

Ordinary Board Meeting

Agenda

Friday 28th August 2020

11.30 am

Due to stage 3 and 4 restrictions from COVID19 the August Board Meeting will be held entirely by video.

Join Zoom Meeting

<https://us02web.zoom.us/j/83149687712?pwd=UHpUSm9DRUZWT05xVUliZDltZGpLdz09>

Notice of meeting

Notice is hereby given that an Ordinary Meeting of the West Gippsland Libraries Board will be held electronically via Zoom, on Friday, 28th August 2020 at 11.30 am.

Date of notice: Friday 21st August 2020

Leanne Williams

Chief Executive Officer





OUR VISION

Our vision is for connected, inclusive and resilient communities that are supported to grow and thrive.



MISSION SUPPORTING OUR COMMUNITIES IS OUR MISSION. WE HELP PEOPLE:



Connect
We are responsive and bring people together



Belong
We are inclusive and work with you



Learn
Our free resources allow minds to explore and create



OUR VALUES

Relationships
We build relationships with our stakeholders, communities and each other.

Excellence
We will deliver excellence in everything we do.

Bravery
We anticipate and bravely adapt with the changing needs of our communities.

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Required attendance:

Cr Keith Cook (Baw Baw Shire Council) **Chairperson**
Cr Clare Le Serve (Bass Coast Shire Council) **Deputy Chairperson**
Martin Hopley (Baw Baw Shire Council)
David Welch (South Gippsland Shire Council)
Rick Brown (South Gippsland Shire Council)
Jodi Kennedy (Bass Coast Shire Council)

WGL Officers

Leanne Williams (Chief Executive Officer)
Linda Fowler (Deputy Chief Executive Officer and Manager People and Culture)

1. Statement of acknowledgement

The West Gippsland Libraries respectfully acknowledges the traditional owners of this land, their spirits and ancestors. We would also like to pay respect to their elders past, present and emerging.

2. Our Child Safety Commitment

West Gippsland Libraries is committed to the safety and wellbeing of all children and young people.

3. Apologies

4. Declarations of interest/conflict of interest

5. Minutes of previous meeting

Recommendation

That the Board adopt the minutes from the Ordinary meeting held 26th June 2020.

Attachments

Attachment 5.1.1 – Minutes of the Ordinary Board meeting 26th June 2020

6. Standing items

6.1. Business arising from the previous meeting



6.2. Update from the Community Advisory Committee

Minutes of the CAC Meeting held on 26th June 2020 are attached.

Recommendation

That the Board note the Community Advisory Committee's 26th June Minutes.

Attachments

Attachment 6.2.1 – Minutes of CAC Meeting 26th June 2020

7. Questions on notice

8. Reports



8.1 Review of Local Law

Report Prepared by Chief Executive Officer

Executive summary

The purpose of this report is to:

- Provide an overview to the Board of the review of the *Meetings, Operations and Use of Libraries Local Law No. 2 2008*;
- Provide for the Boards consideration revised:
 - *Meetings Procedure Local Law No.1 - 2020; and*
 - *Operation and Use of Library Services Local Law No.2 - 2020.*
- Outline the processes and timelines for:
 - Giving notice of the review to the Local Law;
 - Seeking public consultation and submissions on the revised Local Law;
 - Adoption of the Local Law by Member Councils;
 - Adoption of the Local Law by the Board; and
 - Publishing notice of the adoption of the Local Law and advising the Minister for Local Government Victoria.

The Local Law *Meetings, Operation and Use of Libraries Local Law 2008* is overdue for review and renewal. This report commences the process for the review and renewal of the Local Law.

The Local Law is essential for West Gippsland Libraries to conduct its operations and to provide effective governance.

Recommendation

That the Board:

- i. Notes the review undertaken of the *Meetings, Operations and Use of Libraries Local Law No. 2 2008*;
- ii. Supports the amendments to make the proposed Local Laws as:
 - a. *Meetings Procedure Local Law No.1 - 2020; and*
 - b. *Operation and Use of Library Services Local Law No.2 – 2020.*
- iii. Gives public notice of its intention to make the *Meetings Procedure Local Law No.1 – 2020* and *Operation and Use of Library Services Local Law No.2 – 2020* that includes publishing a notice in the Victorian Government Gazette pursuant to section 119 of *The Local Government Act 1989*;
- iv. Make available the proposed *Meetings Procedure Local Law No.1 – 2020* and *Operation and Use of Library Services Local Law No.2 – 2020* for public inspection pursuant to section 223 of the *Local Government Act 1989*;
- v. Close submissions on Friday 2nd October 2020 at 5pm; and
- vi. Hear submissions on the proposed *Meetings Procedure Local Law No.1 – 2020* and *Operation and Use of Library Services Local Law No.2 – 2020* at its Ordinary Meeting on Friday 4th December 2020.

Background and review

The existing Local Law commenced in 2008 and Section 122 of The Act - *Sunset provision* states that unless sooner revoked, a local law is revoked on the day which is 10 years after the Local Law came into operation. The existing Local Law did not explicitly detail the end date of the Local Law which is



why the review has not been conducted sooner.

A review has been undertaken by the CEO and the Board of the existing Local Law and amendments have been made as follows:

- Separation from one local law to two local laws for clarity, ease of reading and interpretation;
- Provided a cessation date of the Local Law in alignment with The Act.
- Reviewed definitions to provide greater clarity to readers of the Local Law. Definitions were removed to ensure there was not a contradiction between the definitions section and the clauses in the local laws. The definitions section was also reviewed in line with Bass Coast Shire Councils Meeting Procedures Local Law.
- Improved formatting to make reading the Local Law easier, including combining, rearranging and renumbering sections.
- Inserting minor additions to CEO's authorisation within Local Law No 2 including the CEO's ability to make minor amendments to the opening hours (such as during holiday periods) and the allowance of issuing electronic membership cards.
- The inclusion of Board Members to participate in meetings by electronic means. Library Corporations have a clause in The Act that allows electronic participation despite Councils not being able to do so outside of COVID19 as outlined in section 197E. There are a number of Library Corporations that already have this inclusion in their local laws.
- Clarification on what constitutes a vote under Local Law No. 1.
- The inclusion of a Public Participation section in Local Law No 1 that provides for opening meetings to the public when the Board is not required to under section 196(7)(b). There are a number of Library Corporations that do not open their meetings to the public under this provision. The rewording gives the Board the option to open meetings to the public.
- Greater clarity to the offences imposed by the Local Law and the procedures associated with the offences outlined in Local Law No.2. This is consistent with the Library Operations Local Law at Campaspe Shire Council that provides greater than was previously outlined.
- Bass Coast Shire Councils Local Law has been used for guidance and consistency and to make reading the Local Laws as easy as possible.

Procedure for Board Review and Public Consultation

Section 119 of the *Local Government Act 1989 (The Act)* - Procedure for making a local law outlines the following requirements:

Before the Board makes a local law it must comply with the following procedure.

- must give a notice in the Government Gazette and a public notice stating—
 - the purpose and general purport of the proposed local law; and
 - that a copy of the proposed local law and any explanatory document can be obtained from the WGL office; and
 - that any person affected by the proposed local law may make a submission relating to the proposed local law under section 223
- The Board must ensure that
 - a copy of the proposed local law; and
 - an explanatory document setting out prescribed details in relation to the local law—
 - is available for inspection at, and obtainable from, the WGL office during ordinary business hours.
- After a local law has been made the Board must give a notice in the Government Gazette and a public notice specifying—
 - the title of the local law; and
 - the purpose and general purport of the local law; and



- that a copy of the local law may be inspected at the WGL office.
- After a local law has been made WGL must send a copy to the Minister.

Section 197F of The Act – Restriction on power to make local laws states the following:

- Despite section 196(7)(d), which states provisions applying to a regional library as though it were a Council, section 197 requires a regional library can only make a local law if the proposed local law has been ratified by all the member Councils of the library.

It is proposed that the following procedure and timelines be considered and adopted by the Board for the review to ensure compliance with The Act:

- The Board gives notice at this meeting of the proposed local law and publish the notice in the Government Gazette in the edition for 3rd September 2020.
- The Board give notice and seek submissions from the public under section 223 of The Act. The notice will be published and advertised on WGL's Website, Facebook Page and in local newspapers. The Proposed Local Law will be made available on WGL's website and at the Regional Library Corporation office at 65 Victoria Street. Members of the public can request a printed copy be posted to them.
- That submissions remain open from the time the notice is published in the Government Gazette and submissions will close on Friday 2nd October 2020 at 5pm ensuring not less than 28 days.
- Submissions will be heard by the Board at the Ordinary Board meeting to be held on Friday 4th December 2020 ready for its consideration by Member Councils in early 2021.
- The proposed Local Law be ratified by Member Councils in February or March 2021.
- Adoption of the Local Law be made by the Board in March or April 2021.
- Notice of the Local Law being adopted by the Board be published in the Victoria Government Gazette after the meeting.
- The Local Law becomes effective from the date the notice is published in the Victorian Government Gazette.
- The Local Law be forwarded to the Minister.

Financial implications

Nil unless the Board seeks legal advice on the Local Law.

Policy and legislative implications

This report and the Local Law attached to this report is prepared in accordance with the following sections of The Act:

Section 196 - Regional libraries

Section 119 - Procedure for making a local law

Section 122 - Sunset provision

Section 197F - Restriction on power to make local laws

Section 223 - Right to make a submission

Section 197E - Attendance at meetings of the governing body of a regional library

Guidelines for Local Laws Manual issued by Department of Planning and Community Development



Conclusion

The Local Law is essential for West Gippsland Libraries to conduct its operations and to provide effective governance. It is recommended that the Board adopt the proposed:

- *Meetings Procedure Local Law No.1 - 2020; and*
- *Operation and Use of Library Services Local Law No.2 - 2020.*

Conflict of interest

Under section 80C of the *Local Government Act 1989*, the CEO declares that there is no conflict of interest to disclose in providing this report.

Attachments

Attachment 8.1.1 - Meetings Procedure Local Law No.1 - 2020

Attachment 8.1.2 - Operation and Use of Library Services Local Law No.2 – 2020

Attachment 8.1.3 - Final amendments to local law summary



8.2 Solar Installation Proposal

Report Prepared by Facilities Manager

Executive summary

This report presents a proposal for installation of PV solar at the Regional Support Centre - Unit 2, 65 Victoria Street, Warragul.

As energy prices continue to rise along with reliance on the grid, installation of solar energy can have a positive impact on reducing strain on the grid, our carbon footprint and ongoing energy costs.

Recommendation

That the Board include an amount of \$40,000 in the 2020.21 Annual Budget for solar installation for Unit 2, 65 Victoria Street Warragul.

Background

With an annual spend in excess of \$20,000 per year for electricity costs at the Regional Support Centre, solar is a financially viable solution to reduce ongoing operational costs to the organisation. Analysis by industry providers has found that approximately 65% of the sites' energy consumption occurs between 8am – 4pm Monday to Friday and represents an opportunity to reduce reliance on the grid in this window.

Research into the benefits of solar along with consultation with the Gippsland Climate Change Network was undertaken and a number of solar suppliers approached to conduct site inspections and provide installation proposals. Four proposals were received from suppliers across Gippsland and Melbourne.

The installation of a system 24.42kW will reduce the operating costs of the business by over \$8,540 per annum and remove 30,596 kg CO₂ from the atmosphere annually. A system of this size would allow solar self-consumption of 75%, solar export of 25% and annual energy needs from solar around 53%.

West Gippsland Libraries is already seeing great financial benefits from the recent installation of solar at the Mirboo North library by the Mirboo North Community Energy Hub.

Financial implications

Return on Investment for this solar proposal is 3 years and 7 months with potential savings over 15 years of \$148,161.

The lifetime benefits projected over 25 years are:

Project Price:	\$31,500 (ex GST) – inclusive of a \$11,607 STC incentive
Energy Savings:	\$275,955
Lifetime Benefit:	\$244,455

It is proposed that this project be funded from West Gippsland Libraries cash reserves (not the facilities reserve). WGL is in a healthy financial position as at 30 June 2020 with a cash balance of \$2.6 million and a current ratio of 2.37. This project will see recurring operational expenditure savings in future years that will be favourable to annual budgets.

Policy and legislative implications

WGL Library Plan 2017 – 21

WGL Procurement Policy - developed under Section 186A of the Local Government Act 1989



Conclusion

An extensive procurement process has been undertaken by the Facilities Manager and proposals sourced from a number of suppliers in line with our procurement policy. It is recommended that the Board include \$40,000 in the 2020.21 Annual Budget for solar installation and any incidental costs associated with the installation.

Conflict of interest

Under section 80C of the *Local Government Act 1989*, the Author declares that they have no conflict of interest to disclose in providing this report.

Attachments

Nil



8.3 Online Video Programs Performance

Report Prepared by Bec Noone

Executive summary

West Gippsland Libraries began online video programs from branch closures on 17th March, 2020. The purpose was to deliver regular programs in an alternative format, online with key focus being:

- Maintain social connection and existing routine with regular library patrons
- Extend reach and awareness of regular programs with a wider audience
- Increase online engagement

This report provides an overview to the Board of the online programs being offered and the performance of those programs.

Recommendation

That the Board note the report and the performance of online video programs.

The following reports have been created from statistics from Vimeo and Facebook and show performance of online video programs during March 26th 2020 – June 30th 2020.

