



# AGENDA PAPER

and

accompanying documents

for the

## Ordinary Meeting of the Board

of the

## Yarra Plenty Regional Library Service

Thursday 18 June 2026

at

6:00 pm

Diamond Valley Library

Civic Drive, Greensborough VIC 3088

## **TO BOARD MEMBER**

Yarra Plenty Regional Library Board Meeting will be held on:

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### **DATE AND TIME:**

Thursday 18 June 2026 at 6:00 pm

### **LOCATION:**

Diamond Valley Library, Civic Drive, Greensborough VIC 3088

### **APOLOGIES:**

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

by **Monday 15 June 2026**

**Chief Executive Officer**

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## 1 Welcome and Apologies

Cr Christine Stow, City of Whittlesea

Agata Chmielewski, City of Whittlesea. Anthony Traill is the nominated delegate

Joseph Tabacco, Banyule City Council.

## 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 30 April 2026**

That the Board resolves to confirm the Minutes of the Ordinary Meeting of 30 April 2026.

Minutes of the Meeting  
of  
30 April 2026

## **5 Actions Arising from Previous Meetings**

**NIL**

## **6 Presentation of General Reports**

# Presentation of General Reports

## 6.1 Diamond Valley Branch Manager Presentation (NOTING)

Responsible Officer: Chief Executive Officer  
Author: Annelies Norland, Branch Manager Diamond Valley Library  
Attachments: Nil

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### EXECUTIVE SUMMARY

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

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### RECOMMENDATION

**THAT the Board resolves to RECEIVE and NOTE the presentation**

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### 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.

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**END OF AGENDA ITEM**

## 6.2 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]

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### EXECUTIVE SUMMARY

On 30 April 2026, the Board resolved to approve the Budget 2026/2027 for public exhibition and directed the Chief Executive Officer to give public notice of the preparation of the Regional Library Budget in accordance with sections 129(1) and (3) of the *Local Government Act 1989*. Following the conclusion of the public notice period, the Board is now required to formally adopt the Budget 2026/2027. There were no public submissions received.

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### RECOMMENDATION

**THAT the Board resolves to formally ADOPT the YPRL Budget 2026/2027.**

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### REPORT

#### BACKGROUND

The Budget 2026/2027 (Budget) has been prepared in alignment with the Library Plan 2025–2029 and recognising the essential role of libraries in supporting community wellbeing, literacy, digital inclusion and social connection.

In response to population growth and increasing demand, the Budget reflects planned service expansion, including the Murnong and Heidelberg West Mini Library branches and upgrades at Rosanna Library.

The Budget was made available for public comment for 28 days from 3 May 2026 via the YPRL website and library branches. No submissions were received.

The Budget represents a balanced and sustainable approach to service growth while maintaining high service standards.

#### CONSULTATION

The Budget 2026/2027 was advertised in *The Age* newspaper and available for public inspection and submission of feedback at all library branches and on the YPRL Website.

**CRITICAL DATES**

Budget and submissions presented to the Board for adoption	18 June 2026
Adopted Budget 2026/2027 submitted to the Minister on or before	30 June 2026
Public notice of adoption of the Budget 2026/2027 issued	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, 129 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**

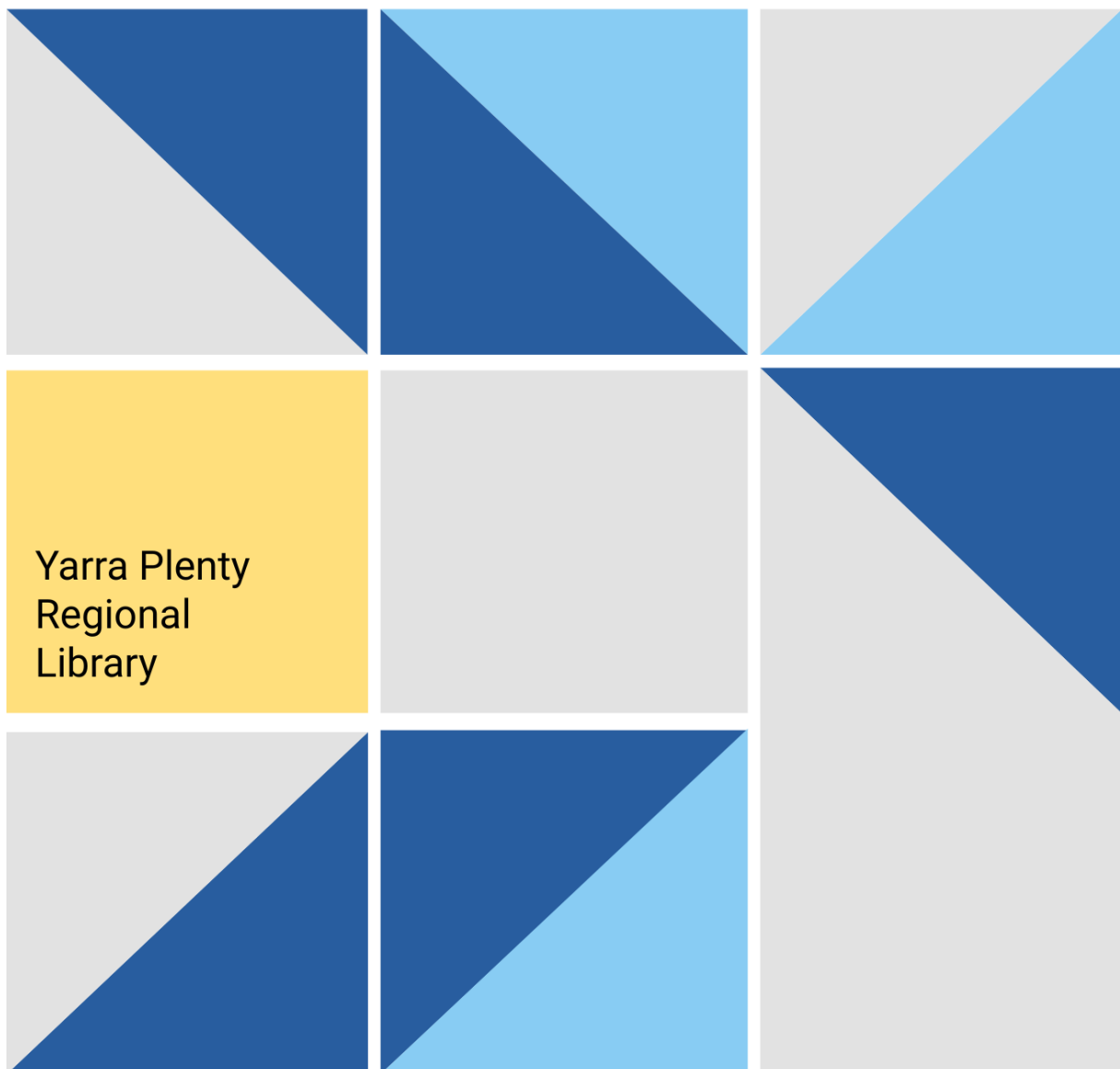
Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

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.

