



AGENDA PAPER

and

accompanying documents

for the

Ordinary Meeting of the Board

of the

Yarra Plenty Regional Library Service

Thursday 30 April 2026

at

6:00 pm

Lalor Library

2A May Road, Lalor, VIC 3075

TO BOARD MEMBER

Yarra Plenty Regional Library Board Meeting will be held on:

DATE AND TIME:

Thursday 30 April 2026 at 6:00 pm

LOCATION:

Lalor Library, 2A May Road, Lalor, VIC 3075

APOLOGIES:

If you cannot attend the meeting, please email dlamb@yprl.vic.gov.au

by **Monday 27 April 2026**

Chief Executive Officer

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1 Welcome and Apologies

Nil

2 Acknowledgement to Traditional Custodians

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

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

4 Confirmation of Previous Minutes

4.1 Minutes of the Ordinary Meeting of 26 February 2026

That the Board resolves to confirm the Minutes of the Ordinary Meeting of 26 February 2026.

Minutes of the Meeting
of
26 February 2026

5 Actions Arising from Previous Meetings

FEBRUARY 2026

ITEM 6.1 PLV Benchmarking Results Presentation

Action:

YPRL to review costs associated with delivering the mobile library service for each member council and provide a breakdown to each council where possible.

Outcome:

The individual cost apportionment that included the breakdown of mobile library costs was provided to each member council CEO on 3 March 2026

Matter Concluded

6 Presentation of General Reports

Presentation of General Reports

6.1 Lalor Library Branch Manager Presentation (NOTING)

Responsible Officer: Chief Executive Officer
Author: Nicole Rudden, Chief Executive Officer
Attachments: Nil

EXECUTIVE SUMMARY

The Branch Manager from Lalor will deliver a presentation to the Board that showcases the branch activities, priorities, challenges and key highlights for noting.

RECOMMENDATION

THAT the Board resolves to RECEIVE and NOTE the presentation.

REPORT

LINKS TO LIBRARY PLAN

Priority 1: Literacy and Learning for Life
Priority 2: Connection and Wellbeing
Priority 3: Digital Access and Innovation
Priority 4: Organisational Resilience

DECLARATIONS OF CONFLICT OF INTEREST

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

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

END OF AGENDA ITEM

6.2 Proposed YPRL Budget 2026/2027 (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Executive Manager Corporate Services
Attachments:	1. Budget 2026/2027 [6.2.1 - 18 pages]

EXECUTIVE SUMMARY

The Board is required to approve the Regional Library Service Budget on an annual basis in accordance with Section 127 of the *Local Government Act 1989*.

The Proposed Budget for 2026/27 and the following three financial years has been prepared in accordance with the Act and associated regulations and is aligned with the Library Plan 2025–2029, ensuring that adequate resources are allocated to deliver library services that respond to population growth and increasing service demand.

RECOMMENDATION

THAT the Board resolves to:

- 1. APPROVE the Proposed Budget 2026/2027 for public display.**
 - 2. AUTHORISE the Chief Executive Officer to give public notice of the preparation of the Regional Library Corporation Budget in accordance with Section 129 (1) and (3) of the Local Government Act.**
 - 3. Consider any submissions made in accordance with Section 129 (2) of the Local Government Act at the next Board meeting.**
-

REPORT

BACKGROUND

The Board is required to approve the Regional Library Service Budget on an annual basis in accordance with Section 127 of the *Local Government Act 1989 (the Act)*.

The Proposed Budget for 2026/27 and the following three financial years has been prepared in accordance with the Act and associated regulations and is aligned with the Library Plan 2025–2029.

The proposed Budget is primarily driven by the expansion of library services across new locations, including the Murrumbidgee and Heidelberg West Mini Library branches, together with upgraded facilities at the Rosanna Library Branch. These investments respond directly to population growth and increasing service demand.

This expansion is reflected in increased Member Council Contributions for 2026/27, which exceed the 2.75 per cent rate cap, primarily due to service growth and the absence of indexation to the State Government

operating grant. In recognition of the fiscal challenges faced by Member Councils under the rate cap environment, together with the stagnation of State Government operating funding, YPRL CEO will continue to give careful consideration to the organisation's financial sustainability as part of ongoing budget management. This will include the identification of reasonable efficiency opportunities where appropriate. These measures will be pursued within existing governance and operational frameworks, with due regard to service continuity, risk management, and the organisation's strategic priorities.

The proposed full-time equivalent (FTE) staffing profile for 2026/27 totals 120.32 from 107.40 FTE Budgeted in 2025/26 as a result of the expansion of library services.

The proposed capital expenditure budget has an allocation of \$1.57m to be spent on the procurement of physical collection items such as adult, junior and teen books and \$138k to support the plant and equipment renewal program.

For the period to 2029/30, YPRL is forecast to remain financially sustainable, maintaining a solid financial position and performing in line with adopted financial indicator targets.

Public exhibition of the proposed budget will be undertaken through multiple channels, including publication on the YPRL website, availability of hard copies at all library service points, notice in The Age newspaper, and integration within Member Councils' budget consultation processes.

CONSULTATION

This budget has been prepared by the YPRL Executive Manager Corporate Service with input and advice from:

- YPRL Executive Leadership Team.
- Member Council Chief Finance Officers.
- Member Council Directors and Councillors.

CRITICAL DATES

Proposed Budget submitted to the Board for endorsement	30 April 2026
Budget available for public inspection and comment until 1 June 2026	4 May 2026
Budget and submissions presented to the Board for adoption	18 June 2026
Copy of adopted Budget submitted to the Minister	30 June 2026
Public notice advising adoption of the Budget	1 July 2026

FINANCIAL IMPLICATIONS

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

STRATEGIC RISKS

SR 02: Finance Governance - Failure to ensure financial sustainability

SR 04: Governance - Failure to comply with statutory obligations, policies or governance frameworks

POLICY AND LEGISLATION

Sections 127 and 130 of the *Local Government Act (1989)* as amended, states that YPRL must prepare a Budget and the Board is required to adopt the Budget on an annual basis.

LINKS TO LIBRARY PLAN

Priority 1: Literacy and Learning for Life

Priority 2: Connection and Wellbeing

Priority 3: Digital Access and Innovation

Priority 4: Organisational Resilience

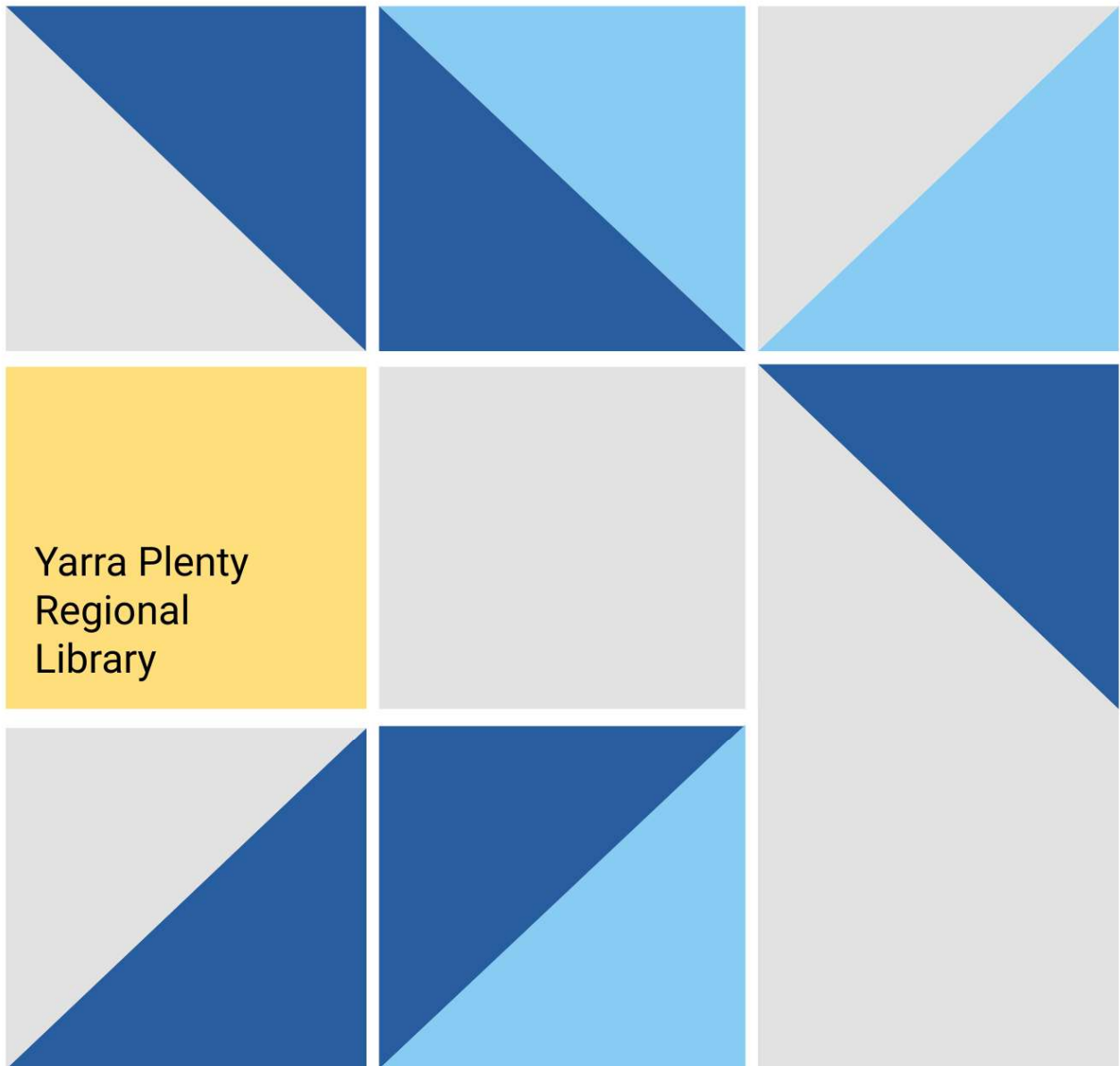
DECLARATIONS OF CONFLICT OF INTEREST

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

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

END OF AGENDA ITEM

Budget 2026–2027



yprr.vic.gov.au  

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1. Executive Summary

The proposed Budget 2026/2027 has been developed within the strategic framework of the Library Plan 2025–2029, which recognises libraries as essential social infrastructure responding to rising community need, digital change and increasing social complexity. In a period of cost-of-living pressure, libraries continue to play a critical role as safe, inclusive and trusted public spaces that support literacy, lifelong learning, digital participation and community connection.

The proposed Budget is primarily driven by the expansion of library services across new locations, including the Murnong and Heidelberg West Mini Library branches, together with upgraded facilities at the Rosanna Library Branch. These investments respond directly to population growth and increasing service demand.

This expansion is reflected in increased Member Council Contributions for 2026/27. While the increase exceeds the 2.75 per cent rate cap, it is largely driven by the direct operational costs associated with new and expanded services, compounded by the absence of indexation to the State Government operating grant. Importantly, these pressures have been partially offset by efficiencies achieved through YPRL's digital transformation and continuous improvement initiatives, which have strengthened operational effectiveness and moderated support service growth.

Overall, the 2026/27 Budget balances service growth with financial sustainability, ensuring YPRL remains aligned with long-term community priorities.

2. Budget Process Overview

2.1 Linkage to the Library Plan

The 2026/27 Budget supports delivery of the YPRL Library Plan 2025–2029, ensuring continued investment in library services as essential social infrastructure that underpins literacy, learning, connection and digital inclusion across the region. Budget allocations prioritise the Plan’s four strategic priorities: Literacy and Learning for Life, Connection and Wellbeing, Digital Access and Innovation, and Organisational Resilience.

2.1.1 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



Our Priorities

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



Our Values

Respect for All / Integrity / Service / Empower

2.2 Budget Process

The preparation of the budget begins with senior officers developing the budget in accordance with the Act and regulations, and the Library Plan 2025-2029. The 'proposed' Budget is then submitted to the Board for approval 'in principle'.

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

The budget is required to be adopted by 30 June each year and a copy submitted to the Local Government Minister. The key dates for the 2026/2027 budget process are summarised below:

Proposed Budget submitted to the Board for endorsement	30 April 2026
Budget available for public inspection and comment until 1 June 2026	4 May 2026
Budget and submissions presented to the Board for adoption	18 June 2026
Copy of adopted Budget submitted to the Minister	30 June 2026
Public notice advising adoption of the Budget	1 July 2026

2.3 Budget Influences

The proposed 2026/2027 budget has been prepared accordingly to the following principles:

Components	Drivers	Strategic Resource Plan Projections			
		Budget 2026/27	2027/28	2028/29	2029/30
Contributions Income		Match expenses			
Grants - Operating	No increment	0.00%	0.00%	0.00%	0.00%
User fees and charges	Rate Cap/CPI	2.75%	2.75%	2.50%	2.50%
Interest income	Avg return	4.25%	4.00%	3.50%	3.00%
Other income	Rate Cap/CPI	2.75%	2.75%	2.50%	2.50%
Employee Costs	EFT	120.32	124.02	123.72	123.72
Material and services	Rate Cap/CPI	2.75%	2.75%	2.50%	2.50%
Utility charges	Above CPI	5.00%	5.00%	5.00%	5.00%
Depreciation/amortisation		According to scheduled			
Finance costs - leases		According to scheduled			
Capex Bookstock	CPI	2.75%	2.75%	2.50%	2.50%
Capex Plant & Equipment		According to scheduled			

3. Financial Statements

The budget information for the year 2026/2027 has been supplemented with projections to 2029/2030. This section includes the following financial statements prepared in accordance with the Act and regulations:

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

3.1 Comprehensive Income Statement

For the four years ending 30 June 2030

	Notes	Forecast	Budget	Projections		
		2025/26	2026/27	2027/28	2028/29	2029/30
		\$	\$	\$	\$	\$
Income						
Contributions - Operating		16,534,060	17,844,830	18,941,296	19,576,648	20,267,861
Contributions - Capital		96,800	-	-	-	-
Grants - Operating		2,857,527	2,840,027	2,840,027	2,840,027	2,840,027
User fees and charges		258,385	292,630	300,677	308,194	315,899
Interest income		350,000	318,748	300,000	262,500	225,000
Other income		163,202	177,453	182,333	186,891	191,563
Total Income	5.1.1	20,259,974	21,473,688	22,564,333	23,174,260	23,840,350
Expenses						
Employee costs		13,352,956	14,473,421	15,366,053	15,788,749	16,262,412
Material and services		4,573,545	4,777,997	4,909,392	5,032,127	5,157,930
Depreciation		1,594,415	1,711,598	1,758,667	1,802,634	1,847,699
Depreciation - Right of use		82,597	82,597	82,597	82,597	82,597
Utility charges		421,845	422,208	443,318	465,484	488,759
Finance costs - leases		7,354	5,867	4,306	2,669	953
Total Expenditure	5.1.2	20,032,712	21,473,688	22,564,333	23,174,260	23,840,350
Surplus of the year		227,262	-	-	-	-
Underlying Surplus of the year		130,462	-	-	-	-

3.2 Balance Sheet

For the four years ending 30 June 2030

	Notes	Forecast	Budget	Projections		
		2025/26	2026/27	2027/28	2028/29	2029/30
		\$	\$	\$	\$	\$
Assets						
Cash and cash equivalents		986,150	1,034,968	1,094,665	1,157,338	1,223,508
Trade & other receivables		195,137	199,040	203,022	207,081	211,222
Other financial assets		5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Non-financial assets		41,480	41,480	41,480	41,480	41,480
Total Current Assets		6,222,767	6,275,488	6,339,167	6,405,899	6,476,210
Non-Current Assets						
Bookstock, Plant & Equipment		5,175,805	5,175,805	5,161,610	5,147,061	5,132,147
Right of use Assets		330,386	247,789	165,192	82,595	-
Total Non-Current Assets		5,506,191	5,423,594	5,326,802	5,229,656	5,132,147
Total Assets	5.2.1	11,728,958	11,699,082	11,665,969	11,635,555	11,608,357
Liabilities						
Current Liabilities						
Trade and Other Payables		685,115	698,818	712,795	727,050	741,592
Current Lease Liabilities		90,304	94,749	99,357	103,873	-
Employee Provisions		2,227,706	2,272,260	2,317,705	2,369,853	2,429,099
Total Current Liabilities		3,003,125	3,065,827	3,129,857	3,200,776	3,170,691
Non-Current Liabilities						
Employee Provisions		108,533	110,704	112,918	115,458	118,345
Non-Current Lease Liabilities		297,979	203,230	103,873	-	-
Total Non-Current Liabilities		406,512	313,934	216,791	115,458	118,345
Total Liabilities	5.2.2	3,409,637	3,379,761	3,346,648	3,316,234	3,289,036
Net Assets		8,319,321	8,319,321	8,319,321	8,319,321	8,319,321
Equity						
Accumulated Surplus		6,729,180	6,729,180	6,714,985	6,700,436	6,685,523
Reserves		1,590,141	1,590,141	1,604,336	1,618,885	1,633,798
Total Equity		8,319,321	8,319,321	8,319,321	8,319,321	8,319,321

