting Framework** (LGPRF), which requires annual reporting on key service indicators such as visits, loans, and cost per visit. In addition, **Public Libraries Victoria** (PLV) conducts an annual survey, and national data is collected through the **National and State Libraries Australasia** (NSLA) statistical report.

The measurement framework and statutory reporting ensure transparency, enable benchmarking across councils and jurisdictions, support continuous improvement, and provide robust evidence for strategic planning, funding applications, and advocacy.

[END OF DRAFT YPRL LIBRARY PLAN 2025-2029]

Agenda Item 2: Formal Adoption of Annual Report 2024-2025 (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Robyn Ellard, Executive Manager Public Participation
Attachment:	2 –YPRL Annual Report 2024/2025

EXECUTIVE SUMMARY

This report is for the Board Member's approval and decision.

YPRL produces an Annual Report detailing the organisation's performance and activities throughout the preceding financial year.

The Annual Report monitors progress against YPRL's Library Plan 2021 – 2025.

RECOMMENDATION

THAT the Board resolves to RECEIVE and ADOPT the Annual Report 2024 – 2025.

M: _____
S: _____

REPORT

KEY INFORMATION

The Annual Report was lodged with the Minister on 30 September 2025. Residents of the Cities of Banyule and Whittlesea and the Shire of Nillumbik were advised by Public Notice in The Age newspaper on 6 October 2025 that copies of the Annual Report were available for public inspection on YPRL's website and that it would be considered by the YPRL Board at this October meeting.

The YPRL Board approved the draft Annual Report, in principle, at the meeting of 28 August 2025. The final published copy of the YPRL Annual Report 2024-2025 is now presented to the Board to formally adopt.

CRITICAL DATES

- 6 October 2025 – Public notice that Annual Report has been prepared, is available for inspection and will be considered by the Board at the October Board meeting.
- 23 October 2025 – Meeting to consider the Annual Report and formal adoption of the Report.

FINANCIAL IMPLICATIONS

All financial implications are included in the body of the report.

POLICY STRATEGY AND LEGISLATION

Sections 131 - 133 of the *Local Government Act 1989* states that a Regional Library Corporation (RLC) must prepare, approve and submit an Annual Report.

Section 134 of the *Local Government Act 1989* states that a RLC must as soon as practicable but within one (1) month of submitting the Annual Report to the Minister for Local Government, meet to discuss the Annual Report.

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.

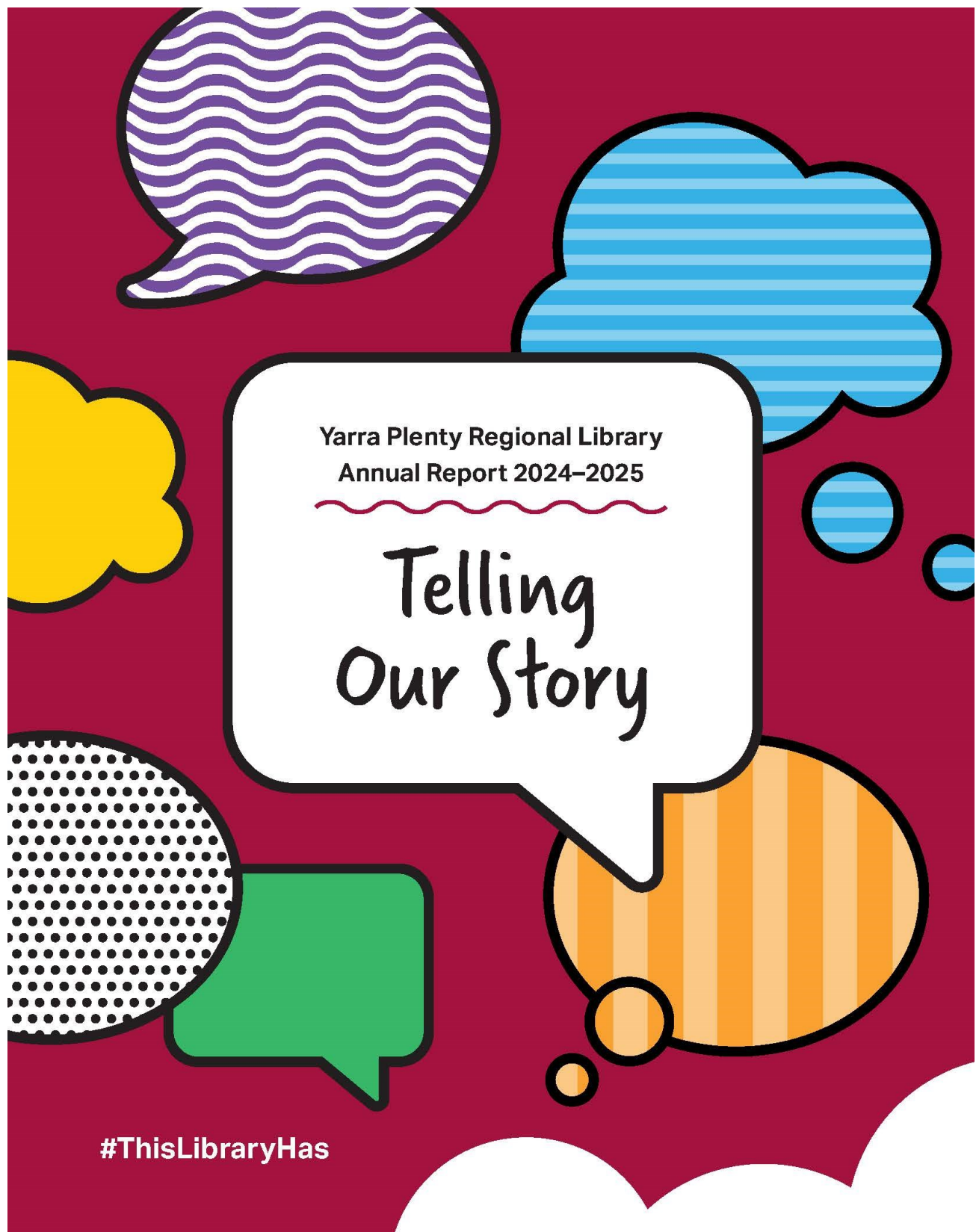
The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The 2024-2025 YPRL Annual Report demonstrates the achievements of the library service over the year. The directions set by the Board in the Library Plan 2021-2025 are continuing to drive a codesign approach, a solid foundation that YPRL will continue to build on. Adaptability, partnership, and innovation are all showcased within the report clearly demonstrating *#ThisLibraryHas*.

END OF AGENDA ITEM 2 REPORT

[1 ATTACHMENT]



yprl.vic.gov.au  

**Acknowledgement of Country**

Yarra Plenty Regional Library acknowledges the Wurundjeri Woi-wurrung 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 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.

Our Vision

Informed creative communities: connected, empowered, and well.

Our Purpose

To provide opportunities for our diverse communities to read, learn, create, connect, and live well. Supported by equitable access to collections, technology, programs, and welcoming and safe spaces.

Our Role

To facilitate: working with our diverse communities to support and realise opportunities.

To connect: creating places where everyone is welcome, a safe place for all.

To listen: ensuring our communities are part of everything we do.

To build capability: empowering our diverse and vibrant communities to participate.

To share and create stories: ensuring our local stories are created, shared, and heard.

Our Values

Respect for all: promoting connection and fairness.

Integrity: honest and trustworthy.

Service: community focused, accessible, valued by our customers and team members.

Empower: supportive, innovative, and inclusive of diversity of thought.

Contact Us

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ypri.vic.gov.au  



Image: Brett Scapin, Brett Scapin Photography.

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About Us

Yarra Plenty Regional Library (YPRL) is a library corporation providing library services to Banyule City Council, Nillumbik Shire Council, and City of Whittlesea Council across the north-eastern suburbs of Melbourne.

YPRL delivers services to a diverse range of communities through an integrated network of 10 library branches, 4 Click and Collect Hubs, mobile library and outreach services, the YPRL website and app, associated digital resources, and outreach activities in our communities.

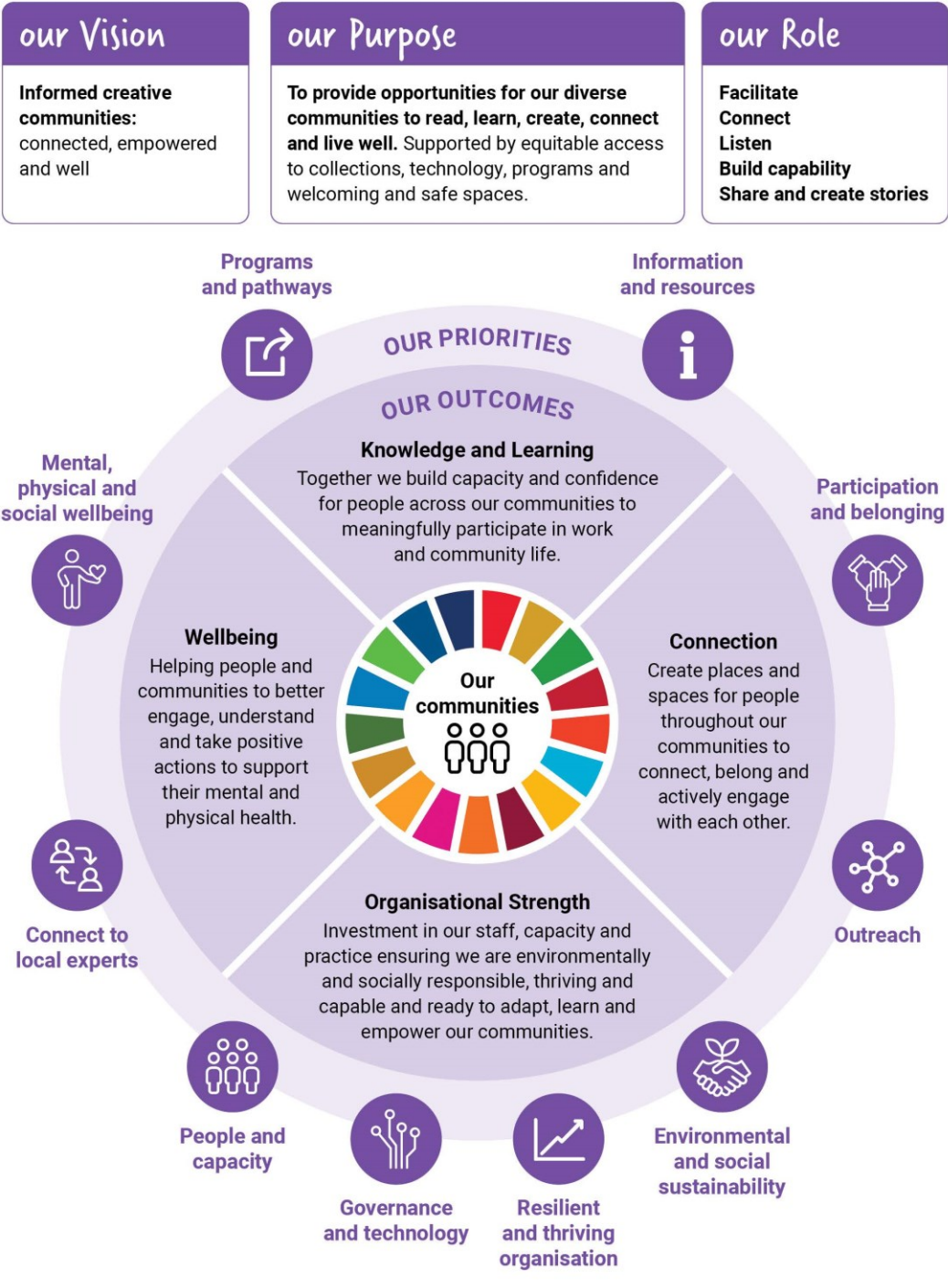
YPRL libraries contain substantial physical and digital collections for all ages and interests, including collections in many languages and for different reading abilities. The libraries are a network of vibrant community hubs, offering a wide array of resources, programs, and events that reflect a strong commitment to inclusivity, sustainability and innovation. From borrowing a child's first board book, learning to sew or cook, using the internet to study, applying for a job or streaming a film, libraries in the YPRL network are free and safe places for everyone to enjoy.



We have **347,392 items** in our physical collection! If we stacked them end-to-end, it would **extend more than 50kms**. That's Ivanhoe to Kilmore!



Plan on a Page



4

#ThisLibraryCan: Communities connected, empowered and well

SUSTAINABLE DEVELOPMENT GOALS



THE PRINCIPLES THAT SHAPE OUR SERVICE

We welcome and are *here for everyone* in our communities

We always work *together*

We are not afraid to try, *test and learn*

We always seek *continuous improvement* in what and how we deliver

We *innovate* to help our service grow and create positive outcomes

We undertake *radical collaboration* to make the most of everything we have

Message from the Chair



As the Chair of the Yarra Plenty Regional Library Corporation, I am delighted to present the 2024–25 Yarra Plenty Regional Library (YPRL) Annual Report. I thank YPRL’s outgoing chair, Ms Lydia Wilson and Councillors Karen Egan and Stevan Kozmevski for their significant contributions to the Library. I’m also pleased to welcome Mayor Cr Martin Taylor and Councillor Christine Stow to the Library Board.

In this final year of our current four-year library plan, YPRL continued to deliver opportunities for diverse communities to read, learn, create, connect and live well. YPRL’s sustained growth in library membership and use, along with an increased community satisfaction with our services, demonstrates how valued the Library is to residents across the region.

We responded to community requests for an expanded and more available collection through initiatives such as the Boobook digital consortium, which combined the purchasing power of YPRL, Whitehorse Manningham Libraries and Your Library, to deliver the largest digital library collection in Victoria. This resource is available to members 24/7, from anywhere.

Literacy remains fundamental to our mission. This year YPRL delivered 2,216 Storytime sessions to more than 91,000 children and families, contributing meaningfully to early childhood literacy and pre-reading skills across the region, laying the foundations for life-long readers. The Library continued to support First Nations literacy and cultural engagement through our Deadly Collection, partnerships with the Deadly Boorais children’s literacy project, and through NAIDOC Week knowledge sharing and Storytime programming. YPRL promotes inclusion and understanding with rich programming across its network. This report outlines our participation in Harmony Week,

International Women's Day, 16 Days of Activism, International Day of People with Disabilities, and IDAHOBIT. Regional stories of immigration were recorded and shared by the Library's *Homeland* oral history project and exhibition.

Libraries reduce social isolation and promote wellbeing. This year, YPRL partnered with St Vincent's Health Ageing Service to deliver Wellbeing Skills Group Programs for seniors, which addressed common mental health challenges such as anxiety, low mood, and stress. This initiative, along with regular library programs such as Chatty Café, foster connection, resilience, and improved quality of life.

As AI becomes more pervasive and disinformation harder to detect, the Library's role as a trusted source of information is more important than ever. YPRL has prioritised staff training and development in this area to ensure we are equipped to help the community understand these rapidly evolving technologies and their implications.

Knowing that Libraries are used more when they are close to home, YPRL continued to expand its network with a new Click and Collect Hub at Kirrip Community Centre in the fast-growing Wollert area. The new Mernda branch welcomed some 60,000 visitors in its first year of operation. The YPRL mobile library service marked its 70th anniversary, while Whittlesea Library marked its 10th, both remain highly valued in their communities.

We were grateful to receive Living Library grants from the Victorian Government, which supported the refurbishment of the Thomastown Library and enabled us to add a new vehicle to the Outreach library service, extending the library to people who are unable to visit a branch. Continued investment in our libraries will ensure they remain modern, well-equipped, welcoming, and available to all.

Finally, the Board acknowledges the enormous contributions of outgoing CEO, Jane Cowell. Jane's tenure has been marked by innovation, sector-wide collaboration, and a deep commitment to access, inclusion, and literacy. She has transformed YPRL into one of the most progressive and community-focused library services in the country. We wish her the very best in her continuing roles with the Australian Library and Information Association and International Federation of Library Associations and Institutions. The Board is grateful to Jane and all the excellent YPRL staff who work tirelessly to provide a well-used and valued public library service to the people of Banyule, Nillumbik and Whittlesea. I also thank my fellow board members and each member council for working to ensure YPRL's continued success.

Cr Grant Brooker

Chair, Yarra Plenty Regional Library Corporation

Message from the CEO



This past year has been one of significant progress, marked by our commitment to innovation, safety, and community connection—ensuring our libraries remain vibrant, accessible, safe, and welcoming for all.

Our collaboration with Whitehorse Manningham Libraries and Your Library on the Boobook digital consortium has transformed digital borrowing. Since launching in October 2024, Boobook has enabled access to over 110,000 unique titles and reached 1,000,000 loans in just seven months—a testament to the power of partnership.

Our new Outreach Sprinter van, launched in September 2024 with support from the State Government's Living Libraries Infrastructure Program grant and YPRL Board, now brings library services to 52 locations, including retirement villages and aged care facilities. This modern vehicle allows us to reach more people, in more locations and deliver curated collections between visits, while also increasing our presence at community events.

Significant upgrades at Thomastown Library have created welcoming, innovative spaces for all. Thomastown's upgraded Craft and Textile Maker Space and custom parent-child workstations—an Australian first—demonstrate our commitment to inclusivity and creativity.

March 2025 saw important changes to our public Wi-Fi: requiring YPRL membership for access. This change led to a surge in engagement, with 1,471 new members joining in a single week.

In October 2025, we launched Microsoft 365 training across the organisation. With 268 hours of hands-on workshops delivered by our ICT team, staff are now better equipped to use digital tools to enhance productivity, collaboration and improve our service to community. We also strengthened our commitment to child safety with compulsory training, designed and delivered by our own Child Safe Champions, ensuring every staff member is prepared to provide a safe environment for children and families.

Safety has remained a top priority. In response to increased antisocial behaviour, we undertook a comprehensive review of emergency procedures and invested in physical improvements across our branches. Enhanced lighting, upgraded CCTV systems and secure staff spaces, have contributed to a safer environment for all. These measures, developed in close partnership with our member councils, have increased safety for our community and our staff.

As I prepare to step down as CEO of Yarra Plenty Regional Library, I am deeply proud of what we have achieved together over the past seven years. It has been a privilege to lead an organisation so committed to innovation, inclusion, and community service. Together, we

transformed digital access, expanded regional partnerships, and broke down barriers—eliminating overdue fines, launching the Library App, and creating the Boobook digital consortium. I have been inspired by our staff's dedication, especially during the challenges of the COVID-19 pandemic, and by our shared belief that libraries are welcoming spaces for all. From supporting new migrants and families to championing the Deadly Collection, we have strengthened YPRL's role as a hub for learning and connection.

Thank you to our Board, staff, volunteers and community for your trust and support. I am confident YPRL will continue to thrive and inspire for years to come.

Jane Cowell

CEO, Yarra Plenty Regional Libraries

YPRL Board Members 2024–2025



Cr Alison Champion
(Deputy Chair)



Cr Rick Garotti



Cr Grant Brooker
(Chair)



Cr Peter Perkins



Cr Christine Stow



Cr Martin Taylor

Board members July 2024 – June 2025

July 2024 – October 2024	November 2024 – January 2025	January 2025 – May 2025	May 2025 – June 2025
Banyule City Council			
Cr Alison Champion	Cr Alison Champion	Cr Alison Champion (Deputy Chair)	Cr Alison Champion (Deputy Chair)
Cr Rick Garotti	Cr Rick Garotti	Cr Rick Garotti	Cr Rick Garotti
Joseph Tabacco (ex officio) Director Community Wellbeing	Joseph Tabacco (ex officio) Director Community Wellbeing	Joseph Tabacco (ex officio) Director Community Wellbeing	Joseph Tabacco (ex officio) Director Community Wellbeing
Nillumbik Shire Council			
Cr Peter Perkins	Cr Grant Brooker	Cr Grant Brooker (Chair)	Cr Grant Brooker (Chair)
Cr Karen Egan (Deputy Chair)	Cr Peter Perkins	Cr Peter Perkins	Cr Peter Perkins
Corrienne Nichols (ex officio) Director Communities	Corrienne Nichols (ex officio) Director Communities	Corrienne Nichols (ex officio) Director Communities	Corrienne Nichols (ex officio) Director Communities
City of Whittlesea			
Administrator Lydia Wilson (Chair)	Cr Christine Stow	Cr Christine Stow	Cr Christine Stow
Agata Chmielewski Director Community Wellbeing	Cr Stevan Kozmevski	Cr Stevan Kozmevski	Cr Martin Taylor
Anthony Traill, (ex officio) Manager Active and Creative Communities	Agata Chmielewski, Director Community Wellbeing (ex officio)	Agata Chmielewski, Director Community Wellbeing (ex officio)	Agata Chmielewski, Director Community Wellbeing (ex officio)

Attendance at Scheduled and Special Board Meetings

Attendee	Meetings
Cr Alison Champion	5/6
Cr Rick Garotti	5/6
Cr Karen Egan	2/2
Cr Peter Perkins	3/6
Administrator Lydia Wilson	1/2

Attendee	Meetings
Agata Chmielewski	2/2
Cr Grant Brooker	4/4
Cr Christine Stow	4/4
Cr Stevan Kozmevski	3/3
Cr Martin Taylor	0/1

YPRL Services at a Glance



22,633 people opened the YPRL App 519,405 times – an average of 1,423 times a day – to place **147,244 reservations** and renew 83,449 loans.



2,889,514 loans – which is **14 items per library member** for the year.

Library members saved an average of **\$420 each** by borrowing from the library this year.



1,493,598 visitors to **library branches** and the mobile library, an increase of **98,029** from last year.





We held **6,428 events** with **143,617 participants**, averaging 18 events and **393 participants** every day!



We provided access to our library branches for **600.5 hours** each week, and to library services for an additional **192.5 hours** through the mobile library, outreach vehicle and our hubs.

Readers fell in love with **Emily Henry** books **2,162 times** this year.



Our **Book Express** titles were borrowed **51,670 times**.

The YPRL Library Plan supports the following strategies of our member Councils

Banyule Council Plan 2021–2025	City of Whittlesea Community Plan 2021–2025	Nillumbik Shire Council Plan 2021–2025
Priority Theme 1: Our Inclusive and Connected Community Priority Theme 2: Our Sustainable Environment Priority Theme 3: Our Well-Built City Priority Theme 4: Our Valued Community Assets and Facilities Priority Theme 5: Our Thriving Local Economy Priority Theme 6: Our Trusted and Responsive Leadership	Goal 1: Connected Community Goal 2: Liveable Neighbourhoods Goal 3: Strong Local Economy Goal 4: Sustainable Environment Goal 5: High-performing Organisation	Community Connections Sustainable and resilient Place and Space Responsible and accountable

**'The library helped me feel
connected to community in
a really difficult time, when
coming to the library was
one of the few activities I
could do. Thank you!'**

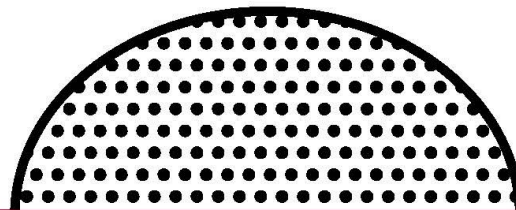




Image: Sam D'Agostino, SDP Media.

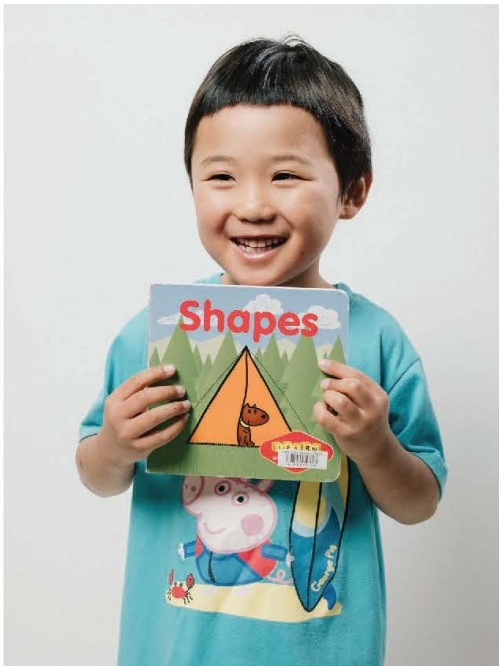


Image: Brett Scapin, Brett Scapin Photography.



Image: Sam D'Agostino, SDP Media.



Year in review

Outcome: Wellbeing

Help individuals and communities to better engage in, understand, and take positive actions to support their mental and physical health.

Creating safe and inclusive spaces is fundamental to how YPRL engages with local communities. We offer free and accessible resources, expertise, and information on crucial topics such as health and wellbeing, early literacy, and reading for enjoyment. These services enhance mental health, foster skill development, and improve individuals' ability to achieve better health outcomes throughout their lives.



Priority: Mental, physical, and social wellbeing

Contribute to the wellbeing of our communities through:

- inclusive and safe programs, spaces, and opportunities
- promoting health literacy
- health and wellbeing programming and collections
- programs for those in our communities experiencing social isolation.



Image: Sam D'Agostino, SDP Media.



Image: Brett Scapin, Brett Scapin Photography.

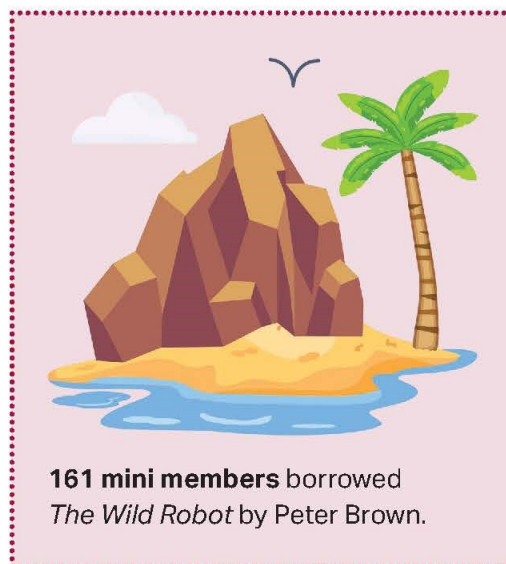
Wellbeing for Seniors

YPRL partnered with St Vincent's Health Ageing Service to deliver the Wellbeing Skills Group Program for seniors at Ivanhoe Library between July and November 2024. This multi-session program was developed by clinicians and focused on mental health issues in older adults. It aimed to improve the wellbeing of seniors in the community who may be experiencing anxiety, low mood, and stress. The program created a supportive and collaborative environment where clinicians provided advice on a broad range of topics, from addressing sleep difficulties to relaxation techniques. The popularity of the program will likely see it repeated next year.



Fit in Mind and Body

YPRL's Fitness After 50 is based on the Geri-Fit® model, originally implemented in Australia through Curtin University's Exercise Clinic. The program focuses on improving strength, balance and mobility in older adults through chair-based resistance training. It aims to support healthy ageing, reduce the risk of chronic disease and promote social connection through accessible, inclusive fitness activities delivered by trained staff or volunteers. This year, we expanded the program into the City of Whittlesea at Lalor Library, joining Eltham, Diamond Valley and Watsonia branches in Nillumbik and Banyule.



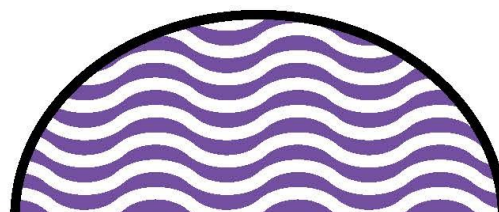


International Day of People with Disability 2024 – Community Fun Day @ ILCH.
Photography by Brett Scapin.

International Day of People with Disability

YPRL created activities and events across the region to mark the International Day of People with Disability. In December 2024, we launched the Yarra Birrarung Project, which invited people with disability to create art for exhibition inspired by the Library's collection. We created two touring exhibitions featuring the disability-positive books *Come Over to My House* by Sally Rippin and Eliza Hull and *Our Library* by Donna Rawlins. Sally Rippin, the 2024-2025 Australian Children's Laureate, and disability advocate Eliza Hull appeared in videos for YPRL to promote the exhibition and champion its themes. Together with Banyule City Council, we hosted a celebration at Ivanhoe Library, including AUSLAN-interpreted Storytime and art

therapy workshops. Working with the City of Whittlesea at Whittlesea Library, YPRL connected families with community organisations and service providers including DPV Health, ABC Disability Group and Diamond Valley Specialist Development School.

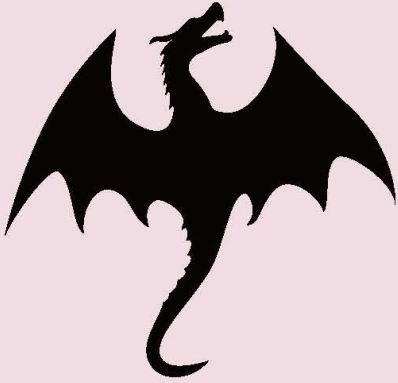


Services Snapshot

Indicator	Measure	2020/21	2021/22	2022/23	2023/24	2024/25
Loans	Number of Items borrowed	1,391,280	1,835,001	2,289,256	2,278,423	2,288,699
Program Attendance	Number of participants in programs	30,555	72,299	118,289	127,404	143,617
Visitation Total	Door count	537,335	714,864	1,263,489	1,395,569	1,454,716
Opening Hours	Hours per week	628.0	723.0	741.0	823.0	793.0

Free Pads and Tampons in our Branches

Many people cannot afford to buy menstruation products and feel embarrassed when they don't have them. This year, the Victorian Government launched a program to supply free pads and tampons in public spaces through vending machines. YPRL was among the first organisations in Victoria to install the vending machines, with Diamond Valley, Watsonia, Lalor, Thomastown, Ivanhoe and Mill Park libraries included in the initial roll-out. Additional machines are scheduled to be installed at Eltham and Whittlesea libraries in the 2025/26 Financial Year. This means that more community members can readily access pads and tampons in branches across the region.



Readers listened to Rebecca Yarros' *Onyx Storm* on Libby for **20,867 hours**. That's almost **870 days!**



International Day Against Homophobia, Biphobia, Intersexphobia, and Transphobia (IDAHOBIT)

In May 2025, YPRL marked IDAHOBIT with two creative workshops delivered by poet, artist, and spoken-word performer Fleassy Malay. Designed for the LGBTQIA+ community but accessible to all, the workshops guided participants to create freeform poetry with craft elements in a low-pressure environment at Eltham Library. At Ivanhoe Library, creators of all abilities explored the medium of collage and celebrated the power of connection. The workshops were attended by people from both in and outside of YPRL's council areas, with feedback showing the workshops promoted a "sense of belonging", were "fun and inspiring", and provided an "affirming space for the community".



Image: Brett Scapin, Brett Scapin Photography.

'There are so few places where you can be for free, and the library not only is warm, safe, welcoming and free, but also has resources and programs which bring the community together and build connections. It's life changing.'

Library Overview

Indicator	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Population – Regional (ABS Estimates Resident Population)	426,963	433,698	422,629	427,062	436,513	448,399
Total Members	118,443	120,899	135,957	156,426	180,592	212,263
Members As % Of Population	27.00%	28.00%	32.17%	36.63%	41.37%	47.33%
Active Users	64,518	53,113	56,439	67,243	77,163	90,790
Mobile Library Locations	13	13	13	13	15	15
Collection Items Total	403,799	436,944	506,751	492,186	513,847	540,094
New Collection Items	116,424	72,809	91,987	119,802	95,396	70,794
eCollection Usage	549,086	587,028	547,682	539,419	733,798	994,066
Wi-Fi Sessions	210,152	75,508	76,464	125,694	145,601	145,349
Public Access Internet Sessions	131,834	37,998	42,941	87,682	95,294	108,917
Total eAccess	2,341,531	1,918,946	2,443,293	3,168,125	4,171,007	4,872,038
Programs Total	4,383	1,613	2,209	4,605	4,962	6,428
Staff (EFT)	93.19	96.32	97.34	99.92	99.94	106.03



Diamond Valley Garden

In late 2024, the garden space at Diamond Valley Library reopened after redevelopment. The entrance was upgraded to improve accessibility, the outdoor area landscaped, and an interactive new play area installed. Regular programming recommenced in the garden in February 2025, with toddler play after Tuesday and Friday Toddler Storytimes, community garden sessions every Thursday morning, and a Stephanie Alexander Kitchen Garden program after school on Tuesdays. The garden is regularly used by early childhood groups, while families can often be found enjoying the new play space beneath the colourful steel butterfly designed by Jeavons Landscape Architects.



The *Wheels on the Bus* went round and round at **2,216 Storytimes** this year!

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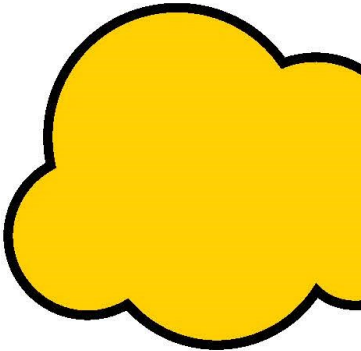
GOOD HEALTH AND WELL-BEING



12

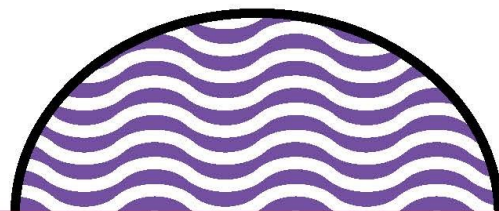
RESPONSIBLE CONSUMPTION AND PRODUCTION





Library Usage

Location	Members	Loans	Reservations	Public Access Internet Sessions	Wi-Fi Connections
Diamond Valley	12,441	99,852	24,400	3,944	6,350
Eltham	32,450	271,547	62,441	12,684	29,094
Ivanhoe	31,133	268,282	69,553	21,612	48,843
Lalor	23,003	77,727	13,470	21,817	9,893
Mernda	7,542	73,049	20,010	2,832	3,231
Mill Park	40,486	249,771	43,746	17,677	27,017
Rosanna	14,187	47,245	24,680	2,282	793
Thomastown	12,401	48,045	10,231	11,066	6,643
Watsonia	17,590	171,329	45,146	11,424	10,374
Whittlesea	5,388	32,854	7,667	3433	2,946
Mobile Library	6,109	68,851	7,192	146	0
Outreach Vehicle	1,192	7,517	1,431	0	0
Digital Members	8,331	847,333	729	0	0
Bellfield Hub	0	2,255	693	0	0
Galada Hub	0	12,324	3,785	0	0
Kirrip Hub	0	3,677	648	0	165
Hurstbridge Hub	41	7,039	4,495	0	0





**Priority:
Connect to
local experts**

Work alongside experts to bring the best to our local communities by:

- inviting, including, and hosting wellbeing partners within our spaces
- partnering with member councils to deliver better outcomes.



Career Counselling

YPRL, in collaboration with the City of Whittlesea and RMIT Skills and Jobs Centre, delivered a free career counselling program, providing employment assistance and advice for job seekers. 16 sessions were offered at Mill Park Library and 15 at Mernda Library where participants could schedule appointments or attend drop-in sessions with the RMIT Skills and Jobs Centre. Facilitators worked with participants to fill relevant job vacancies at businesses in the local area. The program had many successes, including finding employment for three people in a single family who had all been unemployed and in financial difficulty.

'Local libraries are really helpful meeting and study locations for me and my friends. Whether I come here to read, study or connect with others, it's always a good experience.'



School Industry Program

In June 2025, Mill Park Library participated in a School Industry Program in collaboration with Hume Whittlesea Local Learning and Employment Network, Whittlesea Tech School and Mernda Central College. The program was designed to enhance work experience for both students and businesses. It included placements with employers and activities at Whittlesea Tech School. Three students were placed at Mill Park and asked to explore how the library could better engage teens. The students offered practical ideas ranging from furniture arrangement to social media promotion and library sponsorship of community organisations.

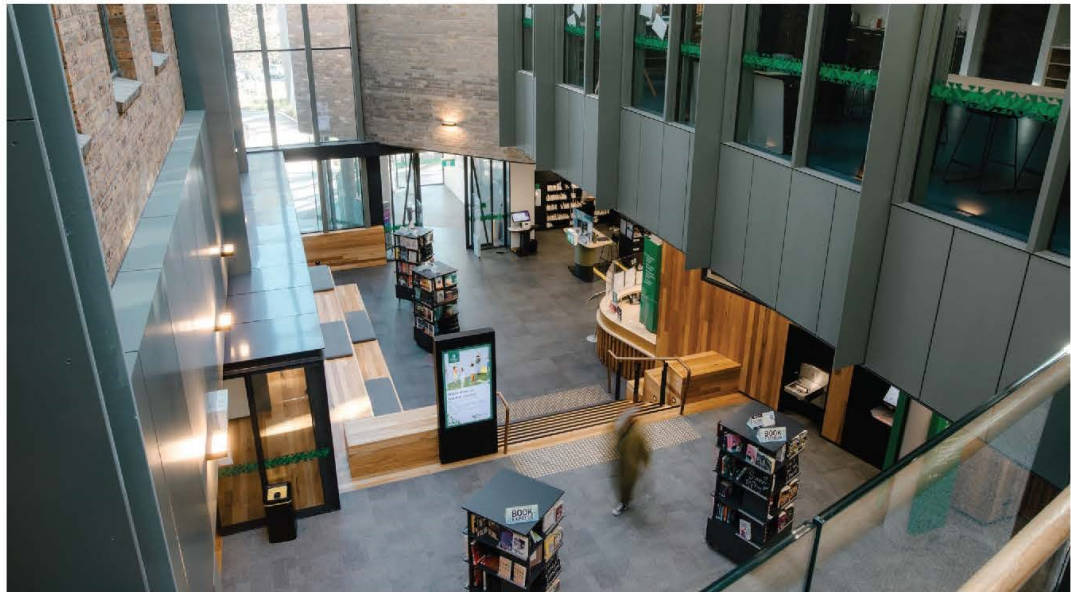


Image: Sam D'Agostino, SDP Media.

Bringing Up Kids

In May 2025, Lalor Library and City of Whittlesea collaborated to deliver the Bringing Up Kids Expo, an event which connected local families to community services. Service and support providers such as the Association for Children with a Disability, DPV Health, Drummond Street Services, HIPPY Australia, Lalor Neighbourhood House, ParentZone and Services Australia attended the event alongside the City of Whittlesea's Children and Families, Aboriginal Department, Community Development, Economic Development, Environmental Education and Planning and Development teams. Bunnings provided craft activities that were popular with children and families, and YPRL staff distributed 216 collection items in family packs on the day. The event allowed for useful information sharing in a fun and family friendly environment. Feedback was overwhelmingly positive.





Maker Space and the Austin Hospital

YPRL Maker Spaces are hubs of innovation, creativity, and opportunity. This year, after an induction into Ivanhoe Library's 3D printing facilities, Austin Hospital sonographer, Warwick Park, designed and 3D printed a prototype mount for ultrasound probe and radio sensors. The resulting mount is now used at the Austin Hospital in the examination of stroke patients. This example highlights how libraries foster and enable innovations that have direct applications in industry and benefit the community.



'They create a safe place to for me to study whilst also feeling a part of the community.'



Outcome: Connection

Create places and spaces for people to connect, belong and actively engage with each other.

YPRL has a strong focus on fostering connection. By implementing targeted outreach programs and inclusive initiatives, we've been able to engage with diverse groups, including those who may have previously felt disconnected from library services. By creating welcoming spaces and offering tailored events, we've encouraged greater participation and ensured that everyone has the opportunity to connect, belong, and actively engage.



Priority: Participation and belonging

Deliver places, spaces and services that provide:

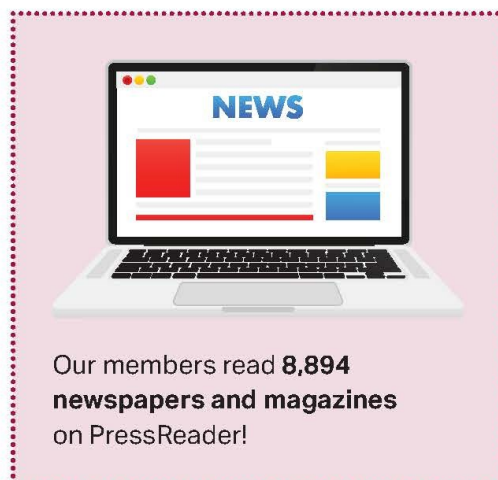
- safe, accessible digital environments and programs
- volunteering and other opportunities to participate
- increased participation in our services.



Image: Brett Scapin, Brett Scapin Photography.