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**END OF AGENDA ITEM**

# Budget 2026–2027



[ypri.vic.gov.au](http://ypri.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
		\$	\$	\$	\$	\$
<b>Income</b>						
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
<b>Total Income</b>	5.1.1	<b>20,259,974</b>	<b>21,473,688</b>	<b>22,564,333</b>	<b>23,174,260</b>	<b>23,840,350</b>
<b>Expenses</b>						
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
<b>Total Expenditure</b>	5.1.2	<b>20,032,712</b>	<b>21,473,688</b>	<b>22,564,333</b>	<b>23,174,260</b>	<b>23,840,350</b>
<b>Surplus of the year</b>		<b>227,262</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Underlying Surplus of the year</b>		<b>130,462</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### 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
		\$	\$	\$	\$	\$
<b>Assets</b>						
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
<b>Total Current Assets</b>		<b>6,222,767</b>	<b>6,275,488</b>	<b>6,339,167</b>	<b>6,405,899</b>	<b>6,476,210</b>
<b>Non-Current Assets</b>						
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	-
<b>Total Non-Current Assets</b>		<b>5,506,191</b>	<b>5,423,594</b>	<b>5,326,802</b>	<b>5,229,656</b>	<b>5,132,147</b>
<b>Total Assets</b>	5.2.1	<b>11,728,958</b>	<b>11,699,082</b>	<b>11,665,969</b>	<b>11,635,555</b>	<b>11,608,357</b>
<b>Liabilities</b>						
<b>Current Liabilities</b>						
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
<b>Total Current Liabilities</b>		<b>3,003,125</b>	<b>3,065,827</b>	<b>3,129,857</b>	<b>3,200,776</b>	<b>3,170,691</b>
<b>Non-Current Liabilities</b>						
Employee Provisions		108,533	110,704	112,918	115,458	118,345
Non-Current Lease Liabilities		297,979	203,230	103,873	-	-
<b>Total Non-Current Liabilities</b>		<b>406,512</b>	<b>313,934</b>	<b>216,791</b>	<b>115,458</b>	<b>118,345</b>
<b>Total Liabilities</b>	5.2.2	<b>3,409,637</b>	<b>3,379,761</b>	<b>3,346,648</b>	<b>3,316,234</b>	<b>3,289,036</b>
<b>Net Assets</b>		<b>8,319,321</b>	<b>8,319,321</b>	<b>8,319,321</b>	<b>8,319,321</b>	<b>8,319,321</b>
<b>Equity</b>						
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
<b>Total Equity</b>		<b>8,319,321</b>	<b>8,319,321</b>	<b>8,319,321</b>	<b>8,319,321</b>	<b>8,319,321</b>

### 3.3 Statement of Cash Flows

For the four years ending 30 June 2030

	Notes	Forecast	Budget	Projections		
		2025/26	2026/27	2027/28	2028/29	2029/30
		Inflows/ (Outflows)	Inflows/ (Outflows)	Inflows/ (Outflows)	Inflows/ (Outflows)	Inflows/ (Outflows)
		\$	\$	\$	\$	\$
<b>Cash flows from operating activities</b>						
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)
<b>Net cash provided by operating activities</b>	5.3.1	<b>1,298,079</b>	<b>1,856,587</b>	<b>1,903,224</b>	<b>1,952,783</b>	<b>2,003,782</b>
<b>Cash flows from investing activities</b>						
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	-	-	-	-
<b>Net cash used in investing activities</b>	5.3.2	<b>(531,260)</b>	<b>(1,711,598)</b>	<b>(1,744,472)</b>	<b>(1,788,084)</b>	<b>(1,832,786)</b>
<b>Cash flows from financing activities</b>						
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)
<b>Net cash used in financial activities</b>	5.3.3	<b>(93,370)</b>	<b>(96,171)</b>	<b>(99,055)</b>	<b>(102,026)</b>	<b>(104,826)</b>
<b>Net increase in cash and cash equivalents</b>		<b>673,449</b>	<b>48,818</b>	<b>59,697</b>	<b>62,673</b>	<b>66,170</b>
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
<b>Total Capital Expenditure</b>	<b>5.4.1</b>	<b>2,031,260</b>	<b>1,711,598</b>	<b>1,744,472</b>	<b>1,788,084</b>	<b>1,832,786</b>

### 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	-
<b>Grand Total</b>	<b>1,711,598</b>	<b>138,146</b>	<b>1,573,452</b>

### 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
<b>Total Income</b>	<b>20,259,974</b>	<b>21,473,688</b>	<b>5.99%</b>	<b>1,213,714</b>

#### 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
<b>Total Council Contributions</b>	<b>16,534,060</b>	<b>17,844,830</b>	<b>7.93%</b>	<b>1,310,770</b>

#### 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)
<b>Total Grants - Operating</b>	<b>2,857,527</b>	<b>2,840,027</b>	<b>(0.61%)</b>	<b>(17,500)</b>

### 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
<b>Total other income</b>	<b>771,587</b>	<b>788,831</b>	<b>2.23%</b>	<b>17,244</b>

### 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)
<b>Total Operating Expenditure</b>	<b>20,032,712</b>	<b>21,473,688</b>	<b>7.19%</b>	<b>1,440,976</b>

### 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
<b>Total Materials and Services</b>	<b>4,573,545</b>	<b>4,777,997</b>	<b>4.47%</b>	<b>204,452</b>

(\*) Collection content costs include expenditures for content subscriptions, digital content (eContent), and other collection materials that are not recognised as assets, such as physical audiobooks, DVDs, and newspapers.

### 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 \$
<b>Ivanhoe</b>				
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
<b>Thomastown</b>				
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
<b>Diamond Valley</b>				
Community room	20	6.40	19.60	39.15
<b>Watsonia</b>				
Community room	25	6.40	19.60	39.15
<b>Mill Park</b>				
Local History room	15	6.90	11.10	22.30
Computer room	16	Free	Free	38.00
<b>Lalor</b>				
Conference room	50	6.45	21.60	32.50
<b>Rosanna</b>				
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@yprr.vic.gov.au



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

## 6.3 Procurement Policy 2026 (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Executive Manager Corporate Services
Attachments:	1. Procurement Policy 2026 [6.3.1 - 21 pages]

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### EXECUTIVE SUMMARY

As per the *Local Government Act 1989*, Section 186A, a Regional Library must at least once in each financial year review the current procurement policy and may amend the procurement policy.