Overall Performance by Category (Total Reach)

Category	No of Videos	Total Reach	Total Impressions	Total Unique Views	Total Views
Story Time	47	48370	64652	5179	6566
Young Einsteins	14	26361	32241	9168	10526
Craft	14	15672	18942	3647	4303
How to	6	13864	22998	3157	3811
Book Review	8	13248	15530	3537	4085
Baby Rhyme Time	10	9843	12132	345	429
Local Author Showcase	7	8497	10327	2165	2552
Simple Self Sufficiency	6	7919	9613	294	346
Read a Story	3	6775	8071	1377	1564
Family Trivia	2	4441	4987	204	252
Infovideo (resources promotion)	1	2484	2952	555	641
Story Time Live	1	1630	1957	683	794
Grand Total	119	159104	204402	30311	35869



Average Performance by Category (Most Watched)

Category	Average Total Reach per video	Average Total Views per video	Average Total Unique Views per video	Average Production Time per video
Story Time Live	1630	794	683	9
Young Einsteins	1883	752	655	2
Infovideo	2484	641	555	3
How-to	2311	635	526	5
Read a Story (EY)	2258	792	696	2
Book Review	1656	511	442	2
Author Talks	1214	365	309	2
Craft	1119	307	261	5
Story Time (EY)	1029	140	110	5
Trivia	2221	102	126	5
Sustainability	1320	58	49	3
Baby Rhyme Time (EY)	984	43	35	5
Total Average per video	1337	255	301	4

Key Points

During 26 March to 30 June 2020:

- During library closure to public (March 17th – June 22nd) average of 12.5 videos created per week for online video programs by 16 staff members and average of 52.5 hours per week was spent on video program production (filming & editing)
- WGL online video programs have been watched more than 35,000 times by more than 30,000 people
- WGL online video programs total reach is 159,104 people. This is 43.8% of total the Facebook post reach of 363,429 people from all posts (+152.4% same period previous year 26 March – 30 June 2019 [238,471])

Conclusion

Video programs will continue to be the method of delivery for the foreseeable future. This has provided staff with an opportunity to showcase their skills and adapt and the quality of videos being produced is excellent.

Schools have been referring students to West Gippsland Libraries video content as part of learning from home which is a significant boost for the profile of our service.

Work will be undertaken in coming months to consider video programs in the longer term context of service delivery.

Attachments

Nil



8.4 Election Period Policy

Report Prepared by Chief Executive Officer

Executive summary

This policy has been developed in order to provide clear information about procedures and practices for West Gippsland Libraries (the Corporation) business in the lead up to the 2020 Local Government Elections to be held on 24 October and specifically the Election Period between midnight on 22 September and ceases at 6pm on 24 October 2020.

The *Local Government Act 1989* and the *Local Government Act 2020* provides that during the Election Period certain prohibitions apply to the general functions and powers of the Corporation.

This policy commits the Corporation during the election period to avoid making significant new policies or decisions that could unreasonably bind a future Library Board, and to ensure that public resources, including staff resources, are not used in election campaigning or in a way that may improperly influence the result of an election, or improperly advantage Board members who are Councillors as candidates in the election.

Recommendation

That the Board adopt the Election Period Policy.

Background

Councillors who are Board Members need to be aware of their responsibilities in relation to improper use of position as outlined in the *Local Government Act 1989*. Sections 76D and 76E of the Act prohibit Councillors from misusing their position.

Section 76D in relation to the election period ensures a fair election is held where Corporation resources are not used for campaign purposes or to influence voters.

In addition to the Chief Executive Officer's (CEO) statutory responsibilities, the CEO will ensure as far as possible, that:

- All Councillor Board Members and Officers are informed of the application of this policy 30 days prior to the commencement of the election period;
- Matters of Corporation business requiring major policy or significant decisions are scheduled for the Corporation to enable resolution prior to the commencement of the election period, or
- Deferred where appropriate for determination by the incoming Board Members; and
- Guidelines to staff on the role and responsibilities of staff in the implementation of this policy are issued if appropriate.

Policy and legislative implications

- Sections 76D and 76E of the *Local Government Act 1989*
- Section 69 of the *Local Government Act 2020*

Conclusion

The adoption of the Election Period Policy is a requirement under the *Local Government Act 2020* prior to the election period commencing. The Corporations Policy is consistent with member Council's Election Period Policies. It is recommended that the Board adopt the Election Period Policy.



Conflict of interest

Under section 80C of the *Local Government Act 1989*, the CEO declares that they have no conflict of interest to disclose in providing this report.

Attachments

Attachment 8.4.1 – Election Period Policy



8.5 San Remo Library – Interim Proposal

Report Prepared by Chief Executive Officer

Executive summary

The purpose of this report is to present an interim proposal for a San Remo Community Library to the Board for consideration and adoption to address the current issues and risks being experienced by providing the service from the mobile library.

Recommendation

That the Board approve:

- i. An interim proposal to provide the San Remo Community Library from a commercially rented shop to mitigate the immediate operational risks being experienced as outlined in this report to service delivery from the mobile;
- ii. Rental expenditure will be within existing budget constraints and no additional funds are required from Bass Coast Shire Council;
- iii. The CEO be delegated to enter into a two year lease agreement that meets the requirements outlined in this resolution.

Interim proposal to address operational risks

Currently the mobile library has been moved to the San Remo Recreation Reserve and was offering click and collect services due to covid restrictions. The mobile library is currently closed due to stage 3 restrictions. The mobile is being permanently housed at the reserve now as the Wonthaggi Depot has been vacated.

Since the mobile has been located at the Recreation Reserve there are a number of operational risks and issues currently being experienced outlined in the table below:

Risk	Impact	Mitigation
Power lead between power pole and mobile connected and in use over night	Power lead could be removed or stolen. Possible trip hazard.	Appropriate signage and safety measures have been implemented to avoid trip hazard including parking close to power pole. Renting interim shop.
The truck is not holding battery charge due to it not being regularly driven. It is currently flat and unable to be driven without a jump start.	Functionality and service is compromised. Poses a OHS and operational risk.	Provide a rotating battery. Regular driving of the truck is still required and not efficient use of WGL resources. Renting interim shop.
The hydraulics are not holding charge causing issues that include: <ul style="list-style-type: none">• Hydraulics are used to pop the side capsule in and out• To lift the stairs to enter the mobile up and down• If the stairs can't be lifted then only the internal sliding glass door can be locked and the main		No mitigation whilst using the mobile library without spending funds. Expenditure does not provide a long term benefit. Considered a sunk cost. Renting interim shop.



Risk	Impact	Mitigation
external door cannot be closed posing a security risk		
Vandalism of mobile that also includes staff concerns for fuel tank and brake cable tampering given it is in a public space. This has happened over the years at other library services mobile libraries.	Loss of reputation and poor image. Mobile could be rendered unusable	No mitigation whilst using the mobile library. Risk likelihood is considered low however impact if it occurred would be high. Renting interim shop.
Minimal driving of the mobile	Truck currently won't start without being jumpstarted.	Could schedule a shift per fortnight to take the truck for a drive. Renting interim shop.
No staff in the Bass Coast region will or can drive the mobile.	Increased cost to have staff from Warragul come down to drive the truck.	Renting interim shop.
Library fit out	Cost incurred to fit out a library in a building not owned by the Corporation or Council.	Minimal permanent investment required. Most cost will be in shelving and furniture which can be taken to the new location down the track.
Cost for commercial rent	Effects on the Budget and Bass Coast Council's annual contributions.	The cost of the rental would be contained within the existing annual contribution. No additional funds from Bass Coast are required per year.

Timeline

It is proposed that a lease be entered into, commencing mid-October 2020. Simultaneously, shelving and furniture will be ordered ready for arrival late October. A budget allocation has already been included for shelving and furniture for 2020.21, carried over from the prior year.

It is proposed that the mobile library service does not reopen whilst in stage 3 restrictions or if restrictions are eased. Rather efforts will be placed into packing up the collection on the mobile and relocating it to the new location. Opening of the interim location could be expected to occur early to mid-November dependent on COVID19 restrictions. Opening hours will also remain consistent with those currently provided on the mobile.

Expressions of interest into selling the truck and trailer will also occur. Once the collection and equipment have been removed, the truck and trailer would be sold immediately.

Communication

WGL has communicated the OHS and operational risks to Bass Coast Shire Council, its Councillors and the San Remo Recreation Reserve Committee. Once a lease has been established and firm dates for opening determined, communication will be provided to the San Remo Community via electronic methods and local flyers.

Broader overview and context

As part of the planned retirement of the South Coast Mobile Library the Board adopted a resolution in June 2019 about how services would be delivered to the San Remo community in the future. The resolution is outlined below:

Resolution

That the Board:



- a) *Recommends to Bass Coast Council the San Remo Recreational Reserve be the preferred location for the Community Library in San Remo;*
- b) *Delegate the Chief Executive Officer to undertake negotiations with the San Remo Recreation Committee of Management and Department of Land, Water and Planning to establish a lease agreement within the constraints of the annual budget;*
- c) *Allocate a budget of \$60,000 expenditure to be funded from the Bass Coast Facilities Reserve to fit out the library space; and*
- d) *The CEO explore grant opportunities in consultation with the San Remo Recreational Reserve Committee to provide a 24/7 library model consistent with operations of the Foster Library, to support more library access to more people in the community.*

Moved: Faith Page

Seconded: Cr Keith Cook

Carried unanimously

West Gippsland Libraries has been working with the San Remo Recreation Reserve Committee for the past year. This has included a number of meetings with the Executive of their Committee and ongoing email correspondence. The Committee supports the partnership opportunity in principle yet acknowledges that there are requirements that MUST be fulfilled before they would make a decision to support further progression. Key points to note are:

- The Committee is a Committee of DELWP and not Council.
- The Committee supports WGL to use the front squash court for the purposes of a Library.
- Works are required in order to make the squash court suitable for Library use.
- WGL has budgeted for an amount of \$60,000 predominately for furniture and shelving fitout that will now be insufficient based on requirements of a planning permit.
- A planning permit IS required and will have to be obtained by WGL.
- As part of the planning permit access WGL must meet the disability access regulations that will be required. Currently the internal entrance to the squash court does not meet these requirements (too narrow).
- Access to toilet facilities is required that restricts access to the rest of the indoor facility for library users.
- Use of an area for the Library will not be free and an agreement needs to be reached with the Committee.
- At the most recent meeting with members of the committee, discussions took place about the access options. The most achievable access for Library Services would require the following:
 - Cut into the external brick work, creating a direct entrance into the Library area within the existing squash court. The committee had no issues with it and it was their preferred option.
 - Renovation of the toilet area to provide a disability access toilet that also cuts an entrance into the external wall. This would provide access for both users of the reserve and the library and means that users can't access the rest of the building facility.
 - Concrete footpath to the library entrance and to the toilet and in-between the two.
 - Perspex covering to enclose the top viewing area of the squash court. This closes off access from the top viewing area whilst still letting in natural light. It will allow for the library area to be heated and cooled.
 - Power, heating, cooling and flooring.
 - Fitout of library space (i.e. shelving and furniture).



The requirement for the planning permit and modifications to ensure disability access, have significantly increased the scope of the project and ability to commence. Further costs of the project have increased and so more time should be taken to ensure adequate planning and time to try and source additional grant funding for the project in partnership with the Committee.

The time expected to undertake the above outlined processes is two years and is consistent with the interim recommendation outlined in this report.

Financial implications

The financial impact of the interim rental solution is approximately \$20,000 to \$25,000 per annum. The Corporation was paying \$44,000 per annum to rent the Wonthaggi depot which has now been vacated.

Conclusion

To mitigate the OHS and operational risks being experienced by the existing mobile library service, it is recommended that the Board adopt the interim proposal to rent a shop to deliver library services. This will provide much needed time to work through the requirements that have to be undertaken with the San Remo Recreation Reserve Committee and planning permits.

Conflict of interest

Under section 80C of the *Local Government Act 1989*, the CEO declares that they have no conflict of interest to disclose in providing this report.

Attachments

Nil



8.6 Consideration and response to Submissions

Report Prepared by Manager Volunteers & Community Participation

Executive Summary

West Gippsland Libraries received one submission as part of the community consultation for the draft Library Plan and Annual Budget 2020.21. The submission was received from the West Gippsland Libraries Community Advisory Committee (CAC).

The Chair of the CAC spoke to the submission at the Ordinary Meeting of the Board on 1 May 2020.

This report highlights WGL responses to the submission, and points to specific actions which WGL can undertake during 2020.21.

Recommendation

That the Board:

- i. Thank the Community Advisory Committee for their time taken to prepare and present their submission; and
- ii. Note specific actions outlined in this report that WGL will deliver in response to CAC recommendations.

Overview

This report addresses the CAC submission points, through a framework of:

- 1) The relevant Library Plan Strategy
- 2) Summary of points or concern raised by the CAC
- 3) WGL response
- 4) Specific actions to address the points raised
- 5) Draft Budget implications / commentary (if relevant)

Strategy One – Enhance our library service models to better meet the needs of our community.