3.3 Statement of Cash Flows

For the four years ending 30 June 2030

	Notes	Forecast	Budget	Projections		
		2025/26 Inflows/ (Outflows) \$	2026/27 Inflows/ (Outflows) \$	2027/28 Inflows/ (Outflows) \$	2028/29 Inflows/ (Outflows) \$	2029/30 Inflows/ (Outflows) \$
Cash flows from operating activities						
Contributions - Operating		16,534,060	17,844,830	18,941,296	19,576,648	20,267,861
Contributions - Capital		96,800	-	-	-	-
Grants - Operating		2,857,527	2,840,027	2,840,027	2,840,027	2,840,027
Grants - Capital		-	-	-	-	-
User fees and charges		255,670	289,861	297,852	305,313	312,960
Interest income		348,889	317,615	298,844	261,321	223,797
Other income		163,202	177,453	182,333	186,891	191,563
Payments to employees		(13,307,147)	(14,426,696)	(15,318,394)	(15,734,060)	(16,200,279)
Payments to suppliers		(5,650,922)	(5,186,503)	(5,338,734)	(5,483,357)	(5,632,147)
Net cash provided by operating activities	5.3.1	1,298,079	1,856,587	1,903,224	1,952,783	2,003,782
Cash flows from investing activities						
Payments for library books, plant and equipment		(2,031,260)	(1,711,598)	(1,744,472)	(1,788,084)	(1,832,786)
Net (purchases)/redemption of financial assets		1,500,000	-	-	-	-
Net cash used in investing activities	5.3.2	(531,260)	(1,711,598)	(1,744,472)	(1,788,084)	(1,832,786)
Cash flows from financing activities						
Interest paid - lease liability		(7,354)	(5,867)	(4,306)	(2,669)	(953)
Repayment of lease liabilities		(86,016)	(90,304)	(94,749)	(99,357)	(103,873)
Net cash used in financial activities	5.3.3	(93,370)	(96,171)	(99,055)	(102,026)	(104,826)
Net increase in cash and cash equivalents		673,449	48,818	59,697	62,673	66,170
Cash and cash equivalents at the beginning of the financial year		312,701	986,150	1,034,968	1,094,665	1,157,338
Cash and cash equivalents at the end of the financial year		986,150	1,034,968	1,094,665	1,157,338	1,223,508

3.4 Statement of Capital Works

For the four years ending 30 June 2030

Notes	Forecast	Budget	Projections		
	2025/26	2026/27	2027/28	2028/29	2029/30
	\$	\$	\$	\$	\$
Bookstock	1,534,260	1,573,452	1,616,722	1,657,140	1,698,568
Plant & Equipment	497,000	138,146	127,751	130,944	134,218
Total Capital Expenditure	5.4.1 2,031,260	1,711,598	1,744,472	1,788,084	1,832,786

Capital expenditure – Funding sources

	Budget	Accumulated Surplus/ Asset Replacement Reserve	Council's Contributions
	2026/27	2026/27	2026/27
	\$	\$	\$
Bookstock	1,573,452	-	1,573,452
Ongoing plant and equipment renewal plan	138,146	138,146	-
Grand Total	1,711,598	138,146	1,573,452

3.5 Statement of Human Resources

For the four years ending 30 June 2030

	Forecast	Budget	Projections		
	2025/26	2026/27	2027/28	2028/29	2029/30
Staff expenditure	\$13,352,956	\$14,473,421	\$15,366,053	\$15,788,749	\$16,262,412
Full-time equivalent staff	107.40	120.32	124.02	123.72	123.72

4. Notes to the Financial Statements

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

4.1 Comprehensive Income Statement Notes

4.1.1 Income

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

	Forecast 2025/26	Budget 2026/27	Change	Change
	\$	\$	%	\$
Contributions - Operating	16,534,060	17,844,830	7.93%	1,310,770
Contributions - Capital	96,800	-	(100.00%)	(96,800)
Grants - Operating	2,857,527	2,840,027	(0.61%)	(17,500)
User fees and charges	258,385	292,630	13.25%	34,245
Interest income	350,000	318,748	(8.93%)	(31,252)
Other income	163,202	177,453	8.73%	14,251
Total Income	20,259,974	21,473,688	5.99%	1,213,714

Contributions Income - Operating

The operating Council's contribution is based on the cost apportionment model detailed in the YPRL Library Agreement (November 2015). The overall increase for budget 2026/2027 is \$1,310,770 (or 7.93%). This increment is primarily driven by the expansion of library services across new locations, including the murnong and Heidelberg West Mini Library branches, together with upgraded facilities at the Rosanna Library Branch.

	Forecast 2025/26	Budget 2026/27	Change	Change
	\$	\$	%	\$
Banyule	6,751,740	7,481,308	10.81%	729,568
Nillumbik	3,216,805	3,098,408	(3.68%)	(118,397)
Whittlesea	6,565,515	7,265,114	10.66%	699,599
Total Council Contributions	16,534,060	17,844,830	7.93%	1,310,770

Contributions Income - Capital

The capital project funded through the capital contribution received in 2025/26 has been completed.

Grants – Operating

The State Government grant income remains unchanged from 2025/2026 forecast. This reflects absence of increment in the previous three financial years. Other operating grants received in the financial year 2025/2026 are considered non-recurring, and as such, are not anticipated to continue into the 2026/2027 year.

	Forecast 2025/26 \$	Budget 2026/27 \$	Change %	Change \$
State Government Grant	2,840,027	2,840,027	0.00%	-
Other minor grants	17,500	-	(100.00%)	(17,500)
Total Grants - Operating	2,857,527	2,840,027	(0.61%)	(17,500)

Other Income Streams

YPRL's other income streams are budgeted to increase by \$17.2k, or 2.23%, compared with the 2025/2026 forecast. This increase is driven by upgraded library branches generating additional revenue from venue hire, the continued provision of Art Invigilator services to Banyule City Council. A lower return on investments is expected in line with forecast interest rate levels.

	Forecast 2025/26 \$	Budget 2026/27 \$	Change %	Change \$
User fees and charges	258,385	292,630	13.25%	34,245
Interest income	350,000	318,748	(8.93%)	(31,252)
Other income	163,202	177,453	8.73%	14,251
Total other income	771,587	788,831	2.23%	17,244

4.1.2 Expenditure

The operating expenditure budgeted for 2026/27 is largely driven by the operational costs associated with new and expanded services.

	Forecast 2025/26 \$	Budget 2026/27 \$	Change %	Change \$
Employee costs	13,352,956	14,473,421	8.39%	1,120,465
Material and services	4,573,545	4,777,997	4.47%	204,452
Depreciation	1,594,415	1,711,598	7.35%	117,183
Amortisation - Right of use	82,597	82,597	-%	-
Utility charges	421,845	422,208	0.09%	363
Finance costs - leases	7,354	5,867	(20.22%)	(1,487)
Total Operating Expenditure	20,032,712	21,473,688	7.19%	1,440,976

Employee Cost

The increment of \$1,12m (8.39%) comparing to forecast 2025/2026 is mainly due to the increase of the number of staff to support the new and expanded services.

Materials and services

Materials and services are expected to decrease by \$115k (2.54%). The key movements within materials and services are:

	Forecast 2025/26 \$	Budget 2026/27 \$	Change %	Change \$
Information Technology services, small value leases, and licenses costs	1,200,399	1,271,412	5.92%	71,013
Collection content costs	995,802	1,023,201	2.75%	27,399
Cleaning costs	568,797	623,685	9.65%	54,888
Collection processing costs	508,671	522,660	2.75%	13,989
Staff/Volunteers training, recruitment, and health & safety costs	239,996	246,596	2.75%	6,600
Courier and postage costs	166,263	171,838	3.35%	5,575
Program costs	163,341	167,833	2.75%	4,492
Building maintenance costs	130,180	121,841	(6.41%)	(8,339)
Initiatives costs	110,150	113,179	2.75%	3029
Consultancy costs	105,391	108,289	2.75%	2,898
Printing, stationary, and external communications	105,012	93,936	(10.55%)	(11,076)
Other Material and services costs	83,019	85,302	2.75%	2283
Insurances	78,824	91,286	15.81%	12,462
Equipment and motor vehicle maintenance costs	61,833	63,533	2.75%	1700
Auditing service costs	40,170	57,277	42.59%	17,107
Bank services	15,697	16,129	2.75%	432
Total Materials and Services	4,573,545	4,777,997	4.47%	204,452

Depreciation

The increase in depreciation expense reflects recent investment in capital assets.

4.2 Balance Sheet Notes

4.2.1 Total Assets

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

4.2.2 Total Liabilities

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

4.3 Statement of Cash Flows Notes

4.3.1 Net cash provided by operating activities

Net cash provided by operating activities is expected to remain stable for year 2026/2027 and the three subsequent financial years to 2029/2030.

4.3.2 Net cash used in investing activities

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

4.3.3 Net cash used in financial activities

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

4.4 Statement of Capital Works Notes

Collection budget, Bookstock, provides \$1.57M to be spent on the procurement of physical collection items such as adult, junior and teen books. The 2026/2027 collections budget represents the minimum required to deliver the actions described in the Collections Strategic Framework.

The plant and equipment budget allocation of \$138k supports the delivery of the asset renewal program.

5. Financial Performance Indicators

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

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

Overall, for the years up to 2029/2030, YPRL continues to be financially sound reflecting the ongoing commitment of Member Councils.

Financial Indicators	Forecast	Budget	Budget	Budget	Budget
	2025/26	2026/27	2027/28	2028/29	2029/30
Working Capital	2.07	2.05	2.03	2.00	2.04
Underlying Result	\$130k	\$0.00	\$0.00	\$0.00	\$0.00
Investment Gap	1.11	1.00	0.99	0.99	0.99

6. Yarra Plenty Regional Library Fees and Charges schedule – 2026/2027

All fees and charges inclusive of GST as it applies.

General fees & charges

Description	Fees & Charges
Replacement of library card	\$2.70
Lost items	Cost of the item
Inter library loans	\$10 service fee / Cost recovery: \$16.50 if applicable
Printing and copying	A4: 25c per page (B&W) A3: 45c per page (B&W) A4: 65c per page (colour) A3: \$1.25 per page (colour)
Debt recovery	\$15 service fee plus debt

Venue hire - Fees & charges

Venues	Capacity	Seniors Citizens	Community Groups	Private Groups
		Hourly \$	Hourly \$	Hourly \$
Ivanhoe				
Yarra-me Djila Theatre	80	16.95	42.35	84.65
Meeting room 1.34	10	6.30	10.60	21.20
Wilim Ngarrgu 1.39	54	9.00	36.55	73.00
Wilim Ngarrgu 1.40	54	9.00	36.55	73.00
Combined	110	16.95	42.35	85.75
IT Lounge 2.27	17	Free	Free	39.20
Tom Roberts Room	14	6.40	19.60	39.15
Clara Southern Room	14	6.40	19.60	39.15
Nellie Ibbott Chamber	60	9.00	36.55	73.00
Thomastown				
Community room 1	40	6.40	25.25	48.95
Community room 2	25	6.40	19.05	38.10
Community room 1 & 2	70	9.00	36.55	73.00
Program room	10	6.30	10.60	21.20
Computer room	16	Free	Free	38.00
Diamond Valley				
Community room	20	6.40	19.60	39.15
Watsonia				
Community room	25	6.40	19.60	39.15
Mill Park				
Local History room	15	6.90	11.10	22.30
Computer room	16	Free	Free	38.00
Lalor				
Conference room	50	6.45	21.60	32.50
Rosanna				
Marra	42	9.00	36.55	73.00
Nanggit Wilam	12	6.40	19.60	39.15

Venue hire – Other fees & charges

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

Acknowledgement of Country

Yarra Plenty Regional Library acknowledges the Wurundjeri 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 everyone in our communities irrespective of gender, sexuality, ethnicity, ability, or generation.

Yarra Plenty Regional Library
Bag 65 Bundoora VIC 3083
(03) 9408 7888
ypmail@ypri.vic.gov.au



ypri.vic.gov.au  

6.3 Christmas and New Year 2026/2027 Opening Hours (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Robyn Ellard, Executive Manager, Public Participation
Attachments:	Nil

EXECUTIVE SUMMARY

This report is for the Board's approval.

Each year, the YPRL Board is asked to approve the opening hours of YPRL library branches and outreach library services based on the public holiday dates and data around usage over the period from previous years.

Approving the YPRL opening hours over the Christmas and New Year period for 2026/2027 provides certainty for staff planning leave, managers planning staffing requirements during the opening hours and the Marketing team to prepare communications well ahead of the holiday period.

RECOMMENDATION

THAT the Board resolves to RECEIVE, NOTE and APPROVE the Christmas and New Year 2026 – 2027 Opening Hours proposal.

REPORT

BACKGROUND

The proposed opening hours for Christmas and New Year 2026/2027 include mandated public holiday closures and reduced operational hours to reflect the reduced community usage over the non-public holiday days.

KEY INFORMATION

An evaluation of key performance measures has been undertaken to investigate the most efficient and financially prudent model of branch opening hours across Christmas/New Year 2026/2027, while maintaining a good level of service for our community. All branches will remain open during the holiday period (except for Christmas Eve afternoon and public holidays), with reduced opening hours.

Christmas Day and New Year's Day fall on a Friday this year. As Boxing Day falls on a Saturday, an additional public holiday is given on Monday 28 December. Collection item due dates will be extended over this period.

Details of the proposed opening hours for all branch libraries are as follows:

December 2026	Hours	Libraries Closed
24 Thursday	Christmas Eve: all libraries close at 12 noon	All from 12 noon
25 Friday	Christmas Day: all libraries closed	All – Public Holiday
26 Saturday	Boxing Day: all libraries closed	All – Public Holiday
27 Sunday	Standard Sunday opening hours**	Only branches not usually open on Sundays
28 Monday	Additional Public Holiday for Boxing Day: all libraries closed	All – Public Holiday
29 Tuesday	Reduced opening hours: 10am – 5pm	None
30 Wednesday	Reduced opening hours: 10am – 5pm	None
31 Thursday	Reduced opening hours: 10am – 5pm	None
January 2027	Hours	Libraries Closed
1 Friday	New Year's Day: all libraries closed	All – Public Holiday
2 Saturday	Standard opening hours resume	None

** Six branches are open on Sundays across the region (Two per LGA – Mill Park, Lalor, Ivanhoe, Rosanna, Eltham and Diamond Valley).

Mobile Library

The Mobile Library service will close for the Christmas/New Year period from end of route Wednesday 23 December 2026 and will recommence Monday 25 January 2027.

Outreach Vehicle

The Outreach vehicle service will close from end of route Wednesday 23 December 2026 and will recommence Monday 25 January 2027. The Outreach staff will provide a double delivery to clients for this period.

Library Hubs

- Bellfield Hub will be closed from midday Thursday 24 December 2026 and will reopen Monday 11 January 2027.
- Hurstbridge Hub opening hours will be subject to Nillumbik Council and other facility stakeholders service hours in the Centre once known.
- Kirrip and Galada Community Activity Centres opening hours will be subject to City of Whittlesea service hours in the Centres once known.

Impact on staffing

Staff shift changes for the Christmas period will be handled in line with YPRL's Enterprise Agreement.