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### RECOMMENDATION

**THAT the Board resolves to RECEIVE, NOTE and ADOPT the Procurement Policy 2026.**

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### REPORT

#### BACKGROUND

The YPRL Procurement Policy 2026 (the Policy) is made under Section 186A of the *Local Government Act 1989* (the Act). The Act requires each local government agency to:

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

The Policy was revised to align with the 2025–2029 Procurement Policies of YPRL’s Member Councils and developed in collaboration with the Northern Councils Alliance. Additionally, the Audit and Risk Committee conducted a comprehensive review on 4 June 2025.

The key changes incorporated in the Policy include:

- Establishment of a six-month review timeframe to the policy.
- Inclusion of additional Definitions including Total Contract Sum, Emergency, Probity Advisor, Probity Plan, and YPRL Staff.
- Inclusion of Cyber Security requirements (Section 2.1.8.).
- Inclusion of Policy Breach details (Section 2.1.10.).
- Inclusion of additional details regarding procurement thresholds and YPRL Board authority to authorise a public tender prior to commencement (Section 2.3.2.).
- Update of Procurement Exemptions (Section 2.3.3.).
- Inclusion of delegation to the CEO to appoint a Probity Advisor (Section 2.3.4.3).
- Removal of ambiguity in the wording of the policy.

## **CONSULTATION**

The YPRL Procurement Policy 2026 has been reviewed by all staff with delegation authority under the Policy, endorsed by the YPRL Audit and Risk Committee and compared against all three Member Council Procurement Policies.

## **CRITICAL DATES**

30 June 2026

## **FINANCIAL IMPLICATIONS**

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

## **STRATEGIC RISKS**

SR 02: Finance Governance - Failure to ensure financial sustainability

SR 03: Governance - Fraud and corruption incidents

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

## **POLICY AND LEGISLATION**

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

## **LINKS TO LIBRARY PLAN**

Priority 4: Organisational Resilience

## **DECLARATIONS OF CONFLICT OF INTEREST**

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

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

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**END OF AGENDA ITEM**



<b>DRAFT Policy</b>	
Policy Name	Procurement Policy
Version number	7
Policy date	June 2026
Date to be reviewed	December 2026
Responsibility	CEO
Related Policies and Procedures	YPRL Procurement Procedure Budgetly Corporate Business Card Policy & Procedure Employee Code of Conduct Board Code of Conduct Instrument of Sub Delegation Operations Manual Health Safety and Wellbeing Policy Fraud and Corruption Control Policy Fraud and Corruption Control Framework Conflict of Interest Procedure
Policy Updates	The key changes incorporated in the Policy version (7) include: <ul style="list-style-type: none"> <li>• Establishment of a six-month review timeframe to the policy,</li> <li>• Inclusion of additional Definitions including Total Contract Sum, Emergency, Probity Advisor, Probity Plan, and YPRL Staff.</li> <li>• Inclusion of Cyber Security requirements (Section 2.1.8.).</li> <li>• Inclusion of Policy Breach details (Section 2.1.10.).</li> <li>• Inclusion of additional details regarding procurement thresholds and YPRL Board authority to authorise public a tender prior to commencement (Section 2.3.2.).</li> <li>• Update of Procurement Exemptions (Section 2.3.3.).</li> <li>• Inclusion of delegation to the CEO to appoint a Probity Advisor (Section 2.3.4.3)</li> <li>• Removal of ambiguity in the wording of the policy.</li> </ul>



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DRAFT



## Definitions and abbreviations

Term	Definition
Act	Local Government Act 1989.
CEO	Chief Executive Officer
Collaborative Procurement Arrangement	A contract established because of a strategic partnership or agreement between two or more organisations or entities to jointly procure goods or services for the benefit of achieving best value by leveraging combined economies of scale.
Commercial in Confidence	Information that, if released, may prejudice the business dealings or commercial interests of Yarra Plenty Regional Library (YPRL) or another party, e.g., prices, discounts, rebates, profits, methodologies and process information, etc.
Contract Management	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the contract objectives and provide Value for Money.
Emergency	A sudden or unexpected event requiring immediate action including but not limited to the occurrence of a natural disaster, flooding or fire event at a YPRL service location; the unforeseen cessation of trading of a core service provider; any other situation which is liable to constitute an immediate risk to life, property, or the continuity of YPRL business operations.
IBAC	The Independent Board-based Anti-corruption Commission
Local Business	A commercial business with an operational premises that is physically located within the municipal borders of the Northern Regional Councils (the cities of Banyule, Darebin, Hume, Merri-Beck, Whittlesea, Mitchell, and Nillumbik).
Probity	Within government, the term "probity" is often used in a general sense to mean "good process". A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the YPRL's policies and legislation, are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Probity Advisor	An external independent advisor who is appointed to provide advice and may produce a Probity Report at the end of the procurement process to provide verification, or detail reservations about whether that the procurement process was conducted in accordance with relevant Laws, Policies and Procedures. Further, they will evaluate whether value for money, compliance, a competitive process, fairness and impartiality, consistent and transparent processes, security and confidentiality and conflicts of interest, were judiciously managed.



Term	Definition
Probity Plan	A Probity Plan is a structured document developed during procurement planning that ensures all probity (ethical integrity, fairness, transparency, and accountability) requirements are identified, addressed, and managed before and throughout a procurement process. It outlines how probity will be maintained, including governance, decision-making, conflict of interest management, confidentiality, communication protocols, and evaluation processes.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Schedule of Rates Contract	A standing offer arrangement based on a Schedule of Rates contract that sets out rates for goods and services which are available for the term of the agreement but without a commitment to purchase a specified value or quantity of goods or services.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Tender Process	The process of inviting parties from either a select list or via public advertisement to submit an offer by tender followed by evaluation of submissions and selection of a successful bidder or tenderer in accordance with pre-determined evaluation criteria.
Total Contract Sum	<p>The potential total value of the contract including:</p> <ul style="list-style-type: none"> <li>• Costs for the full term of the contract, including any options for either party to extend the contract;</li> <li>• Application goods and services tax (GST);</li> <li>• Anticipated contingency allowances or variations;</li> <li>• All other known, anticipated and reasonably foreseeable costs.</li> </ul>
Value for Money	<p>Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:</p> <ul style="list-style-type: none"> <li>• Non-cost factors such as contribution to the advancement of YPRL's priorities, fitness for purpose, quality, service and support; and</li> <li>• Cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.</li> </ul>
YPRL	Yarra Plenty Regional Library
YPRL Board	Comprises of two representatives from each of the three-member councils of Banyule, Nillumbik, and Whittlesea.