Summary of Points raised by CAC	WGL Response	Specific actions in 2021-2021	Draft Budget implications 2020.21
Engaging Volunteers The CAC have advocated, for several years, for engaging volunteers to become a focus for WGL and for a previously outdated strategy to be revised.	A recent re-structure has enabled the provision of a Volunteers and Community Participation management area which is responsible for all aspects of engaging volunteers along with several other community participation related tasks and support of the CAC. A full volunteer 'package' is currently being drafted. Engaging volunteers and ensuring a workplace culture where Volunteers are welcome and supported, and are enjoying meaningful activities is an extensive project.	Draft Volunteer Strategy & Toolkit to be prepared for initial review by CAC in 2020.21	Supported within existing Annual Budget 2020.21



Library Plan Strategy 2 - Enable and facilitate new learning opportunities led by the community

Summary of Points raised by CAC	WGL Response	Specific actions in 2021-2021	Draft Budget implications 2020.21
<p>CAC would like to see proposals around engagement and future plans relating to this strategy.</p> <p>CAC wish to see more unique learning opportunities and have more opportunities to comment on what might be of benefit to our region, including opportunities for community members to explore new growth industries in the community.</p>	<p>Clarification was sought from the CAC about what is meant by 'explore new growth industries in the community'. Areas in our region which may lead to employment growth opportunities are Health and Community Services, Visitor Economy & Tourism, Food, Energy and Agriculture.</p> <p>CAC members feel that WGL, as a provider of information services for all ages and demographics and is in a strong position to ensure community members know about these opportunities for work and study within our region.</p> <p>WGL supports feedback and specific suggestions from the CAC in relation to opportunities. Engagement with the CAC and the new Manager Volunteers & Community Participation position will bring a greater focus to this area.</p>	<p>Remote delivery programming for the remainder of 2020 includes future jobs, job-seeking skills, mental health and budgeting during uncertain economic times.</p> <p>WGL will continue to adapt existing events and programs to a remote delivery format.</p>	<p>Supported by the existing Programs & Outreach Budget</p>

Library Plan Strategy 3 – Improve our engagement with early years and young people

Summary of Points raised by CAC	WGL Response	Specific actions in 2021-2021	Draft Budget implications 2020.21
<p>The CAC would like to see 'Outreach' grow quickly beyond the current work in Early Years – to include the senior demographic. The CAC also notes potential gaps in patronage and concerns for lower socio-economic groups who don't have access and don't know how to access Government services and may benefit from knowledge about what Apps or online services are available for patrons for social engagement, educational development, employment, upskilling and spiritual exploration.</p>	<p>At the commencement of the first Covid-19 closure, several retired PC's were donated to a local aged-care facility, in order to encourage connection with family and friends.</p> <p>The first period of closure also enabled the quick implementation of several initiatives which directly address the needs of seniors and those needing assistance in developing digital literacy skills</p>	<p>Staff continue with the 'Caring Calls' initiative which reaches out directly to patrons to offer support and referral to digital and technology training</p> <p>Broader outreach potential to be examined and implemented through the 'Community Engagement and Innovation' framework.</p> <p>Online tech talks have been implemented and will continue to take place</p> <p>Priority Book Box service has been implemented and continues during</p>	<p>Supported by the Programs & Outreach Budget</p> <p>Supported by Budget for e-resources</p>



		restrictions There is potential for a fully developed Home Library Service, once the Volunteering Strategy and Toolkit are in place.	
Library Plan Strategy 5 – Test alternative engagement approaches to promote true inclusivity and accessibility			
Summary of Points raised by CAC	WGL Response	Specific actions in 2021-2021	Draft Budget implications 2020.21
<p>The CAC would like to discuss and have input into what days / periods of significance such as Cultural Diversity Week (and other special days / weeks) the Library could celebrate, and see these celebrations occur network wide.</p> <p>CAC suggest an employment strategy that aims at diversifying the backgrounds of staff to have more CALD employees</p> <p>Offer Professional development provision for staff in understanding diversity and inclusive practice</p>	<p>A list of significant days / weeks that WGL currently recognises (or has recognised in the past) has been provided recently to the CAC and we will seek their input into any additional recognition which should occur in the future.</p>	<p>WGL established a 'Cultural Diversity & Awareness Champions Group' late in 2019.</p> <p>WGL to re-visit the calendar of significant days / weeks for recognition and consult with both CAC and staff to ensure more region-wide recognition is enabled.</p> <p>WGL to seek information about further 'Cultural Diversity Training' opportunities for staff.</p> <p>WGL continue to consult with various networks including Australian Network on Disability and Max Solutions for guidance on how WGL can improve its diversity and inclusion.</p>	<p>Training and programs will be undertaken within the existing budget.</p>
Library Plan Strategy 6 – Support our community to explore and learn about new and emerging trends.			
Summary of Points raised by CAC	WGL Response	Specific actions in 2021-2021	Draft Budget implications 2020.21
<p>The CAC note that COVID-19 has highlighted the need for delivering programming directly into homes and that what is needed to 'serve the community' in a Covid and Covid-recovery environment will continue to change. Our libraries can play an important role in addressing some of the</p>	<p>WGL agrees with the CAC that Covid has led to rapid developments in training, technology and service delivery.</p> <p>Libraries (just like many other providers) have had to adapt quickly to the 'new normal'.</p>	<p>On demand learning opportunities with Universal Class will continue to be provided and highlighted</p> <p>Torrens University online platform offers significant learning opportunities for business and skills</p>	<p>Programs and Outreach Budget</p> <p>E-resource and Collections Budget</p>



needs developing for our communities including supporting community members with re-skilling, supporting businesses and provide social inclusion for members of the community. CAC would like to see how the board is planning for this environment and have opportunity to provide feedback.		development WGL staff continue to refine the calendar of online offerings and seek comment / input from CAC regarding the content Promotion of E-book clubs and augmented collection of E-magazines and E-resources Continue to explore and report on other opportunities to collaborate with employment and recruitment services to deliver training	
Library Strategy 8 – Explore diverse revenue opportunities to complement our service			
Summary of Points raised by CAC	WGL Response	Specific actions in 2021-2021	Draft Budget implications 2020.21
CAC raised concerns about Strategy 8 about the notion of value added services and if this may mean costs or fees for services.	WGL would like to re-assure CAC members that free services will continue for our members.		
Additional Feedback			
Summary of Points raised by CAC	WGL Response	Specific actions in 2021-2021	Draft Budget implications 2020.21
The CAC feel that they have a reduced role in WGL and the ability to provide feedback in a more open and timely way. CAC would like to see future Library plans discussed in consultation with CAC members and community opportunities to provide feedback.	The CAC are to be commended for bringing the need for more explicit, timely and robust feedback mechanisms to WGL's attention. WGL recognized the importance of utilising the skills and experience of the CAC and engaging better with them. The new Manager Volunteers & Community Participation position will most certainly facilitate this.	Annual 'Friends' and 'CAC' Recognition and Feedback day to be re-developed Online community feedback program is being developed which will enable the community to provide input at any time about key service areas.	Nil

Policy and legislative implications

The Library Plan and Budget 2020.21 is prepared in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

Section 196 – Regional libraries

Section 127 – Council must prepare a budget



- Section 129 – Public notice
- Section 130 – Adoption of budget or revised budget
- Section 223 – Right to make a submission
- Section 125 – Council Plan
- Section 126 – Strategic Resource Plan

West Gippsland Libraries Draft Budget 2020.21

West Gippsland Libraries Library Plan 2017-21 Revised 2020

Conclusion

The CAC provided a strategic submission that is focused both on the short and long term objectives and services offered by West Gippsland Libraries. The CAC are to be congratulated for their continued advocacy, in particular, recognising that their work has led to the creation of a new Management portfolio which encompasses Volunteering & Community Participation and addresses several gaps identified in both their submission and other prior feedback. We appreciate the time and preparation taken to prepare this thoughtful submission. WGL commits to regular updates with the CAC, and to seeking their input about new initiatives.

Conflict of interest

Under section 80C of the *Local Government Act 1989*, the Manager of Volunteers & Community Participation declares that there is no conflict of interest to disclose in providing this report.

Attachments

- Attachment 8.6.1 – Submission received from the Community Advisory Committee
- Attachment 8.6.2 – CAC Plan Priorities January 2020



8.7 Adoption of Annual Budget 2020.21

Report Prepared by Chief Executive Officer

Executive summary

This report presents the 2020.21 Budget for adoption following a period of consultation and submissions.

The Budget has been developed to build on the significant work undertaken in 2019.20 to ensure that West Gippsland Libraries is a modern and dynamic place to discover, connect and enjoy. This is made possible by the dedication and support of all staff at West Gippsland Libraries. They are the heart of the service and their delivery of high quality library services to the community is second to none.

The 2020.21 Budget has been developed to support the team at West Gippsland Libraries deliver on the strategies and actions set out in the Library Plan. It has also been developed from first principles to ensure all income and expenditure is reviewed to ensure long term financial sustainability.

The major initiatives proposed for the year include the redevelopment of the Warragul Library to ensure it is modern for our patrons and to encourage increased visits. The redevelopment will also feature a 24/7 for Warragul Library. The 24/7 service is also proposed for Inverloch Library. The 24/7 service builds on the highly successful pilot implemented at the Foster Library that has been welcomed by the Community and continues to grow. Prior to COVID19, the Foster active membership had increased by 15% on the prior year since the 24/7 service has been implemented.

We will continue to work closely with the community and member Councils to deliver services that the community is seeking. In 2020.21 this includes continuing to work with South Gippsland Shire on the detailed design of the new Korumburra Library and with Bass Coast Shire Council on the detailed design for the new Cowes Library.

We will also continue to work with the San Remo Recreation Reserve Committee of Management to deliver a new Community Library in San Remo. The budget also continues to provide for furniture renewal. These are examples of how we continue to review our service to ensure more people can access the library.

This budget also provides the resources to continue to build our outreach services and popular programs across the region that are now being delivered in an online environment due to COVID19. We will continue to enhance our collection and in particular the e-resources that are seeing increased demand year on year.

Recommendation

That the Board:

- i. Adopt the West Gippsland Libraries 2019.20 Annual Budget and Long Term Financial Plan with the inclusion of \$40,000 for installation of solar panels at the Regional Support Centre funded from cash reserves;
- ii. Authorise the Chief Executive Officer to make typographical corrections to the budget document; and
- iii. Authorise the Chief Executive Officer to give public notice of the adoption of the 2020.21 Annual Budget and forward a copy to the Minister in accordance with section 130 of the Local Government Act 1989.

Warragul Library Refurbishment and 24/7 Service

The Warragul Library is looking quite tired and has approximately 110,000 visits to it each year so renewing the space is important to ensure people keep visiting. The budget proposes an allocation of \$200,000 to modernise the library and includes \$50,000 for new furniture. This will be funded from the Facilities Reserve (Baw Baw Shire). The refurbishment will also include the implementation of our



popular 24/7 access service.

We have learned so far from the 24/7 service at the Foster Library is that it is a sought after service. It caters to the convenience of our patrons who often may not be able to get to the library during ordinary opening hours. Our patrons tend to use the 24/7 service to work quietly outside of normal operating hours or on weekends. The strength in the controls that support the 24/7 service has been essential to its success.

San Remo Community Library

Work on the San Remo Community Library carries over from 2019.20. We are working with the San Remo Recreation Committee of Management to provide an enhanced service for the community.

Inverloch 24/7 Service

As outlined above the 24/7 access service has been very successful and feedback suggests that the Inverloch community would utilise and appreciate this service.

Programs and Outreach

Programs and outreach will continue to be a focus for West Gippsland Libraries in 2020.21 and will now be focused on being delivered in a virtual and online environment due to COVID19. Program attendees in 2018.19 increased by 12% to more than 51,000. In 2019.20 attendees continued to increase being up 14% prior to COVID19. Investing in programs and outreach is part of delivering on strategy two (Enable and facilitate new learning opportunities led by the community), strategy three (Improve our engagement with early years and young people) and strategy six (support our community to explore and learn about new and emerging trends).

Renewal of furniture and equipment

It is recognised that some of our libraries are dated and do not have modern furniture that is comfortable to support our vision of discover, connect and enjoy. Strategy four of the library plan (Explore new and renovated spaces that reflect modern learning approaches) supports the investment in renewal of our furniture and equipment. A renewal plan will be developed as well as funds allocated for new furniture to support West Gippsland Libraries vision. This will be an ongoing strategy over the next few years to ensure those spaces most used and in need are targeted first. This year will see \$95,000 allocated to the budget for renewal of furniture and equipment.

Investment in the collection

E-resources are seeing the biggest increase in loans with a 38% increase YTD to January 2020 (62% increase in 2019.20 to more than 105,000 loans). With this significant increase we want to ensure the e-resource collection is continuing to provide new releases and meet the needs of our patrons and again this is more important in a COVID19 environment than ever before.

There will be an increase in the e-resource collection of \$15,000 for the year. This will bring the total investment in e-resources for the year to no less than \$215,000. E-resources include e-books, e-audiobooks and e-magazines.

Planning and accountability framework

The Strategic Resource Plan (next four years) and Long Term Financial Plan (next ten years) are part of and prepared in conjunction with the Library Plan, and are a rolling four to ten year plans that outline the financial and non-financial resources that West Gippsland Libraries requires to achieve the strategic objectives described in the Library Plan.

The Annual Budget is framed within the Strategic Resource Plan and Long Term Financial Plan, taking into account the services and initiatives that contribute to achieving the strategic objectives specified in the Library Plan.



The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes. The Library Plan, including the Strategic Resource Plan, is required to be completed by 30 June each year. West Gippsland Libraries reviews its Strategic Resource Plan and Long Term Financial Plan each year as part of the annual budget process.