Library Membership

Location	Banyule	Nillumbik	Whittlesea	Out-Area	Total
Diamond Valley	3,415	7,213	678	1,135	12,441
Eltham	5,227	23,088	873	3,262	32,450
Ivanhoe	23,084	277	735	7,037	31,133
Lalor	255	65	20,554	2,129	23,003
Mernda	113	52	6,604	773	7,542
Mill Park	890	445	33,748	5,403	40,486
Rosanna	12,618	160	374	1,035	14,187
Thomastown	234	29	9,989	2,149	12,401
Watsonia	14,245	431	1,579	1,335	17,590
Whittlesea	345	66	4,222	755	5,388
Mobile Library	373	2,360	2,668	708	6,109
Home Library	18	6	17	0	41
Outreach Vehicle	332	289	531	9	1,161
Online & Hubs	616	279	1056	6380	8,331
Total	61,765	34,760	83,628	32,110	212,263



'Libraries provide so many different opportunities. They are places for learning, meeting, reading, doing and thinking. They are an integral part of our community.'



Harmony Week

Harmony Week in March celebrates Australia's cultural diversity. YPRL marked the occasion with the opening of the *Homeland: Treasured Objects from Afar* exhibition at Ivanhoe Library & Cultural Hub, highlighting immigration stories of residents in the region. Ivanhoe Library also partnered with the Northern Region Indian Seniors Association for the vibrant Holi Festival, featuring dance, music, and comedy for over 100 attendees.

Diamond Valley Library hosted a Dhyana Tea Ceremony, offering insights into the ancient Chinese Chan (Zen) Buddhist ritual and cultural storytelling. Mill Park Library presented *Ciao Italy!*, a lively performance about Italian migration in the 1950s. At Lalor Library, local author Olympia Panagiotopoulos discussed her part-memoir *Beneath the Fig Leaves*, exploring food, family, and Greek heritage.

Eltham Library held a collage workshop with South African artist Rochelle Van Der Merwe, inviting participants to explore identity and personal stories. Our libraries across the City of Whittlesea celebrated with events featuring food from around the world.

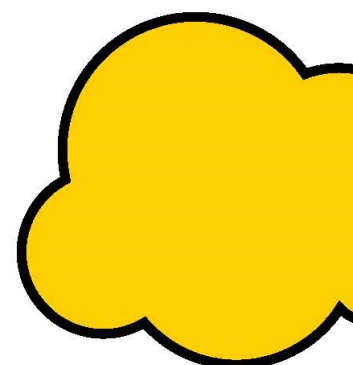




Image: Brett Scapin, Brett Scapin Photography.

Celebrating Our Volunteers

YPRL values the generous assistance of over 100 volunteers, whose ongoing commitment makes many of our programs possible. Our amazing volunteers give their time to support many library activities, including Fitness After 50, Chatty Café, and Bilingual Storytimes. They supply adorable Reading Dogs for our children's literacy program and share knowledge in our *Tech Help* sessions. For National Volunteer Week in May 2025, we celebrated our volunteers by offering them a free one-to-one photo shoot with professional photographer Brett Scapin. Brett's photos captured the selfless spirit of our volunteers and highlighted the impact they have on our libraries and members. The portraits were displayed in our branches to share volunteer achievements with the wider community. We thank our volunteers for their support and their vital contribution in supporting YPRL's programs and services throughout the year.

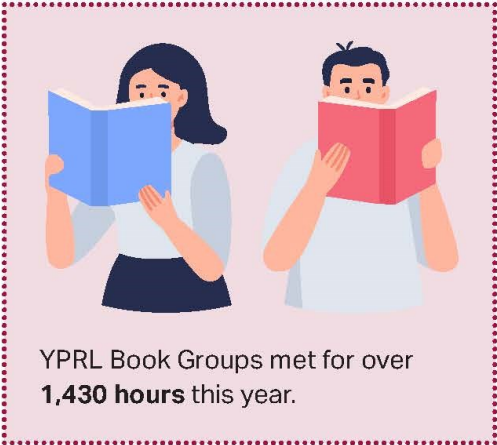


1,542 mini members read to our Reading Dogs at **213 sessions** this year.



International Women’s Day

YPRL celebrated International Women’s Day on 8 March with a series of events across the region. Whittlesea Library, in partnership with the City of Whittlesea, hosted the author of *The Dressmaker*, Rosalie Ham, who discussed the challenges of adapting a bestselling book into a popular film. The conversation was facilitated by Kerry Clarke, community leader and Chair of Whittlesea Community House. At Watsonia Library, Mursal Sadat, professional soccer player and advocate for women’s and refugee rights, spoke about her terrifying experience fleeing Kabul in 2021. Mursal was previously a member of the Afghanistan Women’s soccer team who now plays for AWT Melbourne Victory. She continues to advocate for the rights of women and refugees. Mursal’s talk was very well received, with a young attendee saying *“I got inspired by Mursal Sadat. It made me feel proud that a person has saved lots of people’s lives. It was the best session I have ever went [sic] to, she is my inspiration”*.



16 Days of Activism

16 Days of Activism is a yearly international campaign advocating to end violence against women across the globe. From 25 November to 10 December 2024, YPRL collaborated with gender equity teams at member councils to match programming to the campaign. YPRL created resources to support the campaign including suggested reading booklists and educational activities across the network and a themed Storytime guide for staff. Educational materials were created for staff to increase their awareness of violence against women, which included information about crisis support organisations.

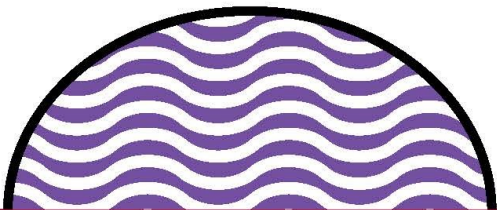
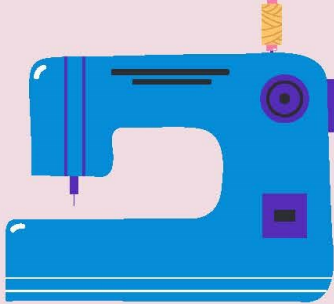




Image: Sam D'Agostino, SDP Media.

Crafty Connections

The past year has seen the popularity of Thomastown Library's Maker Space grow significantly, with an increase of 268% in loans from its Library of Things. Staff conducted 74 induction sessions, teaching 107 people to use the branch sewing machines. Two weekly sewing programs in the Maker Space focused on making craft with recycled materials and mending clothes, promoting a circular economy and sustainability. The sessions foster social connection with both experienced sewers and newcomers working together to make and mend clothes, create reusable shopping bags with Boomerang Bags, and socialise.



Our sewing machines were borrowed **259 times** this year.

3

GOOD HEALTH AND WELL-BEING



12

RESPONSIBLE CONSUMPTION AND PRODUCTION





Image: Sam D'Agostino, SDP Media.



Image: Sam D'Agostino, SDP Media.

65,000 Years: A Short History of Australian Art

YPRL was privileged to host Distinguished Associate Provost Professor Marcia Langton AO and Senior Curator Judith Ryan AM at Ivanhoe Library to discuss their landmark publication and exhibition, *65,000 Years: A Short History of Australian Art*.

The discussion explored the extensive research and curatorial work involved in developing the book and exhibition at the University of Melbourne's Potter Museum of Art. The capacity audience learned about Australian Indigenous art, continuous cultural practice, and Indigenous knowledge systems. Marcia and Judith offered insightful reflections and personal anecdotes that deeply engaged the audience. Feedback from attendees was overwhelmingly positive, reflecting the community's strong interest in and appreciation for Indigenous art and culture.





**Priority:
Outreach**

Look beyond our existing places to:

- build strong links with local communities
- engage with youth, CALD and First Nations communities
- explore and test co-location and integration of services.

'I love stories, they make me smile. I read our book to bruzzy (brother) who is tiny. I really like Storytime at Mill Park, we sing and sometimes dance. Thanks, Aunty, for the books, I just think they're the best.'

Deadly Boorais

YPRL partnered with the City of Whittlesea's Maternal Child Health Deadly Boorais team to supply a board book to all First Nations babies born in the City of Whittlesea between February and November 2024. Packs to support future literacy development and engagement with YPRL's Deadly Collection were codesigned with Elders and community organisations. They included a board book, YPRL membership details, and resources from organisations such as DPV Health, the Victorian Aboriginal Health Service, and the Victorian Aboriginal Child and Community Agency. This pilot program tested whether receiving a board book and an invitation to join the library would result in new memberships and increased Storytime attendance. During the pilot, 80 books were given to families, 42 Storytime sessions were attended by First Nations families, and 60 new memberships were created. The 23 families who attended Storytime sessions reported that the board book provided during this program was the first book they had in their home. The success of the project suggests its potential to expand across the region.





Updated Outreach Vehicle

In September 2024, YPRL celebrated the launch of a new outreach vehicle. The new Mercedes Sprinter van was purchased with funds from a Victorian Government Living Libraries Infrastructure Program grant, with additional funding provided by the YPRL Board. YPRL took this opportunity to review the outreach schedule, making improvements to make the service more efficient. The updated, more accessible vehicle allows our team to reach more locations, without increasing operational costs. The Outreach Sprinter brings the library to more people at up to 52 locations, such as retirement villages and residential aged care facilities, on a four-week rotation. Outreach staff now leave curated collections at several locations, giving residents access to items between monthly visits. Collection holds are delivered at each visit. Tech Help sessions are available to Outreach library

users to help with digital inclusion, online safety and access to digital collections or other online tools and services. With the addition of the Outreach Sprinter van, we now have a greater capacity to attend community events, such as the Whittlesea Community Festival and the Nillumbik Festival of Stories. Since the launch, 5,947 items have been borrowed from the Outreach Sprinter.



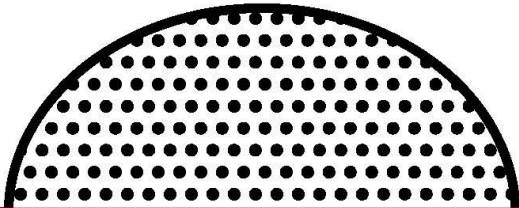
Social Media

Social Media Followers

Platform	2023/24	2024/25	Growth
eNewsletter	66,163	68,491	3.52%
Facebook	7,717	8,047	4.28%
Instagram	4,345	5,006	15.21%
LinkedIn	1,040	1,161	11.63%

Digital interactions

Platform	2023/24	2024/25	Growth
Website	2,134,969	2,590,077	21.32%
Online Catalogue	537,447	514,224	-4.32%
YPRL App	444,633	519,405	16.82%





Click and Collect Hubs

Our Click and Collect Hubs have continued to grow over the past year, expanding library services across the region. In September 2024, YPRL opened our latest Click and Collect Hub in Kirrip Community Centre. This new location, YPRL’s fourth Click and Collect Hub, provides convenient library access to residents in the fast-growing Wollert area. Our Hubs feature regularly refreshed collections tailored to the local community and serve as a collection point for items ordered from the full YPRL catalogue. YPRL staff deliver regular programming at each Hub or at nearby community locations, including drop-in Tech Help sessions, Storytimes, and School Holiday Programs.

‘Libraries are special places because they allow people to be themselves. To read and learn about whatever people choose. To be sociable or quiet. They are welcoming, inclusive, safe, forever evolving to meet community needs. Wonderful places to escape.’



Rosanna Pop-Up

While the new Rosanna Library is under construction, YPRL has provided library services to the Rosanna area via a temporary Pop-Up branch. The branch contains some 6,000 collection items and is a pick-up point for collection holds. Due to the building's limited space, staff now deliver regular outreach programming in community locations such as the Rosanna Fire Station Community House, Holstep Health, and Macleod YMCA. These include activities such as LEGO®, Mindfulness sessions, craft events, puppet shows, STEM coding workshops, and School Holiday Programs. Library staff attend a Somali Playgroup in Heidelberg West every month and, over the past year, the team has visited many local kindergartens, childcare centres and a primary school to deliver Storytimes or Library Information sessions. YPRL looks forward to the opening of the new Rosanna Library in the 2025/26 financial year.





Image: Sam D'Agostino, SDP Media.

Grants Received/Acquitted

Grant	Funding	Stage
Government Subsidy (Banyule, Nillumbik, Whittlesea)	\$2,782,788.00	Annual recurring
Living Libraries Infrastructure Program Grant – Thomastown Refurbishment	\$178,806.00	Acquitted 2/1/2025
Premiers' Reading Challenge Book Fund	\$57,239.00	Annual recurring
City of Whittlesea Middle Years Program	\$55,000.00	Received November 2024
School Student Broadband Initiative	\$7,500.00	Received April 2025
Aged Care Reform Information Hub	\$6,000.00	Received July 2024
Medicare 40th Anniversary	\$2,000.00	Received September 2024
Citizen Science Corners	\$650.00	Received June 2025

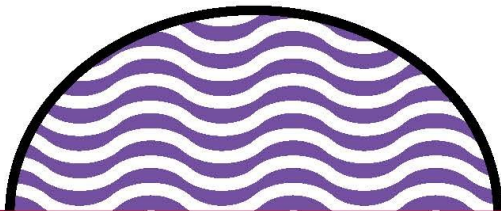




Image: Brett Scapin, Brett Scapin Photography.

Outcome: Knowledge and Learning

Together we build capacity and confidence for people to meaningfully participate in work and community life.

YPRL builds capacity and confidence across local communities, enabling meaningful participation in both work and community life. Through our diverse programs and resources, we empower individuals with the skills and knowledge needed to thrive. By offering educational opportunities, skill-building workshops, and supportive learning environments, we help people engage more fully and successfully in their personal and professional lives.



Priority: Programs and pathways

Develop programs and pathways that focus on:

- partnerships for youth capacity building
- pathways to employment
- community resilience
- community-led programming and collections.

School Holiday Programs

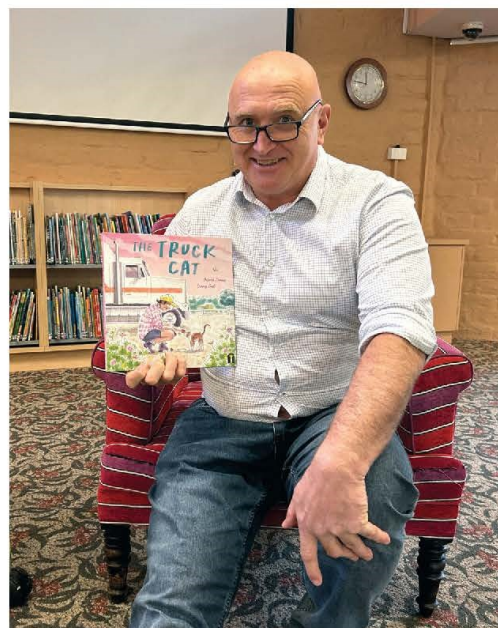
YPRL's School Holiday Programs are some of our most anticipated and well-attended events. During the 2024/2025 Financial Year we held 244 events across the region, attracting over 6,350 attendees. Children attended forensic science events at Ivanhoe Library, learnt about dinosaurs at Whittlesea Library and made zines at Eltham Library. YPRL delivered events in partnership with a variety of organisations and facilitators, including: the National Gallery of Victoria, Science Gallery Melbourne, First Nations social enterprise organisation Wayapa Wuurrk, and several local artists. 78 School Holiday Programs were held at outreach locations across the region, including: Edendale Farm, Whittlesea Tennis Club, and Laurimar Community Activity Centre. The City of Whittlesea Middle Years Program provided funding to help children and families attend events at City of Whittlesea service points. Collection loans over the school holiday periods showed a marked increase with primary school children borrowing 47% more and secondary students 76% more than during non-holiday periods.



5,045 junior non-fiction books about dinosaurs were borrowed by future palaeontologists.

Big Summer Read

From 1 December to 31 January, YPRL participated in Public Libraries Victoria's state-wide campaign Big Summer Read. The campaign aims to keep children reading over the summer school holidays to maintain their literacy skills. Research demonstrates that the number of books in a child's home has an impact on improved literacy outcomes in later life, so the focus of our campaign was fostering a joy of reading and encouraging children to feel empowered through their reading choices. Over the *Big Summer Read* period, we observed an increase of 2.8% in loans from our physical junior collection when compared to the previous year, meaning that over 3,000 additional items were borrowed.



National Simultaneous Storytime

The Australian Library and Information Association's National Simultaneous Storytime is an annual event that promotes reading and childhood literacy. The event, held for the 25th time in May 2025, sees libraries and primary schools across Australia read the same book at the same time. This year, 494 participants joined us across the region to read *The Truck Cat* by Deborah Frenkel. We thank Cr Alison Champion and Cr Rick Garotti of Banyule City Council, Cr Grant Brooker and Mayor Cr John Dumaresq of Nillumbik Shire Council and Cr Christine Stow, Cr Lawrie Cox and Mayor Cr Martin Taylor of the City of Whittlesea for visiting YPRL branches as guest storytellers on the day.



Storytime Sessions

Storytimes	Sessions	Attendance
Diamond Valley	185	8,261
Eltham	361	18,300
Ivanhoe	245	15,272
Lalor	220	5,883
Mernda	76	1,966
Mill Park	308	16,196
Rosanna	159	4,363
Thomastown	229	5,847
Watsonia	180	10,126
Whittlesea	173	3,896
Online	0	0
Mobile Library & Outreach Service Points	80	1,623
Total	2,216	91,733



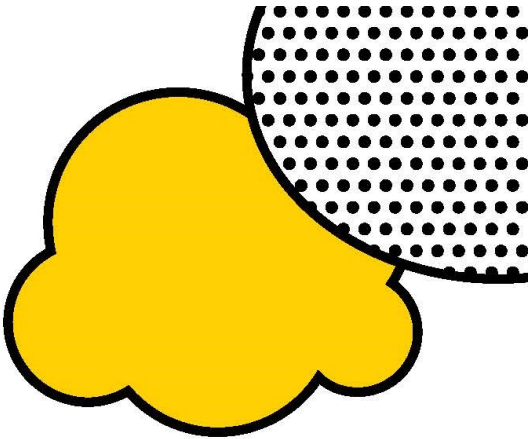
‘The library was so special when my daughters were young. The free storytime, connecting with other mums and learning songs and love of books. Now we all enjoy placing holds on books we want to read and seeing the community, young and old, enjoying the space.’



We delivered **354 Storytimes** to **8,804 participants** at Community Locations.

NAIDOC Week

Between 7-14 July 2024, YPRL held NAIDOC Week events across the region focused on knowledge sharing and connection, providing an opportunity for local communities to learn more about First Nations culture and history. The theme for NAIDOC Week was *Keep the Fire Burning! Blak, Loud and Proud*. Events included a pop-up playgroup in partnership with the Victorian Aboriginal Child and Community Agency and the City of Whittlesea, and NAIDOC Storytime sessions at Mernda, Diamond Valley and Eltham libraries. At Watsonia Library, author Krystal De Napoli discussed her book, *First Knowledges: Astronomy*.



Wylah the Koorie Warrior was the **most popular series** from our Deadly junior collection.

All YPRL Events

Location	Events			Participants		
	2022/23	2023/24	2024/25	2022/23	2023/24	2024/25
Banyule	1457	1698	1953	40,894	43,887	45,882
Nillumbik	1007	1031	1370	33,972	34,307	37,454
Whittlesea	2120	2175	3056	42,769	48,264	59,435
Mobile Library	0	42	36		800	694
Online	21	16	13	654	146	152
Total	4,605	4,962	6,428	118,289	127,404	143,617



**Priority:
Information
and resources**

Build on our existing collections, assets, and services through investment in:

- digital resources, collections, and assets
- resources that are reflective of our diverse communities
- supporting local creatives
- early years, adult, and digital literacy.

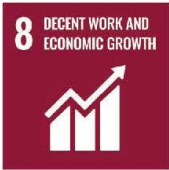
Welcoming PressReader

In 2025, YPRL subscribed to PressReader, a digital platform that provides readers with access to over 7,000 newspapers and magazines from more than 120 countries in over 60 languages. Through this expansion of our digital offerings, members can now access popular newspapers such as *The Guardian*, *Herald Sun* and *The New York Times*, as well as magazines such as *The New Yorker*, *Vogue* and *Bon Appétit*. With a user-friendly app and online browser, PressReader’s wide variety addresses many interests in the community. Since launching in March 2025, readers have opened articles on PressReader 195,761 times and borrowed 9,706 items.



Together Connect

Together Connect was first delivered at Mill Park Library in March 2025 as a collaborative pilot program with the City of Whittlesea to connect the community to organisations and service providers including: Whittlesea Community Futures; DPV Health, Whittlesea Community Connections, Gamblers Help, Berry Street, Kids First, Northern Mental Health and Wellbeing Local, and Uniting Engage. Together Connect allowed for one-on-one interactions between the organisations and individuals, as well as enabling networking between organisations. Monthly Together Connect sessions explored digital literacy, respectful relationships, diverse families, financial literacy, community connection and health and wellbeing.



786 members borrowed books from our English Language Support collection this year.

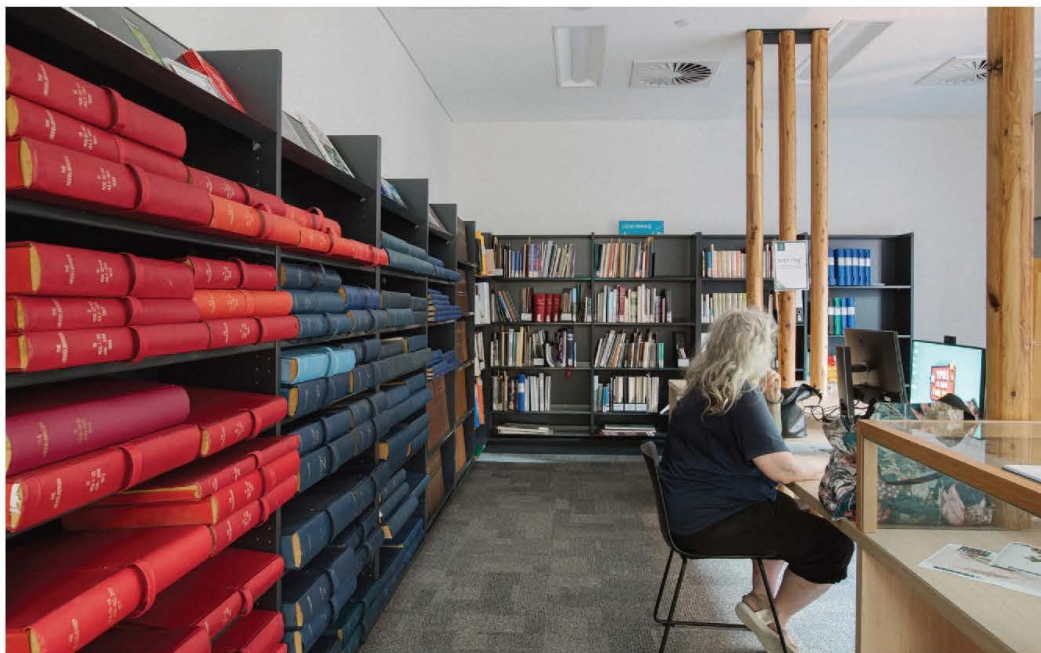
Collections Statistics

Items	2022/23	2023/24	2024/25
Total Physical Items	342,500	360,237	347,392
Banyule	111,197	112,149	106,952
Whittlesea	151,117	159,292	155,520
Nillumbik	80,186	88,796	84,920
Total digital Items	60,743	60,802	157,787
eBooks	39,011	35,954	74,021
eAudio	19,005	21,067	74,135
eMags	2,727	3,781	9,631
Total collection (physical and digital)	403,243	421,039	505,179

Loans	2022/23	2023/24	2024/25
Total loans of physical items	2,289,237	2,278,423	2,288,699
Banyule	835,381	805,193	797,012
Whittlesea	776,644	782,571	805,348
Nillumbik	677,212	690,659	686,339
Total Loans of digital items	404,309	543,542	600,815
eBooks	149,394	173,672	205,554
eAudio	183,311	224,859	268,546
eMags	71,604	145,011	126,715
Total Loans (physical and digital)	2,693,546	2,821,965	2,889,514

Turnover	2022/23	2023/24	2024/25
Turnover all items	6.7	6.7	5.7
Physical Items	6.7	6.3	6.6
Banyule	7.5	7.2	7.5
Whittlesea	5.1	4.9	5.2
Nillumbik	8.4	7.8	8.1
Digital Items	6.7	8.9	3.8

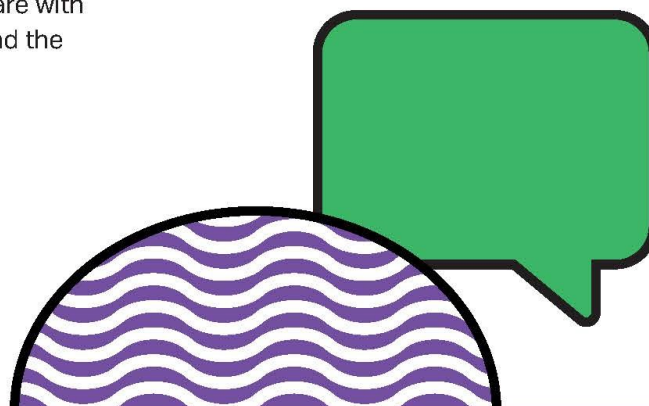
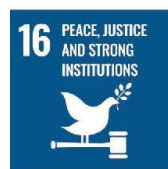
Purchases	2022/23	2023/24	2024/25
New physical items	93,189	76,833	70,794
Banyule	37,284	24,728	22,154
Whittlesea	27,271	32,035	32,230
Nillumbik	28,634	20,070	16,410
New digital items	6,908	6,985	41,071
Total new items (physical and digital)	100,097	83,818	111,865



Battling Online Misinformation

As part of YPRL's ongoing commitment to supporting access to quality information, staff attended *Building Resilience Against False Information*, a training session delivered in May 2025 by Sushi Das from RMIT's Information Integrity Hub. In the sessions, staff learned how to spot misinformation online, discovered how to identify AI content, and gathered tools to support the fight against misinformation in our branches. Resources were provided encouraging further development of media literacy skills and to share with staff who were unable to attend the

sessions. This training empowers staff to support members of the community in their search for accurate and trustworthy information, reinforcing libraries as trusted sources of information.



Library Visitation

Location	2020/21	2021/22	2022/23	2023/24	2024/25	% Change
Diamond Valley	22,219	32,570	67,068	72,200	72,477	0.38%
Eltham	104,138	131,349	195,911	238,621	247,840	3.86%
Ivanhoe	66,062	155,262	295,509	328,625	342,138	4.11%
Kirrip Hub					38,882	
Lalor	84,662	92,455	168,923	151,309	178,546	18.00%
Mernda				27,859	58,737	110.84%
Mill Park	65,508	100,247	173,133	192,262	187,042	-2.72%
Rosanna	67,692	59,596	73,629	34,361	32,907	-4.23%
Thomastown	43,257	43,245	102,484	115,052	101,938	-11.40%
Watsonia	62,446	66,481	133,888	157,715	150,289	-4.71%
Whittlesea	21,351	23,132	42,852	47,542	53,678	12.91%
Mobile Library	18,880	10,527	23,976	30,023	29,124	-2.99%
Total Library Visits	556,215	714,864	1,277,373	1,395,569	1,493,598	7.02%



'It's a safe place to meet, learn and bring my children to do the same.'



Outcome: Organisational Strength

Investment in our staff, capacity, and governance to ensure we are capable and ready to adapt, learn and empower local communities in environmentally and socially responsible ways.

YPRL is dedicated to equipping our staff with the tools and support they need to excel. We invest in comprehensive training, effective governance, and advanced technology to empower our team to meet the evolving needs of local communities. By fostering a supportive environment, we ensure our staff are confident and adaptable, ready to embrace change and deliver exceptional service. Our commitment to the community includes a strong focus on sustainability. As we develop services and build our spaces, we are mindful of choosing environmentally sustainable and socially responsible options.



Priority: Governance and technology

Strengthen our service by ensuring:

- effective governance-strengthening decisions and partnerships
- technology as an enabler for delivering services
- technology that improves user experience.





Image: Sam D'Agostino, SDP Media.

Wi-Fi Changes

In March 2025, YPRL implemented changes to Wi-Fi access across its network. A YPRL membership is now required to access our free public Wi-Fi network in library branches. This change encourages greater engagement with library resources, promotes membership, and allows YPRL to ensure a reliable Wi-Fi service. The change was tested first at Mill Park Library and then rolled out across the region. A clear increase in membership was observed the week of the change with 1,471 new members joining, more than double the number of new memberships in the previous week.



Books about AI were loaned
2,371 times.

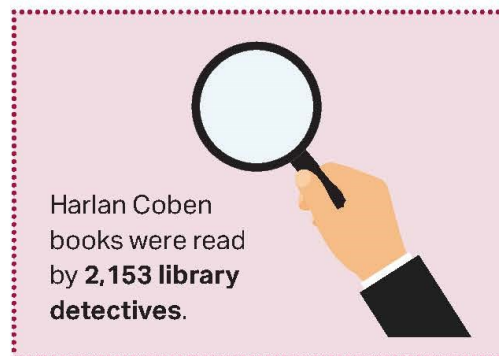
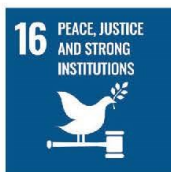
Gambling Harm Minimisation

In March 2025, YPRL introduced a gambling filter on our public Wi-Fi and PCs, proactively blocking access to gambling sites. Gambling harms communities in many ways and can lead to financial distress, mental illness, and relationship breakdowns, as well as increased rates of family violence and crime. This initiative supports the gambling harm priorities of our three member councils, providing a safer digital environment and fostering community wellbeing in alignment with our shared values.



Child Safe Training

In November 2024, new Child Safe training was made available to all YPRL staff. The training uses a video and toolkit designed by specially trained staff, referred to at YPRL as Child Safe Champions, and was tailored to the library environment. This training is compulsory for all staff who also receive ongoing support from the Child Safe Champions as part of YPRL's commitment to Victoria's Child Safe Standards and being a Child Safe organisation.



Microsoft 365 Training

In October 2024, Microsoft 365 training began for staff across the organisation. The training was designed to improve efficiency and increase collaboration. It supported staff to enhance their productivity with the new digital tools at their disposal. The YPRL ICT team delivered 268 hours of workshop training, providing targeted, hands-on examples of using Microsoft 365 tools in our organisational context.



'The library is a safe place for everyone, there is something for everyone at a library.'

Professional Membership

- ALIA (Australian Library and Information Association)
- IFLA (International Federation of Library Associations and Institutions)
- VALA (Victorian Applied Learning Association)
- PLV (Public Libraries Victoria)
- PLV Collections Special Interest Group
- PLV Operations Special Interest Group
- PLV Program and Partnerships Special Interest Group
- PLV MAE (Marketing and Engagement) Special Interest Group
- PLV Reader Development Special Interest Group
- PLV Resource Sharing Special Interest Group
- PLV Multicultural Services and Programs Special Interest Group
- PLV Resource Sharing Special Interest Group
- FinPro (Local Government Financial Professionals)



Storybox Hub videos were watched 7,195 times this year. That's **7,195 Storytimes** from home!

'Libraries open the door to every world you could ever want to go to. As an only child, they have enriched my life beyond measure.'

Policies/Procedures approved by Board 2024–2025

Date	Policy
August 2024	Health, Safety and Wellbeing Policy
October 2024	Internet Access Policy
October 2024	Fire Safety Procedure
April 2025	Responsible Conduct Policy
June 2025	Procurement Policy
June 2025	Social Media Policy



Priority: Environmental and social sustainability

Responsible, relevant, and conscious organisation through ensuring:

- diverse and inclusive practice
- environmental and socially sustainable practice and procurement



Modelling Sustainability

YPRL remains committed to being a sustainable organisation, with sharing and reuse at our core. On average, books purchased by YPRL are borrowed 40 times during their lifecycle, saving our members money, paying authors public lending rights, and reducing single use purchasing. YPRL also partners with Council and community organisations to promote sustainable practices and provide practical ways to reduce waste. Across our network we house popular e-waste recycling bins in several branches, provide community food gardens at Diamond Valley, Mill Park and Watsonia libraries, and support textile recycling projects such as Boomerang Bags, which remove waste products from the environment and create social connections in the community. We run popular sustainability programs throughout the year such as Sew, Chat and Repair at Thomastown Library and Ivanhoe Home-Grown Produce Swap at Ivanhoe Library.





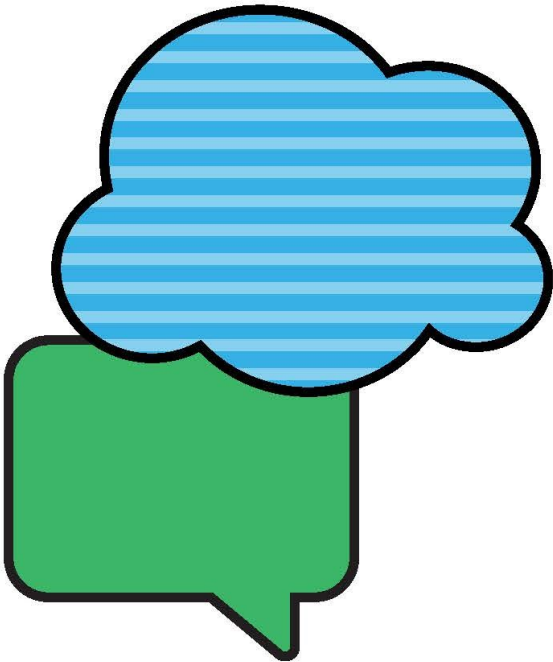
Ivanhoe Home-Grown Produce Swap

In May 2025, Ivanhoe Library launched *Ivan-Grow*, a new monthly food-swap initiative. The program, run in partnership with Sustainable Community Ivanhoe, aims to bring the local community together to swap fresh home-grown produce and share recipes, reflecting a strong community interest in sustainable practices. The first event was a success, attracting around 20 locals who connected over shared interests in a vibrant and welcoming environment.



World Environment Day

Watsonia Library celebrated World Environment Day in June 2025 with Australian author Hazel Edwards discussing her experience working with scientists to develop her young adult novel, *Wasted*. The novel features the great pacific garbage patch and focuses on the lives of refugees wanting to recycle the plastic waste. The engaging presentation left attendees with much to think about.





Priority: People and capacity

Invest in our people through building people's capability and capacity; creating opportunities for growth and learning.

All YPRL Staff

Staff Totals	Number of Staff	% of YPRL Workforce
Full Time	38	22%
Part Time	115	65%
Casuals	23	13%
Total	176	



281 readers discovered *The Let Them Theory* by Mel Robbins.

Gender Equality Act

On 1 July 2024, YPRL became a defined entity under the Gender Equality Act 2020. As part of our compliance with this Act, YPRL committed to undertake 5 tasks:

1. **Promote gender equality** throughout our organisation.
2. **Conduct Gender Impact Assessments (GIA)** when developing or reviewing policies, programs or services that significantly impact the public.
3. **Undertake a Workplace Gender Audit** by December 2025 including collecting employee experience survey and workforce data. Our first People Matter survey for gender equality reporting was completed in 2025, with a 65% response rate from staff.
4. **Create a Gender Equality Action Plan (GEAP)** by May 2026. This will be our first 4-year Gender Equality Action Plan.
5. **Report on the progress** every two years.



Supporting Staff Development

This year YPRL delivered a diverse program of training to support staff capability, wellbeing, and alignment with the Library Plan priorities. Training included Spydus system training, storytelling workshops facilitated by Lara McKinley, and readers advisory and data analysis sessions. Fire safety and emergency preparedness training was completed and practical drills coordinated. Professional growth was supported through workshops on partnering and grant writing by Debby Maziarz, and a refresher course for Contact Officers delivered by Cynthia Logan. Technology-focused training included Microsoft 365 training sessions delivered to staff across the Library. Staff also participated in the ALIA Information Online Conference and attended sessions on understanding Australian readers, presented by Monash University and BehaviourWorks Australia. Staff attended Public Libraries Victoria training on wellbeing promotion, and Resolution Education's de-escalation and occupational violence workshops. RMIT provided sessions on building resilience against false information. Mandatory training was consistently delivered throughout the year. Monthly cyber security modules were provided by Knowb4. Kineo compliance courses covered topics such as: bullying and harassment, equal employment opportunity, health and safety, fraud prevention, responsible conduct, and LGBTIQA+ awareness. Manual handling training was delivered both online and face-to-face by Healix Health. Staff also completed Aboriginal cultural competency training through the Koorie Heritage Trust.

YPRL staff participated in key industry conferences, summits and symposia including:

- VALA 2024 – ReIterated (Jul 2024)
- Seminar for Effective Language for Challenging Conversations (Nov 2024)
- BookUp 2024 Australian Publishing Association Conference, Melbourne (Aug 2024)
- IFLA International Library Conference, Barcelona (Oct 2024)
- IFLA Information Futures Summit, Brisbane (Oct 2024)
- Understanding Australian Readers (February 2025)
- ALIA Information Online 2025 (Mar 2025)
- IFLA Public Libraries Sector Mid-Term Meeting, Sofia (May 2025)
- IFLA European Regional Division Committee Meeting, Istanbul (May 2025)



Staff Safety

In response to increased antisocial behaviour across the region, significant steps were taken this year to strengthen safety measures. Branches in the City of Whittlesea operated on reduced opening hours for two weeks, allowing managers dedicated time to develop and implement consistent emergency procedures. Designated safe staff spaces were secured in almost all branches, with remaining sites currently undergoing necessary works. Improvements were made to lighting in two staff car parks, and parking permits were issued to provide staff safer access to and from work. CCTV cameras and monitors are being installed in all branches to enhance visibility and incident response. These safety measures, developed in the City of Whittlesea branches were deployed across the YPRL network. As a result of these strengthened measures, staff across the region report feeling more empowered and supported to make informed decisions that prioritise safety for both themselves and the community.



Toys from our Toy Library went home with families **5,166 times**.

'Our libraries are a wonderful community resource, allowing anyone in the community access to the latest books, for enjoyment, learning and to support personal growth and wellbeing. They are welcoming and safe places for everyone, but they are non-commercial – you don't have to buy anything and this is increasingly rare today as most other public spaces are shops and businesses. I feel peaceful and happy at my local library and I always find something to make me feel inspired. Life is better with public libraries!'

Community Survey

Every two years, YPRL conducts a survey to gain insight into community views about our library services. The 2025 survey included 32 quick response questions prompting the community to tell us what they feel is working well, what we could improve, or what they would like to see at our libraries. The survey was deployed in March and promoted across our library network, via our website, e-News and social media. 1,928 responses were received with 94% of respondents reporting they were satisfied or very satisfied with YPRL services overall.



'A library is the beating heart of a community. A place where everyone is welcome. A place that offers free access not just to books but a wide range of resources to develop and engage people in a love for literacy and lifelong learning in the community.'

YPRL Member

'I love everything about my library and am extremely grateful for all the work they do. When I arrived here from overseas and knew nobody, the library was a safe place for me to connect and meet friendly people, some of whom I became close friends with. I couldn't imagine a world without libraries.'

YPRL Member

'It's one of the last places you can visit, experience things and learn without an expectation of paying money for something. Particularly important during difficult financial times like now.'

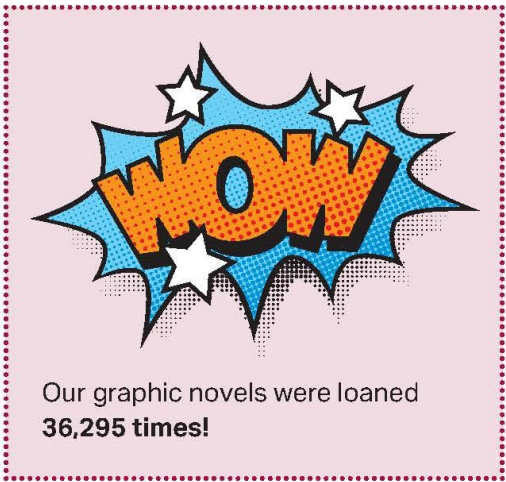
YPRL Member

Presentations

Presentations, Appointments, and Awards	Name
IFLA Public Libraries Mid-Term Meeting, Bulgaria Chair of Panels	Jane Cowell
IFLA Europe Regional Divisional Committee Meeting, Istanbul Panellist and Speaker	Jane Cowell
Municipal Association of Victoria (MAV) Health & Wellbeing Advisory Panel Committee Member	Jane Cowell
ALIA Schools webinar: <i>Telling our stories: the power of library advocacy</i>	Robyn Ellard

Articles

Article	Author
"Embracing co-design at Yarra Plenty Regional Library: A transformative journey". <i>INCITE</i> , Vol. 45 Issue 3.	Coralie Kouvelas and Robyn Ellard





Priority: A resilient and thriving organisation

Secure and grow our organisation through: financial diversification; development of a new business model in response to Local Government Act 2020 requirements.