Term	Definition
YPRL Member Councils	Banyule City Council, City of Whittlesea, and Nillumbik Shire Council
YPRL staff	Includes full time and part-time YPRL employees, and temporary employees, contractors, volunteers, students on placement or work experience, and consultants while engaged by YPRL.

## A. Overview

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

The Act requires each local government agency to:

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

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

## B. Applicability

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

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



## C. Objectives

The objectives of this Policy are:

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

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

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

## 1. Procedures

### 1.1. Treatment of GST

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

## 2. Effective legislative and Policy Compliance and Control

### 2.1. Ethics and Probity

#### 2.1.1 Requirement

YPRL's procurement activities shall be performed in an open, transparent and ethical manner with demonstrated integrity, fairness and accountability that meets relevant legal requirements. All tender processes shall be conducted in accordance with the requirements of this Procurement Policy and any associated procedures, relevant legislation, relevant Australian Standards, Commercial Law and the Act.



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

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

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

### 2.1.3. Conflict of Interest

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

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

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

### 2.1.4. Fair and Honest Dealing

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

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



### **2.1.5. Probity, Accountability and Transparency**

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

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

### **2.1.6. Gifts and Benefits**

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

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

YPRL Board Members and YPRL Staff, particularly contract supervisors:

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

### **2.1.7. Disclosure of Information**

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

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

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

YPRL Board Members and YPRL Staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

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

At no stage is any discussion to be entered into which could improperly influence the procurement process or negotiation of a contract.



### **2.1.8. Cyber Security**

The procurement process must adhere to YPRL's security guidelines to protect data and systems from unauthorised access.

### **2.1.9. Complaints & Reporting Suspicious Activities**

#### **2.1.9.1 Complaints Handling**

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

#### **2.1.9.2 Reporting Suspicious Activities**

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

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

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

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

### **2.1.10. Policy Breach**

Non-compliance with the Policy may result in a material breach of the law and appropriate corrective action will be taken as soon as practicable in accordance with the Employee Code of Conduct, including disciplinary actions and dismissal. In addition, criminal and civil penalties may be imposed in cases of fraud, corruption, bribery or breach of State and Federal Law.

In all cases, YPRL Staff are responsible for complying with the Policy. Any Policy breach will be reported to the Executive Leadership Team, YPRL Audit and Risk Committee, and YPRL Board.

## **2.2. Governance**

### **2.2.1. Structure**

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

- a) Are flexible enough to procure in a timely manner the diverse range of goods, works and services required by YPRL;



- b) Guarantee that prospective contractors and suppliers are afforded an equal opportunity to tender or submit a quotation; and
- c) Encourage competition and collaboration, even where the CEO runs a procurement process under delegation.

### 2.2.2. Methods

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

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

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

### 2.2.3. Responsible Financial Management

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

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

## 2.3. Procurement Thresholds and Competition

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

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

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



**2.3.1. Procurement Principles**

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

- a) Value for Money;
- b) Sustainability (social, economic and environmental);
- c) Open and fair competition;
- d) Accountability;
- e) Risk management; and
- f) Probity and transparency.

**2.3.2. Procurement Methodology**

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

A public tender process must be used for all procurements valued at \$150,000 and above (incl. GST) for goods, services or works. For any procurement where the proposed total contract sum exceeds \$1.5 million over the life of the contract, YPRL Board approval must be obtained before commencing the tender process.

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

Procurement Threshold (incl GST)	Procurement Methodology
<\$5,000	A verbal quotation. When seeking for quotes, YPRL will look the opportunity to invite Local or Social Businesses, depending on availability of Local or Social Business.
\$5,001 to \$15,000	A minimum of one (1) (digital, email or other written) quotation must be obtained and the details recorded before placing an order. When seeking for quotes, YPRL will look the opportunity to invite Local or Social Businesses, depending on availability of Local or Social Business.
\$15,001 to \$150,000	A minimum of three (3) (digital, email or other written) quotations must be sought. When seeking for quotes, YPRL will look the opportunity to invite Local or Social Businesses, depending on availability of Local or Social Business.



In addition to the procurement threshold requirements, the following procurement rules apply:

- a) The quotation and tender threshold requirements must be applied to every purchase, except if the exemptions listed in Section 2.3.3
- b) Procurement transactions will not be split to circumvent the quotation thresholds. If there are limited suppliers for the goods, services or works being sought, or where the work is highly specialised, a CEO exemption will be sought. The CEO may waive the requirement to request the minimum number of quotations, if the CEO reasonably considers that it is appropriate to do so. Waivers have to be in writing and saved to YPRL Records Management System for future reference.
- c) Ongoing expenditure with any one supplier for a supply of the same or similar goods, services or works is subject to the quotation threshold requirements listed above. For example: if a supplier is engaged to provide security services for a public event on an event-by-event regular basis, the total expenditure with this supplier over a 3-year rolling period must comply with the threshold requirements above. Even if cost of security services for each event is below the \$15,000 threshold but the total cost with this supplier for multiple events is above \$15,000, then the above quotation or tender thresholds apply.
- d) A Probity Advisor must be engaged, and a Probity Plan must be developed and implemented when the proposed total contract sum exceeds \$1.5 million over the life of the contract.

**2.3.2.1 Aggregated Value of a Contract**

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

**2.3.3. Procurement Exemptions**

The following circumstances are exempt from the general publicly advertised tender, quotation and expression of interest requirements. The tender exemptions do not exempt YPRL from seeking *Best Value for Money* within the categories specified below. Any exemption determined by the CEO must be reported to the YPRL Board.