Financial Goals

It is important for West Gippsland Libraries to set financial goals to provide guidance and structure to the budget process and assist with maintaining consistent financial planning year on year. West Gippsland Libraries financial goals are to:

- Operate in a financially sustainable manner;
- Operate within the rate cap, with new initiatives that require funding above the rate cap being supported by well-developed and costed business cases;
- Minimise fluctuations in increments from year to year that affect the member Councils;
- Reinvest efficiency savings into strategies identified in the Library Plan and the Collection; and
- Provide transparency and accountability.

Rate cap

For the 2020.21 financial year the Minister for Local Government has set the rate cap at 2% (2.5% in 2019.20).

Budget development

The Budget has been developed from first principles and incorporates savings that have been achieved over the past three years. Key assumptions that have influenced the development of the budget are:

- The increase in base wage rate for employees under the new Enterprise Agreement is directly linked to the rate cap set by the Minister for Local Government. The rate cap in 2020.21 is 2%. The increase applied to the base wage rate will be 1.74% in 2020.21 (2.18% in 2019.20).
- Materials and services costs have been reviewed based on changes to systems, new contract arrangements and past expenditure trends. Efficiency reductions have been incorporated as well as allowing for inflation of 5% based on historical trends.
- The budget provides for an increase in the collection of \$28,000 to ensure West Gippsland Libraries continues to provide a collection that is under five years old as identified in the Local Government Performance Reporting Indicators. New collection items will also be invested in e-resources to support their exponential utilisation by patrons.
- Renewal of furniture and equipment has been included in the financial statements to ensure our libraries are modern and vibrant places for our patrons to discover, connect and enjoy.

Policy and legislative implications

The Budget 2020.21 is prepared in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

- Section 196 – Regional libraries
- Section 127 – Council must prepare a budget
- Section 129 – Public notice
- Section 130 – Adoption of budget or revised budget
- Section 223 – Right to make a submission



Conclusion

Significant work has been undertaken in the past three years to review expenditure, automate back end processes and ensure that West Gippsland Libraries can maximise the use of its funds to invest back into valued services. Upon completion of this significant work we are now able to allocate these saving into the collection and spaces that ensure our libraries continue to be a place where patrons can discover, connect and enjoy.

Overall, West Gippsland Libraries is in a strong financial position and it is recommended that the Board adopt the Annual Budget 2020.21, as outlined in the recommendation.

Conflict of interest

Under section 80C of the *Local Government Act 1989*, the CEO declares that there is no conflict of interest to disclose in providing this report.

Attachments

Attachment 8.7.1 – Draft Budget 2020.21



8.8 Adoption of Library Plan 2017.21 (Revised 2020)

Report Prepared by Chief Executive Officer

Executive Summary

The report presents the revised version of the West Gippsland Libraries Library Plan 2017-21 (Revised 2020). The Library Plan is the guiding strategic document for the organisation, setting out our commitment to delivering library services to the communities of Baw Baw, South Gippsland and Bass Coast Shires. It features eight strategic objectives and supporting actions to ensure that an accessible and dynamic library service is delivered to the community.

This is the final year of the Library Plan and it builds on the exceptional achievements of the past three years. The revised plan acknowledges and continues to focus on library services changing at a rapid pace, and that adapting is essential so more people can access library services for reading and learning, connecting and being creative.

Adapting is now more important than ever in a COVID19 environment. The strategies in the Library Plan can be achieved in a COVID19 environment. This is made possible by the solid foundation that has been laid over the past few years to create an adaptive organizational culture. The next 12 months will provide opportunities for the service to continue to evolve.

Recommendation

That the Board:

- a) Adopt the West Gippsland Libraries Library Plan.
- b) Adopt the Strategic Resource Plan incorporated in the Library Plan incorporating the amendments made to the adopted budget outlined in report 6.1.
- c) Authorise the Chief Executive Officer to make typographical corrections to the Library Plan document.
- d) Authorise the Chief Executive Officer to give public notice of the adoption of the Library Plan and forward a copy to the Minister in accordance with section 130 of the Local Government Act 1989.

Highlights of the Revised Library Plan

The revised plan includes a number of new actions for the organisation, incorporating feedback from the Board, library staff and the Community Advisory Committee.

The Library Plan will continue to focus on the following strategic objectives.

- Strategy One – Enhance our library service models to better meet the needs of our community.
- Strategy Two – Enable and facilitate new learning opportunities led by the community
- Strategy Three – Improve our engagement with early years and young people
- Strategy Four – Experiment with new and renovated spaces that reflect modern learning approaches
- Strategy Five – Test alternative engagement approaches to promote true inclusivity and accessibility
- Strategy Six – Support our community to explore and learn about new and emerging trends
- Strategy Seven – Promote a culture that encourages flexibility, experimentation and personal growth
- Strategy Eight – Explore diverse revenue opportunities to complement our service

The 2020.21 actions within the plan will continue to build on the achievements of previous years. The



biggest actions for 2020.21 are:

Strategy 1 – Update libraries to 24/7 hour access at Warragul and Inverloch

Feedback told us that our current opening hours do not allow for many within our community to visit our libraries. A 24/7 access model means members can access a library when they need to.

Strategy 1 – Open the San Remo Community Library

To improve community access to local library services a static library will replace the Mobile Library service that more than 90 percent of people living in the area could not visit due to limited hours of access.

Strategy 4 – Modernise the Warragul Library

We are committed to ensuring our spaces are modern and inviting for people to visit. The Warragul Library is looking quite tired and has approximately 110,000 visits to it each year so renewing the space is important to ensure people keep visiting.

Strategy 7 – Continue to develop our people with the skills to confidently engage with our diverse community.

Our communities are diverse and people visit our libraries for a range of services. Our success is determined by the quality of service those who use our services experience.

Policy and Legislative Implications

The West Gippsland Libraries Library Plan 2017-21 (Revised 2020) is prepared in accordance with the Local Government Act 1994 and the Local Government (Planning and Reporting) Regulations 2014.

- Section 196 – Regional Libraries
- Section 125 – Council Plan
- Section 126 – Strategic Resource Plan
- Section 223 – Right to make a submission.

Conclusion

The revised library plan inspires and challenges West Gippsland Libraries to be a service that is equipped to respond to the changing needs of our communities, particularly during COVID19. The strategies within the plan are designed to motivate the organisation to think differently and ensure that we are prepared for the future. It is recommended that the Board adopt the Library Plan 2017-21 (Revised 2020) and place on public exhibition for input and submissions.

Conflict of Interest

Under section 80C of the *Local Government Act 1989*, the CEO declares that there is no conflict of interest to disclose in providing this report.

Attachments

Attachment 8.8.1 – Library Plan 2017-21 (Revised 2020) Draft

9. Presentations



Nil

10. General Business

Libraries as an essential service

Strong advocacy has taken place within the Library and Local Government Sector. This has included direct advocacy to the State Government by the Peak Body, Public Libraries Victoria, MAV and a number of Metro and Regional Libraries and Councils across Victoria.

On 18th August 2020, advice was received from the CEO, Kerry Thompson at MAV, advising the advocacy had been successful and restrictions under Stage 3 had been amended to allow Libraries to offer contactless click and collect services.

This is a really important amendment that will help reduce the ongoing changes to services and help offer some continuity to the community. It is also a key element of our communities maintaining good mental health and reducing isolation.

11. For information

Nil

12. In camera session – CEO Annual Review

Recommendation

That the Board go in camera on matters relating to the CEO's annual performance review - section 89(2)(a) *Local Government Act 1989*

13. Next Meeting

Ordinary Board meeting Friday, 11th September 2020 via video meeting on Zoom at 11.30 am.



Ordinary Board Meeting

Minutes

Friday 26th June 2020

11.30 am

Regional Support Centre
Warragul



Our mission and strategy

West Gippsland Libraries provide library services, programs and collections that are accessible and equitable. We create partnerships to improve our service, share our knowledge and facilitate interaction within our communities and continuously strive to improve our value to the community. We are a library service that is constantly listening, testing and adapting to the changing needs of our community.

Values

We will **bravely** adapt with the changing needs of our communities.

We will build **relationships** with our stakeholders, communities and each other.

We will deliver **excellence** in everything we do.

We are West Gippsland Libraries and we are here to change lives.



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Meeting Opened at 11.50am

In attendance:

Cr Keith Cook (Baw Baw Shire Council) **Chair**
Cr Geoff Ellis (Bass Coast Shire Council) – Substitute for Cr Le Serve
Martin Hopley (Baw Baw Shire Council) – via video
David Welch (South Gippsland Shire Council) – via video
Rick Brown (South Gippsland Shire Council)
Jodi Kennedy (Bass Coast Shire Council)

WGL Officers

Leanne Williams (Chief Executive Officer)
Linda Fowler – via video

1. Meeting to be closed to the public

Section 89 of the Local Government Act 1989 states that meetings must be open to the public. However, section 196 (Regional libraries) subsection 7(b) provides an exemption to this clause for Regional Library Corporations. Therefore Regional Library Corporations are not required to have their meetings open to the public.

Due to covid restrictions implemented by the State and Federal Governments, social distancing measures and non-essential travel requirements, it is recommended that the Board close the meeting being held today to the public.

Minutes from the meeting will still be available on West Gippsland Libraries website.

Recommendation

That the Board close the Board Meeting being held today (26th June 2020) to the public under section 196(7)(b).

Resolution

That the Board close the Board Meeting being held today (26th June 2020) to the public under section 196(7)(b).

Moved: Geoff Ellis

Seconded: Rick Brown

Carried unanimously

2. Statement of acknowledgement

The West Gippsland Libraries respectfully acknowledges the traditional owners of this land, their spirits and ancestors. We would also like to pay respect to their elders past, present and emerging.

3. Our Child Safety Commitment

West Gippsland Libraries is committed to the safety and wellbeing of all children and young people.



4. Apologies

The following apologies are noted:

Cr Clare Le Serve (Bass Coast Shire Council)

Rebecca Noone (Manager Marketing and Strategy)

5. Declarations of interest/conflict of interest

Nil

6. Letter of Resignation (Mark Dupe) Welcome to Martin Hopley

Due to Mark's appointment as CEO of Baw Baw Shire, he has resigned from the Board. Martin Hopley will sit on the Board as the Acting Director of Corporate and Community Services. The Board congratulates Mark on his appointment and will send a Letter of Thanks.

7. Minutes of previous meeting

Amendment to Report 9.4 Removal of Fines Performance Overview is required. There was an error when the original report was added to the agenda.

The decimal point was not included in the number of days.

The correct figures are:

Number of days to wait for an item

Jun 2019 – Average wait 16.4 days rather than 164 days

Feb 2020 – Average wait 17.4 days rather than 174 days

Recommendation

That the Board adopt the minutes from the Ordinary meeting held 1st May 2020, subject to the amendment of:

Number of days to wait for an item

Jun 2019 – Average wait 16.4 days

Feb 2020 – Average wait 17.4 days

Resolution

That the Board adopt the minutes from the Ordinary meeting held 1st May 2020, subject to the amendment of:

Number of days to wait for an item

Jun 2019 – Average wait 16.4 days

Feb 2020 – Average wait 17.4 days

Moved: Rick Brown

Seconded: Jodi Kennedy

Carried unanimously

Attachments

Attachment 7.1.1 – Minutes of the Ordinary Board meeting 1st May 2020



8. Standing items

8.1. Business arising from the previous meeting

Removal of fines performance overview – Questions on Notice

Response Prepared by: Manager Technology & Collections

The Removal of fines performance overview was reported to the Board at the Board Meeting held on Friday May 1st 2020. Two (2) questions were taken on notice during the discussion of the Report.

1. The number of days to wait for an item. This equates to a 6 month wait time. Is this correct?

Response:

There was an error when the original report was added to the agenda. The decimal point was not included in the number of days.

The correct figures are:

Number of days to wait for an item
Jun 2019 – Average wait 16.4 days
Feb 2020 – Average wait 17.4 days

There has been an increase of 1 day in average wait time for an item since fines were removed and this is considered acceptable and within expectations.

2. Overdue notices sent. 75K to 88K. What are the details behind these numbers, and what proportion are physical versus electronically sent? Also what is the timeframes/intervals for these?

Response:

Number of overdue notices sent

Jul 2018 to Feb 2019 – Total 75,229

Jul 2019 to Feb 2020 – Total 88,704

Notices are sent as follows:

Emailed and SMS Pre Overdue Notice are sent 3 days before the item is due.

Printed Overdue Notices are sent 7 days, 14 days and 21 days after the item is due.

Emailed Overdue Notices are sent 7 days, 14 days and 21 days after the item is due.

SMS Overdue Notices are sent 7 days and 14 days after the item is due.

Breakdown of Overdue Notices sent Jul 2019 – Feb 2020.

Printed Overdue Notices	Total
Total Printed Notices	
Jul - Feb 2018/19	6,320
Jul - Feb 2019/20	5,810
% Change	-8%
Emailed Overdue Notices	
Pre Overdue Notices	
Jul - Feb 2018/19	20,017
Jul - Feb 2019/20	19,621
% Change	-2%
Overdue Notices	



Jul - Feb 2018/19	4,834
Jul - Feb 2019/20	6,934
% Change	43%
Total Emailed Notices	
Jul - Feb 2018/19	24,851
Jul - Feb 2019/20	26,555
% Change	7%
SMS Overdue Notices	Total
Pre Overdue Notices	
Jul - Feb 2018/19	36,031
Jul - Feb 2019/20	44,582
% Change	24%
Overdue Notices	
Jul - Feb 2018/19	8,027
Jul - Feb 2019/20	11,757
% Change	46%
Total SMS Notices	
Jul - Feb 2018/19	44,058
Jul - Feb 2019/20	56,339
% Change	28%
Total Notices	Total
Jul - Feb 2018/19	75,229
Jul - Feb 2019/20	88,704
% Change	12%

From the above table it can be noted that the number of printed overdue notices sent has decreased in response to directing members to more efficient and cost effective communication mediums. The number of email and SMS overdue notices sent has increased by over 40% during the same period. This increase was expected and will be addressed by the introduction of automatic renewals.