CONSULTATION

- Senior Leadership Team and branch managers
- Mobile and Outreach library staff
- Member council staff regarding Hubs/Community Centres

CRITICAL DATES

30 April 2026 | Christmas/New Year opening hours approved by YPRL Board.

FINANCIAL IMPLICATIONS

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

STRATEGIC RISKS

SR 09: Organisational Service Delivery - Risk of failing to meet evolving community needs or member council expectations

POLICY AND LEGISLATION

YPRL Enterprise Agreement 2020

LINKS TO LIBRARY PLAN

Priority 1: Literacy and Learning for Life

Priority 2: Connection and Wellbeing

Priority 3: Digital Access and Innovation

Priority 4: Organisational Resilience

DECLARATIONS OF CONFLICT OF INTEREST

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

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

END OF AGENDA ITEM

6.4 All Staff Professional Development Conference 2026 (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Executive Manager Corporate Services
Attachments:	Nil

EXECUTIVE SUMMARY

This report seeks for Board endorsement for the delivery of an All Staff Professional Development Conference (PD) and approval for the closure of all YPRL service points on Friday 24 July 2026 to enable staff to attend the PD.

The proposed PD has been designed around the themes of Wellbeing, Connection and Impact and represents a strategic opportunity to reconnect staff across the organisation, reinforce organisational value, introduce new leadership and align staff with YPRL's future direction.

RECOMMENDATION

THAT the Board resolves to:

- 1. ENDORSE the All Staff Professional Development Conference.**
 - 2. APPROVE the closure of all YPRL service points on Friday 24 July 2026.**
-

REPORT

BACKGROUND

YPRL proposes to deliver a full-day, All Staff Professional Development Conference on 24 July 2026. This will be the first all staff PD Day since 2023/24 and represents a strategic opportunity to reconnect staff across a geographically dispersed workforce, reinforce organisational values, introduce new leadership, and align staff with YPRL's future direction.

The proposed PD has been designed around the themes:

- **Wellbeing:** Creating a supportive, inclusive environment where staff feel valued, energised and heard.
- **Connection:** Strengthening relationships across branches, teams and functions, reinforcing YPRL as one unified service.
- **Impact:** Reinforcing the importance of libraries in community life and aligning staff to shared future priorities.

The key elements of the proposed program for the full day include:

- Opening and Welcome, including Welcome to Country.
- CEO Introduction and Executive Strategy Session.
- Industry and Community Impact Keynotes.
- Facilitated Staff Innovation Workshops.
- Wellbeing and Connection Activities.
- Closing Plenary and Call to Action.

YPRL's CEO will oversee program delivery, budget management and post-event review, with outcomes and key learnings reported to the Board and incorporated into ongoing organisational development and planning activities.

CONSULTATION

Senior Leadership Team

CRITICAL DATES

30 April 2026 to ensure all logistics can be determined and communication plan developed.

FINANCIAL IMPLICATIONS

The financial implications of delivering the proposed PD Day are consistent with, and can be accommodated within, current financial year budget.

STRATEGIC RISKS

SR 06: Organisational Workforce - Inability to attract, retain or support a skilled and resilient workforce

POLICY AND LEGISLATION

Nil

LINKS TO LIBRARY PLAN

Priority 1: Literacy and Learning for Life

Priority 2: Connection and Wellbeing

Priority 3: Digital Access and Innovation

Priority 4: Organisational Resilience

DECLARATIONS OF CONFLICT OF INTEREST

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

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

END OF AGENDA ITEM

6.5 Instrument of Delegation (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Nicole Rudden, Chief Executive Officer
Attachments:	1. Instrument of Delegation Board CEO 2026 DRAFT [6.5.1 - 3 pages] 2. Instrument of Delegation Board CEO 2026 TRACK [6.5.2 - 3 pages]

EXECUTIVE SUMMARY

The Instrument of Delegation to the Chief Executive Officer was last reviewed in 2018.

Following the appointment of the new CEO, Nicole Rudden, this has now been reviewed and updated to ensure compliance with all relevant legislation and regulations.

The report is for decision.

RECOMMENDATION

THAT the Board resolves to:

- 1. Revoke the Instrument of Delegation issued on 21 June 2018.**
 - 2. Issue the Instrument of Delegation to the Chief Executive Officer on 30 April 2026.**
 - 3. Approve the use of the Yarra Plenty Regional Library Common Seal on the Instrument of Delegation.**
-

REPORT

BACKGROUND

In accordance with Section 197B of the *Local Government Act 1989 (The Act)* and all other powers enabling it, the Board of Yarra Plenty Regional Library Corporation (YPRL) by Instrument of Delegation (**Delegation**), delegates a power, duty or function of the Corporation under The Act, to a member of its staff performing the position of (or acting in the position of) Chief Executive Officer (CEO). Powers, duties and functions are set out in the Schedule of the attached Instrument of Delegation.

As the current Instrument of Delegation has not been reviewed since 2018 and with the appointment of a new CEO, it is prudent to review, update and authorise a new Delegation.

This updated Delegation was reviewed against The Act to ensure it continues to comply with the legislation, against the current YPRL Procurement Policy and was compared with member council Delegations to ensure consistency.

KEY CHANGES

- Addition of the statement regarding exceeding the delegated contract value of \$150,000.
- Addition of the statement regarding the appointment of an Acting CEO for more than 28 days.
- Strengthening the statement regarding local laws to include 'amending or revoking'.
- Addition of the statement regarding the ability to borrow money.

CONSULTATION

Executive Leadership Team

CRITICAL DATES

30 April 2026

FINANCIAL IMPLICATIONS

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

STRATEGIC RISKS

SR 04: Governance - Failure to comply with statutory obligations, policies or governance frameworks

POLICY AND LEGISLATION

Local Government Act 1989, Section 197D

LINKS TO LIBRARY PLAN

Priority 1: Literacy and Learning for Life

Priority 2: Connection and Wellbeing

Priority 3: Digital Access and Innovation

Priority 4: Organisational Resilience

DECLARATIONS OF CONFLICT OF INTEREST

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

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

END OF AGENDA ITEM



Instrument of Delegation

In exercise of the power conferred by section 197B of the *Local Government Act 1989* (**the Act**) and all other powers enabling it, the Board of Yarra Plenty Regional Library Corporation (**Corporation**) delegates to the member of the Corporation's staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the **Schedule** to this Instrument of Delegation,

AND declares that:

1. this Instrument of Delegation is authorised by a Resolution of the Board made on 30 April 2026; and
2. the delegation:
 - 2.1 comes into force immediately the common seal of the Corporation is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which the Board from time to time adopts; and
 - 2.4 remains in force until the Board resolves to vary or revoke it.

**The COMMON SEAL of the
Yarra Plenty Regional Library Service
Was hereunto affixed in the presence of:**

Chairperson

Chief Executive Officer



SCHEDULE

The power to:

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on the Corporation by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing:

4. if the issue, action, act or thing is an issue, action, act or thing which involves:
 - 4.1 awarding a contract exceeding the value of \$150,000 (GST inclusive)
 - 4.2 making any expenditure that exceeds \$150,000 (including GST); (unless it is expenditure made under a contract already entered into or is expenditure which YPRL is, by or under legislation required to make);
 - 4.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 4.4 making, amending or revoking a local law under Part 5 of the Act;
 - 4.5 approval of the Library Plan under section 125 of the Act;
 - 4.6 adoption of the Strategic Resource Plan under section 126 of the Act;
 - 4.7 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.8 approving the borrowing of money;
 - 4.9 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.10 exempting a member of a special committee who is not a Board member from submitting a return under section 81 of the Act; or
 - 4.11 appointment of a Board member as a representative to an external organisation.
5. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by resolution of the Board;



6. if the issue, action, act or thing is an issue, action or thing which the Board has previously designated as an issue, action, act or thing which must be the subject of a Resolution of the Board;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 7.1. policy; or
 - 7.2. strategy
 - 7.3. adopted by the Board; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 197B of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of the Corporation's staff.



Instrument of Delegation

In exercise of the power conferred by section 197B of the *Local Government Act 1989* (**the Act**) and all other powers enabling it, the Board of Yarra Plenty Regional Library Corporation (**Corporation**) delegates to the member of the Corporation's staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the **Schedule** to this Instrument of Delegation,

AND declares that:

1. this Instrument of Delegation is authorised by a Resolution of the Board made on 30 April 2026; and
2. the delegation:
 - 2.1 comes into force immediately the common seal of the Corporation is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which the Board from time to time adopts; and
 - 2.4 remains in force until the Board resolves to vary or revoke it.

**The COMMON SEAL of the
Yarra Plenty Regional Library Service
Was hereunto affixed in the presence of:**

Chairperson

Chief Executive Officer



SCHEDULE

The power to:

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on the Corporation by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing:

4. if the issue, action, act or thing is an issue, action, act or thing which involves:
 - [4.1](#) awarding a contract exceeding the value of \$150,000 (GST inclusive);
 - [4.2](#) making any expenditure that exceeds \$150,000 (including GST); (unless it is expenditure made under a contract already entered into or is expenditure which YPRL is, by or under legislation required to make);
 - [4.14.3](#) appointing and Acting Chief Executive Officer for a period exceeding 28 days;
 - [4.24.4](#) making, amending or revoking a local law under Part 5 of the Act;
 - [4.34.5](#) approval of the Library Plan under section 125 of the Act;
 - [4.44.6](#) adoption of the Strategic Resource Plan under section 126 of the Act;
 - [4.7](#) preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - [4.54.8](#) approving the borrowing of money;
 - [4.64.9](#) adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - [4.74.10](#) exempting a member of a special committee who is not a Board member from submitting a return under section 81 of the Act; or
 - [4.84.11](#) appointment of a Board member as a representative to an external organisation.
5. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by resolution of the Board;



6. if the issue, action, act or thing is an issue, action or thing which the Board has previously designated as an issue, action, act or thing which must be the subject of a Resolution of the Board;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 7.1. policy; or
 - 7.2. strategy
 - 7.3. adopted by the Board; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 197B of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of the Corporation's staff.

6.6 Audit and Risk Committee Charter Update (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Executive Manager Corporate Services
Attachments:	1. Audit and Risk Committee Charter 2025 [6.6.1 - 9 pages]

EXECUTIVE SUMMARY

This report recommends the removal of Section 8.4 – Internal Assurance Plan from the Audit and Risk Committee Charter. The section does not introduce any distinct responsibilities and duplicates assurance functions already mandated in the Charter.

YPRL Audit and Risk Committee endorsed the removal of Section 8.4 on 26 February 2026.

RECOMMENDATION

THAT the Board resolves to REMOVE Section 8.4 - Internal Assurance Plan from the Audit and Risk Committee Charter.

REPORT

BACKGROUND

The Audit and Risk Committee Charter (The Charter) outline the Committee's governance, oversight responsibilities, and statutory functions.

Proposed Charter Update

Within Section 8 – Areas of Responsibility, the Charter specifies discrete responsibilities for:

- 8.1 Financial Reporting
- 8.2 Internal Controls
- 8.3 Fraud & Corruption Prevention and Control
- 8.5 Risk Management
- 8.6 Internal Audit
- 8.7 External Audit
- 8.8 Compliance Management

Section 8.4 – Internal Assurance Plan currently states that the Committee will:

- a) Monitor YPRL's internal assurance program, where applicable.
- b) Note reports on internal assurance reviews and management responses to recommendations.
- c) Note actions by management on internal assurance review findings and recommendations.

The section does not introduce any distinct responsibilities and duplicates assurance functions already mandated in the Charter under Sections 8.2, 8.5, 8.6, and 8.8. These sections fully satisfy the intent of assurance oversight, making the 8.4 Internal Assurance Plan section unnecessary.

Removing Section 8.4 will eliminate duplication and improve the overall clarity and consistency of the Charter.

CONSULTATION

YPRL Audit and Risk Committee (26 February 2026).

YRPL Executive Leadership Team.

CRITICAL DATES

N/A

FINANCIAL IMPLICATIONS

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

STRATEGIC RISKS

SR 03: Governance - Fraud and corruption incidents

SR 04: Governance - Failure to comply with statutory obligations, policies or governance frameworks

POLICY AND LEGISLATION

Local Government Act 1989 Sections 76D, 79, 81 and 139.

LINKS TO LIBRARY PLAN

Priority 4: Organisational Resilience

DECLARATIONS OF CONFLICT OF INTEREST

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

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

END OF AGENDA ITEM



YPRL Audit and Risk Committee Charter

Document name	Audit and Risk Committee Charter
Last approved by YPRL Board	February 2025
Next approval date by YPRL Board	February 2027
Responsible	Chief Executive Officer
Legislative context and references	The Local Government Act 1989 Local Government Victoria's Audit Committees: A guide to good practice for local government.



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1 Definitions

Throughout this document, the following terms are defined as:

Act	Local Government Act 1989
CEO	Chief Executive Officer of Yarra Plenty Regional Library
Committee	Audit and Risk Committee
Committee Members	The appointed members of the Audit and Risk Committee
External Auditor	The auditor appointed by the Auditor General
IBAC	Independent Board-based Anti-Corruption Commission
Internal Auditor	Auditor appointed by Yarra Plenty Regional Library
Internal Control Environment	Controls that YPRL relies upon in the course of carrying out its activities
Management	The CEO, Executive Managers, and Managers of Yarra Plenty Regional Library
Member Councils	Banyule City Council, Nillumbik Shire Council, and City Of Whittlesea
VAGO	Victoria Auditor General's Office
YPRL Board Members	Board Members appointed by the respective Member Councils
YPRL Officers	Staff of Yarra Plenty Regional Library

2 Role

The Audit and Risk Committee (the Committee) is established in compliance with section 139 of the Local Government Act 1989 (the Act) to support Yarra Plenty Regional Library (YPRL) Board in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit and YPRL's performance with regard to compliance with its policies and legislative and regulatory requirements.

It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter. This Charter has been developed in accordance with Section 139 of the Act. The appointment of an independent chairperson to the Committee as outlined in this Charter enables the Committee to provide advice to YPRL Board on matters related to its responsibilities based on broader skills and experience than might otherwise be the case and in so doing bring additional benefits to YPRL.

The Committee has no executive authority and no delegated financial responsibilities and is therefore independent of management.

3 Purpose

YPRL has established an Audit and Risk Committee (Committee) under the Local Government Act 1989 (the Act) to support YPRL in discharging its oversight responsibilities.

The minimum functions and responsibilities of the Committee include the following:

- monitor the compliance of YPRL policies and procedures with:
 - the overarching governance principles; and
 - the Act and the regulations and any Ministerial directions.
- monitor YPRL financial and performance reporting;



- monitor and provide advice on risk management and fraud prevention systems and controls; and
- oversee internal and external audit functions.

The Charter sets out the Committee's objectives; authority; composition and tenure; roles and responsibilities; and reporting, administrative and governance arrangements.

The Committee's objective is to provide appropriate independent advice and recommendations to YPRL on matters relevant to the Committee's Charter in order to facilitate decision-making by YPRL in relation to the discharge of YPRL's accountability requirements.

4 Authority

The Committee is an independent advisory committee to YPRL Board, does not exercise any legal or executive powers or authority to implement actions in areas over which management has responsibility and does not have any role in investigating YPRL decisions or other concerns of the operations of YPRL.

The Committee will:

- a) Provide advice and make recommendations to YPRL Board on matters relating to areas of its responsibility.
- b) Seek any relevant information it requires from YPRL Board, YPRL Officers (who are expected to co-operate with the Committee's requests) and external parties.
- c) Meet with YPRL Officers, internal and external auditors and other parties as required to discharge its responsibilities.
- d) Through the Chief Executive Officer (CEO), the Committee will have access to appropriate management and administrative support to enable it to discharge its responsibilities effectively.

5 Committee Governance

5.1 Charter

The Committee will review its Charter every two years or more frequently, if required, and provide recommendations to YPRL Board on proposed improvements.

5.2 Committee Membership

5.2.1 Composition

The Committee will consist of four members:

- Three YPRL Board representatives, one from each Member Council.
- One suitably qualified independent member to act as Chairperson.

YPRL employees cannot be members of the committee.



5.2.2 Chairperson

The Chairperson will be an independent member and will be appointed by YPRL Board.

The Chairperson plays a pivotal role in the overall effectiveness of the Committee and must have significant business experience and leadership skills in order to build sound relationships and strong communication channels.

The Chairperson will facilitate the meetings of the Committee and invite members of management, internal and external auditors or others to attend meetings as observers and to provide pertinent information, as necessary.