Exemption Name	Explanation, limitations, responsibilities and approvals
1. A contract made because of an emergency	Where the CEO has resolved that the contract must be entered into because of an emergency. For further detail, refer to "Definition".
2. A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party.	This general exemption allows engagements: <ul style="list-style-type: none"> <li>• With another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or</li> <li>• In reliance on contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g., Local Buy), Procurement Australia (PA).</li> </ul>



Exemption Name	Explanation, limitations, responsibilities and approvals
3. Extension of contracts while YPRL is at market	Allows YPRL to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or are taking longer than expected. This exemption will be used when the establishment of an interim short-term arrangement with an alternative supplier is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical YPRL services.
4. Professional services unsuitable for tendering	Legal Services and insurances.
5. Information technology resellers and software developers	Allows YPRL to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier of the software, who holds the intellectual property rights to the software.
6. Statutory Compulsory Schemes	Motor vehicle compulsory third party and WorkCover.
7. Leases	Where a lessor leases an asset to YPRL and assumes the residual value risk of the asset.
8. Loan Funds	The provision of Loan Funds. Loan agreements do not constitute the procurement of a good or service under the Act, but a financial accommodation.
9. Utilities	Utilities such as Electricity, Gas and Water as these services are provided under the 'umbrella' of the Member Councils.
10. Ministerial Exemption	An exemption from the Minister for Local Government in accordance with Section 186 of the Act obtained for specified goods, services, or works.
11. Other specific exemptions	Defined in Appendix 1 YPRL Specific Exemptions.

### 2.3.3.1. Contract Variations

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

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

### 2.3.3.2. Sole or select sourcing

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

- a) It is in the public interest;



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

**Sole Sourcing:**

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

Sole sourcing is subject to existing delegations.

**Select Sourcing:**

Select sourcing is subject to existing delegations.

**2.3.4. Public Tender Requirements**

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

**2.3.4.1. Tender Evaluation**

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

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

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

**2.3.4.2. Evaluation Criteria**

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

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

**2.3.4.3. Probity Advisor**

A Probity Plan will be developed, and a probity advisor appointed where:

- a) a proposed contract is considered by YPRL Board or the CEO to be particularly complex, of a high risk or controversial nature, and requiring a high level of public confidence.
- b) a proposed total contract sum is as detailed in 2.3.2.d Procurement Methodology.



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

#### 2.3.4.4. Shortlisting and Negotiations

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

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

#### 2.3.4.5. Collaborative Procurement

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

## 2.4. Delegation of Authority

### 2.4.1. Requirement

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

<b>Role or Band Level</b>	<b>Delegated Amount</b>
Chief Executive Officer	\$150,000
Executive Managers	\$40,000
Band 7 – Management Staff	\$10,000
Band 6 – Management Staff	\$500

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

The following delegation applies to YPRL Business Corporate Cards:

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

## 2.5. Internal Controls

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

Procurement\_Policy\_2026\_Clean\_After\_Audit



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

## 2.6. Risk Management

### 2.6.1. General

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

## 2.7. Endorsement

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

## 2.8. Dispute Resolution

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

## 2.9. Contract Management

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

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

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

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

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



### 3. Demonstrate Sustained Value

#### 3.1. Achieving Value for Money

##### 3.1.1. Requirement

YPRL's procurement activities will be carried out on the basis of obtaining Value for Money. This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations. Lowest price is not the sole determinant of Value for Money.

##### 3.1.2. Approach

This will be facilitated by:

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

#### 3.2. Sustainable Procurement

##### 3.2.1. Sustainable Procurement Definition

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

##### 3.2.2. Applying Sustainable Procurement in YPRL

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

YPRL demonstrates sustainable procurement by:

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



### 3.2.3. Objectives

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

#### 3.2.3.1 Economic sustainability

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

#### 3.3.2 Social Sustainability

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

When establishing procurement projects, YPRL will articulate the requirements to achieve social outcomes for the Northern Region community in consultation with Member Councils.

#### 3.3.3 Environmental sustainability

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

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

## 4. Build and Maintain Supply Relationships

### 4.1. Managing Suppliers

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

### 4.2. Supply Market Development

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

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



## 5. Policy Key Linkages and Governance

### 5.1. Standards and Linkages

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

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

### 5.2. Policy Review Process

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

DRAFT



## Appendix 1 YPRL Specific Exemptions

This section will include any additional exemptions not included in Section 2.3.3 that are identified from time to time.

DRAFT

## 6.4 Financial Management Report – Year End 30 June 2026 (NOTING)

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

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### EXECUTIVE SUMMARY

This report presents YPRL's operating result and capital expenditure financial performance against budget for the financial year ending 30 June 2026.

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### RECOMMENDATION

**THAT the Board resolves to RECEIVE and NOTE the Financial Management Report – Year End 30 June 2026.**

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### REPORT

#### BACKGROUND

The Financial Management Report – Year End 30 June 2026 comprises a review of the full year forecast against the Budget 2025/2026 (Budget).

#### Operating Result

The forecasted underlying result for the year ending 30 June 2026 is \$255k favourable to budget, reflecting disciplined financial management and proactive decision-making throughout the period.

## Operating Result

### Year End 30 June 2026

	Annual Budget	Annual Forecast	Forecast Variance	Note
	\$	\$	\$	
<b>Income</b>				
Grants - Operating	2,840,027	2,865,527	25,500	1
Grants - Capital	-	132,500	132,500	2
Contributions - Operating	15,859,060	16,440,551	581,491	3
Contributions - Capital	96,800	96,800	-	
User fees and charges	258,385	278,385	20,000	
Interest income	281,248	383,000	101,752	4
Other revenue	90,098	240,848	150,750	5
<b>Total Income</b>	<b>19,425,618</b>	<b>20,437,611</b>	<b>1,011,993</b>	
<b>Expenses</b>				
Employee costs	(12,689,352)	(13,247,990)	(558,638)	6
Material and services	(4,400,255)	(4,519,209)	(118,954)	7
Depreciation/Amortisation expense	(1,840,012)	(1,756,584)	83,428	8
Utility charges	(391,845)	(421,845)	(30,000)	9
Finance costs - leases	(7,354)	(7,354)	-	
<b>Total Expenses</b>	<b>(19,328,818)</b>	<b>(19,952,982)</b>	<b>(624,164)</b>	
<b>Accounting Surplus (Deficit)</b>	<b>96,800</b>	<b>484,628</b>	<b>387,828</b>	
<b>Underlying Surplus (Deficit)</b>	<b>-</b>	<b>255,328</b>	<b>255,328</b>	

1. Minor non-recurrent operating grants were awarded to YPRL. These additional funds will be entirely absorbed by the associated costs required to fulfill the commitments of those grants.
2. YPRL was awarded a capital grant under the State Government's Living Libraries Infrastructure Program to support the Watsonia Library Community Room and Study Room upgrade project (refer to note 11).
3. 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.
4. Additional interest income as interest rate levels continue to favour YPRL investment returns.
5. 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.
6. The unfavourable variance reflects the associated costs to support the expansion of services (refer to note 2) and fulfill non-recurrent commitments (refer to note 1 and 5).