8.2. Update from the Community Advisory Committee

Chair – David Lyons to provide a verbal update (via video)

Recommendation

That the Board note the Community Advisory Committee's (CAC) verbal report and the minutes from the CAC Meeting held 1 May 2020.

Resolution

That the Board note the Community Advisory Committee's (CAC) verbal report and the minutes from the CAC Meeting held 1 May 2020.

Moved: Geoff Ellis

Seconded: Rick Brown

Carried unanimously



Attachments

Attachment 8.2.1 – Minutes of the CAC 1 May 2020

9. Questions on notice

Nil

10. Reports

10.1 Vision and Mission

Report Prepared by Chief Executive Officer

Executive summary

This report presents an overview of the extensive review undertaken to revise West Gippsland Libraries Vision and Mission.

The Vision and Mission are essential to defining West Gippsland Libraries services and objectives and how they are reached. It is also a powerful tool to motivate staff and the community about what we provide and tie it into the organisation's values.

It had been approximately 8 years since the vision and mission had been formally reviewed.

The review has been undertaken organisation wide in consultation with staff and the Board and has given consideration to the following key factors:

- Direction of the library sector and its existing mission and vision documents including Public Libraries Victoria;
- Expert knowledge of consultants engaged at different points of the process (i.e. staff workshop and Board workshop);
- Commentary from the Community Advisory Committee through past submissions to the Library Plan and Annual Budget;
- Global Thought Leaders within the library profession that have attended Public Libraries Victoria events over the past 18 months, providing their insights and predictions (i.e. David Lanks);
- Staff and Board knowledge and insights;
- Trust for libraries is implied and therefore not explicitly noted in the Vision and Mission;
- The Vision and Mission focuses on people rather than resources;
- The visual representation is as important as the words to capture the emotive intent;
- Simple and 'jargon free' language was essential; and
- Utilisation of emotive and inclusive language to capture the imagination of what the service could become.

Recommendation

That the Board adopt the new Vision and Mission and the Vision and Mission document attached to this report for West Gippsland Libraries as:

VISION: Our Vision is for connected, inclusive and resilient communities that are supported to grow and thrive.

MISSION: Supporting our communities is our mission. We help people:



Connect – We are responsive and bring people together

Belong – We are inclusive and work with you

Learn – Our free resources allow minds to explore and create

Resolution

That the Board adopt as a draft, the Vision and Mission and the Vision and Mission document attached to this report for West Gippsland Libraries as:

VISION: Our Vision is for connected, inclusive and resilient communities that are supported to grow and thrive.

MISSION: Supporting our communities is our mission. We help people:

Connect – We are responsive and bring people together

Belong – We are inclusive and work with you

Learn – Our free resources allow minds to explore and create

And

Seek responses from the Community and report back to the Board at a future meeting.

Moved: Rick Brown

Seconded: Geoff Ellis

Carried unanimously

Background

The journey to review and redevelop the Vision and Mission has been extensive over the past 6 months. An overview of the process undertaken includes:

- A staff workshop undertaken to develop new Vision and Mission as part of the Annual Staff Day. This session was facilitated by Steve Tighe, a leading advisor on the future, strategy and innovation and has worked extensively with the State Library of Victoria. Steve is also the author of *Rethinking Strategy: How to anticipate the future, slow down change and improve decision making*.
- The Leadership Team consolidated and reviewed the staff day worksheets and insights. Options were proposed for consideration by staff.
- A staff survey was undertaken to consult and shortlist on Vision and Mission suggestions.
- A Board Workshop with Spark Strategy was undertaken to consider the Vision and Mission that incorporated results from the staff day workshop and survey. Spark Strategy facilitated and summarised the session. Spark Strategy is an experienced firm at helping For Purpose organisations with developing their strategies and have worked extensively in the Not-For-Profit, Local Government and Library sectors.
- Multiple Board Briefing sessions have taken place to review and refine the draft Vision and Mission.
- Extensive review and rework has been undertaken by the CEO to consolidate and implement feedback.

Following the extensive process undertaken, the final Vision and Mission are now presented to the Board for adoption.

Financial implications

The costs associated with the process were undertaken within the constraints of the 2019.20 budget.



Policy and legislative implications

The West Gippsland Libraries four year strategy, the Library Plan, is prepared in accordance with the Local Government Act 1989. The Library Plan incorporates the Vision and Mission of West Gippsland Libraries.

Section 196 – Regional Libraries

Section 125 – Council Plan

Conclusion

An extensive process has been undertaken as outlined in this report. It is recommended that the Board adopt the new Vision and Mission.

Conflict of interest

Under section 80C of the *Local Government Act 1989*, the Author declares that they have no conflict of interest to disclose in providing this report.

Attachments

Attachment 10.1.1 – Vision and Mission



10.2. Audit Strategy

Report Prepared by Chief Executive Officer

Executive summary

West Gippsland Libraries is required to undergo an annual financial audit by the Victorian Auditor General's Office (VAGO) each year. This is to ensure the financial statements prepared are fairly stated and in all material respects accurate. The financial statements must also be prepared in accordance with Australian Accounting Standards and the financial reporting requirements of the Local Government Act 1989.

The audit is undertaken in two parts. An interim audit was conducted in April where the financial controls were tested to ensure they are working, and ensure the auditors have an understanding of our operations over the last 12 months. As part of the interim stage VAGO prepare and provide an audit strategy (annexed to this report in attachment 10.2.1) which outlines their approach to the audit.

The second part of the audit is undertaken in August, where balances are reviewed and substantiated for the annual financial statements. The annual financial statements are then presented to the Board for adoption in September and submission to the Minister for Local Government Victoria.

Recommendation

That the Board adopt the 2019.20 VAGO Audit Strategy.

Resolution

That the Board adopt the 2019.20 VAGO Audit Strategy.

Moved: Jodi Kennedy

Seconded: Rick Brown

Carried unanimously

Financial implications

The financial audit fee for 2018.19 has been estimated to cost \$10,100 + GST by the Victorian Auditor General's Office. The fee remains the same as last year.

Crowe Horwath prepare the financial statements on West Gippsland Libraries behalf. This is an additional fee on top of their monthly service to provide financial support estimated at \$15,000 and consistent with prior years.

Policy and legislative implications

Section 131 of the Local Government Act 1989 (Annual Report – contents) requires West Gippsland Libraries to prepare audited financial statements each year.

Part 3 of the Audit Act 1994 requires the auditors to prepare a report on the financial statements.

Conclusion

It is recommended that the Board adopt the Audit Strategy for the year ending 30 June 2020.

Conflict of interest

Under section 80C of the *Local Government Act 1989*, the CEO declares that there is no conflict of interest to disclose in providing this report.



Attachments

Attachment 10.2.1 – Audit Strategy Memorandum

Attachment 10.2.2 – VAGO Audit Fee Letter

10.3 VAGO Interim Management Letter

Report Prepared by Chief Executive Officer

Executive summary

As part of the overall annual audit conducted by the DMG Audit and Advisory on behalf of the Victorian Auditor General's Office, an interim audit was conducted in April 2019. During this audit the auditors conducted testing of the financial controls and then provided an Interim Management Letter to the Board outlining their findings, if any.

The purpose of this report is to provide the Board with the Interim Management Letter for 2019.20 received on 8 May 2019 and highlight that there were no issues of significance that arose during the interim audit visit.

Recommendation

That the Board accept the VAGO Interim Management Letter for 2019.20.

Resolution

That the Board accept the VAGO Interim Management Letter for 2019.20

Moved: Jodi Kennedy

Seconded: Rick Brown

Carried unanimously

Conclusion

It is recommended that the Board accept the Interim Management Letter 2019.20.

Conflict of interest

Under section 80C of the *Local Government Act 1989*, the CEO declares that there is no conflict of interest to disclose in providing this report.

Attachments

Attachment 10.3.1 – Interim Management Letter



10.4 Status Update – Covid 19 Operations

Report Prepared by Michelle Nicholls, Manager Library Services

Executive Summary

This report presents an update on Covid 19 operations at West Gippsland Libraries (WGL). With the announcement of restrictions due to Covid-19; Library services adapted in order to maintain the health and safety of staff and the wider community. Swapping quickly from services operating in physical library spaces to services offered online. Moving staff from branches to at home service provision in line with government recommendations.

WGL's online and social media presence increased with the upgrading of online memberships to allow for increased e-borrowing and online programming. The introduction of live chat, tech talks, caring calls and caring packages developed quickly in response to community needs and continues as part of recovery led innovation.

WGL continues to lead sector wide recovery, opening on the 1st June in line with the easing of government restrictions. A comprehensive recovery plan is in place including communication mapping, risk assessments and new branch procedures to enable safe service provision for staff and the wider community.

Currently click and collect services operate throughout the day with stage 2 renewed access commencing from the 22nd June and "new normal" planning underway.

Recommendation

That the Board notes the Report.

Resolution

That the Board notes the Report.

Moved: Rick Brown

Seconded: Jodi Kennedy

Carried unanimously

Background

Covid-19 Operations Update

In line with government and health organisation recommendations, West Gippsland Libraries responded quickly to Covid 19 safe working arrangements. Staff health and the safety of the broader community quickly determined that WGL needed to close physical library spaces and swap to online services to maintain its strong connection with its community. Online operations meant that staff could move to at home working arrangements while still providing customer service transactions using online resources and delivering online programming.

WGL very quickly created an online presence by delivering programming via its Facebook page. Early years story times, "How to" videos, teenage STEM videos and adult author talks; all becoming regular features on WGL social media. An online membership upgrade through the Library management system (LMS) enabled members to borrow increased numbers of online e-books and e-audio books. Membership upgrades meant all library online databases were accessible. Including Ancestry.com and Universal class. Promotion of children's databases in schools also meant teachers could set online curriculum for children learning from home using library resources.

At the height of the restrictions operations moved to providing the community with live chat, caring calls, tech talks and caring packages as part of extra services customers could access through WGL. The live chat feature on the web site is staffed from 9.00am to 5.00pm Monday-Friday. This feature allows for people to ask questions and receive live feedback from a librarian. Feedback has been very positive



about this service and will continue even with restrictions easing. WGL caring calls and corresponding care packages have seen over 988 caring calls made by staff with feedback from customers very positive with appreciation and gratitude common terms echoed as part of feedback. Staff on a daily basis call members to ask how they are going and ask if they would like to receive a book bundle through Australia post. This service is continuing as part of library recovery planning.

WGL operations has moved to phased recovery, in line with government announcements. WGL re-opened its physical service on the 1st June. A leader in the sector with some library services not opening till after the queen’s birthday weekend. Click and collect services are currently in progress with customers able to pick up holds throughout the day. Stage 2 renewed access will commence from the 22nd June. Customers will be able to access library spaces under m2 restrictions. Much planning and co-ordination has gone into the recovery process including, communication mapping, risk assessments, site mapping, signage and cleaning processes all implemented to ensure staff and public health remain the priority.

WGL operations will move forward into “new normal” status as further government announcements are made. Resources and programming will look to community needs and adapt content as needed.

Policy and legislative implications

WGL - Victorian Child safety Policy 2017

WGL – Library Plan 2017-21

Conclusion

WGL operations moved quickly in line with government announcements regarding covid-19 safe work practices. Staff adaptability and commitment have meant the implementation of a comprehensive recovery plan have been smooth and well received.

Conflict of interest

Under section 80C of the *Local Government Act 1989*, the author of the report declares that there is no conflict of interest to disclose in providing this report.

Our roadmap to COVIDsafe Libraries

ONLINE SERVICES WILL CONTINUE

- LIVE CHAT
- CARING CALLS
- BOOK & TECH TALK
- ONLINE PROGRAMS & EVENTS
- E-RESOURCES

STEP 1

- BOOK RETURN CHUTES**
Book return chutes will be open for members to return borrowed items.
- CLICK & COLLECT BOOKINGS**
Click & Collect bookings for full items need to be made prior to visiting the library. Bookings can be made online via www.wgllc.com.au or call your branch.
- PREMIUM WI-FI**
Wi-Fi will be turned on during branch opening hours. This will be accessed from outside entry, maintaining physical distancing.

STEP 2

- CLICK & COLLECT BOOKINGS**
Click & Collect bookings will no longer be required. Holds will be available and members can collect these from the holds shelf for self-checkout.
- PUBLIC PC BOOKINGS**
A limited number of Public PC bookings will be available. Please contact your local branch prior to visiting the library.
- PUBLIC SPACES ACCESS**
A limited number of people will be allowed to access Public spaces for a limited amount of time.
- PREMIUM WI-FI**
Wi-Fi will be turned on during branch opening hours. This will be accessed from within the branch.
- SELF-CHECKOUT**
Self-checkout will be available for members to use.