The Mobile Library turns 70

In November 2024, YPRL celebrated 70 years of the Mobile Library Service. An event held at the West Heidelberg Mobile Library stop saw past and present staff and community members share their memories of the Mobile Library over the years. Many stories of family and community connection to the Mobile Library made clear how valued the service has been for many decades. Alan, a retired Mobile Library driver and his daughter Mel, who now also works on the Mobile Library, spoke to ABC Radio about their working experiences. Additionally, YPRL produced a documentary, *Driving Connections*, further exploring the personal connection that staff and community members have with the Mobile Library. Local artist, Jodi Wiley, created a commemorative zine to celebrate the occasion, and her illustration of the truck has since been used on t-shirts, badges and bookmarks.

Scan to view the documentary:



We celebrated **three YPRL milestone birthdays** this year!



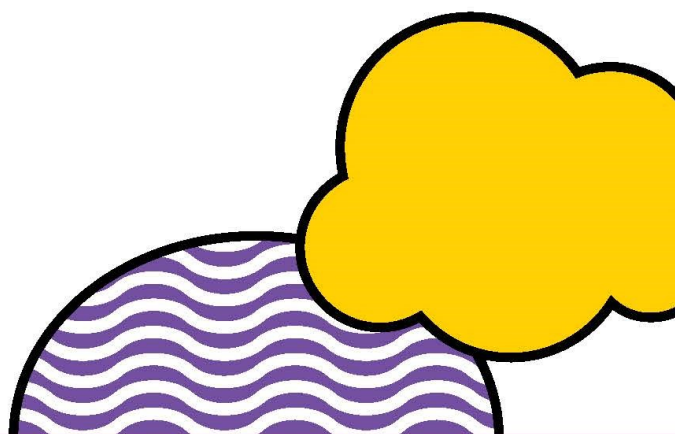
10 Years of Whittlesea Library

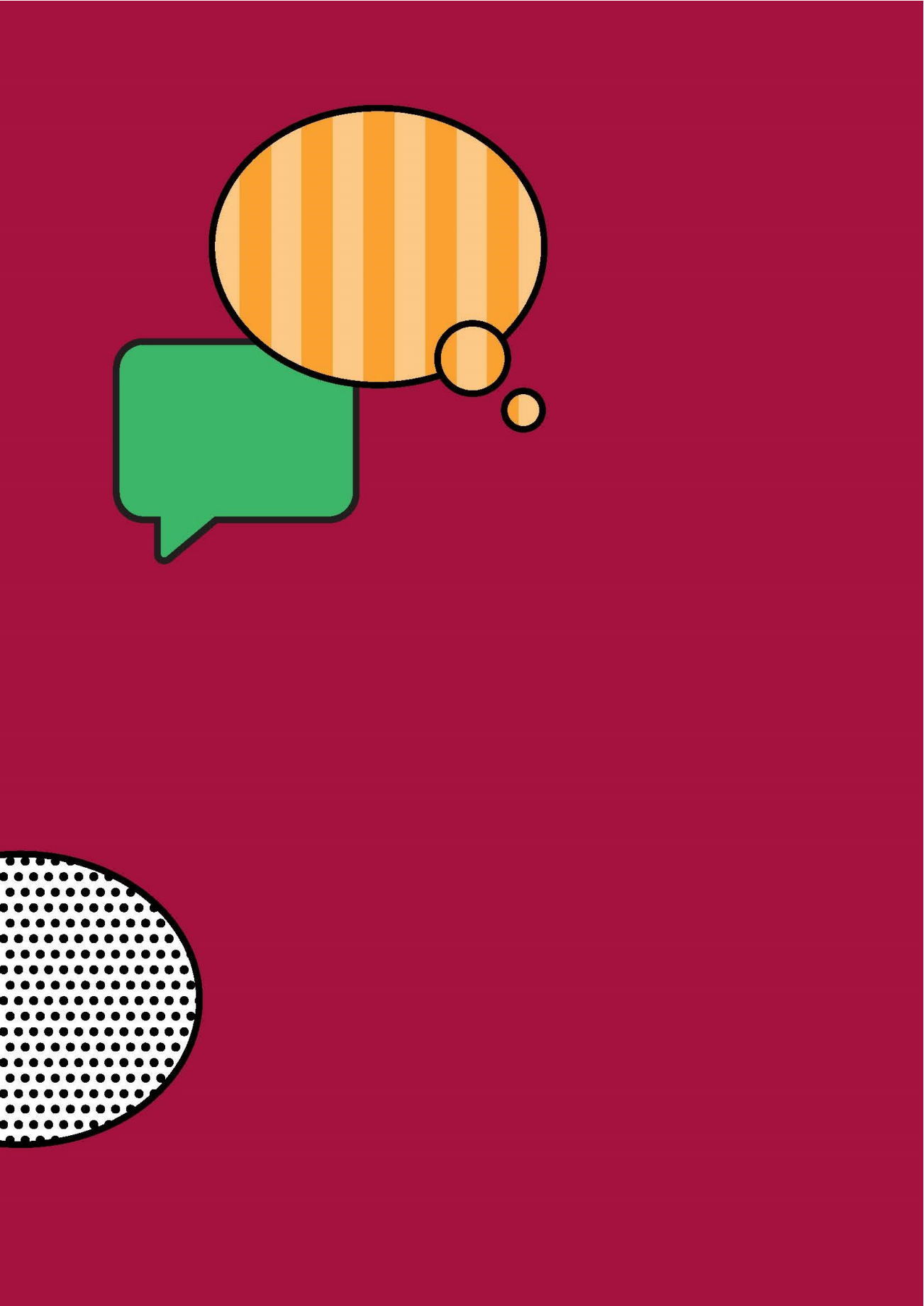
On 27 November 2024, YPRL celebrated Whittlesea Library's 10-year anniversary. Whittlesea Library along with the Whittlesea Community and Activity Centre, was built to support the community after the 2009 Black Saturday Bushfires. Officially opened on Saturday 18 October 2014, the Library has become integral to community life in Whittlesea. A community event was held to celebrate the milestone, bringing together community groups, families, Council, artists, musicians, local police and emergency services staff, schools and pre-schools, and library staff. Stories were shared, songs were sung, and cake was served. The Whittlesea Township Choir and Whittlesea Secondary College's school band performed at the event, to the delight of all.



Mernda Library Turns One

On Wednesday 22 January 2025, Mernda Library celebrated their first birthday. Welcoming almost 60,000 visitors and issuing 74,988 loans in its first year, Mernda Library has been embraced by the community and has been a huge success by any measure. To celebrate the occasion, the Mernda Library team asked the community why they love Mernda Library. One community member reported that they are 'genuinely delighted to have a library here in Mernda'.





YPRL highlights



YARRA PLENTY
REGIONAL LIBRARY



Whitehorse
Manningham
Libraries
open for discovery

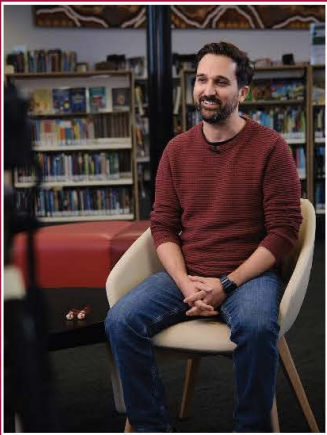


**YOUR
LIBRARY**

**Boobook
consortium**



**Connecting
with creatives**



**Homeland:
Treasured
objects
from afar**

Boobook consortium

Jess Strong



In October 2024, YPRL formed an exclusive digital consortium with Whitehorse Manningham Libraries and Your Library—two of our closest neighbouring services—on the Libby (OverDrive) platform for eBooks and eAudio. These libraries shared YPRL's vision of expanding digital access for our communities and were eager to establish a mutually beneficial partnership.

Together, we launched Boobook, now the largest digital library collection in Victoria. With expanded access has come a surge in usage, reflecting our patrons' strong appetite for high-quality digital content. Since joining Boobook, YPRL's average monthly loans have increased by 43% for eBooks and 49% for eAudio, with similarly positive results across our partner libraries.

A key challenge in managing digital collections is the licensing model used by suppliers, which often restricts access by limiting items to a set number of loans or a fixed time period. This means our collection requires ongoing renewal; re-purchasing expired titles while also acquiring new releases to meet growing demand. Between 2019-2024, YPRL's

digital loans grew 230%, prompting the need for a sustainable solution that keeps our collection both current and accessible.

The consortium model we adopted is unique. Each library retains ownership of the titles it purchases, while patrons enjoy full access to the shared collection. A parallel reservation queue system, based on item ownership, ensures fair access and encourages all partners to invest in high-demand titles. This model prioritises reservations for our borrowers of our collections and automatically purchases popular requested titles. This delivers better value and access for all participating services.

Our Digital Library Managers working group continues to guide the collaboration, ensuring it remains equitable, efficient, and responsive to community needs.

Boobook represents the latest chapter in YPRL's long-standing commitment to providing high-quality digital collections. It's a powerful example of what libraries can achieve through collaboration, and we're excited to build on this success in the year ahead.



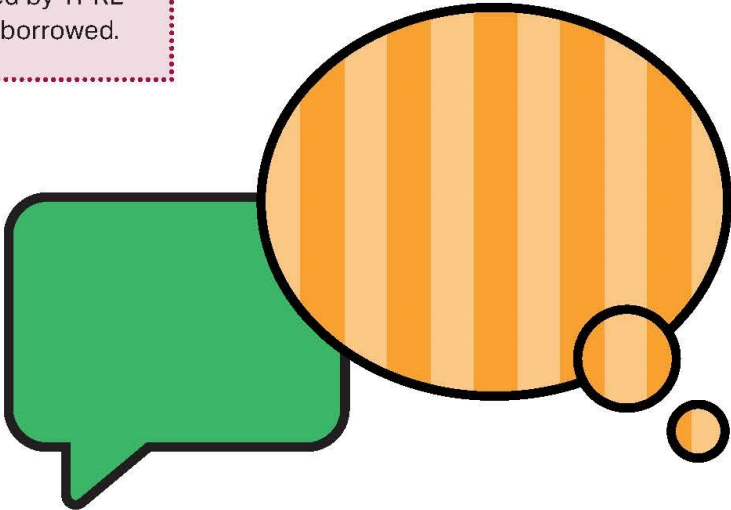


Image: Sam D'Agostino, SDP Media.

The collaboration is named after the Australian Southern Boobook Owl, common in all participating library regions.

99.6% of titles purchased by YPRL since launch have been borrowed.

Onyx Storm, the fastest selling Adult Fiction book in two decades, audiobook loaned 501 times within 42 hours of release through Boobook. This was 11% of the entire Australasia region!



Connecting with creatives

Shana Cammack



In July 2024, YPRL launched Connecting with Creatives, a new initiative that brings a diverse range of local creative practitioners to our libraries, giving visitors an intimate insight into their practice. Authors, illustrators, artists, and game designers, all showcase their work in a variety of settings.

From full-day drop-in sessions where visitors can observe and chat with artists at work, to hands-on workshops focusing on skills such as illustration or writing, the program is flexible, inclusive, and community-focused. Care is taken to ensure that events are welcoming to people of all ages, abilities, and backgrounds, with formats tailored to suit different learning styles and comfort levels.

Connecting with Creatives has become a regular feature of YPRL's school holiday programming, giving children first-hand experience to learn about different artistic disciplines and cultural voices. The initiative prioritises representation, spotlighting artists from underrepresented backgrounds so that young people and families can see themselves reflected in the creative professionals they meet.

The program started in July 2024, featuring illustrator Marc McBride, artists Emmy Webbers, Gurvinder Kaur, Jodi Wiley and Annie Valentine, author and illustrator Judith Rossell, and cartoonist Brett Cardwell. Each shared their practice in-person, contributed activities to YPRL's school holiday activity booklet, and curated book recommendations for regional booklists.

In September 2024 we highlighted pop-culture creatives at our ever-popular LIB-CON event with artists Lucas Li, Emma Sjaan Beukers, and Sarah Howell. Artist Jodi Wiley returned for a special session on the Mobile Library, creating a commemorative zine to celebrate its 70th birthday.

Squishface Studios delivered events themed around popular teen graphic novels *One Piece* and *Heartstopper* during our 24/25 Summer program.

In April 2025, the program included artists Erika Clarkson and returning participant Gurvinder Kaur, along with photographer Brett Scapin who captured beautiful portraits of library users with their favourite books.

Connecting with Creatives has been a highly successful program. It supports new skills development and fosters intergenerational participation, boosting creative confidence across all levels of ability and experience.

Community feedback has been overwhelmingly positive:

'Fantastic to see a real artist demonstrate and explain in simple language.'

'Funny, informative, with kids and adults engaged.'

'Interactive, simple and encouraging.'

And the artists have found the experience equally rewarding:

'Thank you SO MUCH for having me at Lalor Library for Connecting with Creatives and the sketchbook scavenger hunt challenge workshop. The branch staff were so supportive and helpful and the workshop participants very enthusiastic! I really enjoyed meeting and chatting to people throughout the day who came over to see what I was up to.'

Jodi Wiley

'It is so brilliant having the Connecting with Creatives program. I met so many great people—from musicians to retired builders. It was awesome having so many check out the paintings!'

Marc McBride

As Connecting with Creatives continues to evolve, it remains a celebration of imagination, talent, and local voices—proving that libraries are not just about books, but also about the people, stories, and creative journeys behind them.



Homeland: Treasured objects from afar

Liz Pidgeon



Libraries play a role in documenting their community. This year we implemented our *Homeland: Treasured Objects From Afar* oral history project which was enabled by the Local History Grants Program and Public Record Office Victoria and supported by the Victorian Government through the Community Support Fund.

Twelve local residents were interviewed by YPRL Local and Family History Librarian, Liz Pidgeon, sharing their experience of migration and feelings about being an Australian today. Countries represented include: China, England, Germany, Hungary, South Africa, Spain, Sweden, Vietnam, Romania, and Zimbabwe.

Master Media Productions was engaged to film the interviews while members of the Diamond Valley Photographic Society took photographs of participants and the treasured object they had carried with them from their homelands. Interviews took place at Thomastown, Diamond Valley, and Watsonia libraries.

The oral history videos ranged from 5 to 30 minutes in duration. A compilation video was also created. Each was made freely available via the YPRL web page and YouTube, with several videos being shared via YPRL's social media platforms.

In partnership with Banyule City Council, YPRL developed *Homeland: Treasured Objects from Afar* into an exhibition, shown during Harmony Week at the Ivanhoe Library and Cultural Hub from 17 March until 6 April 2025. The exhibition screened the oral history films alongside photographic portraits of the participants.

Homeland: Treasured Objects From Afar was an example of YPRL's continuing work to collect local histories in both physical and digital formats. By collecting the rich and diverse histories of Banyule, Nillumbik, and Whittlesea, we are preserving the lived experiences of our communities today for future generations, strengthening our sense of belonging, and helping to build an inclusive, informed community.

View Homeland oral history videos.



'Dear Liz.

Thank you once again for the opportunity to narrate my story, my origin, my culture, my homeland. Thank you for allowing me to share my journey hoping that it inspires someone along the way.'

Madiko December 16, 2024

Quotes from the Interviews:

'I would imagine the Victoria Falls on the Plenty River and it would feel so lovely. It feels like I never left Africa.'

Madiko (Zimbabwe)

'We were too tired of waiting for a second chance and a different life and it was time to go.'

Mona (Romania)

'Whichever way I fly, I go home.'

Lotta (Sweden)

'Essentially, I am a citizen, and I have been here for 17 years, but I will never not stop feeling English and I will always be an immigrant, I know that.'

Robert (England)

'In the beginning it was very tough... I have been lucky that I got my permanent residency relatively easy compared to what it is looking now.'

Yuki (China)

'Coming to Australia was really an absolute godsend, really.'

Henry (Hungary)

'Australia just presented great opportunities.'

Sarah (Germany)

'There was major disruption to society and there was lots of violence, and I believe that was going to happen in South Africa at some stage so I would leave before that happened.'

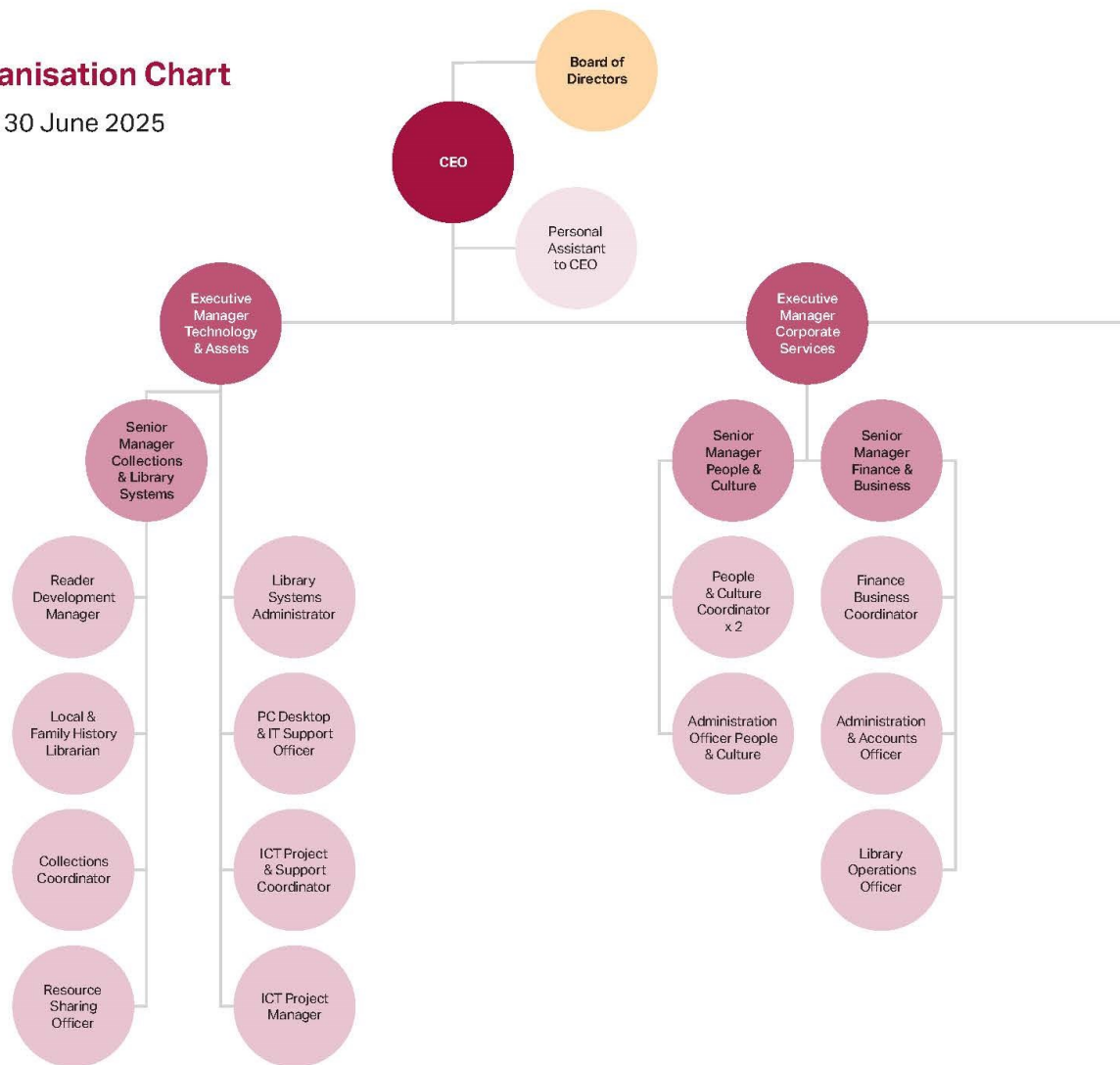
Derek (South Africa)

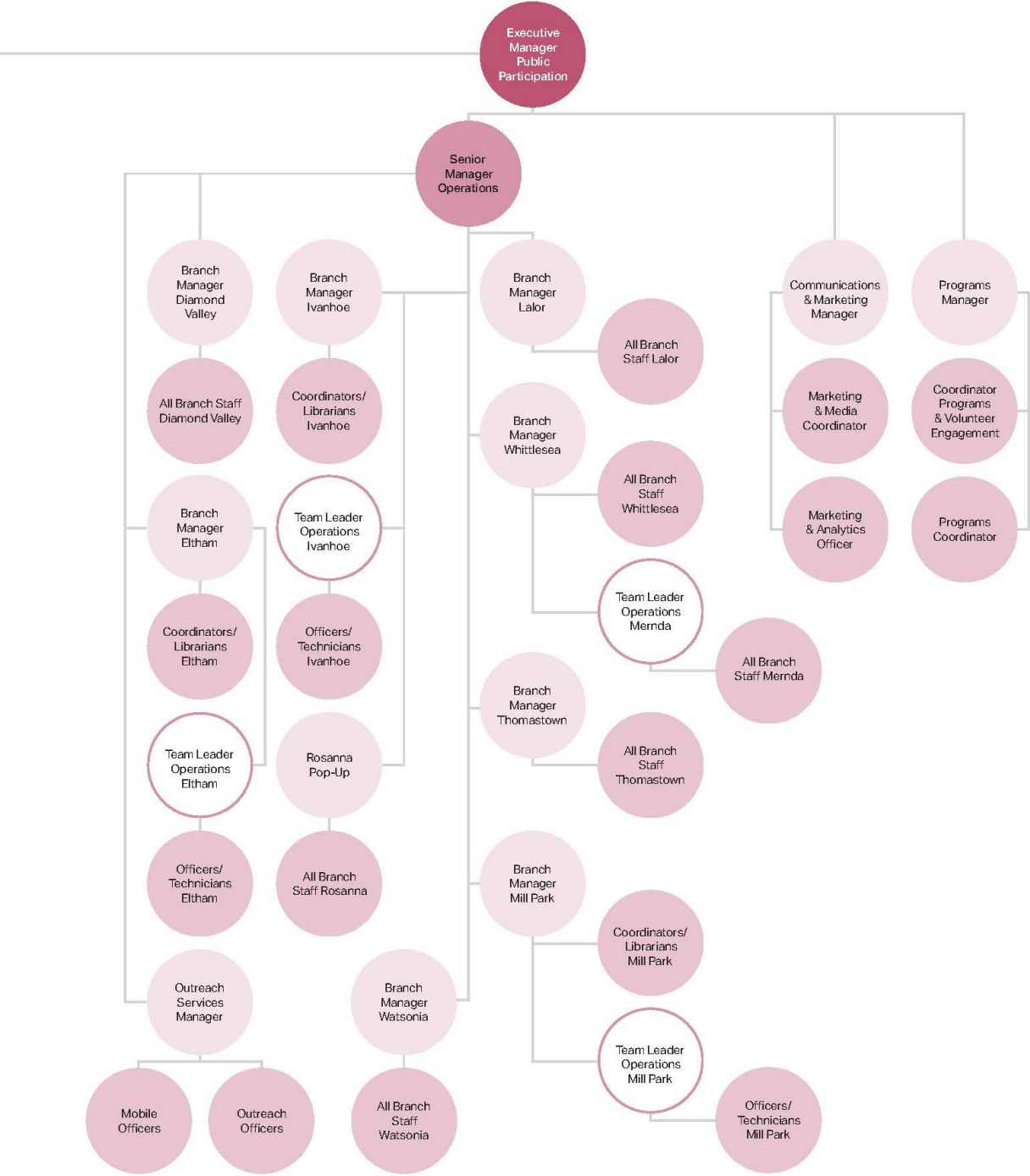
'Australia has been a great change for good.'

Ignacio (Spain)

Organisation Chart

As at 30 June 2025







Information Privacy Act

The Privacy and Data Protection Act 2014 is designed to protect the private information of individuals. The Corporation has a Privacy Policy available on the library website. No complaints were received during 2024–2025.

Freedom of Information

The Freedom of Information Act 1982 provides people with the opportunity to obtain information held by state and local government departments and authorities. The Act gives people the right to request documents relating to their personal affairs. YPRL did not receive any requests during 2024–2025.

Public Interest Disclosures

In accordance with the provisions of s. 58 of the *Public Interest Disclosure Act 2012*, the Corporation has a procedure for dealing with disclosures made under the Act. The Executive Manager Corporate Services is the Corporation's Protected Disclosure Coordinator. YPRL has not received any disclosures directly nor has it received any referrals from the Ombudsman during 2024–2025.

Yarra Plenty Regional Library Service Annual Financial Report For the Year Ended 30 June 2025

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Certification of Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989 (as per the transitional provisions of the Local Government Act 2020)*, the *Local Government (Planning and Reporting) Regulations 2014*, the *Australian Accounting Standards* and other mandatory professional reporting requirements.



Luciano Lauronce
Principal Accounting Officer
Dated: 16 September 2025
South Morang

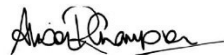
In our opinion, the accompanying financial statements present fairly the financial transactions of the Yarra Plenty Regional Library (YPRL) for the year ended 30 June 2025 and the financial position of YPRL as at that date.

At the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by YPRL and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



Grant Brooker
Councillor
Dated: 16 September 2025
South Morang



Alison Champion
Councillor
Dated: 16 September 2025
South Morang



Clemence Gillings
Interim Chief Executive Officer
Dated: 16 September 2025
South Morang



Independent Auditor’s Report

To the Board members of Yarra Plenty Regional Library Service

Opinion	I have audited the financial report of Yarra Plenty Regional Library Service (the library) which comprises the: - balance sheet as at 30 June 2025 - comprehensive income statement for the year then ended - statement of changes in equity for the year then ended - statement of cash flows for the year then ended - statement of capital works for the year then ended - notes to the financial statements, including material accounting policies - certification of the financial statements. In my opinion the financial report presents fairly, in all material respects, the financial position of the library as at 30 June 2025 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of the <i>Local Government Act 1989</i>, the Local Government (Planning and Reporting) Regulations 2014 and applicable Australian Accounting Standards.
Basis for Opinion	I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor’s Responsibilities for the Audit of the Financial Report</i> section of my report. My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the library in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board’s APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.
Board members’ responsibilities for the financial report	The Board members of the library are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, the Local Government (Planning and Reporting) Regulations 2014 and for such internal control as the Board members determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error. In preparing the financial report, the Board members are responsible for assessing the library’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.

Level 31 / 35 Collins Street, Melbourne Vic 3000
T 03 8601 7000 enquiries@audit.vic.gov.au www.audit.vic.gov.au

Auditor's responsibilities for the audit of the financial report	As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report. As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also: • identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. • obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the library's internal control • evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board members • conclude on the appropriateness of the Board members' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the library's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the library to cease to continue as a going concern. • evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation. I communicate with the Board members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.
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MELBOURNE
18 September 2025


 Travis Derricott
as delegate for the Auditor-General of Victoria

Yarra Plenty Regional Library Service
2024/2025 Financial Report

**Comprehensive Income Statement
For the Year Ended 30 June 2025**

	Note	2025 \$	2024 \$
Income/Revenue			
Contributions - monetary	3.1	15,515,499	14,503,931
Grants - Operating	3.2	2,911,177	2,885,734
Grants - Capital	3.2	178,806	62,371
User fees and charges	3.3	287,632	214,659
Interest income		369,523	335,702
Other income	3.4	279,497	239,107
Total income / revenue		19,542,134	18,241,504
Expenses			
Employee costs	4.1	12,255,575	11,944,538
Materials and services	4.2	4,541,053	4,098,811
Depreciation	6.1	1,593,746	1,720,618
Depreciation – right of use assets		82,596	82,596
Utility charges		332,554	321,282
Finance costs - leases		8,769	11,035
Net loss on disposal/write-off of assets		350,305	-
Total expenses		19,164,598	18,178,880
Surplus for the year		377,536	62,624
Other comprehensive income		-	-
Total comprehensive Result		377,536	62,624

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Balance Sheet			
As at 30 June 2025			
	Note	2025	2024
		\$	\$
Assets			
Current Assets			
Cash and cash equivalents	5.1	312,701	1,131,351
Trade & other receivables	5.1	191,311	107,874
Other financial assets	5.1	6,500,000	5,500,000
Other assets		25,261	160,492
Total current assets		7,029,273	6,899,717
Non-current assets			
Bookstock, plant and equipment	6.1	4,738,960	4,668,292
Right-of-use assets	5.7	412,983	495,579
Total non-current assets		5,151,943	5,163,871
Total assets		12,181,216	12,063,588
Liabilities			
Current liabilities			
Trade and other payables	5.2	1,191,928	1,507,406
Contract and other liabilities	5.2	132,500	-
Lease liabilities	5.6	86,016	81,881
Provisions	5.3	2,184,025	2,161,148
Total current liabilities		3,594,469	3,750,435
Non-current liabilities			
Provisions	5.3	106,405	124,332
Lease liabilities	5.6	388,283	474,298
Total non-current liabilities		494,688	598,630
Total liabilities		4,089,157	4,349,065
Net assets		8,092,059	7,714,523
Equity			
Accumulated Surplus		6,325,073	6,834,301
Reserves		1,766,986	880,222
Total Equity		8,092,059	7,714,523

The above balance sheet should be read in conjunction with the accompanying notes.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

**Statement of Changes in Equity
For the Year Ended 30 June 2025**

2025	Note	Total	Accumulated Surplus	Other Reserves
		\$	\$	\$
Balance at beginning of the financial year		7,714,523	6,834,301	880,222
Surplus for the year		377,536	377,536	-
Transfers to other reserves		-	(886,764)	886,764
Balance at end of the financial year		8,092,059	6,325,073	1,766,986

2024	Note	Total	Accumulated Surplus	Other Reserves
		\$	\$	\$
Balance at beginning of the financial year		7,651,899	6,277,394	1,374,505
Surplus for the year		62,624	62,624	-
Transfers to other reserves		-	494,283	(494,283)
Balance at end of the financial year		7,714,523	6,834,301	880,222

The above statement of changes in equity should be read in conjunction with the accompanying notes.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Statement of Cash Flows
For the Year Ended 30 June 2025

	Note	2025 Inflows/ (Outflows) \$	2024 Inflows/ (Outflows) \$
Cash flows from operating activities			
Contributions - monetary		15,515,499	14,503,931
Grants - operating		2,911,177	2,885,734
Grants - capital		311,306	-
User fees and charges		287,632	214,659
Interest received		288,845	337,090
Other receipts		276,737	218,804
Employee costs		(12,240,089)	(11,543,210)
Materials and services		(3,419,657)	(3,373,580)
Net GST payment		(921,027)	(860,428)
Other payments		(323,747)	(285,362)
Net cash provided by operating activities	9.1	2,686,676	2,097,638
Cash flows from investing activities			
Payments for bookstock, plant and equipment		(2,414,676)	(1,783,162)
Payment for investments		(1,000,000)	(2,500,000)
Net cash used in investing activities		(3,414,676)	(4,283,162)
Cash flows from financing activities			
Interest paid – lease liability		(8,769)	(11,035)
Repayment of lease liabilities		(81,881)	(84,076)
Net cash used in financial activities		(90,650)	(95,111)
Net decrease in cash and cash equivalents		(818,650)	(2,280,635)
Cash and cash equivalents at the beginning of the financial year		1,131,351	3,411,986
Cash and cash equivalents at the end of the financial year		312,701	1,131,351

The above cash flow statement should be read in conjunction with the accompanying notes.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

**Statement of Capital Works
For the Year Ended 30 June 2025**

	Note	2025 \$	2024 \$
Bookstock			
Bookstock	6.1	1,495,370	1,521,899
Total bookstock		1,495,370	1,521,899
Plant and equipment			
Plant and equipment	6.1	519,348	661,221
Total plant and equipment		519,348	661,221
Total capital works expenditure		2,014,718	2,183,120
Represented by:			
New		18,885	-
Upgrade		381,985	-
Renewal		1,613,848	2,183,120
Total capital works expenditure		2,014,718	2,183,120

The above statement of capital works should be read in conjunction with the accompanying notes.

Yarra Plenty Regional Library Service
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Notes to the Financial Report for the Year Ended 30 June 2025

Note 1 OVERVIEW

Introduction

The Yarra Plenty Regional Library Service (YPRL) was established by an Order of the Governor in Council on 11 January 1996 and is a body corporate.

The YPRL's main office is located at Unit 6, 1 Danaher Drive, South Morang, VIC 3572.

Statement of compliance

These financial statements are a general-purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general-purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989 (as per the transitional provisions of the Local Government Act 2020)* and the *Local Government (Planning and Reporting) Regulations 2014*.

YPRL is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

Accounting policy information

Basis of Accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Specific accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. Minor discrepancies in tables between totals and the sum of components are due to rounding to the nearest dollar.

Judgements, estimates, and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of bookstock, and plant and equipment (refer to Note 6.1)
- the determination of depreciation for bookstock, and plant and equipment (refer to Note 6.1)
- the determination of employee provisions (refer to Note 5.3)

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- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases* of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.6)
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

Goods and Services Tax (GST)

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Yarra Plenty Regional Library Service
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Notes to the Financial Report
for the Year Ended 30 June 2025

Note 2 Analysis of our results

2.1 Performance against budget

The performance against budget compares YPRL's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. YPRL has adopted a materiality threshold of more than \$30,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 1989 (as per the transitional provisions of the Local Government Act 2020)*, and the *Local Government (Planning and Reporting) Regulations 2014*.

2.1.1 Income / Revenue and expenditure

	Budget 2024/2025	Actual 2024/2025	Budget Variance Favourable/ (Unfavourable)	Reference
	\$	\$	\$	
Income				
Contributions - monetary	15,515,499	15,515,499	-	
Grants - Operating	2,909,595	2,911,177	1,582	
Grants - Capital	-	178,806	178,806	1
User fees and charges	239,380	287,632	48,252	2
Interest income	290,000	369,523	79,523	3
Other income	174,125	279,497	105,372	4
Total income / revenue	19,128,599	19,542,134	413,535	
Expenses				
Employee costs	12,380,477	12,255,575	124,902	5
Materials and services	4,454,978	4,541,053	(86,075)	6
Depreciation	1,785,435	1,593,746	191,689	7
Depreciation – right of use assets	82,597	82,596	1	
Utilities charges	416,312	332,554	83,758	8
Finance costs - leases	8,800	8,769	31	
Net loss on disposal/write-off of assets	-	350,305	(350,305)	9
Total expenses	19,128,599	19,164,598	(35,999)	
Surplus for the year	-	377,536	377,536	

Yarra Plenty Regional Library Service
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Notes to the Financial Report
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(i) Explanation of material variations

- (1) The State Government, through the Living Library Infrastructure Program, awarded a capital grant of \$179k for the refurbishment of the Thomastown Library, which was initially fully funded by YPRL.
- (2) Photocopy fee income exceeded budget expectations, contributing positively to overall revenue.
- (3) Additional interest income as interest rate levels continued to favour YPRL investments.
- (4) The favourable variance is primarily attributable to WorkCover and insurance reimbursements received during the period.
- (5) YPRL's management adopted a prudent and proactive approach to partially mitigate the impact of the State Government's decision not to increase operating grant funding.
- (6) The unfavourable variance is mainly due to costs associated with the delivery of non-recurrent operating grants, unanticipated repairs to the mobile library trailer, and the expensing of physical collections of audiobooks and audiovisual. These collections were previously capitalised (refer to items 7 and 9). The additional expenses linked to awarded grants and the unexpected repair of the trailer were fully offset by grants income and insurance reimbursements (refer to item 4).
- (7) Depreciation expense was lower than budgeted, reflecting the write-off of the audiobooks and audiovisual physical collections (refer to item 9).
- (8) The favourable variance is attributable to reduced consumption of utilities compared to budget assumptions.
- (9) The unfavourable variance is mainly explained by the write-off of the physical collection of audiobooks and audiovisuals. The collection was deemed to have lost its service potential and economic value. Accordingly, the collection was written off, and all related purchases from 2024/2025 have been expensed (refer to item 6).

2.1.2 Capital Works

	Budget 2024/2025	Actual 2024/2025	Budget Variance Favourable/ (Unfavourable)	Reference
	\$	\$	\$	
Bookstock	1,651,785	1,495,370	156,415	1
Plant and equipment	497,000	519,348	(22,348)	
Total capital works expenditure	2,148,785	2,014,718	134,067	
Represented by:				
New	-	18,885	(18,885)	2
Upgrade	302,000	381,985	(79,985)	3
Renewal	1,846,785	1,613,848	232,937	4
Total capital works expenditure	2,148,785	2,014,718	134,067	

(i) Explanation of material variations

- (1) The favourable variance is attributable to the expensing of physical collections of audiobooks and audiovisual materials, which were previously capitalised in accordance with prior accounting treatment.
- (2) The variance against budget primarily reflects the acquisition of new equipment aimed at enhancing safety across library branches.
- (3) The unfavourable variance is mainly due to additional refurbishment works at the Thomastown Library, following the receipt of a \$179k capital grant. The project was initially fully funded by YPRL.
- (4) The favourable variance is explained by the expensing of physical collections of audiobooks and audiovisual materials, as well as the deferral of planned improvements to the mobile library trailer.

Yarra Plenty Regional Library Service
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Notes to the Financial Report
for the Year Ended 30 June 2025

Note 2.2 Analysis of YPRL results by program

YPRL delivers its functions and activities through the following programs.

Administration and management

Administration and management provide efficient, effective, and proactive support services across the library service to enable the delivery of the library service vision and mission. The provision of these services includes finance services, digital information and technology, organisational development, procurement, strategy, and program delivery.

Collections

YPRL operates a regional library collection to take advantage of efficiencies in collection management, additional diversity of offering through enhanced collection size, and resource management due to enhanced buying power and economies of scale.

Branches

YPRL operates nine branches and the mobile library service across the three-member Councils. Branches are responsible for core service delivery including customer service and patron interactions, delivery of local programs, physical management, and local curation of collections.

2025	Income	Expenses	Surplus/(Deficit)	Grants (incl. in income)	Total assets
	\$	\$	\$	\$	\$
Administration and Management	19,197,263	8,394,095	10,803,168	3,032,744	7,141,095
Collections	57,239	2,893,960	(2,836,721)	57,239	2,803,994
Branches	287,632	7,876,543	(7,588,911)	-	2,236,127
	19,542,134	19,164,598	377,536	3,089,983	12,181,216

2024	Income	Expenses	Surplus/(Deficit)	Grants (incl. in income)	Total assets
	\$	\$	\$	\$	\$
Administration and Management	17,969,606	8,126,797	9,842,809	2,890,866	7,522,077
Collections	57,239	2,736,294	(2,679,055)	57,239	2,996,744
Branches	214,659	7,315,789	(7,101,130)	-	1,544,767
	18,241,504	18,178,880	62,624	2,948,105	12,063,588

Yarra Plenty Regional Library Service
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Notes to the Financial Report
for the Year Ended 30 June 2025

Note 3 Funding for the delivery of our services

3.1 Contributions - monetary

	2025	2024
	\$	\$
Member Council's contributions	15,515,499	14,503,931
Total Contributions - monetary	15,515,499	14,503,931

The following Member Council contributions were received during the year.

Shire of Nillumbik	3,197,205	3,077,341
City of Banyule	6,046,726	5,662,325
City of Whittlesea	6,271,568	5,764,265
Total contributions of Member Councils	15,515,499	14,503,931

Monetary contributions are recognised as revenue when YPRL obtains control over the contributed asset.