7. The year-end unfavourable variance reflects the associated costs to support the expansion of services (refer to note 3) and the decision made in the preceding financial year to expense all purchases related to audiobooks and audiovisuals collection (refer to note 10).

8. 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.

9. The unfavourable variance reflects the associated costs to the expansion of services (refer to note 3).

### Capital Expenditure

The forecast capital expenditure for the year ended 30 June 2026 compares favourably to Budget by \$23k.

## Capital Expenditure Year End 30 June 2026

	Annual Budget	Annual Forecast	Forecast Variance	Note
	\$	\$	\$	
<b>Capital Expenditure</b>				
Bookstock	1,651,785	1,534,260	117,525	10
Plant and Equipment	480,000	574,910	(94,910)	11
<b>Total Capital Expenditure</b>	<b>2,131,785</b>	<b>2,109,170</b>	<b>22,615</b>	

10. The favourable year-end variance reflects the decision made in the preceding financial year to expense all purchases related to physical of audiobooks and audiovisuals collection (refer to note 7 and 8).

11. The unfavourable year-end variance is attributable to the Watsonia Library Community Room and Study Room upgrade project which is partially funded through a capital grant from the State Government's Living Libraries Infrastructure Program (refer to Note 2).

### 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.

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**END OF AGENDA ITEM**

## 6.5 CEO Report (NOTING)

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

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### 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.

The report is for noting.

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### RECOMMENDATION

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

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### REPORT

YPRL Library Plan 2025 - 2029

## Literacy and Learning for Life

### Goal for National Simultaneous Storytime!

At 12.00noon on Wednesday 27 May libraries and families across Australia came together for another fabulous National Simultaneous Storytime (NSS).

YPRL once again celebrated NSS, welcoming more than 500 participants across the service. This year's featured book, *Luna Roo: The Kangaroo Baller* by Adam Wallace and Adrian Beck, illustrated by James Hart, was enthusiastically received by children and families.

Special guest storytellers helped bring the story to life, with one presenter adding to the fun by arriving in eye-catching green and gold football attire. Councillors also provided valued support for this important literacy advocacy event, reinforcing its role in promoting early literacy and a love of reading within the community.



Cr Rick Garotti



Cr Martin Taylor



Mayor Cr Alison Champion



Cr Christine Stow



Cr Grant Brooker

After 26 years, NSS remains a key event for elevating the importance of storytelling and connecting with our youngest readers and their families. Public libraries remain a cornerstone for early years literacy enjoyment and education and we're proud to offer rich Storytime programming to families across our region year-round.



Mayor Cr Naomi Joiner



Mayor Cr Lawrie Cox



Cr Kate McKay



Cr Michael Labrador



Cr Alicia Curry

### The Adaptation Game

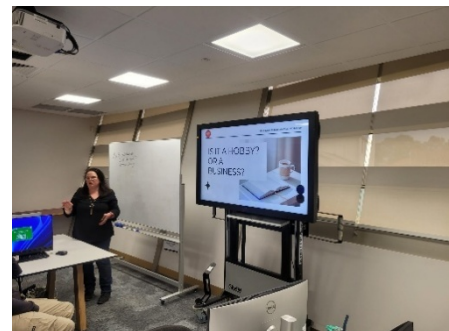
In partnership with Banyule City Council, 18 participants took part in *The Adaptation Game*, an interactive program designed to explore community responses to climate change. Through collaborative problem-

solving activities, participants considered practical adaptation strategies and developed skills to strengthen local resilience.

The program encouraged discussion, innovation and community-led action, with attendees exploring solutions to complex environmental challenges in an engaging and accessible format. Participant feedback was positive, with one attendee describing the experience as 'enjoyable and motivating', inspiring them to take action within their local community. The event demonstrated the library's role in supporting environmental awareness, lifelong learning and community engagement.

### **Small Business Support Sessions**

In May, Mill Park Library partnered with local business owner Rebecca Sharkie to deliver two workshops, *Turning Your Passion into Profit* and *Side Hustles for Extra Income*. Attended by 26 participants, the sessions provided practical guidance on developing small business ideas and generating supplementary income in a sustainable way.



Participants gained insights into identifying viable business ideas, understanding target markets, selecting appropriate marketing platforms and applying structured planning approaches such as self-audits. The workshops were supported by Paul Corrigan from the City of Whittlesea Business and Engagement Unit, who connected attendees with additional resources to support ongoing business development.

Feedback was highly positive, with participants valuing the practical advice, interactive delivery and range of ideas presented. Many reported increased confidence and motivation to pursue flexible, home-based income opportunities aligned with personal circumstances.

### **Car Maintenance Workshop for Young Drivers**

Eight young adults participated in a Car Maintenance Workshop at Ivanhoe Library designed to build practical skills and confidence in vehicle ownership and road safety. Participants learned essential vehicle maintenance tasks, including checking fluid levels, tyre pressure, headlights and wiper blades, as well as how to identify common safety issues before driving.

The hands-on workshop provided opportunities for participants to explore vehicle components and gain practical knowledge about basic car care. By developing these life skills, the program supported greater independence, safety awareness and confidence among young drivers, equipping them with knowledge that will assist them throughout their driving lives.

### **Sydney Writers Festival Live & Local Program**

In a first-time partnership, YPRL was recently a livestream venue for the Sydney Writers Festival Live & Local Program. Across four days at two branches, Eltham and Diamond Valley, attendees had the opportunity to watch international guests such as Dav Pilkey and Yann Martel along with Australian drawcards such as Stephanie Alexander and Trent Dalton. This program supported literacy and learning for life through an emphasis on curated collection displays and bringing readers together in a digitally inclusive way that also promoted accessibility. The program was a great success, with anecdotal feedback showing

that some people travelled from a distance to attend and, in some cases, stayed for multiple sessions, appreciating the refreshments that were on offer. A total of 136 attendances were recorded across the four-day program.

### **Nillumbik Prize for Contemporary Writing**

The Nillumbik Prize for Contemporary Writing was held at Diamond Valley Library on 16 May, attracting 133 attendees to a community celebration of literature. Delivered in partnership with Nillumbik Council, Writers Victoria and YPRL, the biennial award supports emerging Australian writers and showcases diverse contemporary writing. This year, the competition received 1,126 entries.



The program included award presentations, readings, musical performances and “Snacks in the Stacks,” encouraging community engagement and connection. The launch of the anthology of winning works, now part of the YPRL collection, extends the program’s reach. The initiative supports literacy, creative expression and lifelong learning, while fostering inclusive participation and community connection.