The Chairperson will be required to liaise with Management between Committee meetings on matters needing discussion.

5.2.3 Appointment of Members

YPRL Board representatives are nominated by each Member Council at the first YPRL Board meeting of the calendar year.

Each Member Council will appoint, in writing, one proxy member to act as the Committee Member council representative when the appointed member is unable to attend a committee meeting.

The independent member will be recruited in accordance with this Charter.

5.2.4 Member Skill and Experience

Committee members, taken collectively, will have a broad range of skills and experience relevant to the operations of YPRL including expertise in financial management, risk management, and experience in public sector management.

5.2.5 Tenure of Members

YPRL Board representatives are nominated annually by each Member Council at the first YPRL Board meeting of the calendar year.

The independent member to act as Chairperson will be appointed for an initial period not exceeding three years and may be re-appointed for a further three-year period.

5.2.6 Recruitment

The recruitment of the independent member will be via a publicly released expression of interest (EOI) coordinated by a panel comprising YPRL Board Chair or delegate, and YPRL Chief Executive Officer (CEO) or delegate.

Following the EOI, the panel will make a recommendation to YPRL Board for formal consideration.

5.2.7 Induction

New members of the Committee will receive relevant information and briefings on their appointment to assist in meeting their responsibilities.

5.2.8 Remuneration

An annual fee, subject to periodic review, will be set by YPRL and paid quarterly to the independent member.

The annual fee will be automatically indexed in alignment with the rate cap % each 1st July.

The CEO may, at their discretion, elect to pay the independent member an extraordinary meeting payment.



5.2.9 Personal Returns

Members of the Committee must be fully aware of their responsibilities regarding the management of interests in relation to the discharge of their duties as a member of the Committee. Management of interests includes the proper management of any conflicts of interest as and when they may arise.

The independent member is required to complete Personal Interest Disclosures, although these will not be published online. Returns will be completed in February and July biannually. Independent member Returns will not be published online but will form part of each Committee meeting agenda for transparency.

5.2.10 Legislative Obligations

Committee members are expected to be aware of their obligations under the Act. These obligations relate to:

- a) Misuse of position as a member of the Committee (Section 76D).
- b) Confidential information (Section 77).
- c) Conflict of interest (Sections 77A-80).

5.3 Reporting to YPRL Board

The Chairperson will report to YPRL Board annually on the Committee activities. The report will summarise the Committee's activities, including its findings and recommendations.

A copy of the report will be provided to the CEO for tabling at the next YPRL Board meeting.

6 Committee Performance

The Committee will undertake an assessment of its performance annually, and:

- review the results of the assessment to identify any opportunities for performance improvement, including suggestions for improvements to this Charter;
- agree on improvement actions and embed them into forward plans, and
- report to YPRL Board on the outcomes of the assessment process.

The chairperson will be responsible for ensuring agreed actions are undertaken.

7 Committee Operations

7.1.1 Meetings

7.1.1.1 Frequency

The Committee will meet at least four times a year.

7.1.1.2 Additional Meetings

Additional meetings may be called by agreement between the CEO and the Committee Chairperson.

7.1.1.3 Quorum

A quorum shall comprise any two Member Councils' representatives.

7.1.1.4 Attendance

Face to face meetings is the preferred method to hold Committee meetings. However, the Chairperson or CEO may request a meeting be held entirely virtually.

In the case of an anticipated absence of the Chairperson in a meeting, the CEO and YPRL Board will determine the appropriate course of action.



The Committee will invite members of management, auditors, or others to attend meetings and provide pertinent information.

Member Council nominated proxies and other YPRL Board members are welcome to attend each Committee meeting to observe, but in doing so, do not have voting rights.

7.1.1.5 Meeting Schedule

A schedule of meetings will be developed annually and agreed by the Committee to outline how it intends to fulfill the requirements under this Charter.

7.1.1.6 Distribution of Meeting Papers

Meeting agenda papers will be prepared and provided to members, where possible, at least one week in advance of meetings.

7.1.1.7 Minutes

Minutes will be prepared for all meetings and will be submitted for the Committee's confirmation in the subsequent meeting. Minutes can be confirmed by any two members of the Committee; this includes the independent chairperson.

7.1.2 Independent Specialist Advice

Subject to prior agreement with the CEO, the Committee can access independent specialist advice where it believes that is necessary to execute its duties.

8 Areas of Responsibility

8.1 Financial Reporting

- a) Review significant accounting and external reporting issues, including complex or unusual transactions, transactions, and assumptions used and processes applied for balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements, and legislative changes, and understand their effect on the annual financial report.
- b) Review the draft annual financial report and consider whether they are complete, consistent with information known to Committee members and with Standards, reflect appropriate accounting treatments, adequately disclose YPRL's position, and reflect significant adjustments (if any) arising from the audit process.
- c) Review with management and the external auditors the results of the audit, including any difficulties encountered by the external auditors.
- d) Recommend to YPRL Board the adoption of the annual financial report.
- e) Review the content of periodic management financial reports prior to YPRL Board as required.

8.2 Internal Controls

- a) Monitor the compliance of YPRL policies and procedures with the overarching governance principles.
- b) Monitor key YPRL policies, systems, controls, financial and performance reporting, fraud and prevention systems and controls, and ensure they are reviewed regularly and updated where required.
- c) Monitor significant changes to systems and controls including whether those changes significantly impact YPRL's risk profile.
- d) Ensure that a program is in place to test compliance with systems and controls.



8.3 Fraud & Corruption Prevention and Control

- a) Monitor and provide advice on risk management and fraud prevention systems and controls.
- b) At an appropriate time receive reports from management about actual or suspected instances of fraud, theft or corruption within YPRL including analysis of the control failures and action taken to address each event.
- c) Review reports by management about actions taken by YPRL to refer such matters to appropriate integrity bodies.
- d) Review the findings of examinations by regulatory or other independent agencies, and any auditor (internal or external) observations and confirm that management has taken appropriate action to address the findings.

8.4 Internal Assurance Plan

- a) Monitor YPRL's internal assurance program, where applicable.
- b) Note reports on internal assurance reviews and management responses to recommendations.
- c) Note actions by management on internal assurance review findings and recommendations.

8.5 Risk Management

- a) Annually review and provide advice on the effectiveness of YPRL's risk management framework and activities conducted by the Internal and External Auditors and any other assurance providers to give assurance over that framework.
- b) Monitor YPRL's risk appetite statement and the degree of alignment with YPRL's risk profile.
- c) Monitor YPRL's risk profile and the changes occurring in the profile.
- d) Monitor YPRL's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans.
- e) Monitor the insurance programme annually prior to renewal.
- f) Monitor the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

8.6 Internal Audit

- a) Develop and approve a four-year strategic internal audit plan and the annual internal audit plan.
- b) Monitor progress on the delivery of the annual internal audit plan.
- c) Review and endorse proposed scopes for each review in the annual internal audit plan.
- d) Review reports on internal audit reviews and management's response to the recommendations.
- e) Monitor action by management on internal audit findings and recommendation.
- f) Review the effectiveness of the internal audit function and ensure that it has the appropriate authority and no unjustified limitations on its work.
- g) Ensure the Committee is consulted regarding any proposed changes to the appointment of the internal audit service provider.

8.7 External Audit

- a) Review the annual external audit scope and plan proposed by the external auditor prior to the commencement of each year's audit process.
- b) Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope or access to information.
- c) Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner.
- d) Review on an annual basis the effectiveness of the external audit process.
- e) Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor YPRL's responses.



- f) Meet with the external auditor at least annually in the absence of management.

8.8 Compliance Management

- a) Monitor systems and processes implemented by YPRL for compliance with legislation and regulations and the results of management's follow-up of any instances of non-compliance.
- b) Obtain regular reports from management on any significant non-compliance matters.
- c) Receive in camera updates from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at YPRL or other agencies), such as the Local Government Inspectorate, the Ombudsman, IBAC, etc. and monitor YPRL's responses, other than matters under investigation by an integrity agency.

[END OF AUDIT AND RISK COMMITTEE CHARTER]

6.7 2026 Gender Equality Action Plan (ENDORSEMENT)

Responsible Officer: Chief Executive Officer

Author: Luciano Lauronce, Executive Manager Corporate Services

Attachments: 1. 2026 YPRL Gender Equality Action Plan [6.7.1 - 16 pages]

EXECUTIVE SUMMARY

To seek Board endorsement of the 2026 Gender Equality Action Plan (GEAP), developed in accordance with the Victorian Gender Equality Act 2020.

RECOMMENDATION

THAT the Board resolves to RECEIVE and ENDORSE the 2026 Gender Equality Action Plan.

REPORT

BACKGROUND

The Gender Equality Act 2020 requires defined entities to undertake workplace gender audits and develop a Gender Equality Action Plan every four years. YPRL completed its 2025 Workforce Audit and People Matter Survey and has developed the 2026 GEAP based on this evidence and in consultation with employees and leaders.

Development and Consultation

The GEAP was developed using a structured and inclusive approach, including:

- Analysis of data from the 2025 People Matter Survey (114 respondents) and Workforce Audit (193 records).
- Consultation with employees, employee representatives, People Leaders forums, Senior Leadership Team, and YPRL Board.

Key Workforce Gender Equality Findings

Intersectionality:

- Limited data is currently available beyond binary gender, highlighting the need to strengthen demographic data collection.

Workforce composition

- Women comprise 85.1% of the YPRL workforce.
- Women account for 71.4% of senior leaders.

Board composition

- The Board composition did not meet the Victorian Government target of at least 50% women representation.

Gender pay gap

- YPRL has an organisational gender pay gap of between 4.7% (median total remuneration) and 5.7% (mean total remuneration), with women earning less on average than men. Despite women comprising the majority of the workforce at every level, the gap is influenced by women accounting for a higher proportion of organisational movements - exits, recruitments, and promotions - which results in a greater concentration of women in early years of their new roles (lower band levels), contributing to the overall pay disparity.

Sexual harassment

- No formal complaints were lodged in 2025, however 12% of People Matter Survey respondents reported experiencing sexual harassment, primarily from members of the public.

Recruitment and promotion

- Women accounted for 93.3% of recruitments and 85.7% of promotions in 2025.

Flexible working arrangements

- Women accounted for 100% of parental leave takers in 2025, indicating ongoing gendered caring patterns.

Strategic Focus Areas

The GEAP sets out clear strategies and measures across the seven indicators, with priority actions including:

- Embedding gender equality and inclusion considerations across organisational planning and decision-making.
- Conducting annual gender pay gap analysis with corrective action where required.
- Strengthening inclusive and gender equitable recruitment and promotion practices.
- Reinforcing a zero-tolerance approach to sexual harassment.
- Normalising flexible work and non-gendered parental leave.
- Improving demographic data collection to support intersectional gender analysis.
- Working with the Board to improve gender balance at governance level.

CONSULTATION

Consultation with employees, employee representatives, People Leaders forums, Senior Leadership Team, and YPRL Board.

CRITICAL DATES

1 May 2026

FINANCIAL IMPLICATIONS

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

STRATEGIC RISKS

SR 04: Governance - Failure to comply with statutory obligations, policies or governance frameworks

POLICY AND LEGISLATION

Gender Equality Act 2020

LINKS TO LIBRARY PLAN

Priority 4: Organisational Resilience

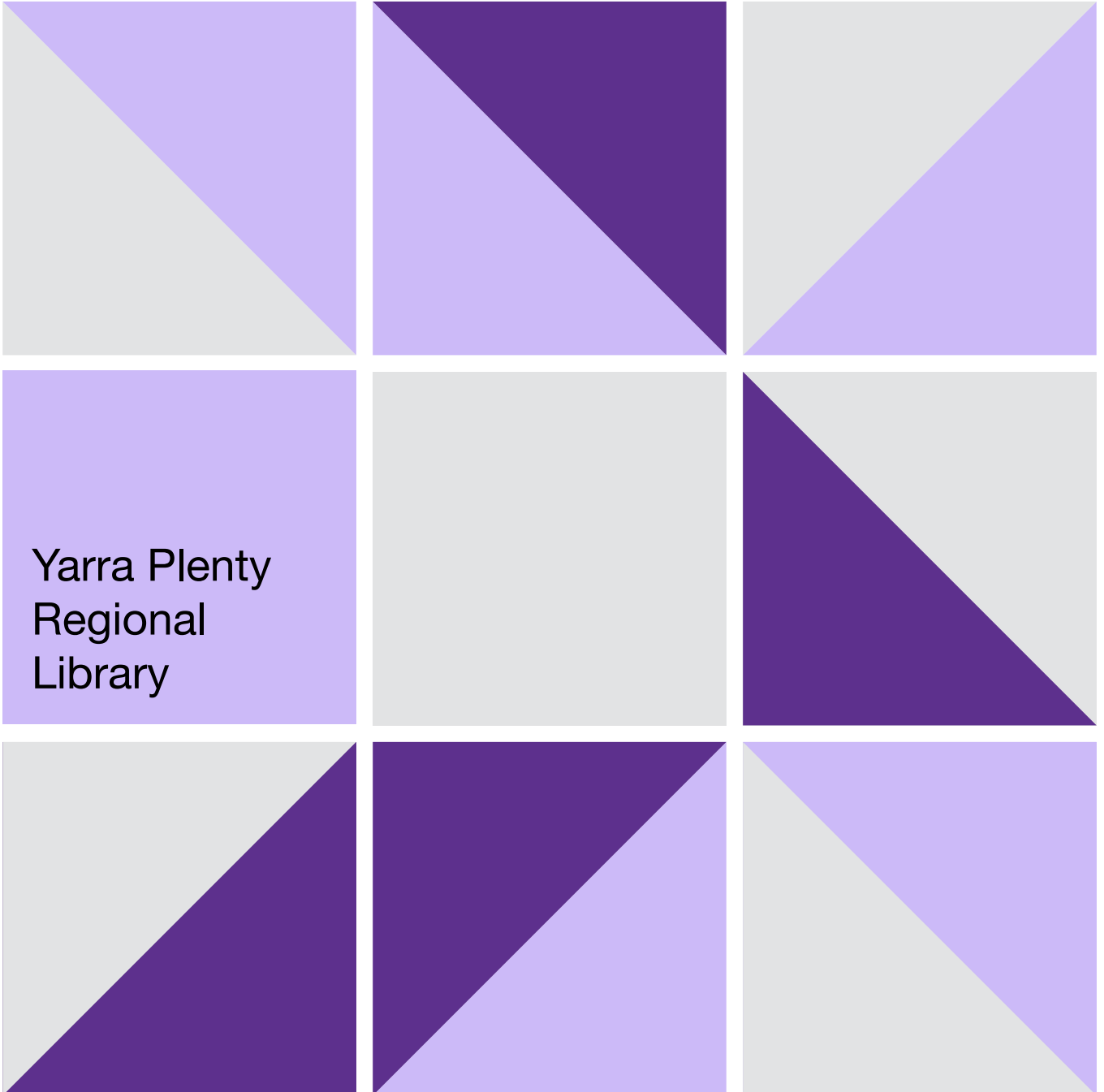
DECLARATIONS OF CONFLICT OF INTEREST

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

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

END OF AGENDA ITEM

Gender Equality Action Plan 2026



ypri.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 everyone in our communities irrespective of gender, sexuality, ethnicity, ability, or generation.

Organisation details

Organisation name	Yarra Plenty Regional Library Service (YPRL)
Total number of employees and full time equivalent (FTE) as at 30 June 2025	Total employees: 176 Total FTE: 106.03
Location	Metropolitan

Attestation by head of organisation

I confirm that:

- I am the head of organisation (CEO or equivalent)
- I have reviewed and approved the submission of this gender equality action plan (GEAP) on behalf of my organisation (as named above), and I attest that the implementation of the GEAP will be adequately resourced as required under the *Gender Equality Act (2020)*.

Nicole Rudden
Chief Executive Officer

Date

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1. Planning our GEAP

1.1 Processes, record keeping and governance

YPRL has established clear, accountable processes to support the development, implementation, monitoring and review of its GEAP. These processes are designed to ensure compliance with the *Gender Equality Act 2020* (the Act) and to embed gender equality into organisational planning and decision-making.

Responsibility for the GEAP sits with the Executive Leadership Team, with overall oversight provided by the Board. A designated GEAP Sponsor at executive level ensures appropriate resourcing, accountability and alignment with YPRL's strategic objectives. Day-to-day coordination is led by the People and Culture function, supported by established committees representing a diverse range of roles and perspectives across the organisation.