STEP 3

- HOLDS**
Holds continue to be available as normal and members can collect these from the holds shelf for self-checkout.
- PUBLIC PC BOOKINGS**
Full access to Public PC bookings will be available. Bookings can be made in the branch or prior to visiting the library.
- PUBLIC SPACES ACCESS**
People will be allowed full access to Public spaces. Meeting room bookings will be available and public spaces and programs will resume. 24-hour access will be maintained for members of staff.
- PREMIUM WI-FI**
Wi-Fi will continue to be available during branch opening hours. This will be accessed from within the branch.
- SELF-CHECKOUT**
Self-checkout will continue to be available for members to use.

WHAT IS NOT AVAILABLE

- PUBLIC ACCESS TO THE LIBRARY
- ACCESS TO TOILETS IN THE LIBRARY
- SELF-CHECKOUT
- ACCESS TO PUBLIC PCs
- MEETING ROOM BOOKINGS
- PUBLIC EVENTS & PROGRAMS

WHAT WE ASK FROM YOU

- MAINTAIN PHYSICAL DISTANCING** (1.5m)
- STAY AT HOME WHEN SICK**
- MAINTAIN HAND HYGIENE**
- DEMONSTRATE APPROPRIATE BEHAVIOUR**
- PRACTICE RESPIRATORY HYGIENE**
- PLEASE HELP US KEEP OUR COMMUNITY SAFE**

West Gippsland Libraries | wgllc.vic.gov.au



10.5 Procurement Policy Report

Report Prepared by Linda Fowler – Manager of People and Culture

Executive summary

The Procurement Policy is an important document that provides policy and guidance to allow consistency and control over procurement activities, ensure compliance with legislation, provides a framework for West Gippsland Libraries to achieve best outcomes, demonstrates best practice in purchasing and demonstrates accountability. The Procurement Policy is required to be reviewed each year and this year a minor review has been undertaken as outlined in the draft Procurement Policy 2020 that displays the amendments made to employee titles, no other changes have been made to this policy.

Recommendation

That the Board adopt the 2020.21 Procurement Policy.

Resolution

That the Board adopt the 2020.21 Procurement Policy.

Moved: Geoff Ellis

Seconded: Rick Brown

Carried unanimously

Background

West Gippsland Libraries Procurement Policy requires that purchasing and contract management activities support the corporate strategies, aims and objectives.

The objectives of the Procurement Policy are to:

- Achieve value for money;
- Ensure open and fair competition;
- Ensure openness and transparency of the decision making process;
- Achieve compliance with legislation;
- Promote environmental sustainability;
- Seek to support local procurement; and
- Continue to support West Gippsland Libraries commitment to continuous improvement and collaboration.

Financial implications

There are no financial implications to the 2020 report as the only amendments made for this term were the titles of some employees, no financial content has been altered and all content is current.

Policy and legislative implications

West Gippsland Libraries Procurement Policy is developed under Section 186A of the Local Government Act 1989. This section of the Act requires the Corporation to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Corporation. Section 186A (7) requires a review of this policy at least once in each financial year.



Conclusion

A review has been undertaken and after careful consideration the alterations to employee title was all that was needed to ensure the currency of this policy.

Conflict of interest

Under section 80C of the *Local Government Act 1989*, the Manager of People and Culture declares that they have no conflict of interest to disclose in providing this report.

Attachments

Attachment 10.5.1 – Procurement Policy 2020.21



10.6 Review of Local Law

Report Prepared by Chief Executive Officer

Executive summary

The purpose of this report is to:

- Provide an overview to the Board of the review of the *Meetings, Operations and Use of Libraries Local Law No. 2 2008*;
- Provide for the Boards consideration revised:
 - *Meetings Procedure Local Law No.1 - 2020; and*
 - *Operation and Use of Library Services Local Law No.2 – 2020.*
- Outline the processes and timelines for:
 - Giving notice of the review to the Local Law;
 - Seeking public consultation and submissions on the revised Local Law;
 - Adoption of the Local Law by Member Councils;
 - Adoption of the Local Law by the Board; and
 - Publishing notice of the adoption of the Local Law and advising the Minister for Local Government Victoria.

The Local Law *Meetings, Operation and Use of Libraries Local Law 2008* is overdue for review and renewal. This report commences the process for the review and renewal of the Local Law.

The Local Law is essential for West Gippsland Libraries to conduct its operations and to provide effective governance.

Recommendation

That the Board:

- i. Notes the review undertaken of the *Meetings, Operations and Use of Libraries Local Law No. 2 2008*;
- ii. Supports the amendments to make the proposed Local Laws as:
 - a. *Meetings Procedure Local Law No.1 - 2020; and*
 - b. *Operation and Use of Library Services Local Law No.2 – 2020.*
- iii. Gives public notice of its intention to make the *Meetings Procedure Local Law No.1 – 2020 and Operation and Use of Library Services Local Law No.2 – 2020* that includes publishing a notice in the Victorian Government Gazette pursuant to section 119 of *The Local Government Act 1989*;
- iv. Make available the proposed *Meetings Procedure Local Law No.1 – 2020 and Operation and Use of Library Services Local Law No.2 – 2020* for public inspection pursuant to section 223 of the *Local Government Act 1989*;
- v. Close submissions on Friday 14th August 2020 at 5pm; and
- vi. Hear submissions on the proposed *Meetings Procedure Local Law No.1 – 2020 and Operation and Use of Library Services Local Law No.2 – 2020* at its Ordinary Meeting on Friday 28th August 2020.



Resolution

That the Board defers the adoption of the proposed Local Laws to the next meeting to make some final amendments.

Moved: David Welch

Seconded: Geoff Ellis

Carried unanimously

Background and review

The existing Local Law commenced in 2008 and Section 122 of The Act - *Sunset provision* states that unless sooner revoked, a local law is revoked on the day which is 10 years after the Local Law came into operation. The existing Local Law did not explicitly detail the end date of the Local Law which is why the review has not been conducted sooner.

A review has been undertaken by the CEO and the Board of the existing Local Law and amendments have been made as follows:

- Separation from one local law to two local laws for clarity, ease of reading and interpretation;
- Provided a cessation date of the Local Law in alignment with The Act.
- Reviewed definitions to provide greater clarity to readers of the Local Law. Definitions were removed to ensure there was not a contradiction between the definitions section and the clauses in the local laws. The definitions section was also reviewed in line with Bass Coast Shire Councils Meeting Procedures Local Law.
- Improved formatting to make reading the Local Law easier, including combining, rearranging and renumbering sections.
- Inserting minor additions to CEO's authorisation within Local Law No 2 including the CEO's ability to make minor amendments to the opening hours (such as during holiday periods) and the allowance of issuing electronic membership cards.
- The inclusion of Board Members to participate of meetings by electronic means. Library Corporations have a clause in The Act that allows electronic participation when Councils are not as outlined in section 197E. There are a number of Library Corporations that already have this inclusion in their local laws.
- Clarification on what constitutes a vote under Local Law No. 1.
- The inclusion of a Public Participation section in Local Law No 1 that provides for opening meetings to the public when the Board is not required to under section 196(7)(b). There are a number of Library Corporations that do not open their meetings to the public under this provision. The rewording gives the Board the option to open meetings to the public.
- Greater clarity to the offences imposed by the Local Law and the procedures associated with the offences outlined in Local Law No.2. This is consistent with the Library Operations Local Law at Campaspe Shire Council that provides greater than was previously outlined.
- Bass Coast Shire Councils Local Law has been used for guidance and consistency and to make reading the Local Laws as easy as possible.

Procedure for Board Review and Public Consultation

Section 119 of the *Local Government Act 1989 (The Act)* - Procedure for making a local law outlines the following requirements:

Before the Board makes a local law it must comply with the following procedure.

- must give a notice in the Government Gazette and a public notice stating—
 - the purpose and general purport of the proposed local law; and
 - that a copy of the proposed local law and any explanatory document can be obtained from the



- WGL office; and
 - that any person affected by the proposed local law may make a submission relating to the proposed local law under section 223
- The Board must ensure that
 - a copy of the proposed local law; and
 - an explanatory document setting out prescribed details in relation to the local law—
 - is available for inspection at, and obtainable from, the WGL office during ordinary business hours.
- After a local law has been made the Board must give a notice in the Government Gazette and a public notice specifying—
 - the title of the local law; and
 - the purpose and general purport of the local law; and
 - that a copy of the local law may be inspected at the WGL office.
- After a local law has been made WGL must send a copy to the Minister.

Section 197F of The Act – Restriction on power to make local laws states the following:

- Despite section 196(7)(d), which states provisions applying to a regional library as though it were a Council, section 197 requires a regional library can only make a local law if the proposed local law has been ratified by all the member Councils of the library.

It is proposed that the following procedure and timelines be considered and adopted by the Board for the review to ensure compliance with The Act:

- The Board gives notice at this meeting of the proposed local law and publish the notice in the Government Gazette on either the edition for 9th July 2020 or 16th July 2020.
- The Board give notice and seek submissions from the public under section 223 of The Act. The notice will be published and advertised on WGL's Website, Facebook Page and in local newspapers. The Proposed Local Law will be made available on WGL's website and at the Regional Library Corporation office at 65 Victoria Street. Members of the public can request a printed copy be posted to them.
- That submissions remain open from the time notice is published in the Government Gazette and submission will close on Friday 14th August 2020 at 5pm ensuring not less than 28 days.
- Submissions will be heard by the Board at the Ordinary Board meeting to be held on Friday 28th August 2020 and consider and propose any amendments to be made to the Local Law ready for consideration by Member Councils.
- The proposed Local Law be ratified by Member Councils in September 2020 or after caretaker period in December 2020 or February 2021.
- Adoption of the Local Law be made by the Board at in March 2021.
- Notice of the Local Law being adopted by the Board be published in the Victoria Government Gazette after the meeting.
- The Local Law becomes effective from the date the notice is published in the Victorian Government Gazette.
- The Local Law be forwarded to the Minister.

Financial implications

Nil unless the Board seeks legal advice on the Local Law.

Policy and legislative implications

This report and the Local Law attached to this report is prepared in accordance with the following



sections of The Act:

Section 196 – Regional libraries

Section 119 - Procedure for making a local law

Section 122 - Sunset provision

Section 197F - Restriction on power to make local laws

Section 223 – Right to make a submission

Section 197E – Attendance at meetings of the governing body of a regional library

Guidelines for Local Laws Manual issued by Department of Planning and Community Development

Conclusion

The Local Law is essential for West Gippsland Libraries to conduct its operations and to provide effective governance. It is recommended that the Board adopted the revised proposed:

- *Meetings Procedure Local Law No.1 - 2020; and*
- *Operation and Use of Library Services Local Law No.2 – 2020.*

Conflict of interest

Under section 80C of the *Local Government Act 1989*, the CEO declares that there is no conflict of interest to disclose in providing this report.

Attachments

Attachment 10.6.1 - Meetings Procedure Local Law No.1 - 2020

Attachment 10.6.2 - Operation and Use of Library Services Local Law No.2 – 2020

Attachment 10.6.3 - Meetings, Operations and Use of Libraries Local Law No. 2 2008



11. Presentations

Nil

12. General Business

13. For information

Nil

14. Next Meeting

Ordinary Board meeting Friday, 28th August 2020 at the Regional Support Centre, 2/65 Victoria Street, Warragul at 11.30 am

Meeting closed at 1.31pm



Community Advisory Committee Meeting via Zoom Friday 26 June 2020

Minutes & Other Matters

Present: David Wombat Lyons, Mary Schooneveldt, Nola Thorpe, Dianne Goedon, Holly Perriam, Kathie Olden

Apologies: Chris Kemper, Christine Wooller

Discussion points

Acknowledgement of Country – David Wombat Lyons

Welcome Kathie Olden to the CAC and farewell Michelle Nicholls with a big thank you for her input over the past years.

Advocacy - Libraries as an essential service – has any progress been made with reclassification of our library to an essential service, for the future? Chris Kemper

Letters, emails and even postcards were sent to Shire mayors/ administrators:

- South Gippsland “work closely with WGRLC”
- Bass Coast “Council Officers have been working very closely with WGRLC”
- Baw Baw “delegated to an appropriate area to respond”. Note: a later response from Baw Baw suggested advocating to Public Libraries Victoria (<https://www.plvn.net.au/>)

Local library arrangements

- Wombat: local enquiries re Neerim South arrangements/hours. “phased re-opening” “no plans to remove community service”
- Di Goedon: Grantville – change of day to Wednesday needs to be publicized throughout Grantville/Waterline area offline as well as on. Di suggested flyers and noticeboards. Also promote vulnerable boxes for Grantville.
- San Remo: Click & Collect Tues & Wed using Southern Mobile truck.

Volunteer project

- Holly Perriam suggested ‘Hands up Latrobe Valley’ volunteer material was a good example for Kathie Olden to check out. Contact: Helen Taylor, Latrobe City Council.

May questions/ responses

- CEO Leanne in her Update to CAC 16 June, advised that Board’s response on CAC Plan submission will be at the August meeting when Board meets to adopt Budget and Library Plan

- Staff Satisfaction Survey delayed (coronavirus?) but would results be available publicly or to the CAC when completed? We highly value the people who make our service work.
- San Remo timeline?