### **Author talks**

Author talks and book events across the library network continued to attract strong community interest, connecting readers with local and Australian authors and a diverse range of literary and contemporary topics.

Nearly 100 attendees participated in a discussion with bestselling author Christian White at Mill Park Library, while 53 attendees gathered at Ivanhoe Library and Cultural Hub to hear Clara Brack discuss her memoir and reflections on family, identity and creativity. At Watsonia Library, 27 attendees joined Melbourne author Michelle Wright to explore themes of connection and redemption in her novel *Good Boy*, generating strong audience engagement and increased interest in borrowing the title.

Health literacy was also a focus, with 43 people attending an author talk with award-winning journalist Matilda Boseley on living with ADHD. Drawing on her personal experiences, Boseley shared practical strategies and insights into neurodiversity, prompting an enthusiastic audience discussion.

At Thomastown Library, local author Kate Solly combined literary discussion with creative participation in the Textile and Craft Maker Space, showcasing the library's role as a hub for creativity, learning and connection. Collectively, these events promoted literacy, lifelong learning and community engagement while demonstrating the ongoing value of author programming across the network.



Michelle Wright joins Lynne Siejka to discuss her novel *Good Boy*



Christian White at Mill Park Library



Kate Solly at Thomastown Library

## Reflections on Australian Service

Following Anzac Day, Whittlesea Library presented *Reflections on Australian Service* in partnership with the City of Whittlesea, Whittlesea RSL Sub-branch, Whittlesea Historical Society and Whittlesea Secondary College. Four local speakers shared stories of military and related service with 35 community members.



Presentations included Harold Hawson on WWI nurse Ruby Wilson of Yan Yean, and firsthand accounts from Roger Hurrey OAM (Vietnam), Darryl Hannant (Royal Australian Navy) and Sam Ginsberg OAM (Australian Volunteers International, Afghanistan). The program also featured student poetry readings from Whittlesea Secondary College students and afternoon tea prepared by hospitality students. Curated digital and physical displays were also available.

### **Homeland Project showcased in Utah, USA**

Through YPRL's new association with FamilySearch as an affiliated library, we were invited to be included as part of a presentation *Genealogy and Local History for All: Strategies for Every Library* presented by staff at FamilySearch at the Utah Library Conference 2026 in May. The presentation discussed collection management, programming, and community engagement. Our [Homeland: Treasured Objects from Afar](#) oral history project was highlighted with two minutes of the compilation video played in the presentation. First Nations artwork at murnong library was also highlighted. The presentation together with supporting documents can be found on the [Conference website](#).

### **Conclusion of Children's Membership Campaign.**

Launching on Library Lovers Day (14 February) and finishing on 15 March, the YRPL Children's Membership Campaign generated 2,438 new child members 12 years and under. In addition, 207 children completed a series of library passport challenges for a chance to win a Lego prize – also part of the campaign. The campaign encouraged children to take the first steps in their independent library journey, one that will support their literacy growth, along with their information and media literacy, to become informed citizens with a pathway to life-long education. In a year-on-year comparison over the campaign period we observed a 12.5% increase in loans from the children's collection across the region.

## YPRL Library Plan 2025 - 2029

# Connection and Wellbeing

### April 2026 School Holidays

YPRL's April School Holiday Program delivered 45 events across the region, with over 1,300 participants over the period. Outreach delivery extended reach to key community locations, including Nillumbik Youth Hub, Galada Hub and Kirrip Community Centres, while the Mobile Library delivered seven events attracting 300 participants.

Learning was supported through a mix of structured and informal activities, including STEM, storytelling and cultural programs. Connection was evident across the creative and social programs, which encouraged participation, intergenerational engagement and peer interaction among young people.



Mindful art at murnong



Library bag making at Diamond Valley Library

Branch programs recorded strong participation across the network. Rosanna Library attracted 51 participants to Flower Art Paper Craft and 55 to Didgeridoo Australia. Watsonia's Dinosaur session welcomed 45 children and parents, while Ivanhoe's Creative Cardboard Creations engaged 32 participants. Whittlesea's Mindful Craft attracted 9 participants, and Garbage Truck Storytime welcomed 5 participants and offered an interactive experience where children sang truck songs, read a story about a recycled truck and its driver, then met Peppy and his recycling truck. murnong Library's Mindful Craft and Book Trivia also contributed to the program's reach. Diamond Valley Library hosted *Library Bag Art*, a creative, hands-on session celebrating First Nations culture where children decorated library bags using Aboriginal symbols, stamps and stencils, creating their own stories and imagined worlds across the fabric.

### ABC Radio Melbourne – Mill Park Library Residency and Live Broadcast

YPRL has collaborated with ABC Radio Melbourne, following an opportunity facilitated by the City of Whittlesea, to broadcast three of the station's highest rating programs from Mill Park Library from Monday 15 June. The ABC will also have a reporter in residence at the library to gather community stories for six hours a day between Monday 15 – Friday 19 June. This collaboration reflects a joint effort between YPRL and the City of Whittlesea to showcase both library services and Council initiatives to the broader community. The programs broadcast live from Mill Park Library include:

- Monday 15 June: [Afternoons with Brigitte Duclos](#), 12.30pm–3.00pm
- Tuesday 16 June: [Mornings with Raf Epstein](#), 8.30am–11.00am
- Thursday 18 June: [Conversation Hour with Mary Gearin](#), 11.00am–12.00pm

The collaboration was announced live on-air Monday 1 June and promotional collaborations continue until the conclusion of the final broadcast.

### **IDAHOBIT: allyship in action**

In partnership with Banyule's Community Impact Team, YPRL hosted *Allyship in Action*, at Rosanna Library attracting 17 participants and demonstrating the value of collaborative community programming. Extensive planning and coordination between the organisations contributed to the smooth delivery of the event and established a strong foundation for future initiatives.

Delivered across both multiple spaces within the library, the program featured a panel discussion led by QueerTown, where LGBTQIA+ community members shared personal experiences and insights, fostering greater understanding and allyship. Participants also gathered for informal conversation and reflection, strengthening community connection. The event supported inclusive engagement and expanded opportunities to connect with diverse communities through library programming.