Aggregate contributions of Member Councils

The percentage aggregate contributions of Member Councils making up the Yarra Plenty Regional Library Service is as follows:

	2025	2024
	%	%
Shire of Nillumbik	21.33	21.37
City of Banyule	40.62	40.72
City of Whittlesea	38.05	37.91
Total aggregate contribution of Member Councils	100.00	100.00

3.2 Grants

Grants were received in respect of the following:

	2025	2024
	\$	\$
Summary of Grants		
State Government grants	3,018,833	2,919,779
Other grants	71,150	28,325
Total grants received	3,089,983	2,948,104

Yarra Plenty Regional Library Service
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Notes to the Financial Report
for the Year Ended 30 June 2025

(a) Operating Grants

	2025	2024
	\$	\$
Recurrent Grants		
Recurrent - State Government		
Regional Library Service grant (i)	2,782,788	2,782,788
Premiers Reading grant	57,239	57,239
Total recurrent operating grants	2,840,027	2,840,027
 (i) The Regional Library Service State Government grant was apportioned on the following basis:		
Shire of Nillumbik	465,684	465,684
City of Banyule	880,866	880,866
City of Whittlesea	1,436,238	1,436,238
Total Regional Library Service State Government grant	2,782,788	2,782,788
 Non-recurrent Grants		
Non-recurrent – State Government		
Local History Homeland grant	-	14,882
Healthy Bodies Healthy Minds grant	-	2,500
Non-recurrent – Other grants		
Middle Years Holiday Programs grant	55,000	27,000
Citizen Science Corners grant	650	-
Aged Care Reform Information Hub grant	6,000	-
Medicare 40 th Anniversary grant	2,000	-
School Student Broadband Initiative (SSBI) grant	7,500	-
Reconciliation grant	-	825
16 Days of Activism grant	-	500
Total non-recurrent operating grants	71,150	45,707
 Total operating grants	2,911,177	2,885,734

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Notes to the Financial Report
for the Year Ended 30 June 2025

(b) Capital Grants

Non-recurrent – State Government	2025	2024
	\$	\$
Living Library Infrastructure grant	178,806	62,371
Total non-recurrent capital grants	178,806	62,371
Total capital grants	178,806	62,371

(c) Recognition of grant income

Before recognising funding from government grants as revenue YPRL assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with *AASB 15 Revenue from Contracts with Customers*. When both these conditions are satisfied, YPRL:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, YPRL applies *AASB 1058 Income for Not-for-Profit Entities*.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

	2025	2024
	\$	\$
Income recognised under AASB 1058 Income of Not-for-Profit Entities		
General purpose	2,911,177	2,885,734
Other specific purpose grants	178,806	62,371
	3,089,983	2,948,105

(d) Unspent grants received on condition that they be spent in a specific manner

Capital		
Balance at start of year	-	62,371
Received during the financial year and remained unspent at balance date	132,500	-
Received in prior years and spent during the financial year	-	62,371
Balance at year end	132,500	-

Unspent grants are determined and disclosed on a cash basis.

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for the Year Ended 30 June 2025

3.3 User fees and charges

	2025	2024
	\$	\$
Community room venue hire	128,093	109,665
Photocopy fees	139,185	84,019
Other fees and charges	20,354	20,975
Total other revenue	287,632	214,659

User fees and charges are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

3.4 Other revenue

Sale of library services	171,145	166,283
Workcover reimbursements	56,616	21,471
Other revenue	51,736	51,353
Total other revenue	279,497	239,107

Other revenue is measured at the fair value of the consideration received or receivable and is recognised when YPRL gains control over the right to receive the income.

Yarra Plenty Regional Library Service
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Notes to the Financial Report
for the Year Ended 30 June 2025

Note 4 The cost of delivering services

4.1 (a) Employee costs

	2025	2024
	\$	\$
Salaries	9,774,444	9,618,371
Superannuation	1,213,249	1,126,774
Workcover	128,956	92,173
Annual leave/Long service leave	1,138,926	1,107,220
Total Employee Costs	12,255,575	11,944,538

4.1 (b) Superannuation contributions

Contributions by YPRL to the following superannuation plans are detailed below:

Scheme	Type of scheme		
Vision Super	Defined benefit	60,688	61,938
Vision Super (Employer) %	Accumulation	501,782	479,029
Australian Super (Employer) %	Accumulation	112,056	117,918
REST Super (Employer) %	Accumulation	95,467	68,529
Uni Super (Employer) %	Accumulation	64,664	54,637
Hostplus (Employer) %	Accumulation	54,859	51,057
VIC Super (Employer) %	Accumulation	35,693	32,418
Catholic Super (Employer) %	Accumulation	31,262	27,720
CARE Super (Employer) %	Accumulation	31,258	27,277
Aware Super (Employer) %	Accumulation	30,482	28,351
Q Super (Employer) %	Accumulation	23,316	21,934
Australian Ethical Sup (Employer) %	Accumulation	19,025	18,149
SKR Superannuation Fun (Employer) %	Accumulation	16,582	15,839
Hesta (Employer) %	Accumulation	15,820	10,432
Smart Future Trust (Employer) %	Accumulation	13,605	12,446
Other funds	Accumulation	106,690	99,100
Total employer contributions		1,213,249	1,126,774

Defined benefit fund:

Employer contributions payable at the reporting date (Vision Super)	-	-
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Accumulation funds:

Employer contributions payable at the reporting date	29,542	72,272
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Yarra Plenty Regional Library Service
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Notes to the Financial Report
for the Year Ended 30 June 2025

4.2 Materials and services

	2025	2024
	\$	\$
Audit Fees		
- Auditors' remuneration - VAGO - audit of the financial statements	19,600	18,700
- Auditors' remuneration - Internal Audit	16,500	16,500
Bank charges	19,368	18,616
Building maintenance costs	112,001	99,579
Cleaning costs	580,754	538,543
Collection content & processing costs	1,383,303	1,214,395
Consultancy costs	132,959	113,455
Courier and postage costs	143,443	155,117
Equipment and motor vehicle maintenance costs	578,190	548,499
Initiatives costs	124,753	50,117
Insurances	66,735	66,766
IT service, system communication, and license costs	714,758	669,978
Other material and service costs	91,757	72,347
Staff Training and OHS	191,738	206,683
Printing Stationary & external communications	158,424	132,363
Program costs	206,770	177,153
Total material and services	4,541,053	4,098,811

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

Yarra Plenty Regional Library Service
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Notes to the Financial Report
for the Year Ended 30 June 2025

Note 5 Investing in and financing our operations

5.1 Financial assets

	2025	2024
	\$	\$
(a) Cash and cash equivalent assets		
Cash at bank	312,701	131,351
Term deposits	-	1,000,000
Total cash and cash equivalent assets	312,701	1,131,351

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less.

(b) Other financial assets		
Term deposits - current	6,500,000	5,500,000
Total other financial assets	6,500,000	5,500,000
Total cash and cash equivalent assets and other financial assets	6,812,701	6,631,351

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates over 90 days to 365 days are classified as current.

(c) Trade and other receivables

Non-statutory receivable		
	2025	2024
	\$	\$
Community organisations and financial organisations	191,311	107,874
Provision for doubtful debts	-	-
Total trade and other receivables	191,311	107,874

Short term receivables are carried at invoice amount. An allowance for expected credit losses is recognised based on past experience and other objective evidence of expected losses. Long term receivables are carried at amortised cost using the effective interest rate method.

(d) Ageing of receivables

The ageing of collectable trade and other receivables per provision matrix:

Current (not yet due)	190,660	107,874
Past due by up to 30 days	651	-
Total trade and other receivables	191,311	107,874

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Notes to the Financial Report
for the Year Ended 30 June 2025

5.2 Payables, trust deposits, and contract and other liabilities

(a) Trade and other payables

	2025	2024
	\$	\$
Current		
<i>Non-statutory payables</i>		
Payables and accruals	1,012,959	1,339,751
Trust deposits	927	4,077
<i>Statutory payables</i>		
Net GST	178,042	163,578
Total trade and other payables	1,191,928	1,507,406

(b) Contract and other liabilities

Current		
Grants received in advance - capital	132,500	-
Total contract and other liabilities	132,500	-

5.3 Provisions

2025	Annual Leave	Long Service Leave	Total
	\$	\$	\$
Balance at beginning of financial year	859,399	1,426,081	2,285,480
Additional provisions	877,060	266,816	1,143,876
Amounts used	(886,517)	(252,409)	(1,138,926)
Balance at the end of the financial year	849,942	1,440,488	2,290,430

2024	Annual Leave	Long Service Leave	Total
	\$	\$	\$
Balance at beginning of financial year	904,786	1,396,027	2,300,813
Additional provisions	872,162	238,939	1,111,101
Amounts used	(917,549)	(208,885)	(1,126,434)
Balance at the end of the financial year	859,399	1,426,081	2,285,480

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	2025	2024
	\$	\$
Current provisions expected to be wholly settled within 12 months		
Annual leave	679,954	687,520
Long service leave	288,098	260,350
	968,052	947,870
Current provisions expected to be wholly settled after 12 months		
Annual leave	169,988	171,879
Long service leave	1,045,985	1,041,399
	1,215,973	1,213,278
Total current employee provisions	2,184,025	2,161,148
Non-current		
Long service leave	106,405	124,332
Total non-current employee provisions	106,405	124,332
Aggregate carrying amount of employee provisions:		
Current	2,184,025	2,161,148
Non-current	106,405	124,332
Total aggregate carrying amount of employee provisions	2,290,430	2,285,480

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because YPRL does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if YPRL expects to wholly settle the liability within 12 months
- present value if YPRL does not expect to wholly settle within 12 months.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as YPRL does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

Key assumptions:

- discount rate (4.203%) as per Department of Treasury and Finance Victoria 30/06/2025
- inflation rate (4.250%) as per Department of Treasury and Finance Victoria 30/06/2025

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**Notes to the Financial Report
for the Year Ended 30 June 2025**

5.4 Financing Facilities

YPRL does not have any credit standby arrangements, unused loan, or credit card facilities.

5.5 Commitments

YPRL has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

	2025	2024
	\$	\$
Cleaning Contract Expenditure	1,748,970	205,050
	1,748,970	205,050

The periods expected to elapse from the reporting date to the expected date of payments are as follows:

Not later than one year	568,655	205,050
Greater than one year but not later than five years	1,180,315	-
	1,748,970	205,050

5.6 Leases

At inception of a contract, YPRL assesses whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, YPRL recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, YPRL uses an appropriate incremental borrowing rate as the discount rate.

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Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that YPRL is reasonably certain to exercise, lease payments in an optional renewal period if YPRL is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless YPRL is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Right-of-use Assets	Buildings	Total
	\$	\$
Balance at 1 July 2024	495,579	495,579
Additions	-	-
Depreciation charge	82,596	82,596
Balance at 30 June 2025	412,983	412,983

Lease Liabilities	2025	2024
	\$	\$
Maturity analysis – undiscounted cash flows		
Less than one year	93,369	90,649
One to five years	402,077	495,446
More than five years	-	-
Total undiscounted lease liabilities at 30 June:	495,446	586,095

Lease liabilities included in Balance Sheet 30 June:

Current	86,016	81,881
Non-current	388,283	474,298
Total lease liabilities	474,299	556,179

Short-term and low value leases

YPRL has elected not to recognise right-of-use assets and lease liabilities for short-term leases which have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than \$10,000), including ICT equipment. YPRL recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Expense relating to:

Leases of low value assets	239,927	288,730
Total short-term and low value leases	239,927	288,730

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for the Year Ended 30 June 2025

Non-cancellable lease commitments – Short-term and low-value leases

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Payable:	2025	2024
	\$	\$
Within one year	168,452	68,188
Later than one year but not later than five years	295,188	14,118
Total non-cancellable lease commitments – short-term and low-value leases	463,640	82,306

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Note 6 Assets we manage

6.1 Bookstock, and plant and equipment

Movement in the carrying amounts for each class of asset between the beginning and the end of the financial year.

2024/2025	Bookstock	Plant & Equip.	Total
	\$	\$	\$
At valuation 1 July 2024	7,451,745	4,561,105	12,012,850
Accumulated depreciation 1 July 2024	(4,455,001)	(2,889,557)	(7,344,558)
	2,996,744	1,671,548	4,668,292
Movements in carrying value			
Acquisition of assets at cost	1,495,370	519,348	2,014,718
Cost value of assets disposed/written-off	(2,161,205)	(176,716)	(2,337,921)
	(665,835)	342,632	(323,203)
Movements in accumulated depreciation			
Depreciation expense	(1,357,182)	(236,564)	(1,593,746)
Accumulated depreciation of assets disposed/written-off	1,830,267	157,350	1,987,617
	473,085	(79,214)	393,871
At valuation 30 June 2025	6,785,909	3,701,952	10,487,861
Accumulated depreciation at 30 June 2025	(3,981,915)	(1,766,986)	(5,748,901)
Carrying amount at 30 June 2025	2,803,994	1,934,966	4,738,960
2023/2024			
	\$	\$	\$
At valuation 1 July 2023	7,571,386	3,899,884	11,471,270
Accumulated depreciation 1 July 2023	(4,572,673)	(2,692,807)	(7,265,480)
	2,998,713	1,207,077	4,205,790
Movements in carrying value			
Acquisition of assets at cost	1,521,899	661,221	2,183,120
Cost value of assets disposed	(1,641,540)	-	(1,641,540)
	(119,641)	661,221	541,580
Movements in accumulated depreciation			
Depreciation expense	(1,523,868)	(196,750)	(1,720,618)
Accumulated depreciation of assets disposed	1,641,540	-	1,641,540
	117,672	(196,750)	(79,078)
At valuation 30 June 2024	7,451,745	4,561,105	12,012,850
Accumulated depreciation at 30 June 2024	(4,455,001)	(2,889,557)	(7,344,558)
Carrying amount at 30 June 2024	2,996,744	1,671,548	4,668,292

Yarra Plenty Regional Library Service
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6.2 Recognition and measurement of bookstock, and plant and equipment

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the amount that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement value.

In accordance with YPRL's policy, the threshold limits detailed in Note 6.3 have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

6.3 Depreciation

Collection assets and plant and equipment having limited useful lives are systematically depreciated over their useful lives to YPRL in a manner which reflects consumption of the service potential embodied in those assets. Estimates of useful lives within each major asset classes are reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component. Straight line depreciation is charged based on the useful life for each asset.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

	Depreciation Periods	Threshold Limits
Plant & equipment	3 to 30 years	\$1,000
Bookstock collection	5 years	\$ -
Leasehold improvements	5 to 20 years	\$ -
Art works	None	\$ -

Repairs and maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

6.4 Impairment of Assets

At each reporting date, YPRL reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

Yarra Plenty Regional Library Service
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for the Year Ended 30 June 2025

Note 7 People and relationships

7.1 YPRL and key management remuneration

(a) Key Management Personnel

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing, and controlling the activities of YPRL. The Councillors, Chief Executive Officer and Executive Managers are deemed KMP.

Details of persons holding the position of key management personnel, at any time during the year are:

Board Members	2025 No.	2024 No.
Alison Champion (Banyule City Council)	1	1
Rick Garotti (Banyule City Council)	1	1
Christine Stow (City of Whittlesea) – Appointed 17 December 2024	1	-
Stevan Kozmevski (City of Whittlesea) – Resigned 8 May 2025	1	-
Martin John Taylor (City of Whittlesea) – Appointed 20 May 2025	1	-
Grant Brooker (Nillumbik Shire Council) – Appointed 10 December 2024	1	-
Peter Perkins (Nillumbik Shire Council) – Appointed 29 November 2023	1	1
Lydia Wilson (City of Whittlesea) – Resigned 26 October 2024	1	1
Agata Chmielewski (City of Whittlesea) – Resigned 26 October 2024	1	1
Karen Egan (Nillumbik Shire Council) – Resigned 26 October 2024	1	1
Natalie Duffy (Nillumbik Shire Council) – Resigned 29 November 2023	-	1
Total Board Members	10	7
Council Delegates		
Corrienne Nichols	1	1
Kath Brackett – Resigned 15 March 2024	-	1
Joseph Tabacco – Appointed 20 May 2024	1	1
Anthony Traill – Resigned 18 March 2025	1	1
Agata Chmielewski – Appointed 18 March 2025	1	-
Total Council Delegates	4	4
Executive Management Personnel		
Chief Executive Officer – Jane Cowell	1	1
Executive Manager – Corporate Services – Luciano Lauronce (Appointed June 2025)	1	-
Executive Manager – Corporate Services – Kate Karrasch (Resigned June 2025)	1	1
Executive Manager – Corporate Services – Robert Green (Resigned June 2024)	-	1
Executive Manager - Public Participation - Robyn Ellard	1	1
Executive Manager – Technology & Assets – Sajeeva Tennekoon	1	1
Total Executive Management Personnel	5	5
Total Key Management Personnel	19	16

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for the Year Ended 30 June 2025

(b) Remuneration of Key Management Personnel

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by YPRL, or on behalf of the YPRL, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Other long-term employee benefits include long service leave, other long service benefits or deferred compensation.

Post-employment benefits include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

Termination benefits include termination of employment payments, such as severance packages.

Total remuneration of key management personnel was as follows:

	2025	2024
	\$	\$
Short-term employee benefits	862,268	822,096
Other long-term employee benefits	18,404	17,248
Post-employment benefits	87,884	82,549
Termination benefits	-	-
Total	968,556	921,893

The numbers of key management personnel whose total remuneration from the YPRL, fall within the following bands:

	2025	2024
	No.	No.
NIL	14	11
\$150,000 - \$159,999	1	1
\$170,000 - \$179,999	-	1
\$180,000 - \$189,999	2	2
\$190,000 - \$200,000	1	-
\$230,000 - \$239,999	1	1
	19	16

(c) Remuneration of other senior staff

Other senior staff are officers of YPRL, other than Key Management Personnel, whose total remuneration exceeds \$170,000 (2023-24: \$170,000) and who report directly to a member of the KMP.

At YPRL, there were no other senior staff who met the above criteria for the financial year 2024/2025.

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(d) Transactions with related parties

During the period YPRL entered into the following transactions (Excl GST) with related parties.

	2025	2024
	\$	\$
Expenditure		
Fuel, MV Repairs, Training & Other paid to City of Whittlesea	22,451	20,197
LSL Transfer paid to City of Whittlesea	7,039	-
Room hires paid to City of Whittlesea	-	9,195
Branch utilities (Ivanhoe, Rosanna, Watsonia) paid to Banyule City Council	102,281	87,131
Vehicle Running Cost & Other paid to Banyule City Council	3,975	22,319
Rosanna Pop-Up Lease and Rates expenses paid to Banyule City Council	61,356	-
Contribution for Probity Services for Cleaning Tender paid to Banyule City Council	2,559	-
Eltham Electricity paid to Nillumbik Shire Council	54,591	53,225
Diamond Valley Outdoor Area fit-out paid to Nillumbik Shire Council	75,000	-
Room hires paid to Nillumbik Shire Council	206	-
Total Related Party Expenditure	329,458	192,067
Revenue		
Council Library Contribution received from City of Whittlesea	6,271,568	5,764,265
Middle Years Grant	55,000	27,000
Lalor Community Room contribution received from City of Whittlesea	3,198	12,360
Lalor Toy Library contribution received from City of Whittlesea	5,413	5,413
Other monies received from City of Whittlesea	1,316	3,800
Council Library Contribution received from Banyule City Council	6,046,726	5,662,325
Ivanhoe cleaning cost reimbursement received from Banyule City Council	118,963	112,572
Other monies received from Banyule City Council	4,233	2,822
Council Library Contribution received from Nillumbik Shire Council	3,197,205	3,077,341
Other monies received from Nillumbik Shire Council	200	1,325
Total Related Party Revenue	15,703,822	14,669,223

(e) Outstanding balances with related parties

	2025	2024
	\$	\$
Monies owed to Banyule City Council	62,402	61,257
Monies owed by Banyule City Council	20,387	26,721
Monies owed to Nillumbik Shire Council	7,500	-
Monies owed by Nillumbik Shire Council	-	-
Monies owed to City of Whittlesea	8,177	1,551
Monies owed by City of Whittlesea	153	517

(f) Loans to/from related parties

There are no outstanding loans to/from related parties.

(g) Commitments to/from related parties

There are no outstanding commitments to/from related parties.

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Notes to the Financial Report for the Year Ended 30 June 2025

Note 8 Managing uncertainties

8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of YPRL.

As at 30 June 2025, YPRL is not aware of any contingent assets.

(b) Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of YPRL; or
- present obligations that arise from past events but are not recognised because:
 - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
 - the amount of the obligation cannot be measured with sufficient reliability.

Superannuation

YPRL has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Liability Mutual Insurance

YPRL is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

8.2 Financial instruments

(a) Objectives and policies

YPRL's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), and payables (excluding statutory payables). Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by YPRL. These policies include identification and analysis of the risk exposure to YPRL and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of YPRL's financial instruments will fluctuate because of changes in market prices. YPRL's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

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(c) Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. YPRL does not hold any interest-bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. YPRL has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989 (as per the transitional provisions of the Local Government Act 2020)*.

There has been no significant change in YPRL's exposure, or its objectives, policies, and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on YPRL's year end result.

(d) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause YPRL to make a financial loss. YPRL has exposure to credit risk on some financial assets included in the balance sheet.

There are no material financial assets which are individually determined to be impaired.

(e) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements or we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks, YPRL:

- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments; and
- monitor budget to actual performance on a regular basis.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(f) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, YPRL believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of -0.25% to -0.75% in market interest rates (AUD) from year-end rates of 3.85%.

These movements will not have a material impact on the valuation of YPRL's financial assets and liabilities, nor will they have a material impact on the results of YPRL's operations.

8.3 Fair value hierarchy

YPRL financial assets and liabilities are measured at amortised cost.

YPRL measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 *Fair Value Measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

YPRL has considered the amendments to AASB 13 Fair Value Measurement that apply for the 2024-25 financial year as a result of AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities. For assets, where the YPRL adopts a current replacement cost approach to determine fair value, YPRL now considers the inclusion of site preparation costs, disruption costs and costs to restore another entity's assets in the underlying valuation.

The AASB 13 amendments apply prospectively, comparative figures have not been restated.

The AASB 13 amendments have not resulted in any material impacts to YPRL's financial statements.

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8.4 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

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for the Year Ended 30 June 2025

Note 9 Other matters

9.1 Reconciliation of cash flows from operating activities to surplus

	2025	2024
	\$	\$
Surplus for the year	377,536	62,624
Depreciation	1,676,342	1,803,214
Net loss on disposal/write-off of assets	350,305	-
Finance costs - leases	8,769	11,035
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in trade and other receivables	(83,437)	(18,915)
(Increase)/decrease in other assets	135,231	(118,382)
Increase/(decrease) in contract and other liabilities	132,500	(62,371)
Increase/(decrease) in trade and other payables	84,480	435,766
Increase/(decrease) in provisions	4,950	(15,333)
Net cash provided by operating activities	2,686,676	2,097,638

9.2 Superannuation

YPRL makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2025, this was 11.5% as required under Superannuation Guarantee (SG) legislation (2024: 11.0%)).

Defined Benefit

YPRL does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of YPRL in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

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Funding arrangements

YPRL makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2024, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category.

The vested benefit index (VBI) of the Defined Benefit category as at 30 June 2024 (of which YPRL is a contributing employer) was 105.4%. The financial assumptions used to calculate the VBI were:

Net investment returns	5.6% pa
Salary information	3.5% pa
Price inflation (CPI)	2.7% pa

As at 30 June 2025, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category. It is expected to be completed by 31 October 2025.

Vision Super has advised that the VBI at 30 June 2025 was 110.5%. YPRL was notified of the 30 June 2025 VBI during August 2025 (2024: August 2024). The financial assumptions used to calculate this VBI were:

Net investment returns	5.7% pa
Salary information	3.5% pa
Price inflation (CPI)	2.6% pa

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2024 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

(A) Regular contributions

On the basis of the results of the 2024 interim actuarial investigation conducted by the Fund Actuary, YPRL makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2025, this rate was 11.5% of members' salaries (11.0% in 2023/24). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2023 triennial valuation.

In addition, YPRL reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

(B) Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 98% from 26 July 2024 (previously 97%).

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including YPRL) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

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Notes to the Financial Report for the Year Ended 30 June 2025

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

The 2024 triennial actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which YPRL is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2024 while a full investigation was conducted as at 30 June 2023.

The Fund's actuarial investigation identified the following for the Defined Benefit category of which YPRL is a contributing employer:

	2024 (Interim)	2023 (Triennial)
	\$m	\$m
A VBI surplus	\$108.4	\$85.7
A total service liability surplus	\$141.4	\$123.6
A discounted accrued benefits surplus	\$156.7	\$141.9

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2024.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2024.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2024.

The 2025 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2025 as the Fund provides lifetime pensions in the Defined Benefit category.

Vision Super has advised that the VBI at 30 June 2025 was 110.5%. YPRL was notified of the 30 June 2025 VBI during August 2025 (2024: August 2024). The financial assumptions used to calculate this VBI were:

Net investment returns	5.7% pa
Salary information	3.5% pa
Price inflation (CPI)	2.6% pa

It is anticipated that this actuarial investigation will be completed by 31 October 2025.

Yarra Plenty Regional Library Service
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The 2023 triennial investigation

The last triennial actuarial investigation conducted prior to 30 June 2023 was at 30 June 2020. This actuarial investigation was completed by 31 December 2020. The financial assumptions for the purposes of that investigation was:

	2023	2020
	Triennial investigation	Triennial investigation
Net investment return	5.7% pa	5.6% pa
Salary inflation	3.50 % pa	2.5% pa for two year and 2.75% pa thereafter
Price inflation	2.8% pa	2.0% pa

Superannuation contributions

Contributions by YPRL (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2025 are detailed below:

Scheme	Type of Scheme	Rate	2025 \$	2024 \$
Vision Super	Defined Benefit	2025 11.5% 2024 11.0%	60,688	61,938
Super funds	Accumulation Fund	2024 11.0% 2023 10.5%	1,152,561	1,064,836

There were \$29,542 contributions outstanding and no loans issued from or to the above schemes as at 30 June 2025.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2026 is \$64,000.

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Note 10 Change in accounting policy

Due to significant technological advancements, the current physical collection of audio-visual materials (including audiobooks and DVDs) has substantially lost its service potential and economic value. Accordingly, it was deemed appropriate to write off the existing collection during the 2024/2025 financial year. As reflected in the Income Statement, the net loss resulting from the write-off of these assets amounted to \$330k. In line with this change, all related purchases from 2024/2025 onwards are being expensed in the year of acquisition, rather than capitalised.

Quiet – A Library Poem

by Fleassy Malay

Quiet

Except for the sound
Of feet shuffling on carpet

Quiet

Except for the gentle flop
Of a page turning

Quiet

Except for the door
That keeps opening

Quiet

Except for the sound
Of 30 tiny mouths
Learning to get themselves around
The twinkle twinkle sing-along song
The building bricks of childhood
The sound
Of a billion neurons firing
The cack cack cack
Of the knitters laughing
Because
Why not?
We're here aren't we?

Quiet

Except for the *click click*
Tap tap
Forms filled
Papers signed
Learned to vote
Learned to pay
Learned to register
Found a way!

The gentle sigh
Of peace of mind.

Quiet

Except for the heavy *clonk*
Of a book falling
Into the returns bin
"Parenting the neurodiverse brain"

Clonk

"Mermaids have tails too!"

Clonk

"Songlines and stories"

Clonk

"A bitter romance"

Clonk

"An unsolved crime"

Clonk

"The truth about dogs"

Clonk

"Photography for beginners"

Clonk

Clonk

Clonk

Quiet

Except for the sound
Of hot water pouring
Tea brewing
A moment of warmth out of the cold
Old bones sigh
Young lungs cry
Another page turns and
Silence is made when mouths close
And minds open.

I came here to sit

Read

Colour

Cry

I came here to be alone

To be with you

To be anywhere

other than

home

I came here for peace.

Peace of mind

Piece of community

Piece together the puzzle

Peace and quiet

To gather

To listen

To learn

To grow

Quiet

Except for the subtle sound

Of world's

Becoming.



Agenda Item 3: Board Code of Conduct (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Acting Executive Manager Corporate Services
Attachment:	3 – Board Code of Conduct

EXECUTIVE SUMMARY

The YPRL Board Code of Conduct (Code) reflects current legislative requirements and best practice governance standards. This revised Code is presented to the Board for formal adoption and signing once approved.

RECOMMENDATION

THAT the Board resolves to RECEIVE, APPROVE and ADOPT the YPRL Board Code of Conduct

M: _____
S: _____

REPORT

KEY INFORMATION

The Board Code of Conduct has undergone a comprehensive review led by Hunt & Hunt Lawyers, ensuring alignment with the *Local Government Act 2020*, which prepares for the business transition, and meets contemporary governance expectations. The revision strengthens the integrity, transparency, and accountability of Board operations and clarifies expectations of Board Member conduct.

Key Changes and Enhancements

The revised Code introduces several substantive updates, including:

1. Legislative Alignment

- Removal of references to the *Local Government Act 1989*.
- Incorporation of provisions from the *Local Government Act 2020*, which provides certain transitional provisions for regional library services.

2. Confidential Information

- Updated definitions, covering business, security, legal, personal, and meeting-related information.
- Clear protocols for handling and designating confidential material.

3. Conflict of Interest Framework

- Detailed definitions of general and material conflicts of interest, including examples and exemptions.
- Introduction of procedures for disclosure, management, and documentation of conflicts.
- Updated disclosure of conflict of interest clause.

Next Steps

- Preparation of declaration forms for Board Members to sign upon adoption.
- Publication of the revised Code on YPRL's website.

CONSULTATION

YPRL Board Members and Directors | The draft Code was circulated to Board members in August for feedback prior to presentation at this meeting for formal adoption. No revisions were requested.

Hunt and Hunt Legal.

CRITICAL DATES

31 December 2025.

FINANCIAL IMPLICATIONS

All financial implications are included in the body of the report.

POLICY, STRATEGY AND LEGISLATION

Local Government Act 1989, Section 76C (2)

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:

- Environmental and social sustainability
- Governance and technology.
- 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 comprehensive review of the Board Code of Conduct, led by Hunt and Hunt Lawyers, strengthens the integrity, transparency and accountability of Board operations and clarifies expectations of Board Member conduct.

END OF AGENDA ITEM 3 REPORT

[1 ATTACHMENT]



Yarra Plenty Regional Library Board Code of Conduct

This Code of Conduct was adopted by resolution of the Yarra Plenty Regional Library Service (YPRL) on 2025 and in accordance with Section 330 of the *Local Government Act 2020* (the Act) which provides certain transitional provisions for regional library services.

1.0 Preliminary

YPRL is governed by a Board, comprising six Members who are appointed by member councils in accordance with the Act.

The role of the Board is to provide library service policy and planning on behalf of member councils. This includes:

- a) consideration of the diverse needs of the local community in decision making;
- b) providing leadership by establishing strategic objectives and monitoring their achievement;
- c) maintaining the viability of YPRL by ensuring that resources are managed in a responsible and accountable manner; and
- d) advocate on behalf of YPRL to member Councils, community stakeholders and governments for the advancement of library services;

This Code of Conduct for Board Members sets out to strengthen the working relationships between Members. It recognises that the establishment of good working relationships between Members and with members of YPRL's staff is the basis for a solid and effective team, to represent the member council communities and provide leadership and guidance for the future of YPRL.

The Objectives, Role and Function of the Board are set out in the Library Agreement 2020-2025.

2.0 Board Member Conduct

A Board Member must observe the Code of Conduct whenever they:

- a) engage in the business of YPRL;
- b) conduct the business of the office to which they have been appointed; or
- c) act as a representative of YPRL.

2.1 Conduct Principles

Each Board Member has a responsibility to comply with these conduct principles and this Code of Conduct.

A Board Member must:

YPRL Board Code of Conduct

- a) act with integrity;
- b) impartially exercise their responsibilities in the interests of the local community; and
- c) not improperly seek to confer an advantage or disadvantage on any person.

Board Members are required to:

- a) avoid conflicts between their public duties as a Board Member and their personal interests and obligations;
- b) act honestly and avoid statements (whether oral or in writing) or actions that will or are likely to mislead or deceive a person;
- c) treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Board Members, YPRL staff and other persons;
- d) exercise reasonable care and diligence and submit themselves to the lawful scrutiny that is appropriate to their office;
- e) endeavour to ensure that public resources are used prudently and solely in the public interest;
- f) act lawfully and in accordance with the trust placed in them as an elected representative; and
- g) support and promote these principles by leadership and example and act in a way that secures and preserves public confidence in the office of Board Member.

2.2 Particular Conduct - Courtesy and Respect

Board Members will treat all people with courtesy and respect, recognising that there are legitimate differences in opinions, race, culture, religion, language, gender and abilities. This includes:

- a) Treating all members of the community with dignity and seeking to ensure that neither offence nor embarrassment are caused;
- b) Treating fellow Board Members with respect, even when disagreeing with their views or decisions;
- c) Adopting a professional approach at meetings, being punctual, prepared and attentive; and
- d) Acting with courtesy towards YPRL staff and avoiding intimidatory behaviour.

2.3 Particular Conduct - Integrity and Honesty

Board Members will always act with integrity and honesty and demonstrate high standards of professionalism by:

- a) Acting with integrity in all dealings with the community, with other Board Members and with YPRL staff;
- b) Always acting with impartiality and in the best interests of the community;

- c) Not acting in ways that may bring YPRL into disrepute or limit its ability to exercise good governance;
- d) Exercising reasonable care and diligence in performing their duties as Board Members; and
- e) Complying with all relevant laws, be they Federal, State or Local Laws.

2.4 Particular Conduct - Position of Trust

Board Members recognise that they hold a position of trust and will not misuse or derive undue benefit from their positions. Accordingly:

- a) Board Members will avoid conflicts of interest and comply with the relevant provisions of the Act and this Code of Conduct relating to conflicts of interest;
- b) Board Members will not exercise undue influence on other Board Members, YPRL staff or members of the public, library users, contractors or suppliers to gain or attempt to gain an unfair advantage for themselves;
- c) Board Members will not accept gifts in their roles as Board Members except;
 - Where the gift would generally be regarded as only having a token value,
 - Where refusal of the gift may cause offence or embarrassment, in which case the gift may be accepted on behalf of YPRL and becomes the property of YPRL.

YPRL, as part of its public transparency, will maintain a register of gifts received over the value of \$50.00 and the Chief Executive Officer should be advised of all such gifts so they can be recorded in the register.

2.5 Particular Conduct - Public Resources

Board Members will exercise appropriate prudence in the use of public resources. This includes:

- a) Maintaining appropriate separation between their personal property and public property in the care of YPRL;
- b) Not using public resources, including staff and equipment for personal purposes; and
- c) Ensuring that claims for out of pocket expenses are accurate and relate strictly to YPRL business.

2.6 Particular Conduct - YPRL Information

Board Members will treat YPRL information appropriately, by:

- a) Not using information gained by virtue of being a Board Member for any purpose other than to exercise their role as a Board Member;
- b) Respecting YPRL's policies in relation to public comments and communications with the media;

- c) Not releasing confidential information as defined in clause 2.6.1 below; and
- d) Recognising the requirements of the *Privacy and Data Protection Act 2014 (Vic)* regarding access to and the use of personal information.

2.6.1 Particular Conduct - Confidential Information

Information is confidential if it is:

- (a) YPRL business information, being information that would prejudice the YPRL's position in commercial negotiations if prematurely released;
- (b) security information, being information that if released is likely to endanger the security of YPRL property or the safety of any person;
- (c) law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person;
- (d) legal privileged information, being information to which legal professional privilege or client legal privilege applies;
- (e) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
- (f) private commercial information, being information provided by a business, commercial or financial undertaking that—
 - (i) relates to trade secrets; or
 - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;
- (g) confidential meeting information, being the records of meetings closed to the public;
- (h) the information has been designated as confidential information by a resolution of the Board which specifies the relevant grounds applying under the definition of Confidential Information in section 3 of the Act and the Board has not passed a resolution that the information is not confidential.
- (i) the information has been designated in writing as confidential information by the Chief Executive Officer specifying the ground or grounds applying and the Board has not passed a resolution that the information is not confidential.

2.6.2 Conflict of Interest Procedures

2.6.2.1 Definitions

(1)

family member means—

- (a) a spouse or domestic partner of the relevant person; or
- (b) a parent, grandparent, sibling, child, grandchild, step-parent, step-sibling or step-child of the relevant person or of their spouse or domestic partner; or

- (c) any other relative that regularly resides with the relevant person;

matter means a matter with which YPRL, or a member of YPRL staff is concerned and that will require—

- (a) a power to be exercised, or a duty or function to be performed, or a decision to be made, by YPRL, in respect of the matter; or
- (b) a power to be exercised, or a duty or function to be performed, or a decision to be made by a member of YPRL staff in respect of the matter;

not-for-profit organisation means a body that—

- (a) operates exclusively for charitable, civil, sporting or other social purposes; and
- (b) does not share or allocate the funds or profits of the body or organisation with the owners, shareholders or executives of the body or organisation;

relevant person means a person who is a—

- (a) member of YPRL Board; or
- (b) member of YPRL staff.

- (2) A relevant person has a **conflict of interest** if the relevant person has—

- (a) a general conflict of interest within the meaning of clause 2.6.2.2; or
- (b) a material conflict of interest within the meaning of clause 2.6.2.3.

2.6.2.2 General conflict of interest

- (1) Subject to clause 2.6.2.4, a relevant person has a **general conflict of interest** in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.
- (2)

private interests means any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief;

public duty means the responsibilities and obligations that a relevant person has to members of the public in their role as a relevant person.

2.6.2.3 Material conflict of interest

- (1) Subject to clause 2.6.2.4, a relevant person has a **material conflict of interest** in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.

- (2) The benefit may arise or the loss incurred—
 - (a) directly or indirectly; or
 - (b) in a pecuniary or non-pecuniary form.
- (3) For the purposes of this section, any of the following is an **affected person**—
 - (a) the relevant person;
 - (b) a family member of the relevant person;
 - (c) a body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body;
 - (d) an employer of the relevant person, unless the employer is a public body;
 - (e) a business partner of the relevant person;
 - (f) a person for whom the relevant person is a consultant, contractor or agent;
 - (g) a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee;
 - (h) a person from whom the relevant person has received a disclosable gift.
- (4) For the purposes of clause 2.6.2.3 (h) **disclosable gift** means one or more gifts with a total value of, or more than, \$500, received from a person in the 5 years preceding the decision on the matter—
 - (a) if the relevant person held the office of YPRL Board member, was a member of YPRL staff at the time the gift was received; or
 - (b) if the gift was, or gifts were, or will be, required to be disclosed as an election campaign donation by the Board member in their capacity as an elected councillor—

but does not include the value of any reasonable hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a YPRL Board member or, member of YPRL staff.

2.6.2.4 Exemptions

A conflict of interest does not arise if any of the following applies—

- (a) the conflict of interest is so remote or insignificant that it could not be reasonably regarded as capable of influencing the actions or decisions of the relevant person in relation to the matter;
- (b) the interest that would give rise to a conflict of interest is held in common with a substantial proportion of the residents, ratepayers or electors of the municipal districts within which YPRL operates and does not exceed the interest held by the other residents, ratepayers or electors;

- (c) the relevant person does not know the circumstances that give rise to the conflict of interest, and could not be reasonably expected to know those circumstances;
- (d) the interest only arises because the relevant person is the representative of a Council (being a member of YPRL) on a not-for-profit organisation that has an interest in the matter and the relevant person receives no personal advantage from the not-for-profit organisation;
- (e) the interest only arises because a family member of the relevant person is a member but not an office-holder of a not-for-profit organisation;
- (f) the interest only arises because the relevant person is a member of a not-for-profit organisation that has expressed an opinion or advocated for an outcome in regard to the matter;

2.6.2.5 Disclosure of conflict of interest

- (1) This section applies in respect of a conflict of interest in respect of a matter—
 - (a) to be considered at a YPRL Board meeting; or
 - (b) that arises in the course of the exercise of a power of delegation by a member of YPRL's staff; or
 - (c) that arises in the course of the exercise of a statutory function under this Act or any other Act.
- (2) A relevant person who has a conflict of interest in respect of a matter
 - (a) being considered at a YPRL Board meeting or other YPRL meeting at which they are present must disclose that conflict of interest prior to consideration of the item:
 - (i) advise other attendees of the conflict of interest; and
 - (ii) explain the nature of the conflict of interest immediately before the matter is considered,
 - (b) and then provide the Chief Executive Officer with a written notice of the conflict, if such a notice has not been provided previously, and
 - (c) exclude themselves from the decision making process in relation to that matter, including any discussion or vote on the matter at any YPRL Board meeting, and any action in relation to the matter.

YPRL is committed to making all decisions impartially and in the best interests of the whole community. Board Members recognise the importance of fully observing the requirements of The Act in regard to the disclosure of conflicts of interest and will comply with requirements of The Act in regard to conflicts of interest.

Board members are to notify, as soon as possible, the Board Chair, if they are

unable to vote on a matter because of a conflict of interest.