All data collected in relation to the GEAP is managed in accordance with relevant privacy and record-keeping obligations and retained within YPRL's corporate record-management system. This ensures the accuracy, confidentiality and security of information, with appropriate access controls in place.

Governance arrangements include regular reporting on GEAP progress to the Executive Leadership Team and the Board to support oversight and transparency.

1.2 Leadership commitment

At YPRL, we believe gender equality is fundamental to building a fair, inclusive and high-performing organisation. We are committed to creating a workplace where everyone is treated with respect, has equal access to opportunities and can thrive regardless of gender.

Gender equality is not only a legislative obligation under the Act, but also critical to better decision-making, stronger leadership and improved outcomes for our people and the communities we serve. Achieving meaningful and lasting change requires leadership, accountability and a willingness to challenge entrenched practices and assumptions.

This GEAP reflects YPRL's commitment to identifying and addressing structural barriers to equality. It is informed by evidence, data and the lived experiences of our workforce, and it sets clear actions to improve outcomes across our organisation. Importantly, it embeds gender equality considerations into our governance, policies and everyday decision-making.

2. Consultation on our audit results and strategies

2.1 Consultation groups

You must consult with your...	Confirm yes or no
Governing body	Yes
Employees	Yes
Employee representatives	Yes
People Leaders forums	Yes

An outcome report summarising the key findings of the Workforce Audit and People Matter Survey was shared with all staff to promote transparency and provide a common understanding of the identified strengths, challenges and priority areas. This information formed the foundation for targeted consultation on proposed actions and improvement opportunities.

Following the establishment of this baseline, YPRL invited feedback through an anonymous online consultation form accessible to all employees. This allowed staff to confidentially share perspectives, experiences and suggestions related to gender equality across the organisation.

In addition, gender equality considerations were discussed through existing employee committees, People Leaders forums and the Executive Leadership Team.

2.2 Consultation process

YPRL undertook a structured and inclusive consultation process to inform the development of its GEAP. The consultation commenced with a People Matter Survey and a comprehensive Workforce Audit, which together established a robust baseline of workforce gender equality data and employee experiences.

3. Gender principles and intersectionality

3.1 Gender equality principles

YPRL’s vision is to foster a safe, inclusive and equitable workplace where all people, regardless of gender, are treated with dignity, respect and fairness and have equal access to resources and opportunities. We recognise gender equality as a fundamental human right and a precondition for social justice, organisational excellence and positive community outcomes.

Our GEAP seeks to advance gender equality as a shared responsibility across all levels of the organisation. We acknowledge that women have historically experienced systemic disadvantage based on sex and gender, and that gender inequality may be compounded by other forms of discrimination, including Aboriginality, age, disability, ethnicity, gender identity, race, religion and sexual orientation.

YPRL is committed to removing structural and cultural barriers that limit opportunity, challenging gender stereotypes and supporting all people to develop their capabilities, pursue their careers and make choices free from bias or prejudice.

Through this GEAP, YPRL aims to embed gender equality into its governance, policies and decision-making, support a respectful workplace culture, and contribute to the prevention of family violence and other forms of gender-based violence. By doing so, we strengthen outcomes for our people, our organisation and the community we serve.

3.2 Gender pay equity principles

YPRL considered the gender pay equity principles throughout the development of its GEAP. Workforce audit data was analysed to identify differences in remuneration across genders, including base salary, allowances and superannuation, and to compare pay outcomes at comparable classification levels.

These findings were shared with employees as part of the consultation process to promote transparency and support informed discussion. Feedback was sought on ways to strengthen fairness, transparency and consistency in remuneration and career progression outcomes.

3.3 Intersectionality

YPRL recognises that gender inequality may be compounded by other forms of disadvantage or discrimination, including Aboriginality, age, disability, ethnicity, gender identity, race, religion and sexual orientation. In developing its GEAP, YPRL considered intersectional gender inequality as required under the Act, recognising that employees may experience overlapping and interconnected barriers that affect workplace outcomes.

Workforce audit and consultation processes included consideration of available demographic data to explore whether gender-based patterns may differ across employee groups. However, YPRL identified limitations in the availability, consistency and completeness of workforce demographic data beyond gender.

YPRL acknowledged this gap and committed to actions that strengthen data collection and reporting capability. The GEAP includes initiatives to develop and implement a secure system for capturing relevant demographic information on a voluntary basis, supported by clear privacy safeguards and communication to build employee trust.

By strengthening its data capability, YPRL aims to support more robust intersectional analysis over time, inform targeted strategies and ensure policies and practices better reflect the diverse experiences of its workforce.

4. Analysing our data and developing our strategies

The 2025 People Matter Survey (114 respondents) and the 2025 Workforce Audit (193 workforce data records) outlined YPRL's current state and set a baseline for future measurement, helping identify strengths, opportunities and potential systemic barriers to gender equality.

Limited data was available for gender diverse employees and most intersectionality dimensions. This is due to current data collection and/or system limitations. In the coming years, we will expand the gender equality and diversity workforce data we collect and report, strengthening our ability to monitor and improve these metrics. A lack of reported gender diverse information should not be interpreted as an absence of gender diverse people within our workforce.

4.1 Indicator 1: Gender composition of all levels of the workforce

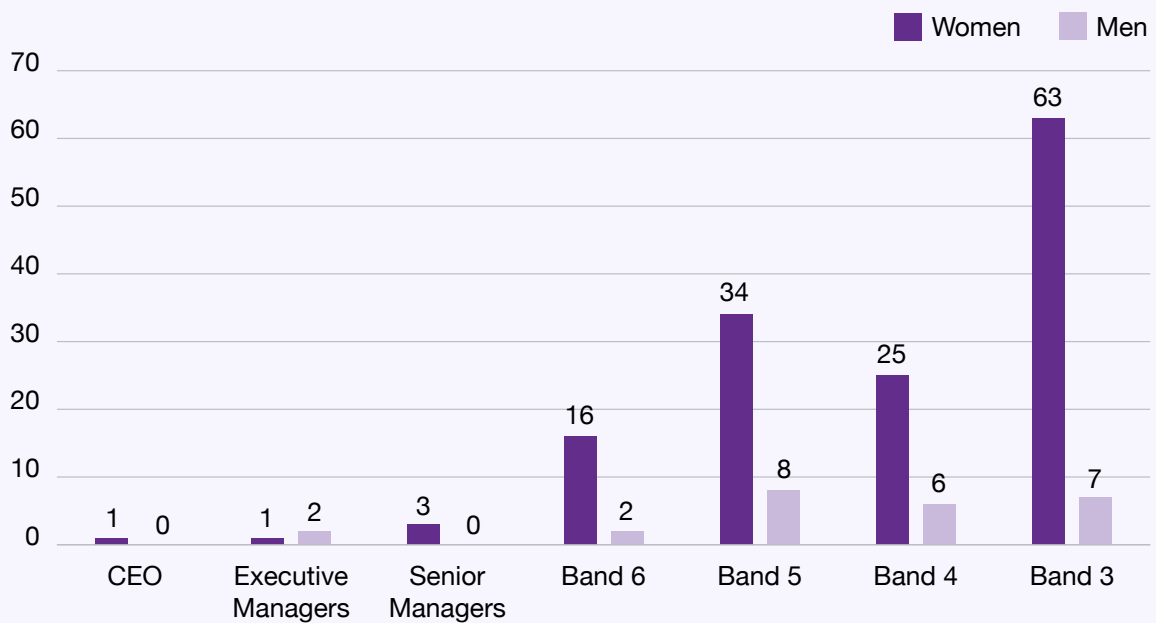
4.1.1 Workplace Gender Findings

**In 2025
Women accounted
for 85.1% of the
total workforce**

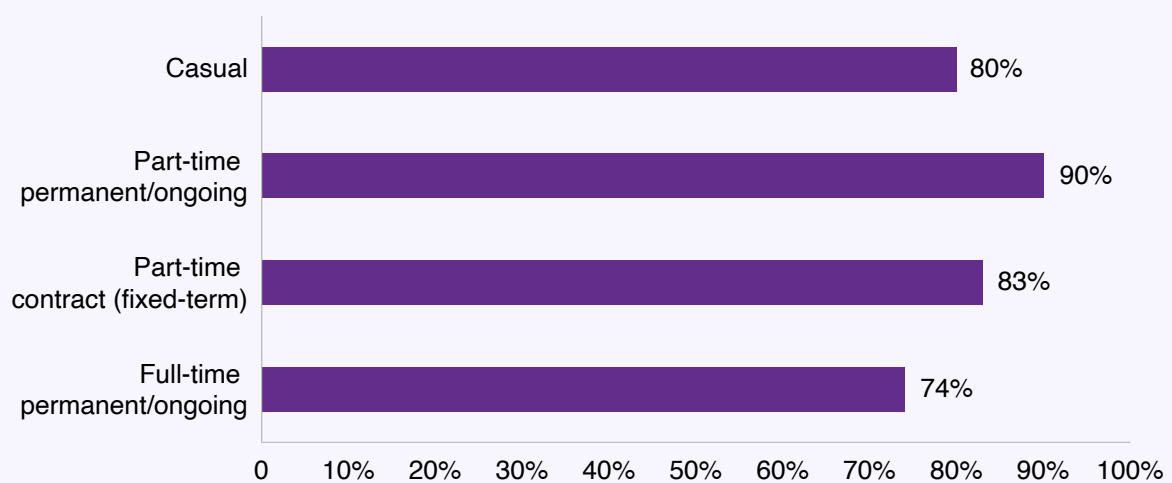
**In 2025
Women accounted
for 71.4% of
senior leaders**

**In 2025
68.5% women
worked part-time**

YPRL Workforce Composition 2025 – Number of employees



Women as a % in each employment type



4.1.2 Strategies and metrics

Strategy	Measures
Incorporate gender equality, diversity and inclusion in plans, frameworks, and strategies as they are reviewed.	All plans, frameworks, and strategies are assessed through a gender equality, diversity, and inclusion lens.
Expand on the gender equality and diversity workforce data collected and reported on to improve gender equality and diversity metrics.	Source a suitable Human Resources Information System (HRIS) and determine a best practice approach to collecting demographic data.
Support leaders to build capacity to lead a gender equitable and inclusive workplace.	All leaders with direct reports participate in Inclusive Leadership and Gender Equity for Leaders trainings to lead an inclusive workplace.

4.2 Indicator 2: Gender composition of the governing body

4.2.1 Workplace Gender Findings

A confidential online survey was distributed to YPRL Board members to collect demographic information for reporting purposes. The available data was subsequently submitted to the Gender Equality Commission by 30 October 2025. The results indicated that the Board’s composition did not meet the Victorian Government’s target of at least 50 per cent representation by women by 2025, as set out in *Safe and Strong: A Victorian Gender Equality Strategy*. In response, YPRL has established a strategy focused on achieving balanced representation on the Board.

4.2.1 Strategies and metrics

Strategy	Measures
Promote diverse voices	Work with YPRL Board to set women representation targets and encourage gender-diverse members.

4.3 Indicator 3: Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender

4.3.1 Workplace Gender Findings

Organisational pay gaps reflect the difference in average full-time equivalent base pay or total remuneration between men and women, as well as between men and gender diverse or non-binary employees. However, there is insufficient data in 2025 to be able to report on the gap for gender diverse and non-binary employees.

Based on the 2025 Workforce Audit data, and calculated using the Gender Equality Commission's prescribed methodology, the pay gap results are as follows:

Method	Gender Pay Gap (Favourable)/Unfavourable (*)
Mean Total Remuneration	5.7%
Mean Base Salary	4.8%
Median Total Remuneration	4.7%
Median Base Salary	5.0%

(*) Positive gaps show women are disadvantaged relative to men.

Across all calculation methods, YPRL's 2025 organisational gender pay gap demonstrates that women, on average, earn less than men. Despite women comprising the majority of the workforce at every level, the gap is influenced by women accounting for a higher proportion of organisational movements—exits, recruitments, and promotions—which results in a greater concentration of women in early years of their new roles (lower band levels), contributing to the overall pay disparity.

4.3.2 Strategies and metrics

Strategy	Measures
Annual pay gap review	Annually, undertake pay gap analysis, share the outcomes to all employees and YPRL Board, and introduce corrective action based on findings.

4.4 Indicator 4: Sexual harassment in the workplace

4.4.1 Workplace Gender Findings

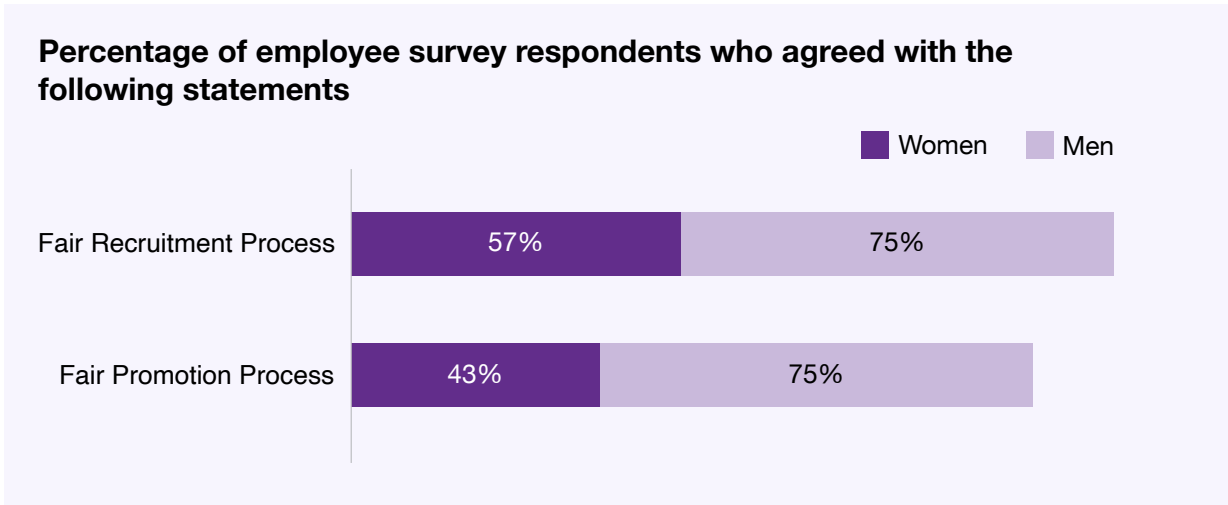
There were no formal reports of sexual harassment in 2025. However, results from the People Matter Survey reveals that 12% of respondents said they experienced sexual harassment at work during the reporting period, with most incidents perpetrated by members of the public. While 73% of respondents expressed confidence in YPRL's workplace sexual harassment measures, the data also identifies clear areas requiring further progress. 61% agree that the organisation takes active steps to eliminate bullying, harassment and discrimination, and 65% feel safe to call out inappropriate behaviour in the workplace.

4.4.2 Strategies and metrics

Strategy	Measures
Strengthen YPRL's zero-tolerance approach to sexual harassment.	Emphasise YPRL's zero tolerance approach. Incorporate a standing agenda item on the YPRL Health, Safety and Wellbeing Committee. Annually communicate and promote resources available to all employees to counter sexual harassment.
Review relevant policies and processes to ensure people of all genders feel safe to report sexual harassment.	Sexual harassment guidelines and procedures are reviewed to ensure these reflect the sector and community practice approach.