### **A Night of Crime and Mystery**

Eltham Library recently welcomed a large audience to 'A Night of Crime and Mystery'. The two-hour event featured a performance by the Eltham Little Theatre, icebreaker games, trivia, refreshments, and a special author panel featuring Kelly Gardiner, Sharmini Kumar and Public Libraries Victoria CEO and author, Angela Savage. The evening was designed to engage the community - specifically readers of Eltham's most popular genre—supporting wellbeing and fostering social connection among participants with shared interests. Feedback was exceptional:



*"The description of the event didn't do justice to just how great the night was. I loved being here and would come again to something like this in a heartbeat. Thank you!"*

All respondents rated the event as good or excellent, with 89% selecting excellent. Many participants reported an increased sense of community connection through meeting others with shared interests.

### **Country Tells The Story Exhibition**

Throughout April, Watsonia Library hosted *Country Tells The Story*, an interactive exhibition designed to celebrate and explore First Nations cultures. Inspired by the AIATSIS Map of Indigenous Australia, the exhibition encouraged visitors to learn about Wurundjeri Country through a combination of visual displays, featured titles from the library's Deadly Collection, and hands-on activities exploring the meanings of 'wurun' and 'djeri'. The exhibition created a vibrant and engaging learning environment, supported by thoughtful branch theming and strong community participation. A total of 151 activities were completed during the month, demonstrating significant engagement from children and families. Staff reported that visitors spent time studying the map, asking questions and sharing their learning. The timing during the school holidays also enabled older children to participate. Feedback highlighted the exhibition's success in fostering curiosity, cultural understanding and meaningful conversations about Country, history, and connection to land.



### **Road Trauma Awareness Seminars – Amber Community Partnership**

Over the past 12 months, Mill Park Library has developed a successful partnership with Amber Community, a not-for-profit organisation delivering Road Trauma Awareness seminars. The library provides a dedicated space for these sessions, enabling delivery in a welcoming, community-based environment that supports open discussion and participant engagement.

The seminars assist individuals required to attend as part of court-directed rehabilitation following driving offences. Through facilitated conversations and personal reflection, participants are encouraged to consider the impact of their actions and develop greater accountability.

This initiative aligns with YPRL's Connection and Wellbeing priority by providing a safe and inclusive setting that supports learning, reflection and community connection. Amber Community has expressed strong appreciation for access to library facilities and the benefits of this ongoing partnership.



## Rosanna Maker Space

Early demand for the new Podcast and Recording Studios has been strong, with a waitlist exceeding 75 people interested in inductions. Since inductions commenced on 12 May, 21 patrons have been inducted across both studios and six bookings have been recorded within the first two weeks of availability, demonstrating strong community interest.




### Media mentions (this covers the period 1 April to 20 May 2026)

Publication	Number of mentions
Banyule Banner	1
Banyule eNews	2
Banyule GreenWrap eNews	4
City of Whittlesea Business eNews	1
City of Whittlesea Children & Families eNews	2
City of Whittlesea Living Green eNews	1
City of Whittlesea News	1
Environment & Sustainability in Nillumbik eNews	2
Mirage News	1
Nillumbik Disability Inclusion Newsletter	1
Nillumbik Historical Society	1
Nillumbik News	1
Nillumbik Website	1
QNews	1
Star Weekly – Northern	7
Writers Victoria eNews	1




### Social media

Engagement	Followers	Reach
7,539	15,166	31,369
Consistent		

### Email news

Engagement (emails opened)	Subscribers	Reach
65,496	107,775	189,303
		

**Combined social media and email news**

Engagement	Followers	Reach
73,035	122,941	220,672
		

Overall engagement and reach were affected by the number of eNews bulletins sent during the reporting period compared to the previous period.

**YPRL Library Plan 2025 - 2029**  
**Digital Access and Innovation**

***Be Connected: Young Mentors Program***

The *Be Connected: Young Mentors Program*, delivered at Watsonia library in partnership with Loyola College, supports digital inclusion through one-on-one technology assistance and intergenerational learning. To date, 21 community members have participated, reporting increased confidence in using digital devices, accessing online services and maintaining social connections.

The program delivers strong community impact by reducing digital barriers, supporting independent access to essential services and strengthening social inclusion—particularly for those at risk of digital exclusion. It also fosters meaningful intergenerational connections, enhancing community cohesion. Participating students benefit through the development of communication, leadership and community engagement skills. Ongoing demand highlights the continued need for accessible digital literacy support within the community.



## Protecting Yourself Against AI Scams

*Protecting Yourself Against AI Scams* was the first program for adults delivered at the new Rosanna Library. Presented by IT specialist Tom Mason, the session examined emerging risks associated with AI-enabled scams, including identity theft and online fraud, and provided practical strategies to help participants recognise and respond to these threats.



Participants learned how to identify common scam tactics, protect personal information, and safely navigate online platforms. Participants reported increased awareness and confidence in managing digital risks. Feedback was highly positive, with strong interest in further programs focused on AI, scams and online safety, highlighting the value of ongoing digital literacy initiatives.

## Robot Missions in Space

A series of engaging, hands-on STEM sessions were delivered by Lalor Library, where 26 children used Edison robots, Spheros and basic coding to complete space-themed challenges. The program encouraged problem-solving, creativity, and teamwork through interactive, digital play-based learning experiences.

## Edison Robots

A coding workshop at Mill Park Library introduced 12 participants to programming using Edison robots, exploring how sensors, motors, and outputs can be used to control behaviour. Children developed problem-solving skills as they created and tested programs, including navigating obstacle challenges on Edison mats.

# YPRL Library Plan 2025 - 2029 Organisational Resilience

## Milestone Celebration

A milestone in the history of YPRL took place 50 years ago this month when the Shire of Whittlesea joined Heidelberg Regional Library (the forerunner of YPRL). The agreement was signed on 18th June 1976. Whittlesea joined the City of Heidelberg, the Shires of Eltham and Diamond Valley who had signed the foundation agreement in 1965.

Fifty years on, that landmark decision continues to resonate, shaping a vibrant and growing library service that supports our purpose to provide an accessible and future-focussed library service that connects the community in Whittlesea.

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**HEIDELBERG REGIONAL LIBRARY SERVICE.**  
**NOTICE OF APPROVAL OF AGREEMENT.**

The agreement made between the Councils of the City of Heidelberg and the Shires of Diamond Valley, Eltham and Whittlesea for the provision of a joint library service in the municipal districts of the said municipalities was approved by the Governor in Council pursuant to the provisions of section 799 of the Local Government Act 1958 on the seventh day of December, 1976.

**TOM FORRISTAL,**  
Clerk of the Executive Council.

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## 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.

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**END OF AGENDA ITEM**

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

None

**8 General Business**

None

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

**10 Urgent Business**

**11 Confidential Meeting**

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

**12 Meeting Closure**