2.7 Relations with YPRL Staff

In interactions with Corporation staff there must be mutual respect and understanding between Board Members and Corporation staff in relation to their respective roles functions and responsibilities. To that end:

- The Chief Executive Officer is responsible for appointing, directing or terminating YPRL staff. Board Members must respect this accountability to the Chief Executive Officer.
- Where a Board member has concerns that a member of YPRL's staff has acted contrary to a formal YPRL policy or decision they will advise the Chief Executive Officer of their concerns. Board Members are not in a position to instruct, direct or admonish staff on any matters pertaining to the performance of their duties.
- Similarly, Board Members must respect that reports are written by staff based on their professional knowledge and skills and while one may not always agree with the report, Board Members cannot direct or influence the staff member to change the report.
- Board Members will direct all communication or enquiries regarding the Corporation to the CEO in the first instance.

2.8 Other Matters

Board Members who are aware of, or have good reasons to suspect fraud, corrupt, criminal or unethical conduct (by a Board Member, Officer or Library user) will report it immediately to the Chairperson or Chief Executive Officer.

YPRL is committed to the aims and objectives of the *Public Interest Disclosures Act 2012*. It does not tolerate improper conduct by its Board Members or staff; nor the taking of reprisals against those who come forward to disclose such conduct.

3.0 Dispute Resolution

While Board Members recognise that debate can be lively within the context of a Board or other meetings every effort will be made to ensure that this Code of Conduct, particularly as it relates to the manner in which Board Members deal with each other, is followed.

It is recognised that at times there may be disputes or grievances between Board Members. Sometimes these disputes give rise to the need for further resolution outside the arena of the Board Room. In that event the following procedure will be followed.

Before commencing any formal dispute resolution process, the Board Members who are parties to a dispute are expected to use their best endeavours to resolve the matter in a courteous and respectful manner between themselves. Where, after these

endeavours have been exhausted, the matter still remains unresolved, the parties may resort to any or all of YPRL's three phase dispute resolution process.

YPRL's three phase dispute resolution process involves:

1. direct negotiation between the parties in dispute, with the Chairperson in attendance to provide guidance;
2. external mediation by an independent mediator engaged by the Chief Executive Officer; and
3. hearing before an independent arbiter.

Phase 1 - Direct Negotiation

Where Board Members who are in dispute have not been able to resolve the dispute between them, either (or both) party (parties) may request the Chairperson to convene a meeting of the parties.

A dispute referred for direct negotiation may relate to:

1. an interpersonal conflict between Board Members where the conflict is or is likely to affect the operations of YPRL; or
2. an alleged contravention of this Code of Conduct.

The party requesting the direct negotiation meeting is to provide the Chairperson with the name of the other Board Member and the details of the dispute in writing. The written request is to indicate that it is for a 'direct negotiation' dispute resolution process. Where the request relates to an alleged contravention of this Code of Conduct, the request must:

1. specify the name of the Board Member alleged to have contravened the Code;
2. specify the provision(s) of the Code that is alleged to have been contravened;
3. include evidence in support of the allegation;
4. name the Board Member appointed to be their representative where the request is made by a group of Board Members; and
5. be signed and dated by the requester or the requester's representative.

The requestor is to notify the other party of the request and provide them with a copy of the written request either at the same time as it is provided to the Chairperson or as soon as practicable thereafter.

The Chairperson is to ascertain whether or not the other party is prepared to attend a 'direct negotiation' meeting.

If the other party is not prepared to attend a meeting, the Chairperson is to advise the requestor forthwith. No further action is required of the Chairperson.

If the other party declines to participate in a meeting, this does not constitute a contravention of this Code of Conduct.

If the other party consents to a meeting, the Chairperson is to convene a meeting of the parties at the earliest available opportunity. Unless one or both parties are unavailable, this should be within 5 working days of receiving the consent of the other party.

The Chairperson may present the parties with guidelines, in advance of the meeting or at the meeting, to help facilitate the meeting.

The role of the Chairperson at the meeting is to provide guidance to Board Members about what is expected of a Board Member including in relation to the role of a Board Member and the observation of this Code of Conduct.

The Chairperson is to document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties. Where one party does not comply with the agreement, the other party has recourse to external mediation or the internal resolution procedure where the matter relates to an alleged contravention of this Code of Conduct.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties. Where the dispute remains unresolved, either or both of the parties have recourse to external mediation or the internal resolution procedure where the matter relates to an alleged contravention of this Code of Conduct.

Where the Chairperson is a party to the dispute, the request is to be made to the Deputy Chairperson (if any) or the immediate past Chairperson. The Deputy Chairperson or the immediate past Chairperson will perform the functions ascribed to the Chairperson.

Phase 2 - External Mediation

A Board Member or a group of Board Members may make an application for a dispute to be referred for external mediation whether or not the dispute has been the subject of an application for 'direct negotiation'.

An application made for a dispute to be referred for external mediation may relate to:

1. an interpersonal conflict between Board Members where the conflict is or is likely to affect the operations of YPRL; or
2. an alleged contravention of this Code of Conduct.

The applicant is to submit a written application to the Chief Executive Officer setting out the name of the Board Member and the details of the dispute. The application is to indicate that the application is for an 'external mediation'. Where the application relates to an alleged contravention of this Code of Conduct, the application must:

1. specify the name of the Board Member alleged to have contravened the Code;

2. specify the provision(s) of the Code that is alleged to have been contravened;
3. include evidence in support of the allegation;
4. name the Board Member appointed to be their representative where the application is made by a group of Board Members; and
5. be signed and dated by the applicant or the applicant's representative.

The applicant is to notify the other party of the request and provide them with a copy of the application either at the same time that it is submitted to the Chief Executive Officer or as soon as practical thereafter.

The Chief Executive Officer is to ascertain (in writing) whether or not the other party is prepared to attend an external mediation. If the other party declines to participate in an external mediation, they are to provide their reasons for doing so in writing to the Chief Executive Officer.

When the other party declines to participate in an external mediation, this does not constitute a contravention of this Code of Conduct.

If the other party agrees to participate in an external mediation, the Chief Executive Officer is to advise the applicant and the Chairperson forthwith.

The Chief Executive Officer is to engage the services of an external mediator to conduct the mediation at the earliest practicable opportunity.

The mediator is to document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties. Where one party does not comply with the agreement, the other party has recourse to the internal resolution procedure where the matter relates to an alleged contravention of this Code of Conduct.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties. Where the dispute remains unresolved, the applicant still has recourse to the following internal resolution procedure where the matter relates to an alleged contravention of this Code of Conduct.

Phase 3 – Procedure Involving Arbiter

A Board Member or a group of Board Members may make an application alleging that a Board Member has contravened this Code of Conduct. The application must:

1. specify the name of the Board Member alleged to have contravened the Code;
2. specify the provision(s) of the Code that is alleged to have been contravened;
3. include evidence in support of the allegation;
4. name the Board Member appointed to be their representative where the application is made by a group of Board Members; and
5. be signed and dated by the applicant or the applicant's representative.

The application must be submitted to the Chief Executive Officer.

An applicant may withdraw an application for an internal resolution procedure. Once an application has been withdrawn, the same or a similar application relating to the same instance in relation to the respondent Board Member cannot be resubmitted by the applicant.

On receiving an application, the Chief Executive Officer will:

- a) advise the Chairperson of the application without undue delay;
- b) provide a copy of the application to the Board Member who is the subject of the allegation at the earliest practical opportunity but not later than two working days from receipt of the application;
- c) identify an arbiter to hear the application;
- d) obtain from the arbiter written advice that they have no conflict of interest in relation to the Board Members involved;
- e) notify the parties of the name of the proposed arbiter and provide them with the opportunity (2 working days) to object to the person proposed to be the arbiter;
- f) consider the grounds of any objection and appoint the proposed arbiter or identify another arbiter;
- g) provide a copy of the application to the arbiter as soon as practicable after the opportunity for the parties to object to an arbiter has expired;
- h) after consultation with the arbiter, advise the applicant and the respondent of the time and place for the hearing; and
- i) attend the hearing(s) and assist the arbiter in the administration of the process.

In identifying an arbiter to hear the application, the Chief Executive Officer must select an arbiter who is suitably independent and able to carry out the role of arbiter fairly.

The role of the arbiter is to:

- i) consider applications alleging a contravention of this Code of Conduct by a Board Member;
- ii) make findings in relation to any application alleging a contravention of this Code of Conduct which the arbiter must give to YPRL;
- iii) give a written statement of reasons supporting the findings to the parties at the same time as it gives its findings to YPRL; and
- iv) recommend an appropriate sanction or sanctions where the arbiter has found that a Board Member has contravened this Code of Conduct.

In considering an application alleging a contravention of this Code of Conduct, an arbiter will:

- 1. in consultation with the Chief Executive Officer, fix a time and place to hear the application;

2. authorise the Chief Executive Officer to formally notify the applicant and the respondent of the time and place of the hearing;
3. hold as many meetings as they consider necessary to properly consider the application. The arbiter may hold a directions hearing;
4. have discretion to conduct the hearings as they deem fit while ensuring that the hearings are conducted with as little formality and technicality as due and proper consideration of the application allows;
5. ensure that the parties to and affected by an application are given an opportunity to be heard by the arbiter;
6. consider an application by a respondent to have legal representation at the hearing to ensure that the hearing is conducted fairly and may, in their absolute discretion, grant the application or deny the application;
7. ensure that the rules of natural justice are observed and applied in the hearing of the application; and
8. ensure that the hearings are closed to the public.

Where an application to have legal representation is granted by an arbiter, the costs of the respondent's legal representation are to be borne by the respondent in their entirety.

An arbiter:

- a) may find that a Board Member who is a respondent to an internal resolution procedure application has not contravened the Code; or
- b) may find that a Board Member who is a respondent to an internal resolution procedure has contravened the Code; and
- c) will suspend consideration of an internal resolution procedure during the election period for a general election.

The arbiter is to give a copy of their findings and the statement of reasons to YPRL, the applicant and the respondent. At the same time, the arbiter provides the findings and statement of reasons, they will, where a Board Member has been found to have contravened the Code, recommend an appropriate sanction or sanctions for the contravention for consideration by YPRL.

A copy of the arbiter's findings, statement of reasons and any recommended sanctions is to be submitted to the next meeting of the Board for its consideration. If an arbiter has found that a contravention of the Code has occurred, the Board may, after considering the arbiter's findings, statement of reasons and recommendation on sanctions, give any or all of the following written directions to the Board Member:

1. direct the Board Member to make an apology in a form or manner specified by the Board; and/or
2. reprimand the Board Member.

An application cannot be made for this phase of the internal resolution procedure during the Council election period for a general election. Any internal resolution procedure that is in progress is to be suspended during the election period for a general election.

If the respondent to an application for an internal resolution procedure is not returned to office as a Councillor or is returned but is not nominated or appointed as a Board Member following the election, the application lapses. If the respondent is returned to office in the election and is again nominated or appointed as a Board Member, the application may resume if:

1. the application was made by the Board and the Board so resolves; or
2. the application was made by a group of Board Members and any one (or more) of those Board Members who has been returned to office and has once more become a Board Member wishes to proceed with the application; or
3. the applicant (individual Board Member) is returned to office and has again been nominated or appointed to the Board, and wishes to proceed with the application.

Declaration by Board Member

I declare that I will abide by this Code of Conduct:

Board Member's Name	Board Member's Signature	Date of Declaration	Chief Executive Officer Signature as Witness to Declaration	Date on which Chief Executive Officer witnessed:
Cr Alison Champion Banyule City Council				
Cr Rick Garotti Banyule City Council				
Joseph Tabacco Banyule City Council				
Cr Grant Brooker Nillumbik Shire Council				
Cr Peter Perkins Nillumbik Shire Council				
Corrienne Nichols Nillumbik Shire Council				
Cr Christine Stow City of Whittlesea				
Cr Martin Taylor City of Whittlesea				
Agata Chmielewski City of Whittlesea				

Agenda Item 4: Meetings Procedure Local Law 2025 (DECISION)

Responsible Officer: Chief Executive Officer
Author: Luciano Lauronce, Acting Executive Manager Corporate Services
Attachment: 4 – Meetings Procedure Local Law 2025

EXECUTIVE SUMMARY

The current Meetings Procedure Local Law 2012 has reached its statutory expiry date. In response, the Meetings Procedure Local Law has undergone a comprehensive review led by Hunt & Hunt Lawyers resulting in the development of the Meetings Procedure Local Law 2025. This updated version ensures alignment with the *Local Government Act 2020*, which preserves provisions of the *Local Government Act 1989*.

RECOMMENDATION

THAT the Board resolves to:

1. RECEIVE and NOTE the Meetings Procedure Local Law 2025

M: _____
S: _____

2. APPROVE the final form of the Meetings Procedure Local Law 2025 for member councils' ratification, subject to the following amendment of the Part 3 – Election of Chair, clause 32:

“32. Candidates and Voting

i) Candidates for the position of Chair and Deputy Chair will be the Representatives from the Member Councils nominated as holding these positions in the relevant year in Annexure B of the Supplementary Agreement.

ii) If at any election of the Chair or Deputy Chair there is an equality of votes, it shall be decided by lot which of the Candidates Representatives having an equal number of votes shall be such Chair or Deputy Chair.”

M: _____
S: _____

3. AUTHORISE the Interim CEO to notify, in writing, the member council CEOs to ratify the YPRL Meetings Procedure Local Law 2025 to enable formal adoption by the YPRL Board and subsequent publication in the Government Gazette.

M: _____
S: _____

REPORT

KEY INFORMATION

The Meetings Procedure Local Law 2025 (Local Law) establishes clear and consistent rules governing the conduct of meetings of the Library Board and its Committees. It also outlines procedures for the election of the Chair and Deputy Chair, and the use of the Library Board's common seal.

The Local Law has undergone a comprehensive review led by Hunt & Hunt Lawyers, ensuring alignment with the *Local Government Act 2020*, which preserves provisions of the *Local Government Act 1989*. In addition to legislative compliance, the revised Local Law includes an expanded set of definitions to enhance clarity and reflects the current practices of the Order of Business.

Public notice was inserted into the Government Gazette (see below) on 11 September 2025 stating YPRL's intention to adopt the new Local Law. There were no public submissions received.

G 37 11 September 2025 1911



Local Government Act 1989
MEETING PROCEDURE LOCAL LAW
AMENDMENT

Notice is given pursuant to section 119 of the **Local Government Act 1989**, as preserved by section 330 of the **Local Government Act 2020**, that Yarra Plenty Regional Library (YPRL) proposes to amend its Meeting Procedure Local Law 2012 to provide a more practical process for the recognition of proxies at meetings of the Board or a Committee.

A draft of the proposed amendment is available for review through YPRL's website, www.yprl.vic.gov.au or at any of YPRL's locations being located in the cities of Banyule and Whittlesea and the Shire of Nillumbik.

Any person who wishes to make a submission may do so in writing by forwarding feedback to: Chief Executive Officer, Yarra Plenty Regional Library, Bag 65, Bundoora 3083; or by email to ceo@ypri.vic.gov.au

Submissions must be received by 5.00 pm on Thursday 9 October 2025.

Next Steps as per YPRL Primary Agreement clause 4.4

- YPRL Interim CEO to notify, in writing, the member Council CEOs indicating that public notice has been published in the Government Gazette and advising the outcome of the submissions process and ask Councils to ratify the revised Local Law.
- Ratification by each member Council of the revised Local Law is required to enable adoption. Once all member Councils have ratified the revised Local Law, a motion comes to the YPRL Board to adopt the revised Local Law.
- After adoption, notice in Government Gazette is required.
- The adopted revised Local Law is sent to the Minister.

CONSULTATION

- Hunt and Hunt Lawyers
- YPRL Board Members
- Executive Leadership Team

CRITICAL DATES

YPRL Board meeting to consider any public submission and resolve the form final revised Meetings Procedure Local Law 2025	23 October 2025
Member Councils to ratify YPRL Meetings Procedure Local Law 2025	30 November 2025
YPRL Board meeting to adopt the revised Local Law	11 December 2025

FINANCIAL IMPLICATIONS

All financial implications are included in the body of the report.

POLICY, STRATEGY AND LEGISLATION

Regional Library Agreement 2005 Part 4.4

Local Government Act 1989, Sections 111 & 119 (Part 5 Local Laws) and Section 196(7)

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:

- Environmental and social sustainability
- Governance and technology.
- 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 Meetings Procedure Local Law 2025, revision led by Hunt & Hunt Lawyers, aligns with current legislative requirements and incorporates expanded definitions and updated Order of Business to support clarity and consistency in its application.

END OF AGENDA ITEM 4 REPORT**[1 ATTACHMENT]**

YARRA PLENTY REGIONAL LIBRARY SERVICE**DRAFT MEETINGS PROCEDURE LOCAL LAW 2025****NO. 1 OF 2025****TABLE OF PROVISIONS****PART 1 - INTRODUCTION**

1. Title
2. Purpose of Local Law
3. Authorising Provisions
4. Period of Operation
5. Definitions

PART 2 - MEETINGS PROCEDURE

6. Quorum
- 6A. Out-of-Session Resolutions
7. Adjournment of Meetings
8. Business at Ordinary Meetings
9. Agenda
10. Order of Business
11. Confirmation of Minutes
12. Correspondence
13. Petitions
14. Procedure for moving Motions and Amendments
15. Proxies
16. Parliamentary Application
17. Conduct of Debate
18. Voting
19. Divisions
20. Motions
21. Debate

- 22. Points of Order
- 23. Time Limits
- 24. Notices of Motion
- 25. Revocation or alteration of previous resolutions
- 26. Suspension of Procedures
- 27. Urgent Business
- 28. Suspension from Meeting
- 29. Removal from Chamber
- 30. Offences

PART 3 - ELECTION OF CHAIR

- 31. Chief Executive Officer to Preside
- 32. Equality of Votes

PART 4 - COMMON SEAL

- 33. When is the Common Seal Used?
- 34. Who keeps the Common Seal?
- 35. Signatures to accompany Common Seal
- 36. Unauthorised use of the Common Seal.

YARRA PLENTY REGIONAL LIBRARY SERVICE
DRAFT MEETINGS PROCEDURE LOCAL LAW 2025
NO. 1 OF 2025

PART 1 - INTRODUCTION

1. Title

This Local Law is known as the Meetings Procedure Local Law 2025.

2. Purpose of Local Law

The purpose of this Local Law is to regulate -

- a) proceedings at meetings of the Library Board and Committees;
- b) proceedings for the election of the Chair and Deputy Chair; and
- c) usage of the common seal of the Library Board.

3. Authorising Provisions

This Local Law is made under section 330 of the Act, which preserves the application of Parts 5 and 6 of the Local Government Act 1989 (Vic) as they apply to regional libraries.

4. Period of Operation

This Local Law shall come into operation at the beginning of the day on which it is gazetted and ceases to operate on the day which is ten (10) years after the day which is the earliest day on which any provision of this Local Law came into operation, unless revoked earlier.

5. Definitions

In this Local Law -

'Absolute Majority' means more than half of the number of appointed Representatives to the Board, regardless of whether those Representatives are present at the time the vote is taken

'Act' means the Local Government Act 2020 (Vic), which amended the Local Government Act 1989 (Vic)

'Authorised Officer' means a person authorised under this Local Law or pursuant to

Section 224 of the Local Government Act 1989 (Vic)

'Board' means the Yarra Plenty Regional Library Service Board

'Board Member' means a member of the Board

'Branch Library' means a library branch that is part of the Yarra Plenty Regional Library

'Chair' means the chairperson of the Board

'Committee' means a committee appointed by the Board

'Majority' means more than half of the appointed Representatives present at the time the vote is taken

'Notice of Motion ' means written notification by a Representative that they intend to propose a specific motion

'Ordinary Meeting' means a regularly scheduled meeting of the Board

'Penalty Unit' means that monetary amount set down in the Sentencing Act 1991 (Vic)

'Proxy' means an officer of a council being a member of the Board who holds authority to vote and otherwise act on behalf of the relevant Representative at a meeting of the Board

'Representative' means a councillor appointed by a member council as its delegate.

PART 2 - MEETINGS PROCEDURE

6. Quorum

- i) Subject to sub-clause (iii), a Representative may participate at a meeting of the Board or Committee by electronic means of communication.
- ii) A quorum at a meeting of the Board or Committee consists of a majority of the members of the Board physically present or participating by electronic means of communication, provided that at least one Representative from each council is physically present or participating by electronic means of communication.
- iii) A quorum for any other type of Committee is a majority of the members of the Committee physically present.
- iv) The provisions of section 79 of the Act will apply to any meetings of the Board of Committee with any necessary adaptations.

6A. Out-of-Session Resolutions

- i) An out-of-session resolution may be circulated in writing via mail or email to all Board Members. The out-of-session resolution is deemed to have passed when a

majority of the Board Members entitled to vote on the resolution respond in favour of the resolution.

ii) The out-of-session resolution is deemed to have passed on the date of the last response resulting in a Majority vote.

iii) The outcome of the out-of-session resolution will be notified to the Board by the Chief Executive Officer. The result of the resolution will be noted in the minutes at the next Board meeting.

7. Adjournment of Meetings

i) If at any meeting of the Board the number of Representatives required to form a quorum is not physically present or ready to participate by electronic means of communication within half an hour after the time appointed for such meeting, the Chief Executive Officer may adjourn such meeting to any time not later than seven days from the date of that adjournment.

ii) If at any time during any meeting of the Board the number of Representatives required to form a quorum is not physically present or participating by electronic means of communication, the Chief Executive Officer may adjourn the meeting to any time not later than seven days from the date of that adjournment.

8. Business at Ordinary Meetings

No business may be conducted at an Ordinary Meeting of the Board unless it is business of which notice has been given either by inclusion in the agenda or any report accompanying the agenda or in a Notice of Motion.

9. Agenda

i) The agenda for an Ordinary Meeting must be delivered to every Representative not less than 48 hours before the meeting.

ii) The agenda for an Ordinary Meeting must be available at each Branch Library for the public not less than 48 hours before the meeting.

10. Order of Business

The business of an Ordinary Meeting must be conducted in the following order unless the Board otherwise resolves:

- Welcome and apologies

- Acknowledgement of Traditional Custodians
- Disclosures of interest, declaration of pecuniary and conflict of interest
- Confirmation of previous meeting minutes
- Actions arising
- Presentation of General Reports
- Consideration of and action on petitions and joint letters
- General business
- Reports from delegates appointed by the Board to other bodies
- Urgent business

11. Confirmation of Minutes

- i) At every Ordinary Meeting of the Board the minutes of the preceding meeting must be dealt with as follows:
- a) if the minutes have been delivered to each Representative at least 48 hours before the meeting, a motion must be passed for confirmation of the minutes; or
 - b) if the minutes have not been so delivered, the minutes must be read and a motion must be passed for confirmation of the minutes.
- ii) No discussion is permitted on the minutes except as to their accuracy as a record of proceedings.
- iii) Once the minutes are confirmed, they must be signed by the Chair.

12. Correspondence

The Chief Executive Officer shall determine what correspondence should be placed before the Board or a Committee for its decision or information.

13. Petitions

- i) A petition or a joint letter:
- a) shall be in any legible and permanent form of writing, typing or printing;
 - b) shall not be defamatory, indecent, abusive or objectionable in language or substance, and
 - c) shall not relate to a matter beyond the powers of the Board.
- ii) Every page of a petition or joint letter shall bear the wording of the whole of the petition or request.

- iii) Any signature appearing on a page which does not bear the wording of the whole of the petition or request shall not be considered by the Board.
- iv) Every page of a petition or joint letter shall be a single piece of paper and shall not be pasted, stapled, pinned or otherwise affixed to any piece of paper other than another page of the petition.
- v) Any person appending to a petition or joint letter a signature purporting to be that of any other person or in the name of any other person is guilty of an offence.
- vi) No motion for an address or petition shall be entertained unless the mover at some previous meeting has submitted a draft of same.
- vii) No motion, except for that of receiving same, shall be made on any petition, memorial or like application until the next Ordinary Meeting of the Board after that at which it has been presented, provided that this restriction shall not apply where the Board determines by a Majority vote of those present that the matter is one of urgency and should be dealt with at the meeting at which it is presented.
- viii) No petition shall be presented after the Board has proceeded to the Orders of the Day.
- ix) Every Representative presenting a petition to the Board shall state the names of the persons from whom it comes, the number of signatures attached to it, the material allegations contained in it and the prayer thereof, and the Representative may also speak to the petition.

14. Procedure for Moving Motions and Amendments

- i) The mover must state the nature of the motion.
- ii) The Chair must call for a seconder unless the motion is a call to enforce a point of order.
- iii) If there is no seconder, the motion lapses.
- iv) If there is a seconder then the Chair must call the mover to address the meeting.
- v) After the mover has addressed the meeting, the seconder may address the meeting.
- vi) After the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting), the Chair must call upon any Representative who wishes to speak against the motion.
- vii) If no Representative speaks against the motion then the Chair may put the motion.
- viii) Any Representative except the mover or the seconder of the original motion may

move or second an amendment.

ix) A Representative may speak once on the motion and once on any amendment and the mover of the original motion (not of an amendment) has a right of reply prior to the motion (or amendment) being put to a vote.

x) A Representative may be permitted by the Chair to speak more than once to explain that the Representative has been misrepresented or misunderstood.

xi) A Representative calling the attention of the Chair to a point of order is not regarded as speaking to a motion or an amendment.

xii) No motion or amendment may be withdrawn without the consent of the mover or seconder of any motion or amendment and without the further consent of the meeting.

xiii) Amendments must be dealt with one at a time.

xiv) Any subsequent amendments must not be consequently dealt with until the original amendment is decided upon.

15. Proxies

In the case where both Representatives of a member council are not present at a Board or Committee meeting, a staff member of that member council may act as Proxy and move or second resolutions and vote on resolutions on behalf of the relevant council.

16. Parliamentary Application

In all cases not otherwise provided for in this Local Law, the Board will determine its own procedures.

17. Conduct of Debate

Representatives must designate each other by their official titles.

18. Voting

When called upon by the Chair, the Representatives present must vote in accordance with the Act.

19. Divisions

i) If a division is called by a Representative, the vote must be taken by Representatives voting in the affirmative first holding up their hands and then those

voting in the negative holding up their hands. The Chair must declare the result.

ii) The Chief Executive Officer must record in the minutes the names of Representatives and whether they voted for or against.

20. Motions

i) Motions must be clear and unambiguous and not be defamatory or objectionable in language or nature.

ii) The Chair may require motions to be put in writing.

iii) The Chair may reject a motion if it is:

- a) defamatory;
- b) objectionable in language or nature;
- c) vague or unclear in intention; or
- d) outside the powers of the Board.

21. Debate

i) A Representative must address the Chair to move a motion, amendment or take part in debate.

ii) Once acknowledged by the Chair, the Representative has the floor and must not be interrupted unless called to order or time has expired.

22. Points of Order

i) The Chair is the final arbiter of all points of order.

ii) A point of order may be taken on the grounds that the matter is:

- a) contrary to this Local Law;
- b) defamatory;
- c) irrelevant;
- d) outside the Board's power; or
- e) improper.

iii) No Representative shall digress from the subject matter of the motion and discussion or comment upon the words used by any other Representative in a previous debate; and all imputations of improper motives and/or personal reflections on Representatives shall be deemed disorderly and contrary to Clause 30(a).

iv) No discussion shall be allowed on any motion for adjournment of the meeting; but if the motion is negatived upon being put, the subject then under consideration or the

next on the notice paper or any other that may be allowed precedence shall be discussed before any subsequent motion for adjournment may be made.

23. Time Limits

No Representative may speak longer than the time set out below unless granted an extension by the meeting:

The mover of a motion	5 minutes
Any other Representative	3 minutes
The mover of a motion exercising a right of reply	2 minutes

24. Notices of Motion

i) Notices of Motion must be given in writing to the Chief Executive Officer at least 7 days prior to the meeting to permit the Chief Executive Officer to give notice in the manner and time required for the meeting.

ii) The Chief Executive Officer must date and number all notices of motion in the order received.

iii) The Chief Executive Officer may reject a Notice of Motion if it is:

- a) contrary to this Local Law;
- b) defamatory;
- c) irrelevant;
- d) outside the Board's power; or
- e) improper

subject to the Chief Executive Officer first being required to provide the Representative lodging the Notice of Motion the opportunity to amend it.

iv) No Representative shall propose a motion initiating a subject for discussion at an Ordinary Meeting of the Board without having first complied with sub-clause (i).

v) Should a Representative who has given notice of a motion -

- a) be absent from the meeting; or
- b) fail to move the motion when called upon by the Chair;

then any other Representative may move the motion forthwith or move to defer its consideration.

vi) Except by leave of the Board, motions shall be moved in the order in which they have been received and recorded by the Chief Executive Officer in the Notice of Motion Book and, if not so moved or postponed, shall be struck out.

25. Revocation or Alteration of Previous Resolutions

- i) A Notice of Motion to revoke or alter a previous resolution -
 - a) must be given to the Chief Executive Officer at least 7 days prior to the meeting to enable them to give two clear days' notice to all Representatives;
 - b) must be deemed withdrawn if not moved at the next meeting at which such business may be transacted;
 - c) if it is a second or subsequent notice to revoke or alter an earlier resolution, must not be accepted by the Chief Executive Officer until a period of two months has elapsed after the date of the meeting at which the first or last motion or revocation or alteration was dealt with.
- ii) For a revocation or alteration of a previous resolution to be effective, there must be an Absolute Majority vote in favour of such revocation or alteration.

26. Suspension of Procedures

Any of the procedures in this Local Law may be suspended for a special purpose on motion upon notice duly given and shall not otherwise be suspended except by a Majority vote of the meeting.

27. Urgent Business

Any resolution proposing that a matter be dealt with as urgent business must be passed by Majority vote of the meeting.

28. Suspension from Meeting

The Board may by resolution suspend from the balance of a meeting any Representative whose actions have disrupted the business of the Board and impeded its orderly conduct.

29. Removal from Chamber

The Chair, or the Board in the case of a suspension, may ask any authorised officer or member of the police force to remove from the chamber any person who has committed an offence against this Local Law.

30. Offences

It is an offence -

a) for a Representative to not withdraw an expression, considered by the Chair to be offensive or disorderly, and satisfactorily apologise when called upon twice by the Chair to do so;

Penalty: 2 penalty units.

b) for any person, not being a Board Member, who is guilty of any improper or disorderly conduct, does not leave when requested by the Chair to do so;

Penalty: 5 penalty units.

c) for any person to fail to obey a direction of the Chair in relation to the conduct of the meeting and the maintenance of order;

Penalty: 2 penalty units

d) for a Board Member to refuse to leave the chamber on suspension.

Penalty: 5 penalty units.

PART 3 - ELECTION OF CHAIR

31. Chief Executive Officer to Preside

The Chief Executive Officer is to preside at any election of the Chair or Deputy Chair.

32. Equality of Votes

If at any election of the Chair or Deputy Chair there is an equality of votes, it shall be decided by lot which of the Representatives having an equal number of votes shall be such Chair or Deputy Chair.

PART 4 - COMMON SEAL

33. When is the Common Seal Used?

The common seal may be used only on the authority of the Board.

34. Who keeps the Common Seal?

The Chief Executive Officer must keep the common seal in safe custody.

35. Signatures to accompany the Common Seal

Every document to which the common seal is affixed must be signed by one

Representative and the Chief Executive Officer. For the avoidance of doubt, electronic signatures have the same legal effect as physical signatures.

36. Unauthorised use of the Common Seal

No person may use the common seal or any device resembling the common seal without the authority of the Board.

Penalty: 20 penalty units.

Resolution for making this Local Law agreed to by the Board of the Yarra Plenty
Regional Library Service on the day of , 2025.

THE COMMON SEAL of the **BOARD** }
OF THE YARRA PLENTY REGIONAL }
LIBRARY SERVICE was hereunto affixed }
in the presence of: }

..... Representative
..... Chief Executive Officer

Notice of the confirmation of this Local Law was inserted in the Victoria Government Gazette dated the day of 2025 at page No. _____

A copy of this Local Law was sent to the Minister responsible for Local Government on the day of 2025.

Agenda Item 5: Fraud and Corruption Control Policy and Framework (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Acting Executive Manager Corporate Services
Attachments:	5a – Fraud and Corruption Control Policy 5b – Fraud and Corruption Control Framework 5c – City of Whittlesea correspondence (Confidential)

EXECUTIVE SUMMARY

The Fraud and Corruption Control Policy and Framework provide a solid foundation for YPRL's zero tolerance approach to fraudulent activity and corrupt conduct. Both documents, the policy and the framework, were reviewed, updated, and developed in line with our member councils' governance, and relevant standards and legislation. Both documents were also presented to the Audit and Risk Committee in June 2025 and endorsed by them for Board approval.

RECOMMENDATION

THAT the Board resolves to:

- 1. RECEIVE, APPROVE and ADOPT the Fraud and Corruption Control Policy.**

M: _____
S: _____

AND

- 2. RECEIVE, APPROVE and ADOPT the Fraud and Corruption Control Framework.**

M: _____
S: _____

REPORT

KEY INFORMATION

The Fraud and Corruption Control Policy and Framework work in conjunction outlining:

- YPRL expectations for effective fraud and corruption control.
- The responsibilities of all employees, Board members, and other workplace participants regarding fraud and corruption control.
- The reporting obligations and the different avenues of reporting for suspected fraud and corruption incidents.
- The best-practice approach to controlling fraud and corruption risks from prevention to detection and response activities.

The Fraud and Corruption Control Policy – Key updates

- Re-ordering the Definition section to the start of the document. Now Section 3. Definitions.
- New subsection, 6.2 Managers, outlining the responsibilities of YPRL Managers. This subsection incorporates the amended wording proposed by the Audit and Risk Committee.
- All employees, Board members, and other workplace participants are no longer “encouraged” to report known or suspected fraud and corruption incidents. Rather they “must” report known or suspected fraud and corruption incidents.
- Incorporation of the observations provided on the 1 September 2025 to YPRL Board by City of Whittlesea’s YPRL Board Representatives (refer to the attached correspondence).

The Fraud and Corruption Control Framework

The framework has been newly developed. It aims to provide a comprehensive and best-practice approach for detecting and preventing fraud within a local government context. Working in conjunction with the Fraud and Corruption Control Policy, it simplifies and streamlines the overview for YPRL employees, Board members, and other workplace participants. The framework, aligned with AS 8001-2021 standards, focuses on three key themes:

- Prevention,
- Detection, and
- Response.

It outlines the responsibilities of management and employees in implementing robust practices to address fraud and corruption effectively. The framework educates employees on reporting obligations and procedures, emphasising the importance of dealing with such behaviour in their daily duties.

CONSULTATION

- YPRL Executive and Senior Leadership Team.
- YPRL Audit and Risk Committee.
- Member Council governance teams.
- Relevant standards and legislation.

CRITICAL DATES

N/A.

FINANCIAL IMPLICATIONS

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

POLICY, STRATEGY AND LEGISLATION

N/A

LINKS TO LIBRARY PLAN

Outcomes:

- **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.
- Environmental and social responsibility
- 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 Fraud and Corruption Control Policy and Framework, in conjunction, provide a solid foundation for YPRL's zero tolerance approach to fraudulent activity and corrupt conduct. While the Framework has been newly developed, the Policy has been updated to provide more clarity about key aspects.

END OF AGENDA ITEM 5 REPORT

[2 ATTACHMENTS]



Policy Adopted by YPRL Board MMMM-YYYY	
Policy Name	YPRL Fraud and Corruption Control Policy
Version number	3.0
Policy date	August 2025
Date to be reviewed	July 2027
Responsibility	Chief Executive Officer (CEO)
Related Policies and Procedures	Fraud and Corruption Control Framework Public Interest Disclosures Policy and Procedure Board Code of Conduct Employee Code of Conduct Conflict of Interest Procedure Child Safety and Wellbeing Policy Procurement Policy Corporate Card Policy and Procedure Risk Management Framework ICT Policy and Procedures CCTV Policy and Procedures Performance Improvement Disciplinary Policy



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1. Purpose

To outline Yarra Plenty Regional Library's (YPRL) expectations for effective fraud and corruption control.

2. Scope

This policy applies to all employees, Board members, and other workplace participants, including (but not limited to) trainees, work experience students, volunteers, consultants, and contractors.

3. Definitions

Australian Standard 8001:2021 Fraud and corruption control provides the following definitions:

Fraud – 'Dishonest activity causing actual or potential gain or loss to any person or organisation including theft or moneys or other property by persons internal and /or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity.'

Examples of fraud include but not limited to:

- a. Theft of plant and equipment.
- b. Theft of inventory.
- c. False invoicing (creating a fictitious invoice where no goods or services are provided).
- d. Theft of funds held in a bank account operated by YPRL employees or others connected to the YPRL using privileged system access.
- e. Theft of cash usually involving some form of concealment.
- f. Accounts receivable fraud (misappropriation or misdirection of remittances received from a debtor which is then written-off as not recoverable or otherwise shown as no longer receivable)
- g. Unauthorised use of YPRL's corporate card for personal purposes.
- h. Theft of intellectual property or other confidential information belonging to YPRL with the intention of using the information for some form of personal gain.
- i. Financial report fraud, falsification of the YPRL's financial statements with a view to obtaining some form of improper financial benefit.
- j. Release or use of misleading or inaccurate information for the purposes of deceiving, misleading, or to high wrongdoing.
- k. Misuse of position by senior executives in order to gain some form of financial advantage.

Corruption – 'Dishonest activity in which a person associated with an organisation (e.g director, executive, manager, employee or contractor) acts contrary to the interests of the organisation and abuses their position of trust in order to achieve a personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of and in the interests of the organisation, in order to secure some form of improper advantage for the organisation either directly or indirectly.'

Examples of corruption include but not limited to:



- a. Payment or receipt of secret commissions (bribes), which may be paid in money or in some other form of value to the receiver, and may relate to either specific or general decision/actions by the receiver.
- b. Releasing confidential information for other than a proper business purpose.
- c. Collusive tendering (the act of multiple tenderers for a particular contract colluding in preparation of their bids).
- d. A serious conflict of interest involving a senior executive of YPRL acting in their own self-interest rather than the interests of YPRL.
- e. Manipulation of the procurement process by favouring one tenderer over others or selectively providing information to some tenderers.
- f. Gifts or entertainment intended to achieve a specific or generic commercial outcome in the short or long term.

Bribery in order to secure a contract for the supply of goods or services, and/or secret commissions to secure a contract.

4. Policy Principles

- a. Fraud and corruption are taken seriously at YPRL, with zero tolerance of fraudulent activity or corrupt conduct.
- b. Every YPRL employee must undertake Fraud and Corruption Awareness Training yearly.
- c. Employees and other workplace participants must abide by the YPRL Code of Conduct and must not engage in fraud or corruption.
- d. Employees and other workplace participants who suspect or have knowledge of fraudulent activity or corrupt conduct have an obligation to immediately report the matter to the Independent Broad-based Anti-Corruption Commission (IBAC) (Refer to item 7).
- e. Disclosures of fraud or corruption may attract protections under the Public Interest Disclosures Act 2012.
- f. No employee or other workplace participant is to examine a case or seek evidence about fraud or corruption, other than those authorised to undertake investigations.
- g. Investigations and notifications will be coordinated as required by YPRL staff that are authorised to undertake investigations, IBAC, Victoria Police and/or any other relevant parties that are authorised to undertake investigations.
- h. Where authorised all suspected fraudulent or corrupt activities will be investigated and may attract criminal, civil, administrative, or disciplinary sanctions.
- i. YPRL's Fraud and Corruption Control Framework (the Framework) will outline the appropriate strategies and resources to manage fraud and corruption risks.
- j. YPRL will undertake a fraud and corruption risk assessment at least every two years as part of a biennial review of the Framework to ensure that appropriate mitigation actions are in place.



5. Principles of Management

YPRL's commitment to fraud and corruption control will consider Australian Standard AS 8001:2021 (Fraud and Corruption Control) and be managed by preventing, detecting, and responding to fraud and corruption, to ensure that:

- a. Fraudulent or corrupt activity is prevented.
- b. Conflicts of interest are avoided where possible or declared and managed to ensure open and transparent decision making.
- c. Risks associated with fraud and corruption are managed as a priority activity within YPRL's risk management program.
- d. Auditing systems are in place to deter and/or identify corrupt activities.