4.5 Indicator 5: Recruitment and promotion practices in the workplace

4.5.1 Workplace Gender Findings

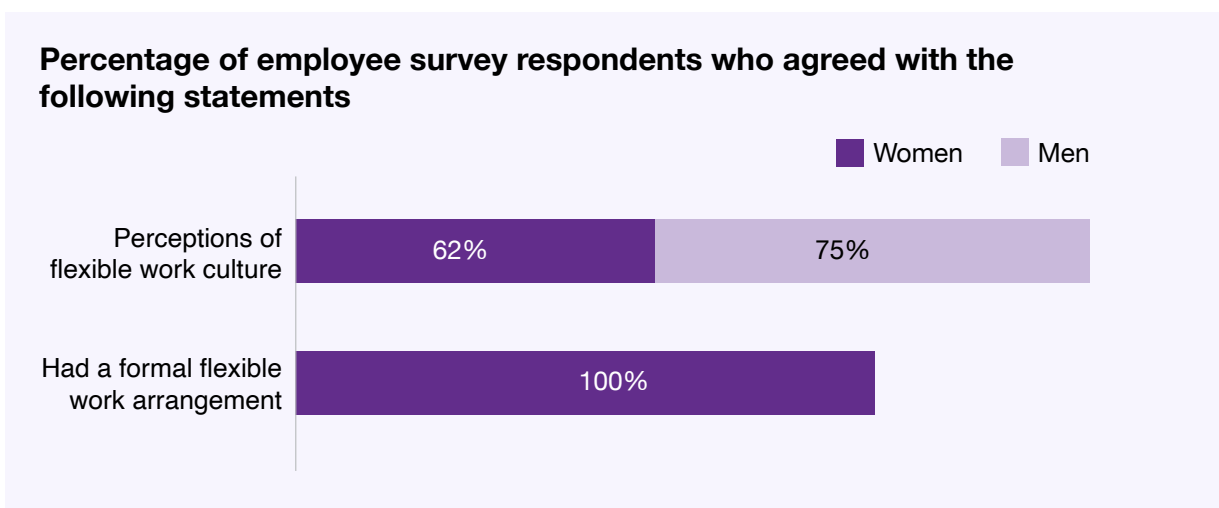
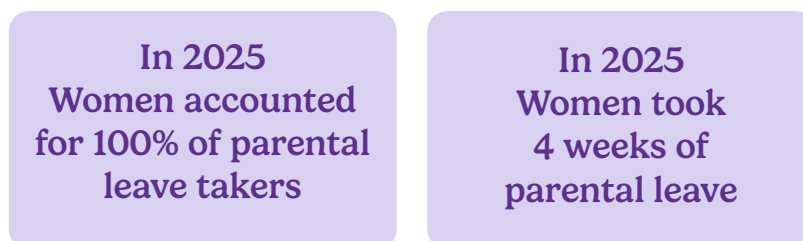


4.5.2 Strategies and metrics

Strategy	Measures
Promote gender equality and inclusion through the recruitment process.	Review recruitment process end to end using an intersectional gender lens. Deliver Gender Equitable and Inclusive recruitment practices training for hiring managers, People and Culture, and leaders.
Monitor employee exits.	Update exit interview process to obtain meaningful data and introduce corrective action based on findings.

4.6 Indicator 6: Availability and utilisation of terms, conditions and practices relating to: family violence leave, flexible working arrangements, and working arrangements supporting employees with family or caring responsibilities

4.6.1 Workplace Gender Findings

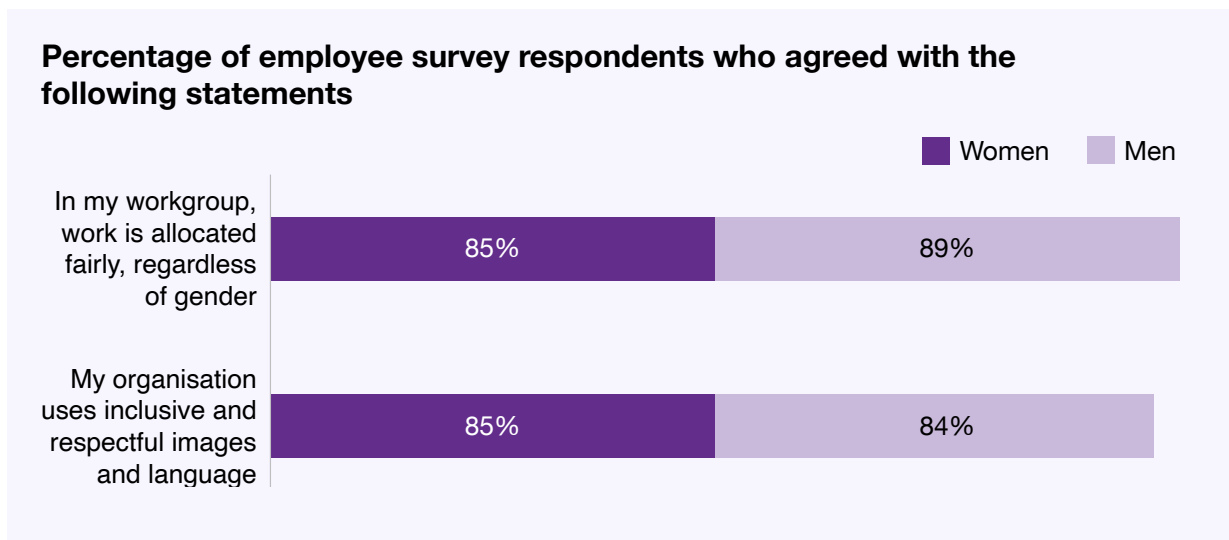
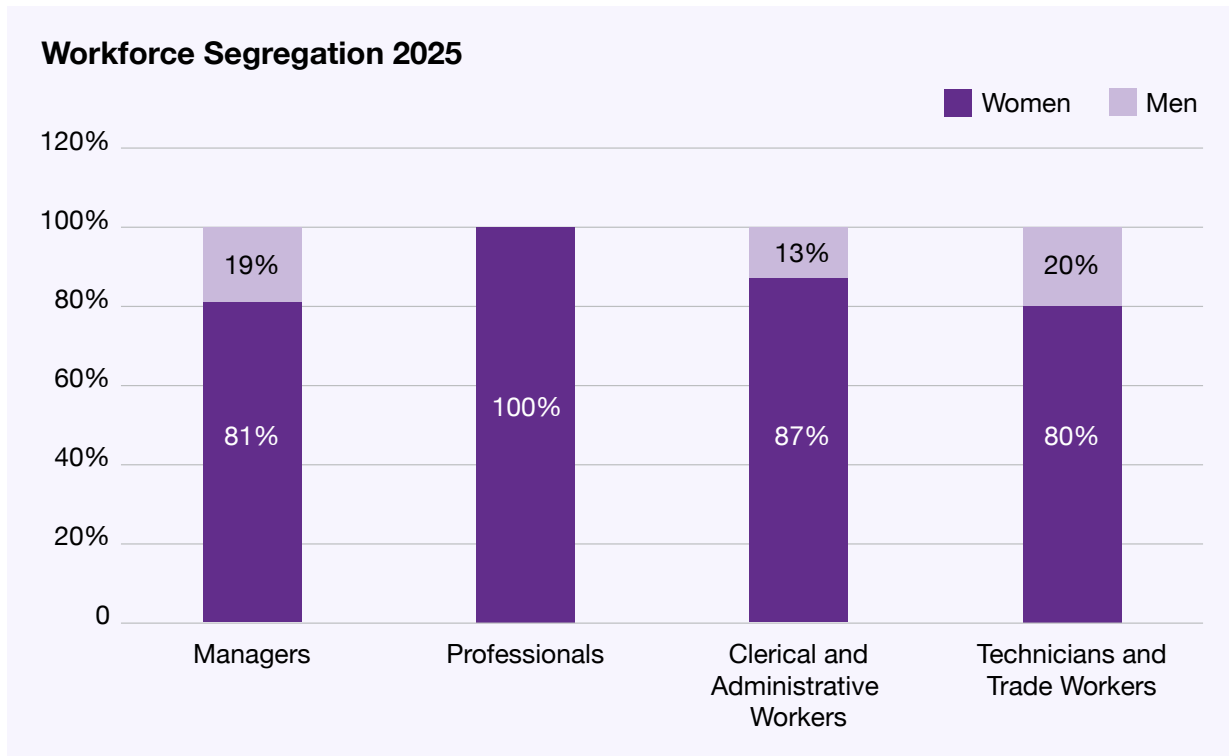


4.6.2 Strategies and metrics

Strategy	Measures
Promote access to flexible working arrangements and address perceived or identified barriers to career advancement.	Communicate flexible working arrangements available. Promote career development opportunities to employees who use flexible work arrangements.
Update parental leave policies and guidelines to be non-gendered.	Lead discussion about parental leave entitlements in the next Enterprise Agreement negotiations.
Strengthen awareness of all genders around family violence.	Apply an intersectional gender lens to family violence training.

4.7 Indicator 7: Gendered segregation within the workplace

4.7.1 Workplace Gender Findings



4.7.2 Strategies and metrics

Strategy	Measures
Encourage diversity in the workplace.	<p>Ensure images around workplace do not promote stereotypes but rather demonstrate diversity.</p> <p>Promote diversity and inclusion in the workplace during the entire recruitment process.</p>
Assess health, safety and wellbeing practices with a gender lens.	Assess current practices and introduce as far as is reasonably practicable corrective actions to ensure that employees of all genders are provided with a safe work environment.

5. Resourcing our GEAP

5.1 Resourcing plan

We adequately resourced the development of our GEAP through executive sponsorship. Data analysis, employee consultation and benchmarking were supported through internal capability, ensuring strategies addressed all gender equality indicators in the Act.

Implementation will be resourced through clearly assigned accountabilities, funded actions within business plans and integration into core people processes such as remuneration reviews, recruitment, flexible work and leadership development. Budget provisions have been set for training, policy enhancements and system improvements to ensure material progress across each indicator.

We will monitor resourcing effectiveness through quarterly GEAP progress reviews, measures linked to each strategy, workforce metrics and employee feedback. Resourcing will be adjusted where progress stalls, risks emerge or priorities change over the life of the plan.



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6.8 Quarterly Finance Report - March 2026 (NOTING)

Responsible Officer: Chief Executive Officer

Author: Luciano Lauronce, Executive Manager Corporate Services

Attachments: 1. Balance Sheet March 2026 [6.8.1 - 1 page]
2. Statement of Cash Flows March 2026 [6.8.2 - 1 page]

EXECUTIVE SUMMARY

The March 2026 Quarterly Financial Report presents YPRL's operating result and capital expenditure financial performance against budget.

RECOMMENDATION

THAT the Board resolves to RECEIVE and NOTE the Quarterly Finance Report March 2026.

REPORT

BACKGROUND

The 31 March 2026 Quarterly Finance Report comprises a review of the current performance against year-to-date budget, full year forecast, and other key financial information.

Operating Result

As of 31 March 2026, YPRL has achieved a \$1.14m underlying operating surplus. This result compares favourably to the year-to-date (YTD) budget by \$253k. Furthermore, the year-end underlying result forecast compares favourably to the annual budget by \$140k. This outcome reflects careful and proactive budget management decisions.

March 2026 Financial Quarterly Report

Operating Result

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Annual Forecast	Forecast Variance	Note
	\$	\$	\$	\$	\$	\$	\$
Income							
Grants - Operating	2,857,527	2,840,027	17,500	2,840,027	2,857,527	17,500	1
Contributions - Operating	11,954,218	11,894,295	59,923	15,859,060	16,534,060	675,000	2
Contributions - Capital	96,800	96,800	-	96,800	96,800	-	
User fees and charges	215,513	193,788	21,725	258,385	258,385	-	
Interest income	290,187	210,933	79,254	281,248	360,000	78,752	3
Other revenue	144,947	68,964	75,983	90,098	163,202	73,104	4
Total Income	15,559,192	15,304,807	254,385	19,425,618	20,269,974	844,356	
Expenses							
Employee costs	(9,672,653)	(9,473,709)	(198,944)	(12,689,352)	(13,352,956)	(663,604)	5
Material and services	(3,149,518)	(3,208,148)	58,630	(4,400,255)	(4,573,545)	(173,290)	6
Depreciation/Amortisation expense	(1,257,258)	(1,380,009)	122,751	(1,840,012)	(1,677,012)	163,000	7
Utility charges	(238,492)	(254,328)	15,836	(391,845)	(421,845)	(30,000)	8
Finance costs - leases	(5,664)	(5,517)	(147)	(7,354)	(7,354)	-	
Total Expenses	(14,323,585)	(14,321,711)	(1,874)	(19,328,818)	(20,032,712)	(703,894)	
Accounting Surplus (Deficit)	1,235,607	983,096	252,511	96,800	237,262	140,462	
Underlying Surplus (Deficit)	1,138,807	886,296	252,511	-	140,462	140,462	

- 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.
- 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, material & services, and utilities expenses.
- Additional interest income as interest rate levels continue to favour YPRL investment returns.
- 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.
- 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 4).
- 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 9).
- 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.
- The unfavourable variance reflects the associated costs to the expansion of services (refer to note 2).

Capital Expenditure

March 2026, overall capital expenditure totals \$1.45m. The year-end forecast is expected to be favourable to budget.

March 2026 Financial Quarterly Report

Capital Expenditure

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Annual Forecast	Forecast Variance	Note
	\$	\$	\$	\$	\$	\$	
Capital Expenditure							
Bookstock	1,069,245	1,220,121	150,876	1,651,785	1,534,260	117,525	9
Plant and Equipment	383,382	420,546	37,164	497,000	497,000	-	
Total Capital Expenditure	1,452,627	1,640,667	188,040	2,148,785	2,031,260	117,525	

9. 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): \$290k
- Average investment return: 4.24% pa (per annum)
- Average 3-month Bank Bill Swap Rate (BBSW) midpoint average: 3.74%
- RBA’s cash rate: 4.10% pa
- Weighted average investment duration: 150 days
- Counterparty: Commonwealth Bank Australia

As of 31 March 2026, the investment asset allocation comprises:

At call deposits

- Allocation: \$309k
- Interest rate: RBA Cash Rate + 20bps

Term deposits

- Allocation: \$7.00m
- Average interest rate: 4.18%
- Average 3-month Bank Bill Swap Rate (BBSW) midpoint average: 3.74%
- RBA’s cash rate: 4.10% pa
- Average maturity: 215 days

- Counterparty: Commonwealth Bank Australia

Financial Position

YPRL, as of 31 March 2026, 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 2.48 (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 within the body of this report.

STRATEGIC RISKS

SR 02: Finance Governance - Failure to ensure financial sustainability

POLICY 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

Priority 4: Organisational Resilience

DECLARATIONS OF CONFLICT OF INTEREST

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

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

END OF AGENDA ITEM

March 2026 Financial Quarterly Report

Balance Sheet

	Jun 2025 \$	Mar 2026 \$	YTD Variance \$
Assets			
Current Assets			
Cash and Cash Equivalents	312,701	1,809,198	1,496,497
Trade & Other Receivables	191,311	129,346	(61,965)
Other financial assets	6,500,000	5,500,000	(1,000,000)
Other Assets	25,261	41,480	16,219
Total Current Assets	7,029,273	7,480,024	450,751
Non-Current Assets			
Bookstock, Plant & Equipment	4,738,960	4,995,329	256,369
Right of use Assets	412,983	351,982	(61,001)
Total Non-Current Assets	5,151,943	5,347,311	195,368
Total Assets	12,181,216	12,827,336	646,120
Liabilities			
Current Liabilities			
Trade and Other Payables	1,191,928	718,528	(473,402)
Contract and other liabilities	132,500	132,500	-
Current Lease Liabilities	86,016	86,016	-
Employee Provisions – Current	2,184,025	2,080,587	(103,438)
Total Current Liabilities	3,594,469	3,017,630	(576,840)
Non Current Liabilities			
Employee Provisions – Non Current	106,405	157,958	51,553
Non Current Lease Liabilities	388,283	324,082	(64,201)
Total Non-Current Liabilities	494,688	482,040	(12,648)
Total Liabilities	4,089,157	3,499,670	(589,488)
Net Assets	8,092,059	9,327,665	1,235,607
Equity			
Accumulated Surplus	6,325,073	7,560,680	1,235,607
Reserves	1,766,986	1,766,986	-
Total Equity	8,092,059	9,327,665	1,235,607

March 2026 Financial Quarterly Report

Statement of Cash Flows

	Mar 25 Inflows/ (Outflows) \$	Mar 2026 Inflows/ (Outflows) \$
Cash flows from operating activities		
Contributions - Operating	11,636,624	11,954,218
Contributions - Capital	-	96,800
Grants - Operating	2,903,027	2,857,527
Grants - Capital	178,806	-
User fees and charges	209,467	215,513
Interest income	258,363	311,380
Other income	222,621	185,719
Payments to employees	(9,050,382)	(9,672,653)
Materials & Services and other payments	(3,498,888)	(3,929,515)
Net cash provided by operating activities	2,859,638	2,018,989
Cash flows from investing activities		
Payments for library books, plant and equipment	(1,423,161)	(1,452,627)
Investments (payments)/redemptions	(1,000,000)	1,000,000
Net cash used in investing activities	(2,423,161)	(452,627)
Cash flows from financing activities		
Interest paid – lease liability	(6,706)	(5,664)
Repayment of lease liabilities	(61,111)	(64,201)
Net cash used in financial activities	(67,818)	(69,866)
Net increase in cash and cash equivalents	368,660	1,496,497
Cash and cash equivalents at the beginning of the financial year	1,131,351	312,701
Cash and cash equivalents at the end of the reporting period	1,500,011	1,809,198

6.9 CEO Report (NOTING)

Responsible Officer:	Chief Executive Officer
Author:	Nicole Rudden, Chief Executive Officer
Attachments:	1. Dashboard Q 3 2025-2026 Final [6.9.1 - 3 pages]

EXECUTIVE SUMMARY

The purpose of this report is to update the Board on each of the focus areas of the YPRL Library Plan 2025-2029.