CAC comments on June Board reports

- Holly Perriam: WGRLC should include reference to Victorian Social Procurements guidelines in WGRLC Procurement Policy
- Mary Schooneveldt: Local Law Review “open meetings” “electronic meetings”. WGRLC should consider Bass Coast Shire Council approach which now has Council meetings online and open to public. Transparency.
- Vision and Mission – MaryS comment: developed by Board, Staff and Team - in the past CAC has also been involved in guided workshops and surveys. Were library members/users involved in workshops and surveys?
- E-presentations – great use of technology and keeping people informed. The FB page is well supported by staff and wish to convey our thanks to them for providing opportunities and information for all library users
- Stage 2 arrangements – Static Library re-openings. 15 minutes to browse, 55 minutes for computer use.
- Fine removals – supported by CAC.
- Book Clubs – pleased that book clubs are now able to reconnect and access book sets. Alternative meeting arrangements (eg Zoom, private premises) away from library meeting room restricts participation.
- Richard Bickerdike – what an amazing service you have provided for that length of time to the WGRLC. You must be very proud of the progress and contributions you have made, from a small library to the Corporation we see today. I wish you well in your next endeavours. Great idea to have a long handover as I am sure Richard has so much just “in his head”. Chris Kemper. CAC heartily endorses this.

June questions/ responses

David ‘Wombat’ Lyons

- That we were Introduced to Katie Olden and looking forward to working with her as our liaison to management
- Advocacy- our members wrote to all 3 local councils on the topic of Libraries as essential services, our letters were acknowledged but not yet replied too (this trigger Baw Baw SC Reps to check and send the letter I shared yesterday)

- Noted that we discussed San Remo- glad to see Bus still working this community but we were keen to hear from the board the timeline for development of library services at this site.
- Note we talked in detail about Grantville and the need for non online advertising of the Wed open hours. I let them know it had been suggested that there were 6 notice boards in town that could display fliers and that those fliers could include the number for getting a box of books by post as well. (Cr Geoff Ellis was representing BCSC this meeting and asked if the 6 cover pioneer bay and I answered that Katie was taking our suggestion to the Branch manager for the area so Leanne could convey to Kathie for the printing to be of the wider waterline area)
- Raised the Procurement policy and asked that the board consider adding the Vic Government Social procurement guidelines
- Local law review - noted as council meetings were successfully going online and visible to all in the community if the board would consider doing the same so that the CAC members could watch the board meetings and that others in the community may engage as well.
- also our concerns around the CEO being given the decision making over opening hours. Understood flexibility needed for COVID 19 but these changes could last longer than COVID 19 restrictions. Noted the example of closed for cleaning Katie shared and asked in an example where a library currently with 14 hours a week of service for example closes for cleaning- does a bank build of those hours for user access later. Highlighted we understood the need for flexibility, but wanted to know the safeguards for the community that this decision that council being a part of it represented.
- values and mission - noted that the term library was missing in our view and that we like to know where the community or membership involvement was in the development of these.
- lastly I thanked Richard in the same way did at our meeting (Leanne noted that Richard will be on staff till the end of the year for a transition process)

Response from Kathie Olden – WGRLC – CAC Liaison

It's my pleasure to provide an update on some of the issues raised at the meeting of the 26th of June 2020, both in the pre-board meeting session, and then at the board meeting itself. This update also builds on the post-board meeting feedback provided to CAC by David Wombat Lyons, in his email of the weekend of 27th of June. You will note that there is some information still to come, and my commitment is to provide that as soon as available.

Feedback from our CEO, Leanne Williams, and WGL Board

The Board thanks the CAC for its updates at each Board meeting and values the contribution that the CAC brings. Leanne also notes the progress that the CAC has made and the strategic focus that the CAC updates deliver. One of the items from last Friday's meeting was the *Vision and Mission* document. As part of the CAC's update, questions were asked about how the Vision and Mission was developed. In light of these questions, the Board made amendments to the recommendation and resolved to adopt the *Vision and Mission* as a **draft**; subject to providing some informal opportunities for community members to provide comment. The Board will now be seeking responses from the CAC and community. Community responses will be sought via the following methods:

- Physical feedback forms printed out and available in branch.

- Social media
- Website

This process is not a formal submission process and rather an ongoing development of engaging with the community and seeking their input.

It was also noted that the CAC mentioned at the Board Update that the Vision and Mission does not include the word *libraries or library*. The Vision and Mission already in the Library Plan also does not include the word libraries. Further, the Logo is included on the visual representation of the Vision and Mission and we felt that the word libraries or 'library' is implicit or assumed.

It is also noted that the CAC have, over the past couple of years, actively engaged with the Board by questioning the use of the word and name 'Libraries' and have raised the idea that this might no longer be the best term / title / description of the broad service provided by public libraries. Does this questioning of the 'Mission & Vision' (without the use of the actual word 'Library') mean that the CAC now feel that this word actually **is** the best current descriptor? Further conversation will probably be ongoing with this complex topic, as it has surfaced regularly in public library circles and debates.

Information / Feedback from Kathie Olden – Manager Volunteers & Community Participation Potential for Results of future Staff survey data to be made available for CAC viewing

- Library Leadership have discussed this request, and we feel that in order for our staff to retain confidence in the 'confidential' nature of these types of surveys, that we are not prepared to make this data available to CAC members.
- Our feeling is that even if we were to provide a 'general statement' or 'de-identify' the data – this is not supportive of the commitment we have made to our staff team members. Team members are completing these types of surveys currently, with the understanding that the data is 100% confidential and will not be shared with affiliated groups
- Please note that we understand *entirely* that your question is motivated by genuine concern for the health, safety and mental well-being of our team who provide this valued service. On balance, it is our preference to keep this more operational material confidential.

Other Matters:

- Kathie will work with Michelle Nicholls (Manager Library Services) and relevant staff team members to ensure promotion of Wednesday Grantville hours is enabled at broader area Waterline Community Venues, as soon as possible.
- Social Procurement Guidelines (as highlighted by Holly) were considered at the board meeting and will be incorporated in future Procurement Policy revisions
- San Remo update will be provided as soon as Information comes to hand

CAC next meeting: 10.30am Friday 28 August 2020.

CAC will run in line with Board schedule. Note meeting originally was to be Friday 11 September.

F2F preferred option maybe at a local library around the area. Leongatha? COVID19 permitting. But Holly did say that Zoom option assisted the non-retired people on the Committee to more easily participate.

Meeting finished at 11.30am.

Meeting Procedure Local Law No. 1 2020

Our Child Safety Commitment

West Gippsland Libraries is committed to the safety and wellbeing of all children and young people.



Meeting Procedure

Local Law No. 1 2020

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PART A – INTRODUCTION

1. Title

This Local Law is the West Gippsland Regional Library Corporation Meeting Procedure Local Law No 1 and is referred to as this Local Law.

2. Objectives of this Local Law

The objectives of this Local Law are to:

- 2.1. provide a mechanism to facilitate the good government of the West Gippsland Library Corporation (Corporation) Board through its formal meeting procedure to ensure effective and efficient Board decisions are made in a manner which acknowledges the role of local government within the Australian system of Government;
- 2.2. to promote and encourage community participation in the system of local government by providing mechanisms for the Board to ascertain the community's views and expectations;
- 2.3. to regulate and control the election of Chairperson, any Deputy Chairperson and the chairperson of any Special Committees;
- 2.4. to regulate and control the procedures governing the conduct of meetings including:
 - 2.4.1.1. the notice required for meetings;
 - 2.4.1.2. the keeping of minutes.
- 2.5. to regulate and control the use of the Board's seal; and
- 2.6. to provide for the administration of the Board's powers and functions.

3. The power to make this local law

The Corporation's power to make this Local Law is contained in section 71 of the *Local Government Act (Vic) 2020* and section 196 of the *Local Government Act (Vic) 1989*.

4. Commencement and cessation

- 4.1. This local law comes into operation on the day following publication in the Victorian Government Gazette.
- 4.2. Unless this local law is revoked sooner its operation will cease on the 30th day of June 2030.

5. Definitions

In this local law, unless inconsistent with the context:

Board	Refers to the West Gippsland Regional Library Corporation Board
Board Meeting	Includes Ordinary and Special meetings of the Board.
Board Member	Means a person who is an appointed member of the Corporation Board
Chairperson	The person who chairs a meeting of the Corporation or Special Committee of the Board.
Chief Executive Officer	Means the person who is appointed to be the Chief Executive Officer of the Corporation or any person acting in that position.
Deputy Chairperson	Means a Board Member authorised to deputise for the Chairperson.
Meeting	Means an Ordinary or a Special Meeting of the Board
Minutes	Means the record of proceedings of a meeting.
Officer	Means a member of Corporation staff.



Ordinary Meeting	Means any meeting of The Board which is not a Special Meeting.
Penalty Units	Means penalty units as prescribed in the <i>Sentencing Act 1992</i> .
Senior Officer	Has the meaning ascribed to it in Section 3 of the Act
Standing Orders	Means the rules set out in this Meeting Procedure in order to guide the management of the meeting.



PART B – ELECTION OF CHAIRPERSON

The purpose of this Part is to regulate proceeding for the election of the Chairperson, Deputy Chairperson and Committee Chairpersons.

6. Election of Chairperson

The Chief Executive Officer must facilitate the election of the Chairperson.

7. Method of Voting

The election of the Chairperson must be carried out by a show of hands.

8. Determining the election of the Chairperson

8.1. The Chief Executive Officer must open the meeting at which the Chairperson is to be elected, and preside until the meeting elects a Chairperson.

8.2. The procedure for the election of the Chairperson is as follows:

8.2.1. The Chief Executive officer must invite nominations for the Chairperson (each of which must be seconded). If there is only one nomination, the candidate nominated is deemed to be elected.

8.2.2. If there is more than one nomination, a vote of Board Members presented at the meeting will be held.

8.2.3. In the event of a candidate receiving a majority of the votes, that candidate is declared to have been elected.

8.2.4. In the event that no candidate receives a majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. A further vote of the Board Members present at the meeting will be held.

8.2.5. If one of the remaining candidates receives a majority of the votes, that candidate is duly elected. If none of the remaining candidates receives a majority of the votes, the process of declaring the candidate with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives a majority of the votes. That candidate must be declared to have been duly elected.

8.2.6. In the event of two or more candidates having an equality of votes and one of them having to be declared a defeated candidate, the declaration will be determined by lot.

8.2.7. If a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply;

8.2.7.1. Each candidate will draw one lot;

8.2.7.2. The order of drawing lots will be determined by the alphabetical order of the surnames of the Board Members who received an equal number of votes except that if two or more such Board Members surnames are identical, the order will be determined by the alphabetical order of the Board Members first names;

8.2.7.3. As many identical pieces of paper as there are Board Members who received an equal number of votes must be placed in a receptacle and the word “**Defeated**” shall be written on one of the pieces of paper;

8.2.7.4. The Board Member who draws the paper with the word “**Defeated**” written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates); and

8.2.8. The process under clause 8.2 will be repeated until one candidate is declared to be elected.

9. Determining the election of the Deputy Chairperson and Committee Chairpersons

9.1. The procedure used for the election of the Chairperson will be used to elect:

9.1.1. A Deputy Chairperson;

9.1.2. An Acting Chairperson if the Chairperson and Deputy Chairperson are unable to attend a Board Meeting; and



9.1.3. Committee Chairpersons.

9.2. The Chief Executive Officer or an Officer that she or he appoints for the purpose will conduct the elections set out above.



PART C – MEETINGS PROCEDURE

The purpose of this Part is to regulate the proceedings of Board Meetings.

DIVISION 1 – Notices of Meetings and Delivery of Agendas

10. Dates and Times of Meetings

The date, time and place of all Board meetings are to be fixed by the Board from time to time.

11. Board may alter meeting dates

The Board may cancel or change the date, time and place of any Board meeting which has been fixed and must provide reasonable notice of the changes.

12. Notice of meeting

12.1. A notice of meeting incorporating or accompanied by an agenda of the business to be dealt with must be served to every Board Member:

12.1.1. For an ordinary meeting at least 72 hours before the meeting; and

12.1.2. For a special meeting, within a reasonable time before the meeting.

1) The notice on agenda for any meeting must state the date, time and place of the meeting and the business to be dealt with and must be sent by electronic means, post, facsimile or otherwise delivered to each Board Members' place of residence or usual place of business (if applicable) or as otherwise specified by the Board Members.

2) A notice may be handed personally to a Board Member in any location within the time required, or may be delivered to another destination, provided a written authorisation of the relevant Board Member is held by the Chief Executive Officer.

13. Special Board meetings

13.1. A Special Board Meeting may be called by:

13.1.1. The Chairperson; or

13.1.2. At least three Board Members by written notice; or

13.1.3. A resolution of the Board at a Board Meeting; or

13.1.4. A general business motion or notice of motion submitted for the Board Meeting.

13.2. The notice necessary to call a Special Meeting must be delivered to the Chief Executive Officer in sufficient time to enable reasonable notice to be given to Board Members and any need for preparatory investigations to enable the business to be undertaken.

13.3. The Chief Executive Officer must convene the Special Meeting as specified in the notice of Council Resolution.

13.4. Unless all Board Members are present and unanimously agree to deal with any other matter, only the business specified in the notice is to be transacted.

13.5. Subject to any other resolution providing otherwise, the order of business of any Special Meeting must be the order in which such business stands in the agenda for the meeting.

14. Urgent or Emergency Meetings

14.1. An urgent or emergency meeting can be initiated under the following circumstances:

14.1.1. A natural disaster occurring within the municipality; or

14.1.2. The death, serious injury or the like of any Board Member or Senior Officer or other significant person, which would affect the normal operation of the Corporation, or the community and cannot wait until the next scheduled meeting of the Board; or

14.1.3. Where a matter cannot be practicably dealt with any other time due to emerging issues, time constraints or unexpected matters.