6. Responsibilities for Fraud and Corruption Control

Responsibility for the prevention, detection and reporting of fraud and corruption and for the implementation and operation of controls that minimise fraudulent and corrupt activity within their areas of responsibility rests with all levels of management, the YPRL Board, employees, volunteers, and agency or contract staff who represent YPRL.

6.1. YPRL Board Members

- a. Maintaining, modelling, and fostering the highest standards of ethical behaviour.
- b. Endorsing and supporting all policies and measures taken to prevent, deter, detect, and resolve instances or suspected instances of fraud.
- c. Conducting themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt, or unduly influenced by a conflict of interest.

6.2. The CEO

Ensuring appropriate and effective governance structures are in place for fraud and corruption prevention and control including the implementation of this policy.

- a. As Principal Officer, notifying IBAC as soon as practicable if there is a reasonable suspicion that corrupt conduct may have occurred or be occurring.
- b. Promoting an environment where fraud and corruption are not tolerated.
- c. Ensuring that there is a Fraud and Corruption Control Framework and the roles and responsibilities for enacting the Framework are clear and understood.
- d. Ensuring appropriate security measures and personnel clearances are in place to prevent and detect fraud and corruption.
- e. Arranging for the appropriate investigation of incidents of suspected fraud or corruption activity.
- f. Ensuring a Public Interest Disclosure System is established and maintained in accordance with the Public Interest Disclosures Act 2012.
- g. Nominating a Public Interest Disclosure Coordinator.



6.3. Managers

Managers are in positions of authority and as such are responsible in their areas of expertise to manage risk, control costs, monitor and improve systems, institute proper controls and foster an ethical environment, as well as:

- a) Continuously promoting ethical behaviour through both their actions and advice.
- b) Ensure staff understand their tasks and responsibilities, through adequate supervision.
- c) Identifying high risk fraud and corruption areas, including being aware of changes in the internal and external environment (Political, Economic, Social, Technological, Legal and Environmental).
- d) Developing/modifying local practices to reduce fraud and corruption risks.
- e) Assess amending business practices to eliminate the risk and then the cost benefit of introducing anti-fraud and corruption measures.
- f) Monitoring continued operation of controls to prevent fraud and corruption.
- g) Reporting suspected fraud and corruption (Refer to item 7).
- h) Follow procedures once fraud or corruption has been alleged or identified.

All cases or suspicions of fraud are to be reported to the appropriate party. Managers are required to support any fraud investigations by providing information and advice as directed/requested by the investigating party.

6.4. YPRL employees, volunteers and agency or contract staff

- a. Complying with internal control requirements, policies, frameworks, and procedures.
- b. Reporting all suspected incidents of fraud, theft, corruption, or misconduct to their supervisor and/or management (Refer to item 7).
- c. Assisting with any enquiries and investigations pertaining to fraud, corruption, or misconduct.
- d. Conducting themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt, or unduly influenced by conflict of interest.
- e. Being mindful that the inappropriate acceptance of a gift or hospitality may be seen as acceptance of a bribe (refer to YPRL's Code of Conduct for information on accepting Gifts, Benefits and Hospitality).

6.5 YPRL Audit and Risk Committee

The Audit and Risk Committee has an independent role to play in assessing the internal controls of YPRL and the adequacy of the financial and performance reports.

This Committee is responsible for adopting the internal audit plan and reviewing all internal and external audit reports. On behalf of YPRL, it has the role of over-seeing risk management activities relating to fraud and corruption minimisation, and the effectiveness of fraud prevention.

6.6. Public Interest Disclosure Coordinator

The nominated Public Interest Disclosure Coordinator (Executive Manager Corporate Services) will have the responsibility for receiving and assessing disclosures about fraud and corruption incidents, notifying the appropriate authority, and ensuring the confidentiality and protection of all parties involved.



6.7. Internal and External Auditors

- a. Independently reviewing systems, procedures, and controls to ensure there are adequate safeguards to prevent, deter and detect fraud and corruption.
- b. Identify areas of concern through specific audits and testing of systems.
- c. Advising on the production of rules, regulations and policies which deter fraud and corruption.

External Audit is conducted by the Victorian Auditor General's Office (VAGO) verifying YPRL's annual reported financial and performance statements. External audit also has a responsibility to report any irregularities identified during the audit process in accordance with relevant legislation and accounting standards.

7. Reporting of Suspected Fraud and Corruption

All employees, Board members, and other workplace participants, including (but not limited to) trainees, work experience students, volunteers, consultants, and contractors must report known or suspected fraud and corruption incidents. There are a number of different avenues of reporting:

Reportee	Reporting Avenues
The CEO	- to the IBAC - to the Audit and Risk Committee
YPRL Board Members	- to the CEO - to the nominated Public Interest Disclosures Coordinator (Executive Manager Corporate Services) When relates to a fellow Board member: - To the CEO and YPRL Chairperson as per the YPRL Board Code of Conduct (<i>section 2.8 Other Matters</i>) - to the IBAC
YPRL employees and other workplace participants	- to the CEO - to a YPRL management staff - to the nominated Public Interest Disclosure Coordinator (the Executive Manager Corporate Services) - to the direct or indirect supervisor/manager - to the IBAC When relates to the YPRL CEO: - to the nominated Public Interest Disclosure Coordinator (the Executive Manager Corporate Services) - Chairperson of YPRL Board - to the IBAC



8. Evaluation and Review

This Policy will be reviewed on request of the YPRL Board or in the event of meaningful change in the Executive Team, significant changes to the legislation applying to fraud and corruption control or on the recommendation of YPRL's Audit and Risk Committee or, in any other case, every two years.

9. Related Resources

- Local Government Act 1989.
- Australia Standard (AS) 8001:2021 – Fraud and Corruption Control.
- Code of Conduct for Victorian Public Sector Employees.
- Public Interest Disclosures Act 2012.
- Independent Broad-based Anti-Corruption Commission Act 2011.
- Commonwealth Fraud Control Framework 2017
- Department of Environment, Land, Water, and Planning (DEWLP) guidance materials for the implementation of AS 8001:2021.

[END OF FRAUD AND CORRUPTION CONTROL POLICY]

Framework Adopted by YPRL Board MMMM-YYYY	
Procedure Name	Fraud and Corruption Control Framework
Version number	1.00
Procedure date	August 2025
Date to be reviewed	July 2027
Responsibility	Chief Executive Officer (CEO)
Related Policies and Procedures	Fraud and Corruption Control Policy Public Interest Disclosures Policy and Procedure Board Code of Conduct Employee Code of Conduct Conflict of Interest Procedure Child Safety and Wellbeing Policy Procurement Policy Corporate Card Policy and Procedure Risk Management Framework ICT Policy and Procedures CCTV Policy and Procedures Disciplinary Guidelines

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1. Purpose

The Fraud and Corruption Control Framework aims to provide a comprehensive and best-practice approach for detecting and preventing fraud within a local government context. Working in conjunction with the Fraud and Corruption Control Policy, it simplifies and streamlines the overview for Yarra Plenty Regional Library (YPRL) employees, Board members, and other workplace participants. The framework, aligned with AS 8001-2021 standards, focuses on three key themes: Prevention, Detection, and Response. It outlines the responsibilities of management and employees in implementing robust practices to address fraud and corruption effectively. The framework educates employees on reporting obligations and procedures, emphasising the importance of dealing with such behaviour in their daily duties.

2. Objectives

The objectives of the framework are:

- Foster a culture of awareness among employees, encouraging understanding of expected behaviours and a commitment to reporting suspected fraud and corruption incidents.
- Implement a strategic framework to clarify YPRL employees' responsibilities in preventing, detecting, and reporting fraud and corruption.
- Enhance the effectiveness of YPRL's fraud and corruption control framework to minimise opportunities for such incidents.
- Provide practical guidelines to enable staff to appropriately handle incidents of fraud and corruption.
- Establish an ongoing program for employee awareness through regular training sessions and inclusion in recruitment and induction processes.
- Ensure procedural fairness in all investigations related to fraud and corruption.
- Target potential fraud and corruption activities through risk assessments, control measures, and appropriate mitigation strategies.

3. Scope and Context

This framework applies to YPRL employees, Board members, and other workplace participants, including (but not limited to) trainees, work experience students, volunteers, consultants, and contractors. All levels of management and employees are responsible for the prevention and detection of fraud and corruption and for the implementation and operation of controls that minimise fraudulent and corrupt activity within their areas of responsibility. The principles behind this framework are based on the Australian Standard AS 8001:2021 'Fraud and Corruption Control'.

4. Framework

4.1. Fraud and Corruption Definitions and Examples

Australian Standard 8001:2021 Fraud and corruption control provides the following definitions:

Fraud – 'Dishonest activity causing actual or potential gain or loss to any person or organisation including theft or moneys or other property by persons internal and /or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity.'

Examples of fraud include but not limited to:

- a) Theft of plant and equipment.
- b) Theft of inventory.

- c) False invoicing (creating a fictitious invoice where no goods or services are provided).
- d) Theft of funds held in a bank account operated by YPRL employees or others connected to the YPRL using privileged system access.
- e) Theft of cash usually involving some form of concealment.
- f) Accounts receivable fraud (misappropriation or misdirection of remittances received from a debtor which is then written-off as not recoverable or otherwise shown as no longer receivable)
- g) Unauthorised use of YPRL's corporate card for personal purposes.
- h) Theft of intellectual property or other confidential information belonging to YPRL with the intention of using the information for some form of personal gain.
- i) Financial report fraud, falsification of the YPRL's financial statements with a view to obtaining some form of improper financial benefit.
- j) Release or use of misleading or inaccurate information for the purposes of deceiving, misleading, or to hide wrongdoing.
- k) Misuse of position by YPRL staff in order to gain some form of financial advantage.

Corruption – 'Dishonest activity in which a person associated with an organisation (e.g. Board member executive, manager, employee or contractor) acts contrary to the interests of the organisation and abuses their position of trust in order to achieve a personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of and in the interests of the organisation, in order to secure some form of improper advantage for the organisation either directly or indirectly.'

Examples of corruption include but are not limited to:

- a) Payment or receipt of secret commissions (bribes), which may be paid in money or in some other form of value to the receiver, and may relate to either specific or general decision/actions by the receiver.
- b) Releasing confidential information for other than a proper business purpose.
- c) Collusive tendering (the act of multiple tenderers for a particular contract colluding in preparation of their bids).
- d) A serious conflict of interest involving a YPRL staff acting in their own self-interest rather than the interests of YPRL.
- e) Manipulation of the procurement process by favouring one tenderer over others or selectively providing information to some tenderers.
- f) Gifts or entertainment intended to achieve a specific or generic commercial outcome in the short or long term.
- g) Bribery in order to secure a contract for the supply of goods or services, and/or secret commissions to secure a contract.

4.2. Responsibilities for Fraud and Corruption Control

Responsibility for the prevention, detection and reporting of fraud and corruption and for the implementation and operation of controls that minimise fraudulent and corrupt activity within their areas of responsibility rests with all levels of management, the YPRL Board, employees, volunteers, and agency or contract staff who represent YPRL.

4.2.1. YPRL Board Members

- a) Maintaining, modelling, and fostering the highest standards of ethical behaviour.
- b) Endorsing and supporting all policies and measures taken to prevent, deter, detect, and resolve instances or suspected instances of fraud.
- c) Conducting themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt, or unduly influenced by a conflict of interest.

4.2.2. The CEO

Ensuring appropriate and effective governance structures are in place for fraud and corruption prevention and control including the implementation of this framework.

- a) As Principal Officer, notifying IBAC as soon as practicable if there is a reasonable suspicion that corrupt conduct may have occurred or be occurring.
- b) Promoting an environment where fraud and corruption are not tolerated.
- c) Ensuring that there is a Fraud and Corruption Control Framework and the roles and responsibilities for enacting the Framework are clear and understood.
- d) Ensuring appropriate security measures and personnel clearances are in place to prevent and detect fraud and corruption.
- e) Arranging for the appropriate investigation of incidents of suspected fraud or corruption activity.
- f) Ensuring a Public Interest Disclosure System is established and maintained in accordance with the Public Interest Disclosures Act 2012.
- g) Nominating a Public Interest Disclosure Coordinator.

4.2.3. Managers

Managers are in positions of authority and as such are responsible in their areas of expertise to manage risk, control costs, monitor and improve systems, institute proper controls and foster an ethical environment, as well as:

- a) Continuously promoting ethical behaviour through both their actions and advice.
- b) Ensure staff understand their tasks and responsibilities, through adequate supervision.
- c) Identifying high risk fraud and corruption areas, including being aware of changes in the internal and external environment (Political, Economic, Social, Technological, Legal and Environmental).
- d) Developing/modifying local practices to reduce fraud and corruption risks.
- e) Assess amending business practices to eliminate the risk and then the cost benefit of introducing anti-fraud and corruption measures.
- f) Monitoring continued operation of controls to prevent fraud and corruption.
- g) Reporting suspected fraud and corruption.
- h) Follow procedures once fraud or corruption has been alleged or identified.

4.2.4. YPRL employees, volunteers and agency or contract staff

- a) Complying with internal control requirements, policies, frameworks, and procedures.
- b) Reporting all suspected incidents of fraud, theft, corruption, or misconduct to their supervisor and/or management.
- c) Assisting with any enquiries and investigations pertaining to fraud, corruption, or misconduct.

- d) Conducting themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt, or unduly influenced by conflict of interest.
- e) Being mindful that the inappropriate acceptance of a gift or hospitality may be seen as acceptance of a bribe (refer to YPRL's Code of Conduct for information on accepting Gifts, Benefits and Hospitality).

4.2.5. YPRL Audit and Risk Committee

The Audit and Risk Committee has an independent role to play in assessing the internal controls of YPRL and the adequacy of the financial and performance reports.

This Committee is responsible for adopting the internal audit plan and reviewing all internal and external audit reports. On behalf of YPRL, it has the role of over-seeing risk management activities relating to fraud and corruption minimisation, and the effectiveness of fraud prevention.

4.2.6. Public Interest Disclosures Coordinator

The nominated Public Interest Disclosures Coordinator (Executive Manager Corporate Services) will have the responsibility for receiving and assessing disclosures about fraud and corruption incidents, notifying the appropriate authority, and ensuring the confidentiality and protection of all parties involved.

4.2.7. Internal and External Auditors

- a) Independently reviewing systems, procedures, and controls to ensure there are adequate safeguards to prevent, deter and detect fraud and corruption.
- b) Identify areas of concern through specific audits and testing of systems.
- c) Advising on the production of rules, regulations and policies which deter fraud and corruption.

External Audit is conducted by the Victorian Auditor General's Office (VAGO) verifying YPRL's annual reported financial and performance statements. External audit also has a responsibility to report any irregularities identified during the audit process in accordance with relevant legislation and accounting standards.

5. Reporting of Suspected Fraud and Corruption

All employees, Board members, and other workplace participants, including (but not limited to) trainees, work experience students, volunteers, consultants, and contractors must and have a responsibility to report known or suspected fraud and corruption incidents. There are a number of different avenues of reporting:

Reportee	Reporting Avenues
The CEO	- to the IBAC - to the Audit and Risk Committee
YPRL Board Members	- to the CEO - to the nominated Public Interest Disclosures Coordinator (Executive Manager Corporate Services) When relates to a fellow Board member: - To the CEO and YPRL Chairperson as per the YPRL Board Code of Conduct (<i>section 2.8 Other Matters</i>) - to the IBAC
YPRL employees and other workplace participants	- to the CEO - to a YPRL management staff - to the nominated Public Interest Disclosure Coordinator (the Executive Manager Corporate Services) - to the direct or indirect supervisor/manager - to the IBAC When relates to the YPRL CEO: - to the nominated Public Interest Disclosure Coordinator (the Executive Manager Corporate Services) - Chairperson of YPRL Board - to the IBAC

6. Prevention

Effectively managing the risk of fraud and corruption involves a crucial strategy: establishing and upholding a robust ethical culture. YPRL acknowledges the necessity of maintaining internal controls and procedures to minimise its vulnerability to risks associated with fraud and corruption.

6.1. A Sound Ethical Culture

YPRL has embraced Codes of Conduct for both its staff and Board Members, providing comprehensive guidance to carry out their duties with honesty and integrity. In addition, YPRL's values articulate the anticipated behaviour and conduct of staff in their functioning.

Upon commencing employment with YPRL, all staff are mandated to acknowledge that they have read and comprehended the Code of Conduct, committing to adhere to its principles. Likewise, Board Members are obligated by the Local Government Act 1989 to declare their commitment to abide by the Board Members' Code of Conduct.

6.2. Executive Leadership Team commitment for Fraud and Corruption Control

Similar to all staff, Executive Leaders within YPRL are required to exhibit their dedication to the principles outlined in the code of conduct. This dedication encompasses spearheading efforts to

enforce robust fraud and corruption control measures. Executive Leaders are responsible for ensuring that all individuals under their supervision, including managers, staff, Board Members, contractors, and other service providers, consistently act with honesty and integrity. They are entrusted with safeguarding the public resources for which they are accountable and adhering to this framework/policy. Additionally, Executive Leaders play a pivotal role in establishing the YPRL's key values and serve as personal exemplars, embodying these values in their own conduct.

6.3. Making Management and Staff aware of Fraud and Corruption Risks

YPRL regularly conducts staff and management education courses (including the Executive Leaders) which reference ethics, fraud & corruption risks and relevant control measures.

6.4. Fraud Risk Assessment

A fraud risk assessment is a systematic process undertaken by an organisation to identify, analyse, and mitigate the potential risks and vulnerabilities associated with fraudulent activities. The primary objective is to proactively address and prevent fraud/corruption rather than reacting to it after it has occurred.

YPRL will undertake a fraud and corruption risk assessment at least every two years as part of a biennial review of the Framework to ensure that appropriate mitigation actions are in place.

6.5. Internal Controls

YPRL has various internal controls in place that are designed to mitigate fraud and corruption risks. These include policies, codes, procedures, and security systems, access controls, monitoring and reporting systems, employment screening, training and awareness and segregation of duties where appropriate. YPRL managers and staff are accountable for ensuring that internal controls within their allocated areas of responsibility are implemented and working effectively.

6.5.1 Workforce Screening

YPRL undertakes workforce screening for all new staff who are to be hired. This screening can include police, working with children, and reference checks.

6.5.2 Incentives and Key Performance Indicators

An objective for all staff, is to responsibly manage public funds for the greatest benefit of the community. To help achieve this objective, financial incentives are not offered/paid for the achievement of specific financial objectives, as this may incentivise staff to achieve targets by dishonest means. Staff are expected to undertake mandatory fraud and awareness training every 12 months and as part of on-boarding process. Overdue or missed training is reported to People & Culture on a regular basis and repeated overdue training could lead to performance management.

6.5.3 Preventive technology-enabled fraud

The incidence of technology-enabled fraud grows exponentially year on year. As a result of the increasing risks, it is integral that YPRL continually assesses their exposure to technology-enabled fraud, to better understand the risks and inform our prevention and detection requirements.

6.5.4 Physical security and asset management

YPRL's tangible assets (motor vehicles, plant and other equipment, and collection items) represent a significant amount of asset value. Theft or loss of such items could have a significantly detrimental impact on the organisation. Theft of YPRL assets is deemed fraud for the purposes of this framework. It is the responsibility of YPRL staff and contractors to implement measures and controls to prevent theft and protect YPRL's assets. These measures can include locks, gates, fences, alarms and video surveillance of areas where high value, tangible assets are stored. In addition, maintaining records of

portable and attractive assets (machinery, tools, laptops, phones, tablets and other devices), so that any loss of assets can be identified.

6.4.5 Insurance

In conjunction with Member Councils, YPRL will maintain appropriate insurance policies designed to reduce the financial impacts of any instances of fraud and corruption.

The nature and quantity of insurance will be reviewed annually as part of YPRL's annual insurance renewal process.

7. Detection

Whilst preventative controls should reduce the likelihood of fraud and corruption occurring, the likelihood can never be reduced to zero. It is therefore important that there are controls and systems in place to detect fraud or corruption as soon as possible after it has occurred. The key strategies for detecting fraud are as follows:

7.1. Management Reports

Important information in our organisation is reported through to Management, Executive and YPRL to update, enrich and enhance effectiveness of oversight.

YPRL generates various financial system reports for review and analysis by management that are designed to help detect unusual and possibly fraudulent behaviour.

YPRL systems provide information about employees, suppliers, financial accounting, collection items, and customer information.

Executive and Management staff at YPRL acknowledge that they are responsible for risk mitigation and good governance. Knowing the database, undertaking information analysis, maintaining internal controls, and ensuring quality reports and coverage are essential to ensuring effective management.

7.2. Internal Audits

YPRL's internal audit plan reviews internal controls in areas that have been selected for examination by YPRL's Audit and Risk Committee after considering business risk priorities. These reviews include an examination of controls in place to mitigate against fraud and corruption risks.

7.3. External Audits

YPRL's financial statements are audited annually by the Victorian Auditor General's Office (VAGO). VAGO are not responsible for preventing or detecting fraud. However, VAGO are required to consider the risk of material misstatement due to fraud when performing their audit and if usual or suspicious financial transactions are detected to bring these to management's attention.

7.4. Job Rotation and Leave

Having someone other than the person who normally carries out a particular function do the work for a period of time can assist in detecting fraudulent transactions. YPRL supports job rotation, secondments and job sharing as a normal part of its operations.

7.5. Reporting of Suspected Fraud and Corruption

Employees, Board members, and other workplace participants must report known or suspected incidents of improper conduct or detrimental action. This is regardless of whether such conduct or action is suspected to have taken place previously, is suspected will take place in the future, or is still occurring.

Suspected fraud or corruption can be reported in line with the public interest disclosures act. To be a public interest disclosure, the suspicion should be reported to an authorised officer for public interest disclosure purposes in line with the Public Interest Disclosure Procedures Reports made under the Public Interest Disclosure Act provides the discloser with statutory protections from reprisal and imposes upon the organisation responsibilities to ensure the matter is appropriately reported and investigated.

Where a report of suspected fraud/corruption is made outside of the public interest disclosure act, it is to be escalated to the Executive Manager Corporate Services. The Executive Manager Corporate Services will be responsible for assessing the legitimacy of the report, directing investigations (including delegation to appropriate staff), filling out the fraud event register, and communicating the findings of any investigation as appropriate (Executive Members, Board, Audit and Risk Committee, etc.).

Note: Where any member of the executive team (including the Executive Manager Corporate Services) is suspected of engaging in fraudulent or corrupt activities, the matter should be reported and investigated in line with the Public Interest Disclosure act and procedures.

7.6. Exit Surveys

All staff who leave YPRL are given the option to complete an exit survey. This survey includes questions about the work environment with regards to fraud training and tolerance and whether they may be aware of any instances of fraud and corruption that may have occurred or still be occurring. These questions aim to give departing staff an opportunity to help identify any fraud events which may have occurred or any weaknesses in internal controls and/or work culture.

7.7. Public Interests Disclosure / Whistle-blower protections

YPRL has adopted a Public Interest Disclosures Procedure in accordance with the requirements of the Public Interest Disclosures Act and guidelines issued by the IBAC.

When made in accordance with YPRL's public interest disclosure procedures, reports of suspected fraud or corruption will be protected under the Public Interest Disclosures Act 2012. These procedures encourage staff and other officials to report suspected corrupt and/or improper conduct and the process for doing so.

To be covered by the Public Interest Disclosure Legislation, it is recommended that reports are made directly to the Public Interest Disclosure Coordinator (Executive Manager Corporate Services).

7.8. Internal Reporting of Fraud/Corruption Investigations

YPRL will take all reasonable steps to keep the parties involved and the details of any fraud/corruption investigations confidential from all but necessary staff/external parties to enable a thorough and unbiased investigation to be undertaken.

YPRL staff involved in an investigation will take all reasonable steps to maintain the confidentiality of the person/s who made the reports regardless of the outcome of the investigation, to protect the person from suffering repercussions or reprisal.

It is important that disclosures are handled with great sensitivity and confidentiality to ensure that the disclosure and the subject of the disclosure are not revealed which may compromise any future investigation or pose any risks to the discloser.

8. Response

If fraud and/or corruption is suspected or has been proven to have occurred, it is important for YPRL to have appropriate strategies and procedures in place to respond to such instances. This includes whether the fraud or corruption event has been perpetrated by a staff member, Board Member or by other workplace participants (e.g. contractor, agency staff, volunteer, etc.). Key procedures and protocols for responding to instances of fraud and corruption are:

8.1. Investigation

Where a matter is deemed to be a public interest disclosure, then the process of the investigation will be carried out as directed by IBAC. Where the matter reported is specified to not be a public interest disclosure report, or YPRL is required by an external agency to conduct its own investigation, the CEO and Executive Manager Corporate Services will appoint an appropriate investigator who is free from any bias and with suitable skills and knowledge to carry out the investigation. They may consider the following options:

- An independent external qualified fraud examiner, preferably with experience in local government.
- A suitably qualified manager from an area not involved in the matter (e.g. where technical skills are required).
- An independent consultant with relevant technical skills and experience. - YPRL's current internal auditors (if they have the necessary skills and competencies).
- A team of one or more of those listed above.

The investigation of suspected fraud needs to be performed on a timely basis, in both a methodical and comprehensive manner to ensure the principles of natural justice are applied. Investigations will be conducted in accordance with relevant policies and guidelines and with all reasonable steps taken to ensure confidentiality of both the reporter and the subject of the report until the completion of the investigation.

8.1.1. Immediate action upon discovery of fraud or corruption event

Once an instance of fraud or corruption has been identified as having occurred, YPRL will take immediate steps to put additional controls and safety measures in place to avoid further instances of fraud occurring.

This will include:

- Identifying as quickly as possible the parties involved
- Removing access to systems used to perpetrate the fraud
- Contacting the bank and look to put a freeze on any payment and/or seek the return any of incorrectly paid funds (where relevant)
- Capture, collate and quarantine all evidence to ensure it cannot be removed or destroyed.
- Suspension of workers and/or contractors suspected of involvement in the event, including deactivation of their physical and system access as long as it does not compromise investigative opportunities.

All actions taken in response to the discovery of or suspicion of a fraud or corruption event shall be documented, including how the event was identified and the considerations, actions and assessments taken.

8.1.2. Disruption of fraud and corruption

Disruption is an important concept as it is possible that an organisation can know or strongly suspect that fraud or corruption events are occurring and causing financial and non-financial loss, but it may not be possible to identify the perpetrators or to deal with them via investigation.

YPRL's response to fraud and corruption events in these situations should therefore be to disrupt the activity instead of, or in addition to, conducting an investigation.

Disruption initiatives can include:

- Increased audit activity in the business area concerned.
- Increased post-transactional review targeting transactions of a particular nature of concern.
- Implementing more rigorous internal controls, such as higher-level authorisation procedures or separation of duties.
- Additional fraud and awareness training, targeted to a specific fraud or corruption even that is concerned.

8.2. Internal Reporting of Fraud/Corruption Investigations

Upon the completion of an investigation, the details of the event will be added to the fraud register by the Executive Manager Corporate Services. The register will be reported to the Audit and Risk committee every 6 months, where any new incidents have been added.

8.3 Disciplinary Action

Should fraud and/or corruption be proven to have been committed by a YPRL employee, YPRL will take appropriate disciplinary action in accordance with People and Culture's Disciplinary Policy and Procedures.

In the case of a Board Member being proved to have committed fraud or corruption, YPRL will take action in accordance with relevant legislative requirements and the Board Members' Code of Conduct. In addition to any disciplinary action, YPRL may also take or request legal action against any YPRL officer or Board Member found to have engaged in fraudulent or corrupt activities.

Regarding YPRL's other workplace participants, YPRL contracts are to include provisions allowing for the termination of contracts with a supplier, should YPRL determine that the supplier or any of their personnel are guilty of conduct that is dishonest, fraudulent, deceitful or abusive.

Furthermore, YPRL is to be indemnified by suppliers from and against any loss suffered or incurred arising out of any negligent, fraudulent, unlawful, reckless, or wilfully wrongful act or omission by the Supplier or their personnel.

8.4. Recovery of Funds

YPRL will undertake action to recover any financial loss arising from fraudulent or corrupt activity where the likely benefits of such recovery are expected to exceed the cost of the recovery action. This may include making a claim on YPRL's insurance policies, debt recovery action against the parties involved, seeking court orders in any criminal prosecution, or other. The process to initiate recovery of funds will be implemented as soon as practical after the completion of the investigation.

8.5. Re-assessment of internal controls, systems and processes following a fraud or corruption event

Where fraud and/or corruption has been found to have occurred, the Executives, the Finance and Administration Manager, the Audit and Risk Committee, and the managers of impacted areas (or any combination of these), will undertake a review of the internal control environment. The review

should address the adequacy of the internal control environment including the determination as to whether improvements can/should be made, including recommendations aimed at improving the mitigation of fraud and corruption risks. The outcome of this review should be included in the fraud event register.

8.6. External Reporting

YPRL's Public Interest Disclosures Procedure sets out the requirements for YPRL to assess and refer reports of corrupt conduct received via public interest and non-public interest disclosures. The CEO must, as soon as practicable after forming a reasonable suspicion that corrupt conduct may have occurred or may be occurring, report the matter to IBAC as required by s57 of the IBAC Act. Where the investigating party has determined that a fraud/corruption event has occurred (not just an error or misstatement), a report will be made to the police/relevant authorities.

8.7. Third Party notification

Fraud or corruption events at YPRL can impact many other third parties both directly (stolen funds or information) and indirectly (reduction in quality/quantity of services delivered). Once a fraud or corruption event has been confirmed to have occurred, YPRL will follow the direction of the investigating parties (Victoria Police, IBAC, or other) with regards to notifying any other parties. Where it is deemed appropriate to do so, we will endeavour to notify directly impacted parties as soon as reasonable. Depending on the seriousness and impact of an identified fraud or corruption event, YPRL will determine if it is appropriate to put out a public statement to the community.

8.8. Recording of incidents

The Executive Manager Corporate Services maintains a register in which details of all reported fraud and corruption events are recorded. The register is also to detail what actions were proposed and ultimately taken in response to the event, including the implementation of any additional controls. The register will be reported to the Audit and Risk Committee every 6 months, where any new incidents have been added to register. Other information related to the investigation of a fraud or corruption event shall be retained, with all reasonable steps taken to protect identity of the discloser, within a personnel file or similar, with restricted access to the documentation, including a self-review of the event identifying any learnings and/or additional controls that have been identified to be put in place.

9. Review Period

This Framework will be reviewed on request of the YPRL Board or in the event of meaningful change in the Executive Team, significant changes to the legislation applying to fraud and corruption control or on the recommendation of YPRL's Audit and Risk Committee or, in any other case, every two years.

10. Related Resources

- *Local Government Act 1989.*
- Australia Standard (AS) 8001:2021 – Fraud and Corruption Control.
- Code of Conduct for Victorian Public Sector Employees.
- *Public Interest Disclosures Act 2012.*
- *Independent Broad-based Anti-Corruption Commission Act 2011.*
- Commonwealth Fraud Control Framework 2017
- Department of Environment, Land, Water, and Planning (DEWLP) guidance materials for the implementation of AS 8001:2021.

[END OF FRAUD AND CORRUPTION CONTROL FRAMEWORK]

Agenda Item 6: YPRL Board Meeting Dates | 2026 (DECISION)

Responsible Officer: Chief Executive Officer
Author: Clem Gillings, Interim CEO

EXECUTIVE SUMMARY

This report is for the Board Members' information and decision. The proposed YPRL Board meeting schedule for 2026 is presented for approval.

Under the terms of the Regional Library Agreement, the YPRL Board must meet at least quarterly with all meetings rotated between the Cities of Banyule and Whittlesea and the Shire of Nillumbik. The meetings can be held in person or online at a location within the hosting Council, usually at a YPRL library venue or an appropriate council owned meeting room.

RECOMMENDATION

THAT the Board resolves to RECEIVE and APPROVE the proposed YPRL Board meeting dates for 2026.

M: _____
S: _____

REPORT

KEY INFORMATION

It is proposed that the YPRL Board meet on the following dates in 2026. All meetings are open to the public in accordance with the *Local Government Act 1989* and it is proposed that all meetings be rotated between the City of Banyule, the City of Whittlesea and the Shire of Nillumbik in either the YPRL branches or Member Council buildings.

Meeting Date	Hosting LGA
Thursday 26 February	Banyule
Thursday 30 April	Whittlesea
Thursday 25 June	Nillumbik
Thursday 27 August	Banyule
Thursday 22 October	Whittlesea
Thursday 10 December	Nillumbik

The following timetable highlights the key areas of discussion for 2026. It is presented to assist the Board in their forward planning and as an opportunity to include any other items of interest to the Board.

January*	Election of YPRL Board Chair and Deputy Chair Audit Committee Appointments CEO Employment Matters Subcommittee Appointments
February	Draft Budget 2026/2027 and Draft Strategic Resource Plan 2026/2027 (Confidential Item)
April	Budget and Strategic Resource Plan 2026/2027 approved for public display and consultation.
June	Budget and Strategic Resource Plan 2026/2027 formally adopted. Procurement Policy adopted.
August	Draft Annual Report approved. Draft Audited EOFY Financial Statements approved. CEO Annual Performance Review (Confidential)
October	Board meeting dates for 2027. Annual Report formally adopted.
December	New Board Member Induction

*Propose the Board meets for a special meeting to determine these matters prior to the February Board meeting.

CONSULTATION

Consultation was held with the Executive Leadership team.

CRITICAL DATES

31 December 2025 – All meeting dates to be confirmed for 2026.

FINANCIAL IMPLICATIONS

All financial implications are included in the body of the report.

POLICY, STRATEGY AND LEGISLATION

Local Government Act 1989, Sections 83 (a), 86, 89 and 91

YPRL Regional Library Agreement 1993 Part 4

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:

- Environmental and social sustainability
- Governance and technology.
- 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

Agreeing the Board meeting schedule for 2026 early allows for venues to be booked in a timely manner and calendar invites logged into diaries

END OF AGENDA ITEM 6 REPORT**[NO ATTACHMENT]**

Agenda Item 7: Quarterly Finance Report – September 2025 (NOTING)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Acting Executive Manager Corporate Services
Attachment:	7a – Balance Sheet September 2025 7b – Statement of Cash Flow September 2025

EXECUTIVE SUMMARY

The September 2025 Quarterly Financial Report presents YPRL's operating result and capital expenditure financial performance against budget.

This report was presented to the Audit and Risk Committee meeting of 23 October 2025.

RECOMMENDATION

THAT the Board resolves to RECEIVE and NOTE the Quarterly Finance Report September 2025

M: _____
S: _____

REPORT

KEY INFORMATION

Operating Result

As of 30 September 2025, YPRL has achieved a \$2.22m underlying operating surplus. This result compares favourably to the year-to-date (YTD) budget by \$138k. Furthermore, the year-end underlying result forecast compares favourably to the annual budget by \$60k. This outcome reflects careful and proactive budget management decisions.

September 2025 Financial Quarterly Report

Operating Result

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Annual Forecast	Forecast Variance	Note
	\$	\$	\$	\$	\$	\$	
Income							
Grants - Operating	2,800,288	2,782,788	17,500	2,840,027	2,857,527	17,500	1
Contributions - Operating	3,991,543	3,964,765	26,778	15,859,060	16,683,060	824,000	2
Contributions - Capital	96,800	96,800	-	96,800	96,800	-	
User fees and charges	72,065	64,596	7,469	258,385	258,385	-	
Interest income	89,266	70,311	18,955	281,248	296,248	15,000	
Other revenue	51,034	26,696	24,338	90,098	179,672	89,574	3
Total Income	7,100,996	7,005,956	95,040	19,425,618	20,371,692	946,074	
Expenses							
Employee costs	(3,239,326)	(3,219,132)	(20,194)	(12,689,352)	(13,530,926)	(841,574)	4
Material and services	(1,066,410)	(1,078,868)	12,458	(4,400,255)	(4,607,280)	(207,025)	5
Depreciation/Amortisation expense	(419,086)	(460,003)	40,917	(1,840,012)	(1,677,012)	163,000	6
Utility charges	(55,496)	(65,310)	9,814	(391,845)	(391,845)	-	
Finance costs - leases	(1,987)	(1,839)	(148)	(7,354)	(7,354)	-	
Total Expenses	(4,782,305)	(4,825,152)	42,847	(19,328,818)	(20,214,417)	(885,599)	
Accounting Surplus (Deficit)	2,318,691	2,180,804	137,887	96,800	157,275	60,475	
Underlying Surplus (Deficit)	2,221,891	2,084,004	137,887	-	60,475	60,475	

1. Four (4) non-recurrent operating grants were awarded to YPRL. These additional funds will be entirely absorbed by the associated costs required to fulfill the commitments of those grants.

2. The additional year-end operating contributions are the result of YPRL services expansions at Banyule City Council (upgraded Rosanna Library) and City of Whittlesea (new Murnong Mini-Library). These additional contributions will be offset by the associated employee costs and material & services expenses.

3. The favourable variance is mainly explained by the Art Invigilator Service Agreement with Banyule City Council and Workcover reimbursements. These additional funds will be offset by the associated employee costs.

4. The unfavourable variance reflects the associated costs to support the expansion of services (refer to note 2) and fulfill the commitments of non-recurrent commitments (refer to note 1 and 3).

5. The year-end unfavourable variance reflects the associated costs to support the expansion of services (refer to note 2) and the decision made in the preceding financial year to expense all purchases related to audiobooks and audiovisuals collection (refer to note 7).

6. The favourable variance is explained by the decision made in the preceding financial year to write-off of the physical collection of audiobooks and audiovisuals.

Capital Expenditure

As of 30 September 2025, overall capital expenditure totals \$1.42m. The year-end forecast is expected to be on budget.

September 2025 Financial Quarterly Report

Capital Expenditure							
	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Annual Forecast	Forecast Variance	Note
	\$	\$	\$	\$	\$	\$	
Capital Expenditure							
Bookstock	366,036	406,707	40,671	1,651,785	1,534,260	117,525	7
Plant and Equipment	60,696	110,000	49,304	497,000	497,000	-	
Total Capital Expenditure	426,732	516,707	89,975	2,148,785	2,031,260	117,525	

Notes:

7. The favourable year-end variance is explained by the decision made in the preceding financial year to expense all purchases related to physical of audiobooks and audiovisuals collection (refer to note 5 and 6).

Investment performance

YPRL continues to maximise the allocation of funds in “at call” and “term” deposits and achieve the best investment result in the current macroeconomic conditions.

The YTD investment performance for the current financial year was:

- Interest income (accrual basis): \$89.3k
- Average investment return: 4.23% pa (per annum)
- Average 3-month Bank Bill Swap Rate (BBSW) midpoint average: 3.62%
- RBA’s cash rate: 3.60% pa
- Weighted average investment duration: 168 days
- Counterparty: Commonwealth Bank Australia

As of 30 September 2025, the investment asset allocation comprises:

At call deposits

- Allocation: \$705k
- Interest rate: 3.12% pa

Term deposits

- Allocation: \$8.00m
- Average interest rate: 4.17%
- Average 3-month Bank Bill Swap Rate (BBSW) midpoint average: 3.62%
- RBA’s cash rate: 3.60% pa
- Average maturity: 257 days
- Counterparty: Commonwealth Bank Australia

Financial Position

YPRL, as of 30 September 2025, continues to remain financially sound and maintain a strong liquidity position with a working capital ratio, which assesses YPRL's ability to current commitments, of 2.82 (1.3, YPRL's target).

CONSULTATION

Consultation was held with the Executive Leadership team and the Finance team during the preparation of this report.

CRITICAL DATES

N/A.

FINANCIAL IMPLICATIONS

All financial implications are included in the body of the report.

POLICY, STRATEGY AND LEGISLATION

Local Government Act 1989, Section 138 (1) requires a Regional Library Corporation to prepare and present a statement comparing budgeted revenue and expenditure for the financial year with the actual revenue and expenditure at least quarterly.

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:

- Environmental and social sustainability
- Governance and technology.
- 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

As of 30 September 2025, YPRL has achieved a \$2.22m underlying operating surplus. This result compares favourably to the year-to-date (YTD) budget by \$138k. Furthermore, the year-end underlying result forecast compares favourably to the annual budget by \$60k. Meanwhile, a

favourable year-end variance to budget is anticipated as a result of the decision made in the preceding financial year to expense all purchases related to physical of audiobooks and audiovisuals collection.

YPRL continues to remain financially sound and maintain a strong liquidity position with a working capital ratio of 2.82 (1.3, YPRL's target).