This report includes a Dashboard summary for Quarter 3 2025-2026 and is for noting.

RECOMMENDATION

THAT the Board resolves to RECEIVE and NOTE the CEO Report

REPORT

YPRL Library Plan 2025 - 2029

Literacy and Learning for Life

First Nations Storytime

First Nations Storytime is a co-designed program developed with local Aboriginal and Torres Strait Islander communities, grounded in a culturally sustaining approach to storytelling, language and connection to Country. Delivered by First Nations staff and Elders, including Aunty Sharon Hughes, the program extends YPRL's Deadly Collections and supports Priority 1: Literacy and Learning for Life.

The program responds to evidence that in 2024, only 33.9% of First Nations children were developmentally on track across all five domains in their first year of school, compared with 54.3% of non-Indigenous children, and aims to strengthen cultural connection, participation and lifelong learning through community-led delivery (ILF statistics - [Indigenous Literacy Foundation | Reports](#)).

Sessions attract 50–120 attendees, with growth in use of First Nations collections (up 12%) and regular participation from First Nations families. Feedback highlights strong community impact, with participants valuing the visibility of culture, the sharing of stories by Elders, and the creation of welcoming, culturally safe library spaces.

"Aunty Sharon shared an emu story and my daughter (3) cannot stop talking about it. Not only are my children learning about culture I am too. Such a wonderful, honest and amazing experience – thank you YPRL" – Edith 33 (mum of 3)

“Coming to a First Nations Storytime, using stories for mob and by mob is something I never see in a public library. I come over from Epping to see this session at Ivanhoe and a carload of three mums and 2 kids. We love Aunty Sharon, Aunty Coralie and the deadly collection. Makes us feel great. Deadly Work” – Trudy 28 Yorta-Yorta

“My baby received a book from the Deadly Books for Deadly Boorai Pilot, so I now go to Mill Park regularly. Coming to see Aunty Sharon is just deadly. To have a strong elder come in and share stories and culture is just what mob wants. Our stories are our truth and history. Thank you YPRL for my bubups being able to see themselves at their local library. Deb 36 Wiradjuri”

Electrification 101: Making the Switch

Eltham Library hosted Electrification 101: Making the Switch in February, attracting strong attendance and demonstrating high community interest in household electrification. The session provided practical guidance on transitioning to solar and battery systems, including costs, available rebates and next steps. Attendees were highly engaged, with many remaining after the session to continue discussions. Upcoming sessions, Draught Proofing (April) and DIY Windows (May), will further build community knowledge and support informed, sustainable decision-making. These programs are delivered in partnership with REthink Nillumbik and facilitated by Going Green Solutions.

Planning for Retirement

Watsonia Library hosted a Planning for Retirement information session on 26 February, delivered by Robbie Proudfoot from Services Australia. An engaged group of attendees explored key considerations for retirement, including income needs, pension eligibility, superannuation, investments and risk management, alongside the emotional aspects of transitioning to retirement. Participants were highly engaged, asking numerous questions, with the presenter remaining after the session to provide individual support.

Diet Choices for Better Health

Delivered at Mill Park Library as part of the Libraries After Dark health education series, the Diet Choices sessions introduced attendees to a range of strategies and options for healthier eating. Presented by local Nutritionist and Dietitian, Suzi Ristevski, she spoke about identifying the right foods, what a healthy diet looks like and why not all diets work. Other sessions in the series included: Gut Health and Navigating Food Allergies and Intolerances. All sessions were fully booked, demonstrating strong community demand for expert information delivered through libraries as trusted spaces for accurate and reliable information. There were many questions from the audiences, and the feedback was that they wanted more of these types of events. There was also a good number of returning attendees who went to all three events.



YPRL Library Plan 2025 - 2029

Connection and Wellbeing

ALIA Community Cohesion Grants

In July 2025, YPRL successfully acquired two ALIA Community Cohesion grants to support delivery of targeted initiatives that foster social inclusion, strengthen community resilience, enhance digital literacy and promote inclusive participation. Aligned with and supported by the Department of Home Affairs' focus on building cohesive communities, these grants enabled us to engage diverse groups through meaningful programming to enhance connection and belonging. Below details the activities in the two grant programs – *Stronger Together* and *The World We Can Build*

Stronger Together focused on inclusive, accessible programming that supported social connection, wellbeing, digital confidence and media literacy, while strengthening and extending existing programs.

Programming included:

- *Dear World* creative engagement sessions across Diamond Valley, Galada and Watsonia (included World Postcard Day, Cards of Kindness, and Make Your Own Postcard School Holiday event)
- Art Is for Everyone workshops for people with disability at Eltham (*detailed below*)
- Building Resilience Against Mis- and Dis-information media literacy sessions for adults and seniors in partnership with RMIT (*detailed under Digital Access*)

- Connecting with Creatives with First Nations artist Emmy Webbers (*detailed below*)
- *Fitness After 50* transition, increasing healthy literacy and community connection for older adults at Mill Park in partnership with DPV Health

The World We Can Build is a creative and collaborative project that invited people of all ages to co-design a symbolic city through a series of programs—both new and existing. Inspired by *The World We Can Build* by Eliza Hull and Sally Rippin, the project explores the values of social cohesion—respect, inclusion, equity, and shared responsibility—through conversation, learning, and creative expression.

The World We Can Build included these events in February and March:

- **Crafting the World We Can Build** - 15 March: A drop-in workshop with artist Fleassy Malay to build book *buildings* and landscape for The World We Can Build exhibition
- **The World We Can Build Exhibition** - 17 - 23 March: A week-long exhibition located on the Upper Ground Floor at Ivanhoe Library and Cultural Hub, supported by drop-in events, collection displays and engagement activities e.g. Look and Find scavenger hunt
- **Make a Mini Version of You for The World We Can Build** - 17 March: A drop-in workshop with LEGO® Master Annie Ronzan to build LEGO® minifigs to place in the exhibition
- **Build Your Piece of The World We Can Build** - 18 March: A drop-in workshop with artist Fleassy Malay to build *landscape* for The World We Can Build exhibition
- **Celebrating The World We Can Build** - 18 March: A special event featuring a live reading from the brilliant co-authors of The World We Can Build, **Sally Rippin** and **Eliza Hull**. The event was AUSLAN interpreted.

Book building workshops were also held regionally at Whittlesea, Rosanna, Eltham and Ivanhoe.

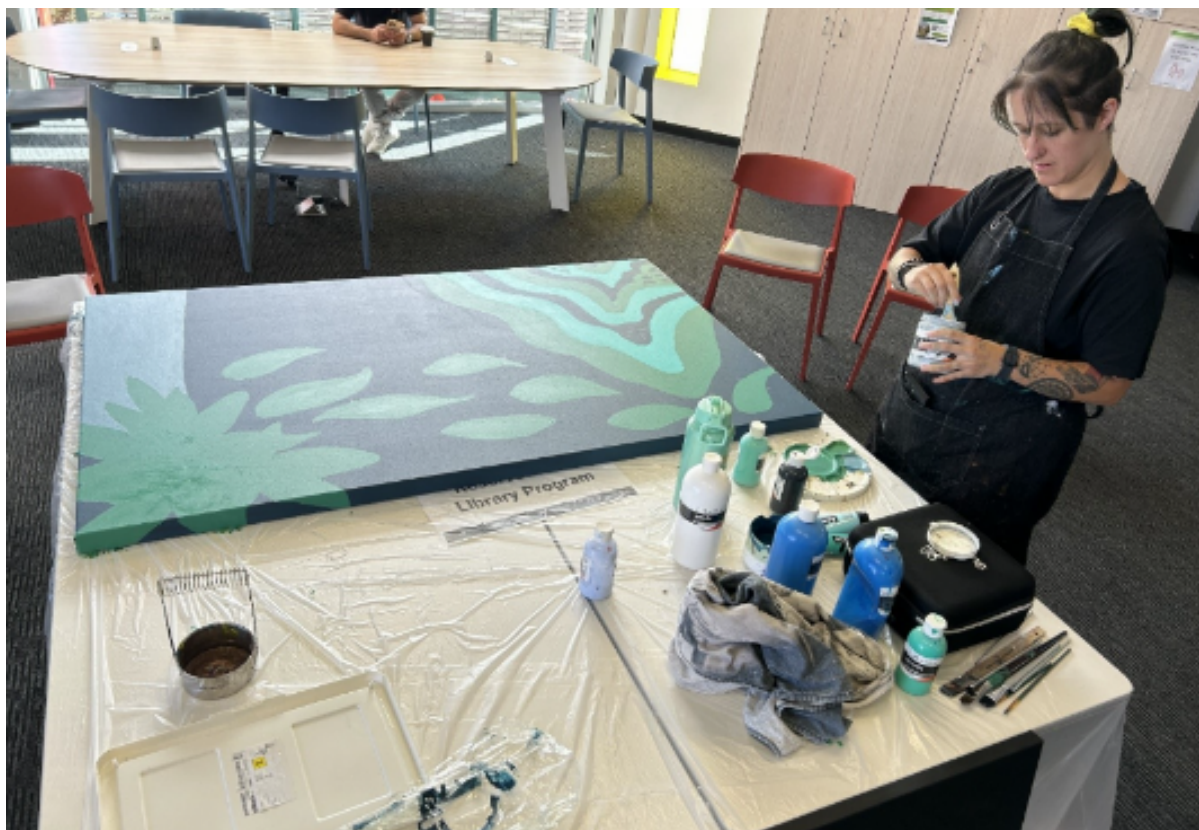
Quotes received from feedback forms from the event:

- *Keep making more such creative, inclusive and welcoming events and activities. They continue to inspire grown-ups and kids alike. Thank you!*
- *It was really inspirational and amazing that it had the authors.*
- *A beautiful exhibition - inclusive, fascinating and very engaging.*



Connecting with Creatives: Painting Workshop with Emmy Webbers (part of the Stronger Together program)

Lalor Library hosted Indigenous artist Emmy Webbers as Artist in Residence on 21 March during Cultural Diversity Week. Over 60 patrons of all ages engaged with Emmy as she created new artwork, discussed her practice, and promoted YPRL's Deadly Collection and art books. Children used Indigenous stamps to create library bags, while an enthusiastic group of adults participated in a one-hour workshop to produce their own pieces. Feedback was overwhelmingly positive, demonstrating strong community interest in culturally rich creative experiences that will inform future programming.



Art is for Everyone (part of the Stronger Together program)

Eltham Library delivered the *Art is for Everyone* program in February and March, facilitated by artist and art therapist Rachel Holland. This program was designed to foster connection, inclusion, and the celebration of diverse voices through hands-on artistic exploration. Local participants of all backgrounds and abilities were invited to come together in a welcoming, supportive environment and share their creative interests. Each session focused on a different artistic medium - Watercolour, Pastels, Collage and Clay - and encouraged participants to explore new skills and express their individual perspectives. Throughout April, participants who opt in will have their artworks on display at Eltham Library, highlighting the value diverse voices bring to our communities and celebrating artistic expression in its many forms.



Magic: The Gathering

Rosanna Library hosted a youth-focused "*Magic: The Gathering*" program, delivered in partnership with Banyule Youth Services. The program focuses on fostering imaginative world-building and strategic thinking, while providing an inclusive and welcoming environment for both new and experienced participants. It also created opportunities for skill-sharing, peer learning, and confidence-building among the attendees. Attendance was strong, with a diverse group of participants and positive feedback received throughout the session. One attendee noted, *"I'd never played before, so there was a lot to learn, but I had a really good time and I want to keep going with it!"*, others said the event was *"really great"* and they're *"looking forward to the next one"*.

Chinese Cultural Night

To celebrate Chinese New Year, Mill Park Library hosted a Libraries After Dark event showcasing the cultural tradition of lion dancing, followed by a live performance of the ancient Chinese instrument, the Guzheng. It was an evening of excitement, colour and Chinese history as the lion dance performance meandered throughout the library. This was followed by a relaxing live music performance by the Silk String Music School. Approximately 200 people of all ages came along on the night. There were also books and handouts available explaining the history behind these traditions. Many from the local Whittlesea Chinese Association were in attendance as well.



Women of Whittlesea

Whittlesea Library hosted the *Women of Whittlesea* event on 6 March to mark International Women's Day, in partnership with the Country Women's Association. The two-hour program featured a diverse panel of speakers from across the community, including representatives from the CFA, and the local Women's Shed, who shared personal stories and experiences. The event attracted more than 70 attendees. Feedback was highly positive, with participants highlighting increased awareness of local community contributions, a strong sense of empowerment, and valuable opportunities to connect with others during the event and subsequent afternoon tea.



Catalyst Library visit

YPRL has developed a partnership with Catalyst Disability Training and Disability Services, bringing young adult clients for regular visits focused on exploring career pathways and building confidence in a community setting. Participants make use of library facilities and services to support job searching, digital literacy, and independent learning. These informal visits have supported the clients to become more familiar with the library environment and provides a space for individuals to explore their interests while working toward future employment goals. A pilot work experience program will commence at the end of the month, aimed at clients interested in roles within libraries and community services. This initiative will provide practical, hands-on experience and skill development to improve employability. The partnership highlights the library's commitment to inclusion, accessibility, and supporting diverse pathways to employment.

Media mentions (*NOTE: this does not cover a full quarter - only February and March 2026*)

Publication	Number of mentions
Star Weekly – Northern	4
Mirage News	1
Nillumbik News	2
The Local Scoop (CoW)	1
Banyule Banner	2
Banyule Greenwrap eNews	1
Banyule eNews	1
Nillumbik eNews	1
Nillumbik Arts eNews	1
Nillumbik Environment & Sustainability eNews	1
Nillumbik Disability Inclusion eNews	1
Nillumbik Ageing Well	1
Creative Catch Up CoW eNews	1
CoW eNews Children and Families	1
Heidelberg Historian	1
SBS German	1
Neos Kosmos	1




Social media

Engagement	Followers	Reach
7,860	14,921	26,992

Email news

Engagement (emails opened)	Subscribers	Reach
81,523	100,111	213,399

Combined social media and email news

Engagement	Followers	Reach
89,383	115,032	240,931
		

YPRL Library Plan 2025 - 2029

Digital Access and Innovation

Facts or Fakes: Spot the Difference Online (part of the Stronger Together program)

Sushi Das, a journalism lecturer from RMIT, delivered two workshops at Mill Park Library focusing on supporting community members to identify what is real and what is fake online. A daytime and an evening session were offered, and both were fully booked. The sessions were informative and highly engaging, with strong discussion and interaction, particularly around the topic of artificial intelligence. The workshops reinforced the role of libraries as trusted and welcoming spaces for accessing factual information and developing critical skills to recognise misinformation. Attendees reported increased confidence in identifying online traps and expressed strong interest in attending future programs on this topic.

"I now feel less nervous and unsure. With this information I now have 'tools' to check whether things online are fake or true. I've now been informed and equipped to check."

"Presenter had excellent knowledge of subject matter."

"I was searching for this information."



Cybersecurity For Small Business

This program was delivered at Watsonia Library on 31 March by IT security specialist Tom Mason. The session supported small business operators to better understand and respond to increasing cyber threats and scams. All the participants were highly engaged, contributing to strong discussion. Topics included phishing, supplier impersonation, payment fraud, ATO scams, ransomware, and reputation extortion. Feedback was very positive, with attendees describing the session as highly informative and expressing interest in applying the strategies discussed. Several participants also requested further sessions with the presenter. The program was delivered in partnership with the Watsonia Traders Association.



Making Music with Makey Makey

As part of the STEAM event at Mill Park Library, children and their parents participated in a hands-on activity exploring coding and music creation using Makey Makey circuits. Through a simple Scratch program, participants learned how conductive objects could be mapped to keyboard inputs to trigger sounds, demonstrating the connection between coding, circuits and sound. Children were highly engaged and fascinated by how everyday materials could be transformed into interactive musical instruments. The activity provided accessible, supportive opportunities for families to build digital literacy skills, regardless of prior experience with technology.

YPRL Library Plan 2025 - 2029

Organisational Resilience

YPRL Response to Modernising and Harmonising Classification Standards

Yarra Plenty Regional Library will be submitting a response to the Australian Government's proposed [Update to Modernise and Harmonise the Classification Guidelines \(2025\)](#), aligned with the draft submission being prepared by the Australian Library and Information Association. YPRL's response will emphasise the

need for the final guidelines to clearly recognise public libraries as non-commercial lending environments and to avoid unintended impacts on free and equitable access to reading and information. The submission will also highlight the importance of the review process considering impacts across the book trade industry as a whole, including publishers, booksellers, distributors, and libraries, to ensure the updated guidelines support a sustainable and accessible reading community.

Supplemental Agreement 2025 and Meetings Local Law 2025

The Meetings Local Law 2025 was signed and sealed on 23 December 2025. The document was submitted to the Minister for Local Government and published in the Government Gazette on 19 March 2026.

The Supplemental Agreement 2025 was fully executed by all three (3) member councils on 3 February 2026 and is awaiting insertion into the Government Gazette by the Minister for Local Government.

PLV Advocacy Campaign

On 17 March 2026, we supported Public Libraries Victoria's (PLV) advocacy initiative at Parliament House, hosted by the Minister for Local Government, the Hon. Nick Staikos MP. The Minister spoke to the critical role public libraries play in strengthening and supporting communities across Victoria. Attendees also heard from Victoria's Public Libraries Ambassador, Andrea Rowe, who shared a reading of her book *Audrey Skips*. Angela Savage, CEO of Public Libraries Victoria, addressed prevalent misconceptions about public libraries and emphasised the collective responsibility of the sector to consistently communicate the value and breadth of contemporary library services.



On 19 March 2026, YPRL wrote to all local State Government MPs to advocate for increased funding for public libraries to be included within the State Budget 2026/2027

Rosanna Library tours

Since the official opening of Rosanna Library on 13 February 2026, the new branch has become a focal point for professional and stakeholder engagement. Its design, community spaces, and technology features have attracted strong sector interest, positioning Rosanna as a standout example of contemporary library innovation and adaptable service delivery.

To date, the branch has hosted 15 official tours for library and local government groups, including Public Libraries Victoria's Operations SIG (with members from Maribyrnong, Ballarat, and Bendigo), the City of Whittlesea Infrastructure Team, Barrbunin Beek, and the Public Libraries Victoria's CEO and President. Several councils planning refurbishments or new developments now view Rosanna as a benchmark site reflecting its growing influence across the sector.

Children's Campaign

YPRL launched a children's membership campaign on Library Lovers Day (14 February) to boost registrations among 0-12 year olds and foster lifelong library connections.

The campaign features low-cost, plastic-free membership cards beautifully illustrated by local children's book authors and illustrators. Each new child member receives a YPRL-branded library bag with the same artwork, filled with an interactive exploration booklet encouraging library visits, borrowing, and entry into a major prize draw.

Running until mid-May, the campaign has already driven a 217% increase in child registrations compared to the same quarter last year. It has also lifted YPRL app usage by 15% from the previous as guardians use it to manage children's loans.

Social media engagement has been strong, amplified through collaborations with participating authors and illustrators, plus promotion by Victoria's first Public Libraries Ambassador and children's book author Andrea Rowe.

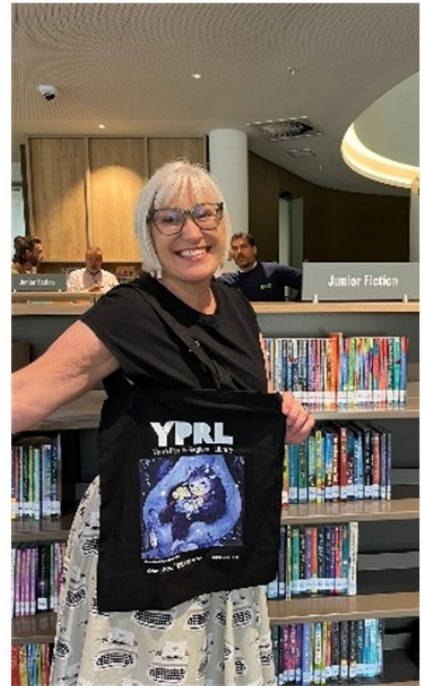
Building on the success of the children's membership campaign, a strategic review of marketing approaches is underway to inform the design of a sustainable, "always-on" model that supports ongoing growth in children's membership.



Emma Sjann Beukers



Annabelle Hale



Andrea Rowe



CONSULTATION

YPRL Senior Leadership Team and people leaders.

CRITICAL DATES

N/A

FINANCIAL IMPLICATIONS

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

STRATEGIC RISKS

SR 02: Finance Governance - Failure to ensure financial sustainability

SR 04: Governance - Failure to comply with statutory obligations, policies or governance frameworks

SR 07: Organisational Infrastructure - Existing assets fail to meet the minimum service requirements

SR 09: Organisational Service Delivery - Risk of failing to meet evolving community needs or Member Council expectations

POLICY AND LEGISLATION

N/A

LINKS TO LIBRARY PLAN

Priority 1: Literacy and Learning for Life

Priority 2: Connection and Wellbeing

Priority 3: Digital Access and Innovation

Priority 4: Organisational Resilience

DECLARATIONS OF CONFLICT OF INTEREST

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

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

END OF AGENDA ITEM

MEMBERSHIP 1

Total Members:

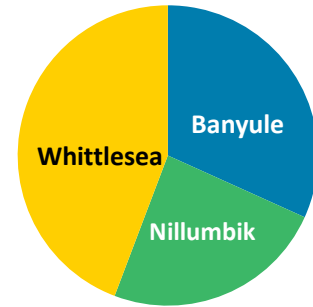
Banyule: 77,428
 Nillumbik: 58,585
 Whittlesea: 107,875



Active Members (Q3): 62,901

New Members: 12,949

Total Members



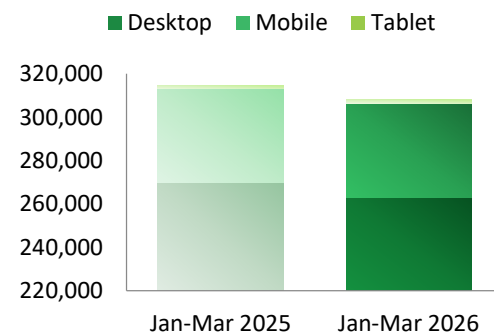
USAGE

App Hits: 149,552
Catalogue Hits: 118,707
Website Hits: 308,004

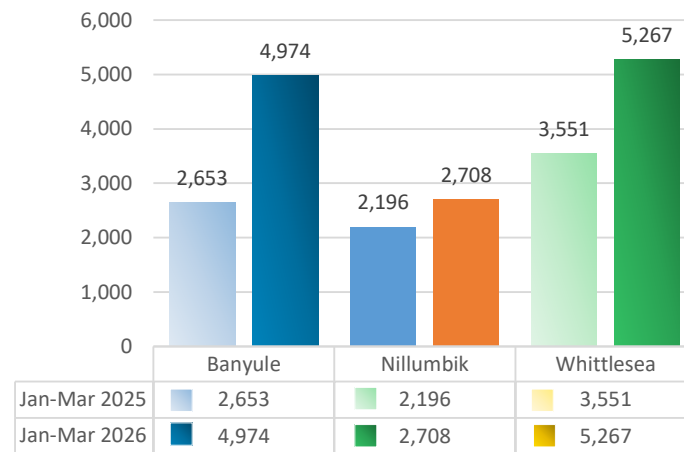
Wi-Fi Total Sessions: 28,466
 Banyule: 13,039
 Nillumbik: 6,354
 Whittlesea: 9,073

Branch Visits: 398,488

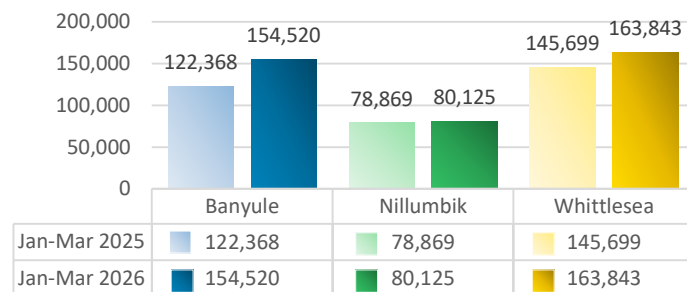
Website Hits



New Members Totals



Branch Visitation



OUR BUSINESS

2025/2026 Q3: 1 Jan-Mar 31

EVENTS

Events: 1,270 (12.9% decrease)
Attendees: 33,350 (11.33% increase)

Community Engagement

2,347

NEW Child Members (0-12)

That's a **217% increase** when compared to the same quarter last year.



12,949

TOTAL NEW MEMBERS



1028 people participated in YPRL Scavenger Hunts

393 participants attended Storytimes with an Auslan interpreter



398,488
Library Visits

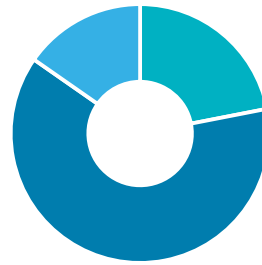


School Holiday Program: 42 events attracted 1,300 attendances

STAFF 2



Staff Total 196
Full Time 43
Part Time 123
Casual 30
Volunteer Total 93



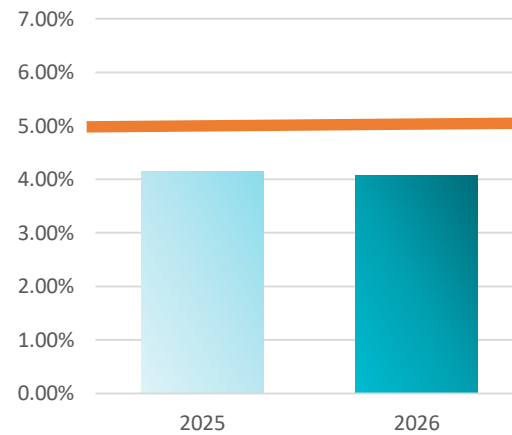
■ Full Time ■ Part Time ■ Casual

FTE Budget: 107.40 FTE Actual: 114.70

Staff FTE is over budget.

Staff Turnover: 2.59% (previously 1.66%)
Absenteeism: 4.08% (previously 4.14%)
KPI: Under 5%

Absenteeism



	2025	2026
Training Hours Delivered	772.00	1,561.75
Average per Employee	4.41	7.97

PROJECTS

●	Watsonia Library Community Room refurbishment. Work commenced.
●	West Heidelberg Olympic Village Community Library. Planning in progress with Banyule City Council.
●	West Wollert Mini Branch. Planning discussions still ongoing with City of Whittlesea Council.

●	On Time, On Budget
●	Delayed
●	Under Evaluation

OUR PEOPLE & FINANCE

2025/2026 Q3: 1 Jan-Mar 31

FINANCES

Q3. 2025-2026 Financial Report

Working Capital Ratio
2.48
 Minimum level 1.3

YTD Capital Expenditure
Under budget \$188k



YTD Underlying Result
 Favourable to budget \$252k



Accounts Receivable
 Decreased \$62k

Accounts Payable
 Decreased \$473k



Cash Balance
\$7.31 million
 (In line with YTD result and capital expenditure)

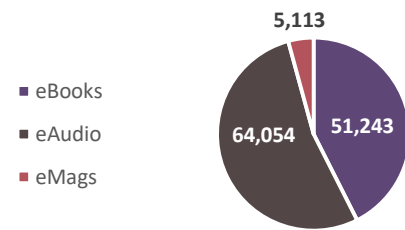


Forecast Underlying Result
 Year End 2025/26
 - Favourable to budget \$140k

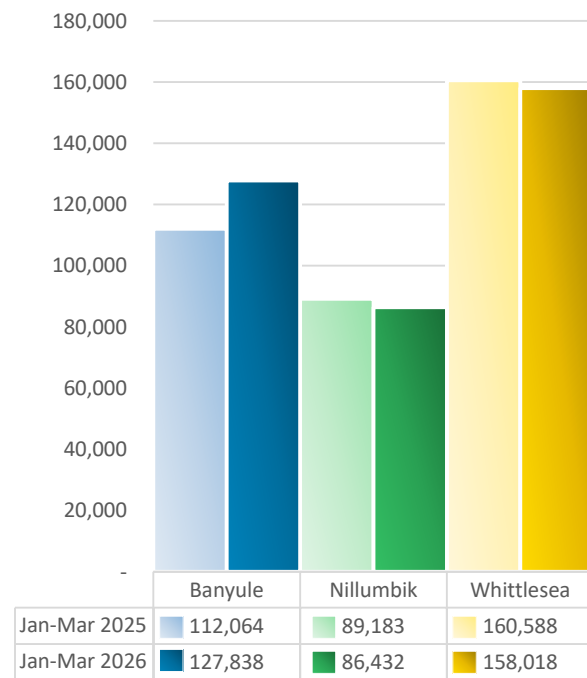
COLLECTION

Total Physical and Digital Collection: 492,698
Total Physical Items: 372,288
Total Digital Items: 120,410
Total Digital Platforms: 22
Recently Purchased Stock: 27,113

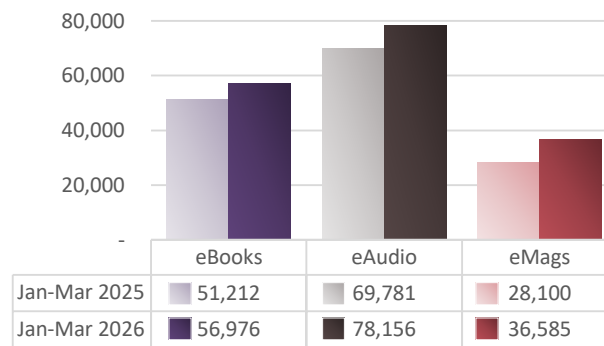
Digital Collection



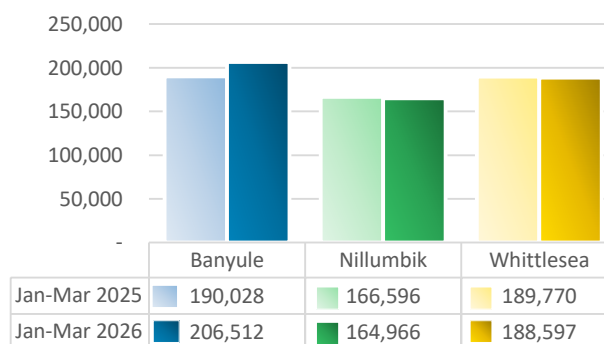
Total Physical Items



Digital Loans



Physical Loans



FOOTNOTES

1. Branch visitation and memberships continue to increase with the introduction of the new mini branch at murnong and the re-opening of Rosanna library.
2. Actual FTE is above budget due to the expansion of services. Budget provision was approved by member councils and within their budgets.

OUR ASSETS

2025/2026 Q3: 1 Jan-Mar 31

LOANS

Total Digital Loans: 171,717 (15.17% increase)
Total Physical Loans: 560,075 (2.5% increase)
Total Loans: 731,792 (5.22% increase)

Collections Report

Book Express loans are up 2% compared to the same quarter last year.

That's **14,528** new releases borrowed.



NEW BRANCHES

4,816 adult fiction books borrowed
 at Rosanna Library

1,907 children's books borrowed
 at murnong Library



Loans of junior and young adult books increased by **10%** over BIG Summer Read

8,183 Kanopy Films Streamed



7 Consideration of Action on Petitions and Joint Letters

None

8 General Business

None

9 Reports from Delegates Appointed by the Board to Other Bodies

10 Urgent Business

11 Confidential Meeting

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

12 Meeting Closure