END OF AGENDA ITEM 7 REPORT

[2 ATTACHMENTS]

September 2025 Financial Quarterly Report

Balance Sheet

	Jun 2025 \$	Sep 2025 \$	YTD Variance \$
Assets			
Current Assets			
Cash and Cash Equivalents	312,701	1,204,913	892,212
Trade & Other Receivables	191,311	175,892	(15,419)
Other financial assets	6,500,000	7,500,000	1,000,000
Other Assets	25,261	41,480	16,219
Total Current Assets	7,029,273	8,922,285	1,893,012
Non-Current Assets			
Bookstock, Plant & Equipment	4,738,960	4,807,606	68,646
Right of use Assets	412,983	351,982	(61,001)
Total Non-Current Assets	5,151,943	5,159,588	7,645
Total Assets	12,181,216	14,081,873	1,900,657
Liabilities			
Current Liabilities			
Trade and Other Payables	1,191,928	831,635	(360,294)
Contract and other liabilities	132,500	132,500	-
Current Lease Liabilities	86,016	86,016	-
Employee Provisions – Current	2,184,025	2,118,368	(65,657)
Total Current Liabilities	3,594,469	3,168,518	(425,951)
Non Current Liabilities			
Employee Provisions – Non Current	106,405	135,633	29,228
Non Current Lease Liabilities	388,283	366,973	(21,310)
Total Non-Current Liabilities	494,688	502,606	7,918
Total Liabilities	4,089,157	3,671,124	(418,034)
Net Assets	8,092,059	10,410,749	2,318,691
Equity			
Accumulated Surplus	6,325,073	8,643,764	2,318,691
Reserves	1,766,986	1,766,986	-
Total Equity	8,092,059	10,410,749	2,318,691

September 2025 Financial Quarterly Report

Statement of Cash Flows

	Sep 2024 Inflows/ (Outflows) \$	Sep 2025 Inflows/ (Outflows) \$
Cash flows from operating activities		
Contributions - Operating	3,878,875	3,964,765
Contributions - Capital	-	96,800
Grants - Operating	2,787,788	2,800,288
Grants - Capital	178,806	-
User fees and charges	71,081	72,065
Interest income	36,774	44,706
Other income	36,680	48,525
Payments to employees	(3,048,386)	(3,239,326)
Materials & Services and other payments	(1,637,918)	(1,445,582)
Net cash provided by operating activities	2,303,700	2,342,241
Cash flows from investing activities		
Payments for library books, plant and equipment	(787,150)	(426,732)
Investments (payments)/redemptions	-	(1,000,000)
Net cash used in investing activities	(787,150)	(1,426,732)
Cash flows from financing activities		
Interest paid – lease liability	(2,321)	(1,987)
Repayment of lease liabilities	(20,285)	(21,310)
Net cash used in financial activities	(22,606)	(23,298)
Net increase in cash and cash equivalents	1,493,944	892,212
Cash and cash equivalents at the beginning of the financial year	1,331,351	312,701
Cash and cash equivalents at the end of the reporting period	2,825,295	1,204,913

Agenda Item 8: Interim CEO Report (NOTING)

Responsible Officer:	Chief Executive Officer
Author:	Clem Gillings, Interim Chief Executive Officer
Attachment:	8 – Dashboard Q1 – 2025 - 2026

EXECUTIVE SUMMARY

The purpose of this report is to update the Board on current key areas of focus and delivery against the YPRL Library Plan.

These focus areas reflect the priorities of the current Library Plan 2021-2025 and are also mapped to member council strategic plans.

Once the new YPRL Library Plan for 2025 – 2029 is finalised and approved, focus areas will be updated to reflect the new priorities and outcomes for both YPRL and its member councils.

RECOMMENDATION

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

M: _____
S: _____

REPORT

KNOWLEDGE AND LEARNING

Boobook Library on Libby has demonstrated substantial growth and engagement in its first year. Boobook is a collaborative initiative between Yarra Plenty Regional Library, Whitehorse Manningham Libraries (WML), and Your Library, designed to enhance access to eBooks and audiobooks through shared resources and coordinated collection development for all of our communities. Total loans for YPRL members increased by 51.1% compared to the previous year, new user registrations rose by 73% and active users are up by 25%, reflecting strong and sustained community interest.

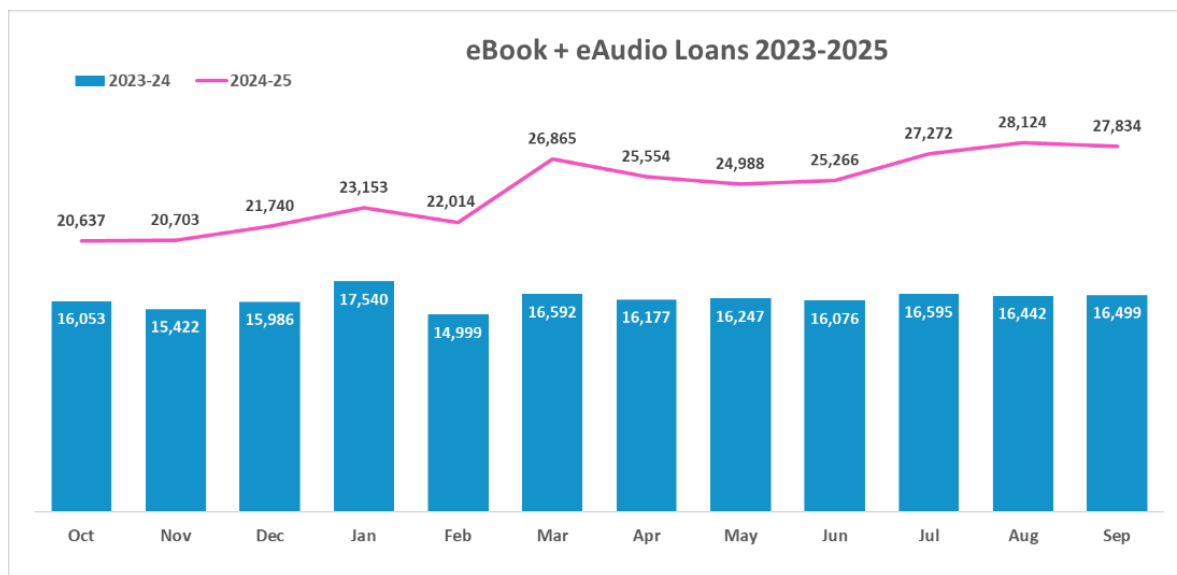
Mel Robbins' viral bestseller, *The Let Them Theory*, continues to be extremely popular across the service in all available formats. Since March, the eBook has recorded 221 loans, making it YPRL's most checked-out title on Libby from the past 6 months. This is an example of how availability in digital formats is crucial in meeting ongoing demand and easing pressure on physical copies. Among curated collections, the Junior Graphic Novels list was the most borrowed, demonstrating how digital borrowing trends align with physical collection popularity.

The strong uptake of this format also helps alleviate pressure on physical collections by providing an alternative access point for readers, particularly in high-demand areas. This alignment between digital and physical demand reinforces the strategic value of Boobook Library in supporting broader collection development and access goals.

"Online access to Libby has re-engaged me in reading, I hadn't read a book in years after becoming a parent, Libby's audio books have meant I've listened to 20 this year already." - Nillumbik Resident

"I'm really happy with the range of eBooks and audiobooks available through Libby. I also love browsing the physical collection, even if I don't take always take something with me. I generally find there are books more to my taste through Libby." - Whittlesea Resident

"YPRL has helped me reduce streaming costs due to the endless amount of audio books on Libby." - Banyule Resident



COMMUNITY ENGAGEMENT

YPRL's September School Holiday Program: delivered 63 events across all YPRL branches and multiple outreach locations, attracting over 2,005 attendances. Programming was delivered in outreach venues such as Olympic Village Leisure Centre, HOLSTEP Health, Macleod Community Hall, Laurimar Community Centre, Nillumbik Youth Hub, Galada Hub, Edendale Farm, Christmas Hills, Arthurs Creek, Doreen, Panton Hill, Warrandyte North, Yarrambat, and Hurstbridge.

Program highlights across the region included Eltham hosting lively clown workshops and hands-on Sphero robotics, Diamond Valley offering creative beadwork sessions and dinosaur fossil explorations, and Kirrip welcoming crowds for engaging Reptile Encounters. Thomastown inspired creativity with bespoke library bag design, while Mill Park's multi-station "Crafternoon" kept children busy with varied crafts. The program also featured imaginative Lego building with a Lego Master at Olympic Village, a laughter-filled family comedy show by CARP Productions at HOLSTEP Health, and high-energy cultural dance workshops at Lalor.



Watsonia Library hosted vibrant rainbow collage and mini-golf events, Ivanhoe's Mario Kart Tournament drew competitive crowds alongside beginners gardening and recipe sharing programs. Across the network, School Holiday programs provided opportunities for families to engage in creativity, learning, and connection.

60th anniversary of YPRL and Ivanhoe Library: Ivanhoe Library marked its 60th anniversary on Thursday, 9 October, with a well-attended, 60s themed, community celebration that reflected the library's enduring place in local life. More than 300 people joined the festivities, which featured music, storytelling, children's activities, and a special performance from a local Elvis impersonator.

The event commenced with a Welcome to Country by Wurundjeri man Thane Garvey, followed by speeches from interim CEO Clem Gillings and YPRL Board Chair Cr Grant Brooker, who shared reflections on the library's legacy and the importance of libraries as places of learning, connection, and community.



Board and Council representatives in attendance included Cr Alison Champion (Banyule City Council and YPRL Board Member), Cr Peter Castaldo (Banyule City Council Deputy Mayor), and Cr Christine Stowe (City of Whittlesea and YPRL Board Member).



Ivanhoe Library's 60-year history is deeply intertwined with that of Yarra Plenty Regional Library Service. Founded on 1 October 1965 as the Heidelberg Regional Library Service, it was initially a partnership between the municipalities of Heidelberg, Eltham, and Diamond Valley, with Whittlesea joining a decade later in 1975. The service was formally renamed Yarra Plenty Regional Library in 1985.

This year also marks another significant milestone: the 70th anniversary of the region's mobile library service. Both anniversaries were celebrated with a strong sense of pride and community spirit, highlighting YPRL's long-standing commitment to access, inclusion, and lifelong learning.

Online Author Talk Promotional Campaign: Through two of our platform providers—OverDrive’s *Ben’s Book Club* program and Bolinda’s *An Evening With* event series—YPRL members have access to some of the most high-profile authors, including Kate Atkinson, Michael Brissenden, Liane Moriarty, Jane Caro, Dervla McTiernan, and more. These online events offer rich literary experiences that would typically be beyond our capacity to host independently. By running a targeted promotional campaign across our website, social media channels, print flyers, TV screens in branch and eNewsletter we significantly increased member engagement.

Attendance by YPRL members grew by more than **600%**, and in some cases, our members made up **over 10% of the total audience**. This approach demonstrates how strategic promotion and partnership can dramatically expand access to premium content for our community. It allows us to offer high-value programming without the associated costs of hosting, while still delivering meaningful cultural and educational experiences. These campaigns are a cost-effective way to enhance our service offering and ensure our members benefit from opportunities that would otherwise be inaccessible thanks to our platform partners.

Family History Month 2025: Genetic Genealogy remains a topic of interest for family history researchers as two talks by expert Craig Smith were very well attended in August as part of the annual Family History Month program. Other highlights included local author Charlotte Chiddel who talked about her writing experience and tips for others writing up stories of people from the past, Whittlesea Historical Society, with a popular presentation *Farming families of Whittlesea* and Smita Biswas on *Researching family history in South Asian Countries*, among others. There was an increased interest in the regular Family History Help sessions and the family history groups.

YPRL is now a FamilySearch Affiliate Library. FamilySearch is the largest genealogical repository in the world and is free to access. The FamilySearch Affiliate Library designation means YPRL members have greater and more convenient access to the wealth of resources available through FamilySearch. Patrons need to be in a library to access these records.

Jobs, Skills and Career Advice: YPRL libraries within the City of Whittlesea have continued to strengthen partnerships with Skills & Job Centres run by both RMIT and Melbourne Polytechnic, as well as the Hume Whittlesea Local Learning & Employment Network, by bringing in expert advice and assistance to help young people and adults at all stages of their career journeys. One-on-one and group sessions have been facilitated across Mill Park, Thomastown, and Mernda Libraries, with the recent introduction of the Virtual Reality Career Exploration event held at Mill Park on 29 September. Eight young people attended and were impressed by the 'VIC VICE' VR platform which enabled participants to see, touch, and experience different workplaces, as well as the 'Work Window' program which acts as a job interview simulator. These initiatives highlight YPRL's commitment to strengthen workforce development and professional growth within our communities, thereby contributing to greater economic participation and lifelong learning.

Thomastown's Textile and Craft Maker Space: The Maker Space at Thomastown hosts two weekly, regular programs that are facilitated by experienced volunteers: *Sew, Chat and Repair*, a session that focuses on circular fashion, mending and repairing existing items to encourage sustainability, and *Sew, Knit and Craft*, an open style session for beginners and experienced sewers and crafters alike. In the sessions, participants utilise Thomastown's Library of Things collection, including Sewing Machines, Overlockers and Maker Kits (a sewing accessory kit), some of which can be loaned and taken home, further reducing barriers of access due to cost. Aside from being a powerful connector for a culturally diverse community, the programs also highlight how library programming can support and improve the social determinants of health. One attendee was recommended to join the library, or socially prescribed by her doctor, to improve social and emotional wellbeing and reduce isolation. This participant is now a regular attendee and has learned how to sew and crochet during this time.

Reading on Country: The Reading on Country Book group is the result of a partnership with Reconciliation Banyule and YPRL. It is a bi-monthly book group whose aim is to explore books about colonisation and anti-racism while also learning about First Nations Cultures. Members of the public are invited to come along and learn through discussion. Books covered this year include *White Fragility*, *Edenglassie*, *Me and White Supremacy* and *The Dreaming Path*.

Scam awareness week: To mark Scam Awareness Week and address rising AI-related scams, Diamond Valley Library hosted a workshop, *Protecting Yourself Against AI Scams*, led by IT security specialist Tom Mason. Tom shared real-world examples and practical tips for safeguarding digital identities. The session drew 27 engaged adults and seniors, many of whom stayed over an hour for follow-up questions. Feedback was overwhelmingly positive, with strong interest in future workshops by Tom. Quotes from attendees:

"The presentation was certainly thought provoking and very relevant..."

"Thank you very much for organising Tom's enlightening talk... and empowering those of us who would otherwise live in ignorance of these potential AI dangers..."

At Eltham Library, our Tech Support Volunteer Ruth, who holds IT qualifications, led an extended two-hour session for 10 participants. She shared real-life scam cases, including her own experiences, and offered practical tips on identifying and avoiding scams. Attendees, particularly older adults, shared how unsupported they often feel when facing tech-related issues. At Lalor Library, our staff delivered a similar one-hour presentation to 16 patrons, focusing on current scams and prevention strategies. Most questions centred around banking scams and personal experiences.



Social media and content marketing workshop: Business Victoria partnered with City of Whittlesea Economic Development to deliver free Social Media and Content Marketing workshops for small business owners and entrepreneurs. Mill Park Library hosted the workshops. Participants strengthened their digital presence and business capability through practical skill development. Attendees were guided in selecting appropriate social media platforms to reach their target markets, curating and creating engaging content, optimising their Google Business Profile, and developing a tailored social media and content marketing plan to support business growth. This initiative helps equip people with the digital skills, confidence, and access required to participate fully and equitably in contemporary life.

Media Mentions:

Publication		Number of Mentions
Art Guide Australia September		1
Banyule eNews		2
CoW Business eNews		2
CoW The Local Scoop October 2025		1
Creative Catch Up City of Whittlesea September		1
Inner FM - Friday Magazine		1
Mirage News		1
National Indigenous Times		1
Nillumbik Aging Well news Sept		1
Nillumbik Arts eNews		2
Nillumbik eNews		2
Nillumbik Environment and Sustainability News		1
Nillumbik Seniors Festival Booklet		1
Nillumbik Sustainability eNews		1
North Central Review		1
Star Weekly - Northern		4
What's the Show		1
Social Media		
Engagement	Followers	Reach
4,900	14,505	50,925
Email news		
Engagement	Subscribers	Reach
86,424 (opened)	97,321	249,974 (delivered)
Combined social media and email news		
Engagement	Followers	Reach
91,324 	111,826 	300,899 

MEMBERSHIP

1

Total Members:

Banyule: 70,196

Nillumbik: 54,472

Whittlesea: 98,885



Active Members (Q1): 58,100

New Members: 10,394

USAGE

App Hits: 140,881

Catalogue Hits: 158,277

Website Hits: 316,820

Wi-Fi Total Sessions: 42,589

Banyule: 15,656

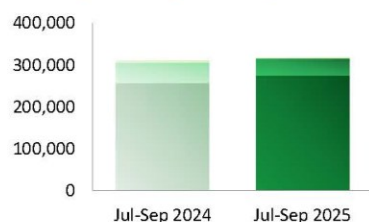
Nillumbik: 10,236

Whittlesea: 16,697

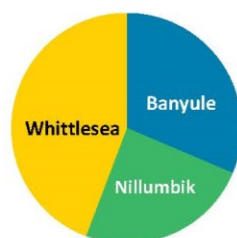
Branch Visits: 411,457

Website Hits

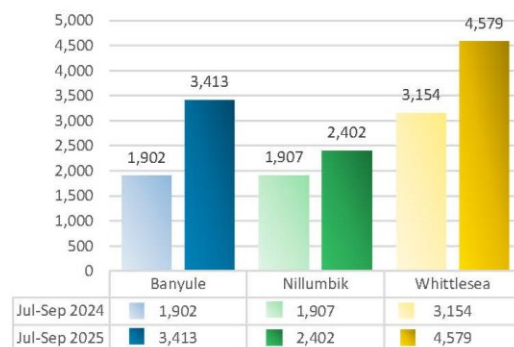
■ Desktop ■ Mobile ■ Tablet



Total Members



New Members Totals



Branch Visitation



OUR BUSINESS

2025/2026 Q1: 1 Jul –30 Sep

EVENTS

Events: 1,507 2.7% decrease
Attendees: 37,849 3.88% increase

Community Engagement



10,394 NEW MEMBERS



158,175 Catalogue Hits
316,821 Website Hits

411,457
Library Visits

1,507 library
events.
37,849
attendees.



School Holiday Program:
63 events with 2,005
attendances – including
411 attendees at Mobile
Library craft sessions.

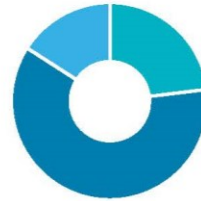


97,321
eNews
subscribers

STAFF



Staff Total 182
 Full Time 42
 Part Time 111
 Casual 29
Volunteer Total 0



■ Full Time ■ Part Time ■ Casual

EFT Budget: 107.40 EFT Actual: 107.40

Staff EFT is under budget.

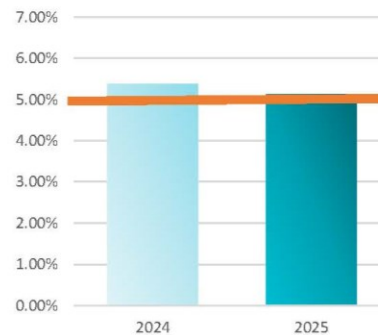
Staff Turnover: 1.60% (previously 2.99%)

Absenteeism: 5.12% (previously 5.37%)

KPI: Under 5%

	2024	2025
Training Hours Delivered	595.50	658.00
Average per Employee	3.63	3.62

Absenteeism



PROJECTS

●	Mill Park Book Sorter implementation. Contract awarded. Installation in January 2026
●	Watsonia Library Community Room refurbishment. Tender award imminent.
●	Rosanna Library. Finalising handover details.
●	Murnong mini-library. Tentative opening date in early 2026.
●	West Heidelberg Olympic Village Community Library. At planning stage.

●	On Time, On Budget
●	Delayed
●	Under Evaluation

OUR PEOPLE & FINANCE

2025/2026 Q1: 1 Jul –30 Sep

FINANCES

Q1. 2025-2026 Financial Report

Working Capital Ratio

2.82

Minimum level 1.3



Capital Expenditure

Under budget
\$90k



YTD Underlying Result
Favourable to budget \$138k



\$\$\$

Accounts Receivable
Decreased \$15k

Accounts Payable
Decreased Increased
\$362k



Cash Balance
\$8.70 million
(In line with YTD result and
capital expenditure)

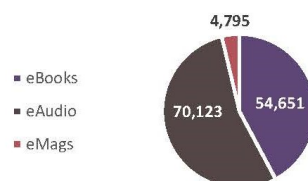


Forecast
Underlying Result
Year End 2025/26
- Favourable to
budget \$60k

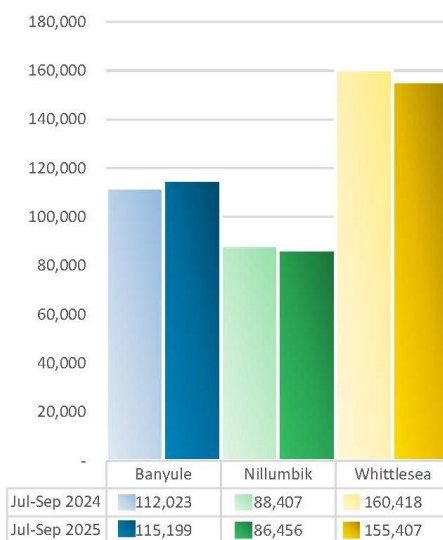
COLLECTION 2

Total Physical and Digital Collection: 486,631
 Total Physical Items: 357,062
 Total Digital Items: 129,569
 Total Digital Platforms: 22
 Recently Purchased Stock: 30,062

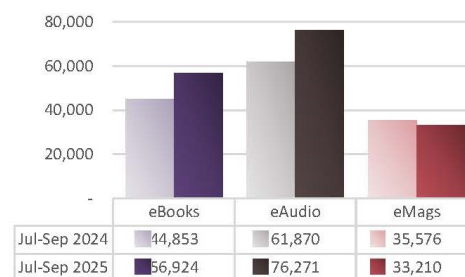
Digital Collection



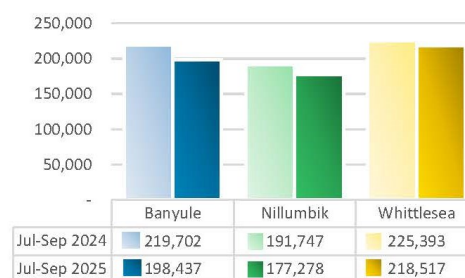
Total Physical Items



Digital Loans



Physical Loans



FOOTNOTES

- Membership continues to be a focus with the requirement to be a member to access the WiFi contributing to the overall number.
- Newspaper Indexes and Local History Items cannot be 'loaned' and removed from the total resulted in a decrease of total physical collection numbers.

OUR ASSETS

2025/2026 Q1: 1 Jul –30 Sep

LOANS

Total Digital Loans: 166,405 (16.94% increase)
 Total Physical Loans: 594,232 (6.6% decrease)
 Total Loans: 760,637 (2.3% decrease)

Collections Report

10,891

Graphic Novel Loans



7.4% Increase in
Book
Group Set
Loans



+10.5%
Loans of Adult Fiction from
Community Language collections



11,156
Ancestry family
history
documents
accessed



Online
Book Club
Attendance
+600%

Agenda Item 9: Library Plan 2021 – 2025 Year 4 Report (NOTING)

Responsible Officer:	Chief Executive Officer
Author:	Clem Gillings, Chief Executive Officer
Attachment:	9 – Library Plan 2021 – 2025 Year 4 Actions Report

EXECUTIVE SUMMARY

This report is for the Board members' information. The acquittal of the fourth (4th) and final year of the 2021-2025 Library Plan actions gives the Board an understanding of what has been achieved during the year.

The report is for noting.

RECOMMENDATION

THAT the Board resolves to RECEIVE and NOTE the Year 4 Report of the YPRL Library Plan 2021 – 2025.

M: _____
S: _____

REPORT

KEY INFORMATION

2024-2025 has been a positive year for YPRL, having achieved much of its year 4 actions (almost 90%) as planned. Key highlights from our Year 4 Action Plan are:

- 94.4% of collection items were loaned within one year of purchase, showing efficient collection management and high demand for new acquisitions.
- Loans increased by 0.45% compared to the previous year, with a total of 2,288,699 for 2024–25, reflecting strong library usage. Membership grew by over 17% in 2024-25 (now at 212,263 members).
- Satisfaction from the community remained high with a 94% satisfaction rating with YPRL services overall. 92.5% of those surveyed in 2025 felt that the library gave them *"freedom to read what I want"*.
- The Boobook Library on Libby Overdrive consortia partnership launched in October 2024, giving members access to over 110,000 titles and resulting in a 29.3% rise in shared collection usage.
- PressReader was launched in February 2025, expanding member access to 7,000+ magazines and newspapers, including many CALD (Culturally and Linguistically Diverse) community collections.
- YPRL partnered with City of Whittlesea on the First Nations-led pilot program where board books were provided to all First Nations babies in the City of Whittlesea, resulting

in 80 board books distributed and 60 new memberships. This initiative is being rolled out across all 3 member councils in 2025-2026.

- Over 6,000 hours of active programming were delivered in 2024–25, up from almost 5,000 the previous year, with a notable rise in event attendance to 143,617, reflecting increased community engagement and satisfaction
- Major space and infrastructure projects progressed, including Rosanna Library (handover to YPRL scheduled for late November 2025) and a successful Living Libraries Infrastructure Program grant for Watsonia Community Room refurbishment.
- Implementation of Incident Management software, Gender Equality Act compliance audits, and de-escalation/occupational violence training contributed to safer, healthier, and more equitable staff environments.

CONSULTATION

Consultation was held with the Senior Leadership Team and Managers across the organisation.

CRITICAL DATES

N/A.

FINANCIAL IMPLICATIONS

All financial implications are included in the body of the report.

POLICY, STRATEGY AND LEGISLATION

Local Government Act 1989, Section 125 (7) and Section 197 D.

LINKS TO LIBRARY PLAN

Outcomes:

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

Priorities:

- Programs and pathways
- Information and resources
- Participation and belonging
- Outreach
- People and capacity

- Governance and technology
- Environmental and social sustainability
- A resilient and thriving organisation.
- Mental, physical and social wellbeing
- Connect to local experts

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.

END OF AGENDA ITEM 9 REPORT

[1 ATTACHMENT]

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Outcome 1 – Knowledge and Learning

Outcome 1. Knowledge and Learning

Together we build capacity and confidence for people across our community to meaningfully participate in work and community life.

1.1 Provide up to date lending resources that resonate with our community through multiple channels of service delivery

Outcome 1. Knowledge and Learning Together we build capacity and confidence for people across our community to meaningfully participate in work and community life.			
Library Plan Action 1.1		Provide up to date lending resources that resonate with our community through multiple channels of service delivery	
Year	Actions	Performance Measures	Outcome
Year 4 – 2024-2025	Encourage and promote the works of local writers through our collections and programs. Review and Update the Collections Framework – Subject to Board final approval Implement OverDrive Consortia model	YPRL Collection HQ KPI report % of new items loaned in the first year of purchase – keep at or above 95% Maintain or improve patron satisfaction rating for Collections which patrons need or want – Survey Rating 8.28 Maintain or improve the satisfaction of the prompt turnaround of requests – Survey Rating 8.70 Increase in % of loans of eBooks, eAudiobooks and eMagazines as a % of total loans.	Improved efficiency in collection acquisition, maintenance and management: -Well used collection -Sustained loans at industry trend levels Grow local author engagement in programs, collections and marketing strategies

Outcome 1 – Knowledge and Learning

Outcome 1. Knowledge and Learning

Together we build capacity and confidence for people across our community to meaningfully participate in work and community life.

YEAR 4 REPORT– LIBRARY ACTION PLAN 1.1: Provide up to date lending resources that resonate with our community through multiple channels of service delivery

Improved efficiency in collection acquisition, maintenance and management

- 94.4% of collection items were loaned within one year of purchase
- Loans increased by .45% compared to the previous year with 2,288,699 for 24-25
- From the YPRL community survey 75.5% of respondents agreed or strongly agreed they were satisfied with our collection and 92.5% agreed or strongly agreed with the statement that 'the library gives me freedom to read what I want'
- CollectionHQ turnover reporting shows an increase from 6.6 to 6.84 compared to the previous year
- The Boobook Library on Libby (Overdrive consortia in partnership with Whitehorse Manningham Library and Your Library) launched early October 2024. Comparing 1 January – 30 June 2025 with the same period in 2024 usage of our shared collection has risen by 29.3%. Our members now have access to over 110,000 titles through Boobook.
- This year we launched PressReader which provides access to our members to over 7000 magazine and newspaper titles - this includes expanded access to many CALD community collections.
- The Collections Strategic Framework has been reviewed and will be updated on schedule in the second half of 2025.

Outcome 1 – Knowledge and Learning

Outcome 1. Knowledge and Learning

Together we build capacity and confidence for people across our community to meaningfully participate in work and community life.

YEAR 4 REPORT– LIBRARY ACTION PLAN 1.1: Provide up to date lending resources that resonate with our community through multiple channels of service delivery

Grow local author engagement in programs, collections and marketing strategies

- Strategic alignment of programming with collection has increased representation of resources in events and activities, including residency and workshop programming with local authors and illustrators.
- Designed and hosted 4 exhibitions featuring collection, including *Our Library*, *Come Over to My House*, *Yarra Birrarung* and *Homeland Stories*. *Come Over to My House* was promoted on social media by authors Eliza Hull and Australian Children's Laureate Sally Rippin as part of International Day of People with Disability programming.
- Local writer and creator Fleassy Malay composed a poem for Library and Information Week highlighting how and why community engage with library resources. A poem by Fleassy will feature prominently in the 2024-25 YPRL Annual Report.
- Collection-based activities were prioritised for children's programming, sourced from authors, illustrators and publishers.
- A regional Programs Suite and Toolkit is in development, providing a strategic framework for aligning programming with collection, including prioritising engagement with local authors and illustrators.
- School Holiday Program activity booklets and Connecting with Creatives (residency) resources highlighted and promoted aligned YPRL collections.
- Partnered with Nillumbik Shire Council to deliver the Literary Artist in Residence program, hosting local author Annabelle Hale, working with Eltham Library staff and collections to inspire new written works and deliver community workshops.
- Provided ongoing opportunities for writers to engage with YPRL spaces and resources, inspired by collections, such as Women Write History, writing workshops and groups, Connecting with Creatives programming and author talks.
- Local *Real Pigeons* creators Andrew McDonald and Ben Wood hosted the BIG Summer Read Prize event.
- LIB-CON at Mill Park Library – an inclusive pop culture event promoting reading and library engagement – attracted 1,620 attendees, with 27 new memberships.
- Delivered a regional LIB-CON program in September, featuring creative workshops with local authors and creators, building excitement and engagement ahead of the main event.
- YPRL developed materials for a forthcoming children's membership growth campaign that showcases works of local children's book illustrators.
- YPRL implemented a new email management system to better engage library patrons in areas of their interest. A new Booklovers segment will be launched in coming financial year, providing a new avenue to promote the works and appearances of local authors at our libraries.

Outcome 1 – Knowledge and Learning

1.2 Develop a partnered program focused on increased skill levels in the community

Outcome 1. Knowledge and Learning Together we build capacity and confidence for people across our community to meaningfully participate in work and community life.			
Library Plan Action 1.2		Develop a partnered program focused on increased skill levels in the community	
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Map programming outcomes against LGA family and children service strategies, aligned with PLV statewide Early Year's strategy. Review the Digital Inclusion Action Plan	Events and activities for children are valued (benchmark: Survey Rating average 95.5% of respondents)	Consultation stage of to inform Regional Literacy Strategy complete
	Analyse survey results for activities align with community needs Finalise the Reader Development & Early Years Literacy Action Plan	Events and activities for adults are valued (benchmark: Survey Rating average 94.4% of respondents) Increased partnered programs focused on key skills that will aid the community to recover from the pandemic Number of hours of programs provided YPRL receives a <i>fully meets</i> or <i>Exceeds</i> in State Library Victoria / Public Libraries Victoria Early Years Level 1 Indicators for regional EYs programs (reviewed biennially)	Increased alignment with member Councils community outcomes strategies YPRL delivers quality events / programs meeting community needs.

Outcome 1 – Knowledge and Learning

Outcome 1. Knowledge and Learning Together we build capacity and confidence for people across our community to meaningfully participate in work and community life.			
Library Plan Action 1.2	Develop a partnered program focused on increased skill levels in the community		
Year	Actions	Performance Measures	Outcome
Outcome 1. Knowledge and Learning Together we build capacity and confidence for people across our community to meaningfully participate in work and community life.			
YEAR 4 REPORT– LIBRARY ACTION PLAN 1.2: Develop a partnered program focused on increased skill levels in the community			
Action Plans - The Reader Development & Literacy Action Plan has been finalised and all objectives were met. Some highlight actions include: - Delivery of Reader Development Campaigns e.g. Warm Winter Read, Big Summer Read and National Simultaneous Storytime - Continued delivery of Book Group program to over 150 YPRL Groups - Focus on digital engagement through social media and curated delivery of digital library resources - Increased information sharing with all staff to promote collection engagement through SharePoint, sharing resources and program/collections meetings - The Digital Inclusion Action Plan highlights: - Digital Inclusion (995 events with 3919 attendees): YPRL continues to provide responsive Tech Help sessions, as well as digital literacy and inclusion programming such as coding and robotics workshops, Maker Space Inductions, Tech Classes, after school STEAM activities, virtual reality sessions, scam awareness, YPRL digital library based programming, and tech-focused social connection events with a focus on the identified needs of participants. Also increased Drop-In Tech Help attendance at Click and Collect Hubs (weekly 2-hour sessions).			

Outcome 1 – Knowledge and Learning

Outcome 1. Knowledge and Learning Together we build capacity and confidence for people across our community to meaningfully participate in work and community life.			
Library Plan Action 1.2		Develop a partnered program focused on increased skill levels in the community	
Year	Actions	Performance Measures	Outcome
<u>Early Years literacy</u> YPRL received a <i>Fully Meets for Level 1 assessment for all EYs programs</i> and number of storytime sessions increased by 11% over the year with attendance increasing by almost 20K. YPRL's Reader Development & Literacy Action Plan focuses on improving children's literacy and development and strengthening social connection. Early Year's programs directly address member councils' focus for reducing developmental vulnerability, improving health, wellbeing, and inclusion for children and families. <u>Community engagement through events and programs</u> - YPRL Programs Suite and Toolkit is in development, providing resources and guidance and support to increase evidence-based programming in alignment with the YPRL Library Plan, member Council priorities and identified community need. - Health and Wellbeing (948 events with 11,249 attendees): Diverse programming was designed and delivered to meet expressed needs and priorities of YPRL communities, including Fitness After 50, yoga and meditation sessions, garden and writing groups, Carers Catch Ups, Chatty Cafe and conversation events, health information and literacy sessions, active and creative events. Partners and presenters include member Councils, Leisure Centres and YMCAs, dance schools, community health service providers, the Heart Foundation, Brotherhood of St Laurence, Neighbourhood Houses, local practitioners and volunteers. - Informed and Connected Citizens (284 events with 3,332 attendees): YPRL worked with a range of partners and presenters to deliver programming including Justice of the Peace, government services, emergency management, civic participation, and community networking sessions to support participants to learn, understand and connect, and engage with relevant services and supports. - Literacy and Lifelong Learning: Storytime sessions increased by 11% (2,216 sessions with 91,733 attendees), in alignment with service development and community demand. Literacy-focused and learning-based programming for adults at YPRL includes Book Groups, conversation groups, author talks, cooking workshops, car maintenance tutorials, and other sessions supporting learning habits and skills in response to priorities defined through community engagement, member Council plans, or relevant local data.			

Outcome 1 – Knowledge and Learning

Outcome 1. Knowledge and Learning Together we build capacity and confidence for people across our community to meaningfully participate in work and community life.			
Library Plan Action 1.2	Develop a partnered program focused on increased skill levels in the community		
Year	Actions	Performance Measures	Outcome
<u>Community engagement through events and programs (continued)</u> - Personal Development (214 events with 2,014 attendees): YPRL facilitated a range of sessions supporting community engagement in the areas of social connection, making and creating, stress and anxiety management, games and challenges, and author talks related to personal development. - Stronger and More Creative Communities (984 events with 18,797 attendees): YPRL engaged, represented, and supported diverse communities across member Council municipalities through a range of events and activities, including those aligned with dates of significance such as Harmony Week, NAIDOC Week, Local History Month, Victorian Seniors Festival, Cultural Diversity Week, Reconciliation Week and cultural celebrations. YPRL also delivered the <i>Homeland: Treasured Objects from Afar</i> oral history project, documenting and exhibiting stories of local residents and their experience of migration. - Economic and Workforce Development (36 events with 104 attendances): YPRL partnered with a range of organisations, including member Councils, RMIT, Banyule Nillumbik Local Learning & Employment Network, and Business Victoria to deliver sessions such as Skills, Jobs and Career Advice, Real Industry Job Interviews and business support. YPRL also prioritises local business to facilitate programming. KPIs: - Approximately 6,430 hours of active programming delivered across the community in 2024 – 2025 (up from 4,962), with 143,617 attendances recorded (increased by 16,000 attendees). - YPRL collaborations have remained stable for 2024 – 2025, with 351 partnerships (349 in 2023-2024) with businesses, education, health and community organisations recorded. Programming delivered in partnership included NAIDOC Week, IDAHOBIT, Children's SNAICC day, Brain Break, health literacy, digital literacy, sustainable living, Storytimes, Reconciliation Week, Family History Month, National Science Week, Victorian Seniors Festival, Local History Month, School Holidays, Sensitive Santa and International Day of People with Disability. 94.9% of library users surveyed agreed or strongly agreed with the statement 'I value the range of activities and events for adults'. 97.3% of library users surveyed agreed or strongly agreed with the statement 'I value the range of activities and events for children'.			

Outcome 1 – Knowledge and Learning

1.3 Develop the 2022 – 2026 Maker Spaces & Entrepreneur spaces plan

Outcome 1. Knowledge and Learning Together we build capacity and confidence for people across our community to meaningfully participate in work and community life.			
Library Plan Action 1.3	Develop the 2022 – 2026 Maker Spaces & Entrepreneur spaces plan		
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Review Creative Communities Action Plan 2021 – 2025	Opportunities provided for staff to participate in technology-related PD. Delivery of coordinated regional program. Increase in local and statewide partnerships that support local startups and entrepreneurs YPRL supports the three member councils' Economic Development Strategies	Increase in maker space use by community Increase in volunteer engagement with the Maker spaces Community groups to benefit from codesigned programs and partnerships that support local small businesses and creative industries

Outcome 1 – Knowledge and Learning

Outcome 1. Knowledge and Learning

Together we build capacity and confidence for people across our community to meaningfully participate in work and community life.

YEAR 4 REPORT – LIBRARY ACTION PLAN 1.3: Develop the 2022 – 2026 Maker Spaces & Entrepreneur spaces plan

YPRL Creative Communities Action Plan 2021-2025 provides the strategic direction for YPRL maker spaces:

- Maker Space-specific programming recorded 736 attendances, with 111 Maker Space inductions (+39%) delivered to 366 attendees.
- 214 access passes were borrowed for self-directed use of the Design Maker Space at Ivanhoe Library and Cultural Hub (+15%).
- In partnership with Banyule City Council, YPRL facilitated a Youth Maker Market at Ivanhoe Library and Cultural Hub – attracting 100 attendees.
- Thomastown Library recorded 597 Library of Things loans (+268%).
- 3 volunteers were engaged to support the Thomastown Maker Space, leading regular activities related to sewing and repairing, crocheting and knitting, and watercolour.
- The YPRL Programs Suite includes Maker Space specific program guidance, designed to increase engagement with and programming using YPRL Maker Spaces for all audiences.
- In addition to an increase in general programming supporting and representing small business and local creatives, the Connecting with Creatives program was designed to foster accessibility, representation and creative confidence by inviting local artists, authors, illustrators and designers to engage directly with community through informal drop-in sessions and hands-on workshops. Over 800 community members have engaged with this program since July 2024, and feedback has been overwhelmingly positive.
- The Mobile Library has hosted a vibrant mix of local creatives and small business owners, delivering a unique inaugural program tailored for regional communities.
- Developed the Small Business Pop Up program to pilot in 2025 – 2026, designed to provide a more structured offering for local business owners to generate visibility in branches, promote their businesses, answer relevant queries, connect with community and use/promote relevant library resources.
- A range of self-directed activity resources have been acquired or commissioned by YPRL, engaging community with the work of local creators such as Emma Sjaan Beukers, Gurvinder Kaur, Marc McBride, Judith Rossell and Jodi Wiley.

Outcome 2 - Wellness

Outcome 2. Wellness

Helping people and communities to better engage, understand and make positive actions to support their mental and physical health

2.1 Collaborate with member councils and other key health organisations to deliver and host programs and events

Outcome 2. Wellness Helping people and communities to better engage, understand and make positive actions to support their mental and physical health			
Library Plan Action 2.1	Collaborate with member councils and other key health organisations to deliver and host programs and events		
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Apply for relevant grants to increase program funding Focus the outreach programs on our increased service points – Click and Collect Hubs, Mini-Branch and Mobile Library stops	YPRL participates in at least 3 council festivals annually. YPRL delivers at least 6 regional programs annually. Increased grant funding for regional projects and programs. YPRL amplifies (through marketing and media opportunities) councils' community wellness and cultural programs	YPRL has a strong branded presence at community events. YPRL communities have improved access to well-coordinated events and programs

Outcome 2 - Wellness

Outcome 2. Wellness

Helping people and communities to better engage, understand and make positive actions to support their mental and physical health

YEAR 4 REPORT – LIBRARY ACTION PLAN 2.1: Collaborate with member councils and other key health organisations to deliver and host programs and events (continued)

YPRL participated in programming in collaboration and alignment with member Councils' strategies, including:

- Banyule Festivals and Events – Youth Fest, Harmony Week, Malahang Festival, Holstep Children & Family Expo, Barrbunin Beek Family Day, International Day of People with Disability, Holi Festival and *Homeland Stories* Exhibition
- Nillumbik Festivals and Events – Hurstbridge Wattle Festival, Rotary Eltham Festival, Plastic Free July, Nillumbik Literary Artist in Residence, 'Looking After Each Other' Morning Tea, Nillumbik Festival of Stories and Support at Home Expo
- Whittlesea Festivals and Events – Whittlesea Community Festival, Bringing Up Kids Expo, Middle Years Program, Youth Takeover, Enviro-Enchanted Tales, Walking Thomastown, parent and educator training, and Read, Play, Connect
- Dates of Significance – Harmony Week, Cultural Diversity Week, IDAHOBIT, Reconciliation Week, Local History Month, NAIDOC Week, Family History Month, National Science Week, 16 Days of Activism Against Gender Based Violence, Victorian Seniors Festival, International Women's Day and International Day of People with Disability.

Health and Wellbeing Programs

- Delivered 1163 sessions to 13,263 participants with a 'Health and Wellbeing' or 'Personal Development' outcome focus.
- Introduced ongoing programs *Health Literacy*, *Healthy Mind*, *Healthy Body*, and *Gardening, Growing, Eating* - presenting and disseminating concepts and knowledge related to healthy lifestyles and behaviours, health skills and practical support. Sessions delivered under these programs are typically supported by expert collaborators, including member Council teams and health service providers. Examples include Maternal & Child Information Sessions, Hearing Health Assessments, Managing Diabetes, Community Wellbeing & Mental Health Support and Speechie Talks.
- Maintained regional programming responding to the rising cost of living, with programming in areas such as budgeting, economical cooking, minimising subscriptions, energy saving, sustainable practices, entertainment and keeping active to promote and maximise opportunities to save money. Examples include Garden to Table Eating, Growing Edible Herbs, DIY Skin Care, Homegrown Produce Swap, Reusable Nappies, Sewing & Mending, Efficient Cooling & Heating and Sustainable Gifting.
- YPRL amplifies (through marketing and social media opportunities) councils' community wellness and cultural programs using owned social media channels and re-posts shared from councils' social media pages on YPRL Facebook/Instagram. We also include a permanent section our regular *What's On* eNews for council programs and activities which is distributed to nearly 90,000 people across the LGAs.

Outcome 2 - Wellness

Outcome 2. Wellness

Helping people and communities to better engage, understand and make positive actions to support their mental and physical health

YEAR 4 REPORT – LIBRARY ACTION PLAN 2.1: Collaborate with member councils and other key health organisations to deliver and host programs and events (continued)

Regional Programs

- Delivered over 25 regional programs, including School Holiday Program, Storytime, Tech Help, Dates of Significance (outlined above), Library & Information Week, Library Lovers Day, Halloween, Speechie Talks, Junior Library Lovers, Scam Awareness, National Aboriginal and Torres Strait Islander Children's Day, Local History Month, Family History Month, LIB-CON and Connecting with Creatives.

Grants:

- Received \$55,000.00 from City of Whittlesea to expand YPRL's Middle Years School Holiday Program, to increase access, inclusion and community connection for diverse families, with a focus on representing and engaging culturally and linguistically diverse and First Nations communities. Surveys indicated a high satisfaction rating (facilitators - 4.74/5, content - 4.74/5, likelihood to recommend - 4.82/5), with highest reported benefits being social connection, skill development, confidence building and increased wellbeing.
- Received \$650.00 from Australian Library & Information Association and Australia Citizen Science Association to deliver a Citizen Science Corner project.
- Delivered the *Homeland: Stories of Migration* project, premiere event and exhibition, capturing and showcasing oral histories of local residents through treasured objects, through Public Records Office of Victoria Local History Grants Program.
- Received \$6000 Aged Care reform information hub grant from Department of Health and Aged Care in partnership with ALIA.
- Living Libraries Infrastructure Grant \$178,806 for Thomastown Library refurbishment

Outcome 2 - Wellness

2.2 Deliver and promote the Libraries After Dark projects funded by the Responsible Gambling Foundation

Outcome 2. Wellness Helping people and communities to better engage, understand and make positive actions to support their mental and physical health			
Library Plan Action 2.2	Deliver and promote the Libraries After Dark projects funded by the Responsible Gambling Foundation		
Year	Actions	Performance Measures	Outcome
Year 3 - 2023/2024	Funding has ceased		
Year 4 - 2024/2025	Funding has ceased		

Outcome 2 - Wellness

2.3 Develop a Programming Framework underpinned by YPRL's Library Plan and in alignment / partnership focus with member Councils and community with wellness and connection as a core outcome

Outcome 2. Wellness Helping people and communities to better engage, understand and make positive actions to support their mental and physical health			
Library Plan Action 2.3		Develop a Programming Framework underpinned by YPRL's Library Plan and in alignment / partnership focus with member Councils and community with wellness and connection as a core outcome	
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Participate in Statewide Libraries for Health and Wellbeing Project. Map Programming Framework to Councils' strategies to then inform the development of the new Framework due with the Library Plan 2025-2029	Events and activities for adults are valued (benchmark: user survey rating average 94.4%) Framework implemented. Increased partnered programs Evaluation complete and outcomes implemented. Develop an Impact Evaluation measure (and benchmark) for relevant YPRL programs to be reported annually Grow visits to library (benchmark 2019/20: 2,415,592) 3 separate audience development focus groups undertaken.	Impact of library service better understood YPRL delivers quality events / programs meeting community needs YPRL is an integrated library service delivering cohesive, consistent services.

Outcome 2 - Wellness

Outcome 2. Wellness

Helping people and communities to better engage, understand and make positive actions to support their mental and physical health

YEAR 4 REPORT – LIBRARY ACTION PLAN 2.3: Develop a Programming Framework underpinned by YPRL's Library Plan and in alignment / partnership focus with member Councils and community with wellness and connection as a core outcome

Libraries for Health and Wellbeing – outgoing CEO was on the SLV / PLV workgroup for this project.

Program Framework

- Expanding on the Programming Framework, the YPRL Programs Suite and Toolkit was developed, providing practical resources and guidance to increase evidence-based programming in alignment with the YPRL Library Plan, member Council priorities, APLA-ALIA Standards and Guidelines for Australian Public Libraries and identified community need. 43 regional programs are aligned with outcome focus areas of Literacy & Lifelong Learning, Digital Inclusion, Personal Development, Health & Wellbeing, Economic & Workforce Development, Stronger & More Creative Communities and Informed & Connected Citizens.
- YPRL introduced ongoing programs *Health Literacy*, *Healthy Mind*, *Healthy Body*, and *Gardening, Growing, Eating* - specifically presenting and disseminating concepts and knowledge related to healthy lifestyles and behaviours, health skills and practical support. Sessions delivered under these programs are typically supported by expert collaborators, as well as library collections to ensure opportunities for extending and reinforcing learning are provided.
- Program evaluation and statistics are now recorded in the Evaluation and Statistics module of the Digital Workflow Solution, replacing previous forms. This platform supports evidence-based programming by streamlining data capture and enabling clearer insights into community impact. Events are aligned with YPRL's strategy, respond to community needs, and make effective use of library resources. Culture Counts evaluation tool is used by multiple council library services across Australia – YPRL is currently assessing this tool for implementation.
- Collaborations diversified and increased in 2024 – 2025, with 351 partnerships with member Councils, businesses, education, health and community organisations recorded. Amongst many, these include HealthAbility, Barrbunin Beek, Whittlesea Hume Local Learning & Employment Network, VACCA, Melbourne Polytechnic, Reconciliation Banyule, St Vincents Healthy Ageing Service, Thomastown Neighbourhood House, Whittlesea Community Connections, Women's Health in the North, Writers Victoria, Fairfield Bookshop, Bunnings, Melbourne Meebles, Open House Melbourne, Greenbrook Community House, Merri Health, Holstep Health, Jeeran Community Services, RMIT, La Trobe University, Sustainable Community Ivanhoe, Melbourne Science Gallery, DPV Health, Brotherhood of St Laurence, Victorian Electoral Commission, National Gallery of Victoria, Araluen, Heart Foundation, Eltham Senior Citizens Group, Playgroup Victoria and Bubup Wilam, as well as early childhood, primary, secondary and tertiary institutions.

Outcome 2 - Wellness

Outcome 2. Wellness

Helping people and communities to better engage, understand and make positive actions to support their mental and physical health

YEAR 4 REPORT – LIBRARY ACTION PLAN 2.3: Develop a Programming Framework underpinned by YPRL's Library Plan and in alignment / partnership focus with member Councils and community with wellness and connection as a core outcome

- Programming designed in consultation with identified audiences, including Young People (Library & Information Week), Parents and Carers of Neurodivergent Children (Relaxed Storytime, Relaxed Sessions), Culturally and Linguistically Diverse Adults (Homeland), children 5 – 12 years (Mini Makers, Thomastown Library), People with Disability (Yarra Birrarung), Indian Seniors (Holi Festival) and First Nations families (outreach programming, First Nations Storytimes and playgroups).
- Investigated Culture Counts to develop impact evaluation measures for relevant YPRL programs; aligning with Council, sector and organisational strategies to support annual benchmarking and reporting.
- 94.9% of library users surveyed agreed or strongly agreed with the statement 'I value the range of activities and events for adults'.
- Library branch visitation in FY 2024-25 was 1,493,598 an increase of 7.02% over the previous year.

Outcome 2 - Wellness

2.4 Implement a Disability Action Plan

Outcome 2. Wellness Helping people and communities to better engage, understand and make positive actions to support their mental and physical health			
Library Plan Action 2.4	Implement a Disability Action Plan.		
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Review and update the Accessibility Action Plan 2022-2024 in preparation for the next 4 year plan.	Accessibility Action Plan reviewed and updated.	An inclusive culture where staff, stakeholders and patrons of all abilities feel welcomed and can access YPRL services.

Outcome 2 - Wellness

Outcome 2. Wellness

Helping people and communities to better engage, understand and make positive actions to support their mental and physical health

YEAR 4 REPORT – LIBRARY ACTION PLAN 2.4: Develop a Disability Action Plan

The review and update of the Accessibility Action Plan 2022–2024 is in progress but not yet completed. Finalisation of the current plan is underway to ensure that ongoing actions and learnings are captured effectively. This process will inform the development of the next Accessibility Action Plan, supporting the transition to updated priorities. Actions undertaken to meet the AAP to date are:

- Celebrated International Day of People with Disability through inclusive events, including the Yarra Birrarung art exhibition (13 submissions), AUSLAN Storytime, art therapy workshops and relaxed sensory sessions; delivered in partnership with Banyule and Whittlesea City Councils, DPV Health, ABC Disability Group and local schools, engaging over 440 participants.
- Launched two touring exhibitions featuring titles *Our Library* and *Come Over to My House*, promoting representation of people with disability through inclusive stories, spaces and lived experiences. Social media videos featuring *Come Over to My House* co-authors Children's Laureate Sally Rippin and disability advocate Eliza Hull were viewed over 2500 times, while exhibitions continue to travel across YPRL locations and communities.
- Delivered the Sensitive Santa program at Mill Park Library for 22 families (87 participants).
- Reviewed Sensitive Santa program to better meet community needs and expectations, refining design to deliver Relaxed Programming initiatives in 2025 – 2026 to support increased and sustainable engagement for neurodivergent children and their families.
- Established support resources and delivery requirements for staff to implement Relaxed Programming, supported by Plumtree training, to ensure increased inclusive and accessible programming for neurodivergent communities.
- Embedded year-round focus on engaging and representing people with disability in programming, beyond dates of significance.
- Developed staff guidance for programming with a diversity, inclusion and intersectional lens to support equitable and respectful practice.
- Continued café partnership with Araluen at Mill Park Library
- Increased visitation to aged care facilities with the new Outreach Service
- YPRL is investigating the expansion of the Library of Things collection to include accessibility items that can be loaned by the public. This initiative aims to:
 - Allow community members to trial assistive and adaptive devices before purchase.
 - Reduce financial stress for individuals and families requiring short term access to accessibility tools.
 - Support inclusion by ensuring the collection continues to increase in diversity and accessibility.
 - Purchases across the broader collection will continue to prioritise inclusive and accessible materials, ensuring representation and usability for all community members.

Outcome 2 - Wellness

Outcome 2. Wellness

Helping people and communities to better engage, understand and make positive actions to support their mental and physical health

YEAR 4 REPORT – LIBRARY ACTION PLAN 2.4: Develop a Disability Action Plan

- YPRL is reviewing digital accessibility with vision to enhance and ensure all customers can easily access information about our services and facilities. Key actions include:
 - Mapping physical accessibility features for each branch and publishing this information on the YPRL website.
 - Adding accessibility statements and detailed event descriptions to both website and Facebook event listings.
 - Investigating tools and apps used by other library services to improve accessibility and user experience.
 - Exploring default inclusion of accessibility statements in Spydus event pages and website listings.
- These improvements aim to enhance transparency, empower users to plan their visits confidently, and demonstrate YPRL's commitment to equitable access.
- Building staff capacity and awareness remains central to improving accessibility. Current considerations include:
 - Assessing the feasibility of implementing the Sunflower Project, providing training and visibility for supporting people with hidden disabilities.
 - Offering basic Auslan training to frontline staff to improve communication with Deaf and hard-of-hearing customers.
 - Nominating Accessibility Champions at each branch to promote inclusive practices and act as local points of contact for accessibility initiatives.
- An audit of assistive technologies across all branches is proposed to identify gaps and opportunities for improvement. This audit will assess:
 - The availability and condition of existing accessibility tools.
 - Opportunities to introduce new resources such as communication boards, large-print keyboards, and other adaptive technologies for in-branch use.
 - Findings will inform future planning and resource allocation to ensure consistent accessibility support across the library network.

Outcome 3 - Connection

Outcome 3: Connection

Creates places and spaces for community to connect, belong and actively engage with each other.

3.1 Maximise the efficiencies of the new Library App and Website

Outcome 3: Connection Creates places and spaces for community to connect, belong and actively engage with each other.			
Library Plan Action 3.1	Maximise the efficiencies of the new Library App and Website		
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Website: - Complete the Website upgrade - Roll out Patron Point – EDM (Electronic Direct Mail) integrated with Library Management System to strengthen community's connection with our services, collection and programs	Increase in Library App downloads Increase in Website hits	Increase in Library App downloads Increase in Website hits

Outcome 3 - Connection

Outcome 3. Connection**Creates places and spaces for community to connect, belong and actively engage with each other****YEAR 3 REPORT – LIBRARY ACTION PLAN 3.1: Maximise the efficiencies of the new Library App and Website**Increase in Library App downloads**YPRL App growth 16.8%**

- 2023/24: 444,633
- 2024/25: 519,405

App improvements were made this year to the User Experience of Digital Library Resource access to minimise clicks and improve navigation.

Increase in Website hits**YPRL Website growth 21.23%**

- 2023/24: 2,134,969
- 2024/25: 2,590,077

eNews Improvements

- Patron Point, a new email system was implemented this year to allow greater community engagement in their areas of interest. Members can now subscribe to areas specific to their interests in the areas of Families and Children, Seniors, and Booklovers with tailored newsletters created for each segment.

Outcome 3 - Connection

3.2 Promote the Library services, resources and programs

Outcome 3: Connection Creates places and spaces for community to connect, belong and actively engage with each other.			
Library Plan Action 3.2		Promote the Library services, resources and programs	
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Design and roll out year 4 community survey to support new Library Plan development	Grow marketing and media engagement	Increased awareness in the availability and value of YPRL services.
		Maintain or grow visits to library Maintain or grow number of library members (benchmark 2022, 135,957)	Position YPRL as a leading library service within Victoria's public library network.

Outcome 3 - Connection

Outcome 3. Connection**Creates places and spaces for community to connect, belong and actively engage with each other****YEAR 4 REPORT – LIBRARY ACTION PLAN 3.2: Promote the Library services, resources and programs**

Library engagement has grown across owned web, email and social media channels in 2024/25

- Website engagement up 21.23%
- Social media followers increased 31.12% (14,214 across Facebook, Instagram, and LinkedIn)
- E-News subscription up 3.52% (68,491). A new email system was adopted this year to allow greater patron engagement in their areas of interest. New segments have been created for Families and children, Seniors and Booklovers with tailored email newsletter to be delivered to each segment.

In 2024/25 YPRL has had regular local media coverage but also statewide coverage via ABC Radio to mark the 70th anniversary of the Mobile Library service. YPRL programs and events have also featured regularly in Council communications, with recent features in Nillumbik and Banyule council magazine showing how library membership can reduce the cost of living and save family thousands of dollars.

Library visitation has grown 7.02% to 1,493,598 in 2024/25

Library membership has grown to 212,263 in 2024/25. An increase of 17.54% on 2023/24 (180,592)

The biennial Community Survey was conducted in 2025 to assist in the creation of the new four-year Library Plan. 1928 people responded to the survey. 94% of respondents were very satisfied or satisfied with YPRL library services overall.

Outcome 3 - Connection

3.3 Strengthen our relationship with and develop greater awareness of our local indigenous heritage

Outcome 3: Connection Creates places and spaces for community to connect, belong and actively engage with each other.			
Library Plan Action 3.3	Strengthen our relationship with and develop greater awareness of our local indigenous heritage		
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Continue consultation with Elders from the Wurundjeri Woi-Wurrung Cultural Heritage Aboriginal Corporation, and progress discussions to commit to ongoing engagement and consultation.	YPRL supports the three member councils' reconciliation action plans and charters YPRL has a strong relationship with local indigenous groups and council	An inclusive culture where Aboriginal staff, stakeholders and patrons feel welcome and supported.

Outcome 3 - Connection

Outcome 3. Connection

Creates places and spaces for community to connect, belong and actively engage with each other

YEAR 4 REPORT – LIBRARY ACTION PLAN 3.3: Strengthen our relationship with and develop greater awareness of our local indigenous heritage

YPRL supports the three member Councils' reconciliation action plans and charters

- Delivered region-wide programming for Reconciliation Week and NAIDOC Week 2024, including author talks, yarning circles, storytelling and four Treaty Community Forums in partnership with the First People's Assembly of Victoria, aligned with Council reconciliation priorities.
- Delivered *First Knowledges* events across the region, including author talk with Krystal De Napoli at Eltham Library on *First Knowledges: Astronomy*, exploring Aboriginal knowledge of the night skies and its connection to Country (47 attendees).
- Hosted an in-conversation event with Marcia Langton and Judith Ryan at Ivanhoe Library, exploring *65,000 Years: A Short History of Australian Art*, highlighting the depth and diversity of First Nations artistic traditions and cultural knowledge (70 attendees).
- Presented an author event with Aunty Fay Muir and Sue Lawson, discussing their collaborative works and the importance of truth-telling, cultural respect, and storytelling in fostering understanding and reconciliation (21 attendees).
- Supported community learning and reflection through *Reflections on the Voice* author event at Eltham Library, exploring Voice, Treaty and Truth with Professor Andrew Gunstone (20 attendees).
- Commissioned First Nations artist for Toy Library branding and design, embedding cultural representation in early literacy services.
- National Aboriginal and Torres Strait Islander Children's Day events across all LGAs, including Indigenous games, storytelling and cultural activities.
- Curated Deadly Collection displays and resources across branches, with over 3,400 loans of items by First Nations authors and creators.
- Engaged First Nations suppliers across programming and resource development, supporting economic inclusion and cultural respect.
- Featured First Nations-led programming in School Holiday events, including diverse engagement opportunities (40+ sessions).
- Hosted The Australian Ballet's *From the Gadhu*, a First Nations-led performance exploring Care for Country and intergenerational knowledge.
- Delivered Connecting with Creatives program featuring First Nations artists Emmy Webbers and Emma Sjaan Beukers.
- Commissioned First Nations YPRL staff member to create a Reconciliation Reflection Journal, one for children and one for adults. Available as a self-directed activity across all branches.
- Delivered Building Aboriginal Cultural Competency session in April 2025 as part of onboarding, attended by 2 participants.

YPRL has a strong relationship with local Indigenous groups and council

- Partnered with VACCA, Barrbunin Beek and local Elders to co-design and deliver culturally safe programs and outreach.

Outcome 3 - Connection

Outcome 3. Connection**Creates places and spaces for community to connect, belong and actively engage with each other****YEAR 4 REPORT – LIBRARY ACTION PLAN 3.3: Strengthen our relationship with and develop greater awareness of our local indigenous heritage**

- Participated in Reconciliation Week Family Day at Barrbunin Beek, showcasing the Deadly Collection and building relationships with First Nations community members.
- Supported local Indigenous-led initiatives through co-designed literacy packs, exhibitions and community events, ensuring ongoing collaboration and representation.
- Partnered with the City of Whittlesea's Maternal Child Health Deadly Boorais team to pilot program where we supply a board book to all First Nations babies born in the City of Whittlesea between February and November 2024. Packs to support future literacy development and engagement with YPRL's Deadly Collection were codesigned with Elders and community organisations. This initiative is being rolled out across all 3 LGAs in 2025-2026
 - Number of board books given to families - 80
 - Number of new memberships to the library – 60
 - Number of story time sessions attend by First Nations families - 42
 - 23 families who attended library story time sessions reported that the board book was the first book they had every had in their home.
 - Some families reported sharing their board books with other family members.
 - 5 dads that received the books for their children were illiterate. Through the pilot, they were able to link to the library and have since been accessing books through the library's eAudio service.
- Co-designed Reading on Country book group with Reconciliation Banyule, promoting First Nations knowledge systems and perspectives.
- Partnered with Monty First Nations Allies to deliver a Storywalk at Eltham Library, featuring *Finding Our Heart: A Story about the Uluru Statement for Young Australians* by Thomas Mayor and Blak Douglas, guiding visitors through pages displayed in the garden to explore truth-telling, shared history and reconciliation.
- Supported by a Nillumbik Shire Council Reconciliation Grant, Eltham Library hosted Dreamtime Rhythms, a celebration of Aboriginal culture through traditional dance, Didgeridoo, storytelling and artefacts for children and their families.
- Mill Park Library hosted City of Whittlesea's National Aboriginal and Torres Strait Islander Children's Day event, featuring arts, crafts and face painting, as well as traditional music and games (180 attendees).
- During Reconciliation Week, local First Nations ally Tara De Bondi created a self-directed activity and thoughtful display for patrons at Eltham Library: *The Reconcili-ACTION tree*. The activity encouraged library users to share their intentions to work towards Reconciliation, no matter how small, by writing their pledges on paper leaves and adding them to the tree.

Outcome 3 - Connection

3.4 Tell local stories to strengthen a sense of place and pride

Outcome 3: Connection Creates places and spaces for community to connect, belong and actively engage with each other.			
Library Plan Action 3.4	Tell local stories to strengthen a sense of place and pride		
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Deliver the <i>Local and Family Stories Action Plan Actions</i>	Increased accessibility to digital local history and genealogy collections	Collection, preservation and curation of local community stories
	Develop Action Plan to Digitise Local History Collection	Grow the historical digital collections	Support of local history organisations
	Finalise Local History Grant Program – Homeland - Treasured Objects – from afar project. (Oral History Project)	Grow the collection and presentation of local Aboriginal history.	Participation in 1Lib1Ref Wikipedia campaign to increase local content on Wikipedia.
		Collected Recorded Stories – accessible online.	Consolidation of YPRL local history channels Expand and celebrate community stories.

Outcome 3 - Connection

Outcome 3. Connection**Creates places and spaces for community to connect, belong and actively engage with each other****YEAR 4 REPORT – LIBRARY ACTION PLAN 3.4: Tell local stories to strengthen a sense of place and pride****Deliver the Local and Family Stories Action Plan Actions**

- The Local and Family Stories Action Plan has been finalised and all prioritised objectives were met. Some highlight actions include:
 - Obtained funding and helped facilitate oral history training for members of the Yarra Plenty Heritage Group network of local history groups.
 - Ongoing local and family history programming including the book launch of *Walking the Kurrum Yallock (Plenty River)*
 - Over 1,200 photos or documents added to Spydus Archives including *Parks Victoria Collection (Plenty Gorge)* and photos documenting YPRL history.
 - Homeland is a series of twelve films (and a compilation video) featuring interviews with local residents. They shared personal experiences of migration to Australia and a treasured object from their Homeland. An engaging compilation video was also created. All captioned interviews are accessible on YouTube and the YPRL website. After a launch event in October 2024, an exhibition followed in partnership with Banyule City Council at Loft 275 at Ivanhoe Library & Cultural Hub 17 March – 6 April 2025.
 - The plan to digitise was investigated (a collection scope audit and consultation with PLV Local Studies SIG representatives) and revealed that with current resourcing a grant would need to be pursued to partially or fully digitise collections; an appropriate grant is being sought. Preliminary actions that have been taken are; some important AV collections have been physically preserved, YPRL organisation archives of print photographs and negatives have been digitised and Wikinorthia (a now retired site) content has been migrated with a plan to retain digital content hosted by our LMS and website. New digital content continues to be added to our LMS Archives.

Outcome 3 - Connection

3.5 Maximise the potential of new Library spaces and buildings and investigate new models of library service delivery

Outcome 3: Connection Creates places and spaces for community to connect, belong and actively engage with each other.			
Library Plan Action 3.5	Maximise the potential of new Library spaces and buildings and investigate new models of library service delivery.		
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Implement new service model for library services to Retirement Villages and Aged Care Homes. Launch and activate new Kirrip Click and Collect Hub Participate with member councils on development of: • Rosanna library • murnong • West Wollert service point • West Heidelberg (investigate service) Investigate options for the mobile library trailer and medium-rigid vehicle	Brief for new vehicles developed and costed through tendering. Agreed new mobile stops schedule with all three councils	Increased visits and service area Increased membership Increased loans Increased partnerships

Outcome 3 - Connection

Outcome 3. Connection

Creates places and spaces for community to connect, belong and actively engage with each other

YEAR 4 REPORT – LIBRARY ACTION PLAN 3.5: Maximise the potential of new Library spaces and buildings and investigate new models of library service delivery

- New Outreach Service implemented in September 2024 with the new specially fitted out Sprinter Van. The new schedule increases the number of sites visited from 32 to 48 each 4 week cycle. This has seen a 25% increase in loans and 16% increase in membership
- Kirrip C&C hub launched and activated in September 2024. Since there are more than 120 members, more than 450 reservations and more than 3700 loans. Space is activated with new self-directed adult and young people programming at including (Kanopy Movie afternoons, drop in crafternoons, Movie afternoons for families in summer holidays), a weekly storytime, tech help sessions and School Holiday programs.

Hubs

Bellfield – 540 reservations picked up, 89 members, more than 2200 loans which is double the reservations and triple the new members from previous year.

Galada – 2500+ reservations picked up, 300+ members, more than 12200 loans which is double the number of members compared with previous year

Hurstbridge – 3300+ reservations picked up, 40+ members, more than 7000 loans which has maintained year on year

Rosanna – due for handover to YPRL at end of November

murnong – YPRL to access in early 2026

West Wollert – YPRL to access in mid to late 2026

West Heidelberg (Olympic Leisure Centre) - YPRL due to access from March 2026. Supported Banyule with a Living Libraries Grant application

Watsonia Community room refurbishment – Living Libraries grant application successful. Board updated at October board meeting

Mobile Library infrastructure review – review has paused until new CEO has started

Outcome 4 – Organisational Strength

Outcome 4: Organisational Strength – investment in our staff, capacity, and practice

Outcome 4: Organisational Strength – investment in our staff, capacity, and practice			
Library Plan Action 4.1	Develop and implement People and Culture actions and initiatives, including staff health and wellbeing initiatives and OH&S practices.		
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Implement 2024/25 initiatives including: • Develop and implement employee alignment and engagement survey action plans • Deliver 2024/25 staff development program and leadership development program • Plan and complete employee survey and workplace audit for Gender Equality Act 2020 compliance • Plan and commence enterprise bargaining • Implement Incident Management software system • Complete psychosocial safety review update	Satisfaction of library users with library staff knowledge as measured by library users Satisfaction of library users with library staff service as measured by library surveys Training delivered within budget as per approved training calendar Decrease Workplace Injury claims Majority vote obtained for the proposed EBA.	A culture which inspires, supports and develops our people Policies and procedures which support workplace health, safety and wellbeing Staff have the appropriate skills and knowledge to undertake their role New Agreement in place

Outcome 4 – Organisational Strength

4.1: Develop and implement People and Culture actions and initiatives, including staff health and wellbeing initiatives and OH&S practices

Outcome 4. Organisational Strength

Investment in our staff, capacity and practice

YEAR 4 REPORT – LIBRARY ACTION PLAN 4.1: Develop and implement People and Culture actions and initiatives, including staff health and wellbeing initiatives and OH&S practices

- Gender Equality Action Plan (GEAP)
 - YPRL recognised as a defined entity under the Gender Equality Act 2020 from 1 July 2024.
 - People Matter Survey completed in May 2025 with a 65% response rate, exceeding expectations.
 - Workforce audit scheduled for September to November 2025 to assess current workplace practices.
 - Planned actions between December 2025 and April 2026 include consulting staff and stakeholders, developing a case for change with strategies based on audit findings, ensuring leadership and resources are in place, and establishing a two-yearly reporting framework.
 - Process ensures staff are informed and involved, providing a roadmap for advancing gender equality across the workplace.
- Enterprise Agreement – Bargaining process
 - In June 2025, YPRL commenced the single-employer bargaining process. However, the Australian Services Union (ASU) declined the invitation to participate and instead included YPRL in a multi-employer bargaining application. The Fair Work Commission (FWC) accepted the ASU's proposed amendment and subsequently directed a staff ballot to determine preference between single-employer and multi-employer bargaining. Following a majority vote in favour of pursuing a multi-employer enterprise agreement, YPRL Management—guided by legal advice from Meerkin & Apel—made the decision to discontinue the single-employer bargaining process. This position will remain in place pending the FWC's final determination on the multi-employer application.
- Incident Management – Donesafe Implementation
 - YPRL has selected **Donsafe** as its new incident management system. This platform will enhance the reporting, monitoring, and resolution of workplace incidents, supporting both occupational health and safety (OH&S) compliance and staff wellbeing. The system is scheduled to go live on **1 October 2025**, with preliminary testing currently underway to ensure a smooth implementation.

Outcome 4 – Organisational Strength

4.1: Develop and implement People and Culture actions and initiatives, including staff health and wellbeing initiatives and OH&S practices

Outcome 4. Organisational Strength

Investment in our staff, capacity and practice

YEAR 4 REPORT – LIBRARY ACTION PLAN 4.1: Develop and implement People and Culture actions and initiatives, including staff health and wellbeing initiatives and OH&S practices

- **Learning & Development**
 - Between July 2024 and June 2025, YPRL delivered a comprehensive Learning & Development program across all staff, with strong participation in key courses. The most attended training included *Child Safe Training* (172 attendees), *Fraud and Corruption Awareness and Prevention* (162), *Social and Digital Media in the Workplace* (160), and *Health and Safety in the Workplace* (160), reflecting a continued focus on compliance, safety, and digital skills.
 - Leadership and management-focused programs also formed part of the development plan, with *Equal Employment Opportunity for Managers and Supervisors* (45 attendees) and *Bullying and Harassment for Managers and Supervisors* (44 attendees) supporting capability building for supervisory roles. A small number of leaders participated in *Health and Safety Duties* and *Risk Management* courses.
 - Overall, the L&D program demonstrates YPRL's commitment to staff capability, workplace safety, inclusion, and leadership development, supporting both operational excellence and organisational culture.
- **De-escalation & OVA Training**
 - As part of the ongoing psychosocial safety review, a De-escalation and Occupational Violence & Aggression (OVA) Train-the-Trainer program has been identified in response to a recent increase in inappropriate behaviour from patrons. The training was delivery in September 2025 and designed to equip participants with practical strategies for managing workplace aggression, enhancing situational awareness, and building internal capacity to deliver future training across the organisation.

Outcome 4 – Organisational Strength

4.2 Business Systems Improvements

Outcome 4: Organisational Strength – investment in our staff, capacity, and practice			
Library Plan Action 4.2	Business Systems Improvements		
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Progress investigation for a book sorter for Mill Park library	Maintain an 8.0 + customer satisfaction rating	Customer satisfaction rating achieved.
	Improved business analytics and Business reporting across Business and within the LMS	Business systems operating 98% business hours	Productivity efficiencies achieved
		Successful annual reporting delivered to member Councils, State Government and Public Libraries Victoria	Increased automation
		Increased collaboration with member Councils	

Outcome 4 – Organisational Strength

Outcome 4. Organisational Strength**Investment in our staff, capacity and practice****YEAR 4 REPORT – LIBRARY ACTION PLAN 4.2: Business Systems Improvements**

- Proposed systems are currently under evaluation, and the book sorter implementation is in progress
- Efficiency and accuracy testing project for statistical reporting from LMS underway and scheduled for completion late 2025.
- Biennial Community Survey showed a 9.4 customer satisfaction rating with YPRL services overall.

Outcome 4 – Organisational Strength

4.3 Security, Privacy and Governance (ICT)

Outcome 4: Organisational Strength – investment in our staff, capacity, and practice			
Library Plan Action 4.3	Security, Privacy and Governance (ICT)		
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	- Business Continuity Plan – Determination and documentation of Business Continuity Management strategy (BCM) and then followed by development of Capability and DRP - Penetration Testing completed both internal and external - Cybersecurity improvements are actively investigated and implemented – Essential Eight ACSC (Australian Cyber Security Centre) guidelines - Implement stage 2 of the Records Management solution and operationalise	Zero data loss Reliable data loss and recovery systems implemented Compliance requirements met	All business systems are available for staff during business hours All public service systems are available as per service level requirements and during business hours

Outcome 4 – Organisational Strength

Outcome 4. Organisational Strength**Investment in our staff, capacity and practice****YEAR 4 REPORT – LIBRARY ACTION PLAN 4.3: Security, Privacy and Governance (ICT)**

- Business Continuity Plan – External consultants have been engaged to advise in the development and implementation of the plan.
- Disaster Recovery Plan and back systems review post data migration to cloud scoping of the project completed. Backup systems implemented and is fully managed with SLA. We are testing data recovery every week. All other systems are SAAS based and is working with vendors verify the compliance with standards.
- Annual Penetration Testing completed both internal and external testing have been completed.
- Cybersecurity improvements continue to be investigated and implemented in line with Essential Eight ACSC (Australian Cyber Security Centre) guidelines. Work is ongoing to achieve full compliance.
- Implementation of stage 2 Records Management solution is in progress.
- There have been no major outages affecting access to systems or interruptions to business performance and service delivery.

Outcome 4 – Organisational Strength

4.4: Deliver responsible financial management and business planning

Outcome 4: Organisational Strength – investment in our staff, capacity, and practice			
Library Plan Action 4.4	Deliver responsible financial management and business planning		
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	Implement internal auditor's recommendations about YPRL Asset Management practices.	Complete the adoption of the auditor's recommendations.	YPRL Asset register is updated, internal policies and procedures are amended as per recommendations, and the asset replacement reserve
	Evaluate service alternatives for Budget 2025/2026 due to financial pressures from the rate capping framework and the stagnation of State Government grant.	Assess current services and develop different budget alternatives.	Budget is approved by the YPRL Board.
	Implement records management governance, and design staff training.	Develop records management governance and staff training requirements.	Approved records management policies and procedures. Designed staff training.
	Assess financial systems and identify opportunities for improvements.	Complete financial processes and systems assessment, and best practices implemented as needed.	Financial processes and systems are assessed and improved.
	Assess current accounting treatment for digital content expenses.	Complete the assessment of the current accounting treatment for digital content expenses.	Completed digital content expenses assessment and changes implemented if required.
	Prepare and plan for Library Agreement review.		
	Begin consultation for Library Plan 2025-2029		

Outcome 4 – Organisational Strength

Outcome 4. Organisational Strength**Investment in our staff, capacity and practice****YEAR 4 REPORT – LIBRARY ACTION PLAN 4.4: Deliver responsible financial management and business planning**

HLB Mann Judd's recommendations regarding YPRL's asset management practices have been fully adopted and implemented. As part of this process, the Asset Register was comprehensively updated, and an assessment of the Asset Replacement Reserve was conducted to ensure alignment with best practice.

The 2025/2026 Budget has been approved by the Board, reflecting YPRL Management's proactive and prudent financial stewardship. This outcome was achieved through strategic collaboration with Member Councils on a cleaning services tender, resulting in cost savings for the organisation. In addition, a review and adjustment of full-time equivalent (FTE) staffing levels was undertaken to help manage fiscal pressures faced by Member Councils and to respond to the ongoing stagnation in state government funding.

An assessment of the current accounting treatment for digital content expenses has been completed. Based on the legal terms outlined in the digital content licence agreements, the existing approach of expensing digital content purchases remains appropriate and compliant with applicable accounting standards.

The Supplemental Library Agreement has been reviewed by Hunt & Hunt, and its ratification by Member Councils is anticipated by December 2025.

The draft Library Plan 2025–2029 (the Plan) has been co-designed through a robust and inclusive process that combined strategic analysis with extensive community and stakeholder engagement across the region. The Plan is expected to be formally adopted by the YPRL Board in October 2025, following the completion of public consultation.

Outcome 4 – Organisational Strength

4.5: Investigate new opportunities for Service Level Agreements with other Councils**Outcome 4. Organisational Strength****Investment in our staff, capacity and practice****YEAR 4 REPORT – LIBRARY ACTION PLAN 4.5: Investigate new opportunities for Service Level Agreements with other Councils (completed)**

- No further Service Level Agreements pursued.

Outcome 4 – Organisational Strength

4.6: Investigate new business model requirements

Outcome 4: Organisational Strength – investment in our staff, capacity, and practice			
Library Plan Action 4.6	Investigate new business model requirements		
Year	Actions	Performance Measures	Outcome
Year 4 - 2024/2025	New Business Model: - Continue to investigate requirements to transition to a new business model - Continue to consult with Councils on a draft Constitution	Increased partnerships / collaborations	YPRL formal collaborations are increased.

Outcome 4 – Organisational Strength

Outcome 4. Organisational Strength**Investment in our staff, capacity and practice****YEAR 4 REPORT – LIBRARY ACTION PLAN 4.6: Investigate new business model requirements**

- YPRL Management has continued its efforts to ascertain the legal requirements necessary for the Regional Library Corporation to transition to a beneficial enterprise model, in alignment with the Local Government Act 2020. The YPRL Board has been regularly briefed on the progress of this work during Confidential Meetings, where the appointed legal representatives were invited to present a comprehensive overview of the statutory obligations and implications associated with establishing a beneficial enterprise.

G. Consideration of action petitions and joint letters

None

H. General Business

CORRESPONDENCE:

- 16 October 2025 – Received email from the Minister for Local Government confirming receipt of the YPRL Annual Report.

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)