14.2. In the case of an emergency, the Chief Executive Officer or, in his or her absence, a Senior Officer, may call or postpone a meeting of the Board, without the necessity to comply with



clauses 12 and 13 provided reasonable attempts are made to notify every Board Member.

14.3. The Chief Executive Officer or Senior Officer must submit a full written report of the circumstances requiring his or her action to the next ordinary meeting of the Board.

15. **Leave of Absence**

It will not be necessary for a notice of meeting or agenda to be served on any Board Member who has been granted leave of absence, unless the Board Member has requested the Chief Executive Officer in writing to continue to give notice of any meeting to be held during the period of his or her absence.

DIVISION 2 – Quorums

16. **Quorums**

16.1. The quorum for Ordinary Board meetings, Special Board Meetings and Emergency Meetings is a majority of the Members on the Board.

16.2. To achieve a quorum it requires Board Members to be:

16.2.1. Physically present; or

16.2.2. Participating by electronic means of communication.

17. **Inability to Gain a Quorum**

If after 30 minutes from the scheduled starting time of any Ordinary, Special or Emergency meeting, a quorum cannot be obtained:

17.1. The Board Members present; or

17.2. If there are no Board Members present, the Chief Executive Officer; or

17.3. In the absence of the Chief Executive Officer, an authorised or Senior Officer;

may adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

18. **Inability to Maintain a Quorum**

If during any Ordinary, Special or Emergency meeting, a quorum cannot be maintained:

18.1. Those Board Members present; or

18.2. If there are no Board Members present, the Chief Executive Officer; or

18.3. In the absence of the Chief Executive Officer, an authorised or Senior Officer;

may adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

19. **Inability to Achieve or Maintain a Quorum due to Disclosure of Interests or Disclosure of Conflict of Interests of Board Members**

If during any meeting or adjournment a quorum cannot be achieved or maintained due to the number of declarations of pecuniary interests by Board, the Chief Executive Officer, or in his or her absence, a Senior Officer may adjourn the meeting for a length of time sufficient to enable an exemption for the affected Board to be obtained from the Minister or otherwise until a quorum can be maintained in respect of that item.

20. **Notice for Adjourned Meeting**

The Chief Executive Officer must:

20.1. If time permits, provide written notice of a meeting adjourned under clause 17, 18 or 19; or

20.2. If time does not permit, provide notice by way of contact by telephone, email or some other means;

to every Board Member.

21. **Participation by electronic means**

If a Board Member intends to participate at a meeting by electronic means of communication the



Member must give the Chief Executive Officer notice of this intention at least 48 hours prior to the scheduled time for the commencement of the Meeting.

DIVISION 3 – Business of Meetings

22. The Order of Business

- 22.1. The order of business of Board Meetings will be determined by the Chief Executive Officer to facilitate and maintain open, efficient and effective processes and in consultation with the Chairperson.
- 22.2. The order of business and all items to be considered at the Board Meeting will be set out in an Agenda prepared by the Chief Executive Officer.

23. Change to Order of Business

Once an agenda has been sent to Board Members, the order of business for that meeting may only be altered by resolution of the Board.

24. Chief Executive Officer May Include Items on an Agenda

The Chief Executive Officer may include any matter on an agenda which he or she thinks should be considered by the meeting.

25. Urgent Business

The Board may admit business as urgent if it:

- 25.1. Cannot safely or conveniently be deferred until the next ordinary Meeting; or
- 25.2. Involves a matter of urgency, as determined by the Chief Executive Officer.

26. General Business

- 26.1. If the Agenda for an Ordinary Meeting make provision for general business, only business of a minor or routine nature will be admitted as general business.
- 26.2. Any motion dealing with a matter that is not minor or routine must be rejected by the Chairperson and will be subject to the notice of motion provisions.

DIVISION 4 – Motions and Debate

27. Board Members May Submit Notices of Motion

Board Members may ensure that an issue is listed on an Agenda by Submitting a notice of motion.

28. Notice of Motion

- 28.1. A notice of motion must be in writing, signed by the Board Member submitting it and submitted to the Chief Executive Officer at least seven days prior to the Board Agenda being published.
- 28.2. The Chief Executive officer may reject any notice of motion which is:
 - 28.2.1. Vague or unclear;
 - 28.2.2. Defamatory, indecent, abusive, offensive or objectionable in language or substance;
or
 - 28.2.3. Outside the duties, functions and powers of the Corporation;But must:
 - 28.2.4. Notify the Board Member who lodged it of the rejection and reasons for the rejection;
and
 - 28.2.5. Give the Board Member who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so.
- 28.3. The full text of any such motion must be included in the Agenda for the next Ordinary Meeting.
- 28.4. The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.



- 28.5. Unless authorised by a resolution of the Board, each notice of motion before any Board Meeting must be considered in the order in which it was entered in the notice of motion register.
- 28.6. If a Board Member who has submitted a notice of motion is absent from the Board Meeting at which the notice of motion is to be considered, or fails to move the motion when called upon by the Chairperson to do so, any other Board Member may herself or himself move the motion.

29. Chairperson's Duty

Any motion or amendment which is:

- 29.1. Defamatory; or
 - 29.2. Objectionable in language or nature; or
 - 29.3. Outside the powers of the Board; or
 - 29.4. Not relevant to the item of business on the Agenda and has not been admitted as urgent business; or
 - 29.5. Purports to be an amendment but is not
- must not be accepted by the Chairperson.

30. Clarifying a Motion

Before a notice of motion or any other motion is moved, a Board Member may, with the leave of the Chairperson, ask for clarification from the Chairperson or Board Member expected to move the notice of motion or other motion of:

- 30.1. The intent; or
- 30.2. Some other aspect,

Of such notice of motion or other motion.

31. Moving a Motion

The procedure for any motion is:

- 31.1. The mover must state the motion without speaking to it;
- 31.2. Unless the motion is a formal motion, it must be seconded by a Board Member other than the mover;
- 31.3. If a motion is not seconded and is not a formal motion, the motion will lapse for want of a seconder;
- 31.4. If the motion is seconded, the Chairperson must ask: "Is the motion opposed";
- 31.5. If no Board Member indicates opposition, the motion must be declared to be carried without being voted on and will be treated as being passed unanimously;
- 31.6. If a Board Member indicates opposition, then the Chairperson must request:
 - 31.6.1. The mover to address the Board on the motion; and
 - 31.6.2. The seconder to address the Board on the motion (who may, without speaking on the motion, reserve his or her address until later in debate); and
 - 31.6.3. Any Board Member opposed to debate the motion; and
 - 31.6.4. Any other Board Members for and against the motion to debate in turn.

32. Right of Reply

- 32.1. The mover of a motion, including an amendment, may, once debate has been exhausted, have a right of reply to matters raised during debate.
- 32.2. After the right of reply has been taken, the motion must be immediately put to the vote without any further discussion or debate.

33. Moving an Amendment



- 33.1. Subject to clause 33.3 a motion which has been moved and seconded may be amended leaving out, inserting or adding words, which words must be relevant to the subject of the motion and does not change the intent.
- 33.2. An amendment must not contradict the motion or change the substance of the motion.
- 33.3. A motion to confirm a previous resolution of the Board cannot be amended.

34. Who May Propose an Amendment

An amendment may be proposed or seconded by any Board Member, other than the mover or seconder of the original motion.

35. How Many Amendments May Be Proposed

- 35.1. Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chairperson at any one time.
- 35.2. No second or subsequent amendment, whether to the original motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with.

36. An Amendment Once Carried

If the amended motion is carried, the motion as amended then becomes the motion before the meeting.

37. Withdrawal of Motions

- 37.1. Before any motion is put to the vote, it may be withdrawn with leave of the Board.
- 37.2. If the majority of Board Members object to the withdrawal of the motion, it may not be withdrawn.

38. Separation of Motions

Where a motion contains more than one part, a Board Member may request the Chairperson to put the motion to the vote in separate parts.

39. Chairperson May Separate Motions

The Chairperson may decide to put any motion to the vote in separate parts even if no request is made under clause 38.

40. Priority of Address

In the case of competition for the right to speak, the Chairperson must decide the order in which the Board Members concerned will be heard.

41. Motions in Writing

- 41.1. All motions, except procedural motions, should be in writing.
- 41.2. The Chairperson may suspend the meeting while the motion is being written or may request the Board to defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

42. Debate Must Be Relevant to the Motion

- 42.1. Debate must always be relevant to the question before the Chairperson, and if not, the Chairperson may request the speaker to confine debate to the subject motion.
- 42.2. If after being requested to confine debate to the motion before the Chairperson, the speaker continues to debate irrelevant matters, the Chairperson may require the speaker to not speak further in respect of the matter then before the Chairperson.

43. Speaking Times

Unless a motion for an extension of time has been carried, the maximum speaking times will be:

- 43.1. the mover of a motion - three minutes;
- 43.2. the mover of a motion when exercising his or her right of reply - three minutes;
- 43.3. any other Board Member - three minutes;



44. Extension of speaking time

An extension of speaking time may be granted by resolution of the Board but only one extension is permitted for each speaker on any question.

45. When an Extension Can Be Proposed

A motion for an extension of speaking time must be proposed:

- 45.1. Immediately before the speaker commences debate;
- 45.2. During the speaker's debate; or
- 45.3. Immediately after the speaker has concluded debate.

46. No Extension After Next Speaker Commenced

A motion for an extension of speaking time cannot be accepted by the Chairperson if another speaker has commenced his or her debate.

47. Length of Extension

Any extension of speaking time must not exceed three minutes.

48. Addressing the Meeting

- 48.1. Except for the Chairperson, any Board Member or person who addresses the meeting must direct all remarks through the Chairperson.
- 48.2. The Chairperson may direct a person who addresses the meeting to stand.
- 48.3. Any person addressing the Chairperson should refer to the Chairperson as:
 - 48.3.1. Madam Chairperson; or
 - 48.3.2. Mr. Chairperson;as the case may be.

49. Foreshadowing Motions

- 49.1. At any time during debate, a Board Member may foreshadow a motion to inform the Board of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- 49.2. A motion foreshadowed may be prefaced with a statement that, in the event that a particular motion before the Chairperson is resolved in a certain way, a Board Member intends to move an alternative or additional motion.
- 49.3. A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.
- 49.4. The Chief Executive Officer is not required to have foreshadowed motions recorded in the Minutes until the foreshadowed motion is formally moved, but may do if it is thought appropriate.

DIVISION 5 – Rescission Motions

50. Notice of Rescission

- 50.1. A Board Member may propose that a previous resolution of the Board is rescinded or amended by submitting a notice of motion in accordance with clause 28, provided that the:
 - 50.1.1. The resolution has not been acted on; and
 - 50.1.2. Notice of motion sets out –
 - 50.1.2.1. The resolution to be rescinded or amended; and
 - 50.1.2.2. The Board Meeting and date when the resolution was carried.
- 50.2. A resolution is deemed to have been acted on for the purposes of clause 50.1.1 if:
 - 50.2.1. Its contents have, or substance has, been formally communicated to a person whose



interests are materially affected by it; or

50.2.2. Action has been taken to give effect to the resolution which cannot be reversed.

51. If Lost

If a motion to rescind or amend a previous resolution of the Board is lost, a similar motion may not be put before the Board for at least three months from the date that it was lost, unless the Board resolved that the notice of motion be re-listed for a future Ordinary Board Meeting.

52. If Not Moved

If a motion to rescind or amend a previous resolution of the Board is not moved at the Board Meeting for which it is listed, it lapses and is deemed to have been lost.

53. May be Moved by any Board Member

A notice to rescind or amend a previous resolution of the Board listed on a Meeting Agenda may be moved by any Board Member present but may not be amended.

54. When Not Required

A notice to rescind or amend a previous resolution of the Board is not required where the Board wishes to change policy unless:

- 54.1. The policy has been in force in its original or amended form for less than 12 months; or
- 54.2. The Chief Executive Officer determines that the proposed change will result in a significant impact on any person and should be communicated to those affected.

DIVISION 6 – Points of Order

55. Chairperson to Decide

The Chairperson must decide all points of order by stating the provision, rule, practice or precedent which he or she considers applicable to the point raised without entering into any discussion or comment.

56. Chairperson May Adjourn to Consider

- 56.1. The Chairperson may adjourn the meeting to consider a point of order otherwise she or he must rule on it as soon as it is raised.
- 56.2. All other matters before the Board are to be suspended until the point of order is decided.

57. Dissent from Chairperson's Ruling

- 57.1. A Board Member may move that the Board disagrees with the Chairperson's ruling on a point of order, by moving:
 - “That the Chairperson's ruling be dissented from”
- 57.2. When a motion in accordance with this clause is moved and seconded, the Chairperson must leave the Chair and:
 - 57.2.1. The Deputy Chairperson must Chair the Board Meeting; or
 - 57.2.2. If there is no Deputy Chair, an Acting Chairperson elected by the Board Meeting under clause 8.2, must chair the Board Meeting.
- 57.3. The Deputy Chairperson or Acting Chairperson must invite the mover to state the reasons for his or her dissent and the Chairperson may then reply.
- 57.4. The Deputy Chairperson or Acting Chairperson must put the motion in the following form:
 - “That the Chairperson's ruling be dissented from”
- 57.5. If the vote is in the negative, the Chairperson resumes the Chair and the Board Meeting proceeds.
- 57.6. If the vote is in the affirmative, the Chairperson resumes the Chair and must reverse his or her



previous ruling and proceed.

- 57.7. The defeat of the Chairperson's ruling is in no way a motion of censure or vote of no-confidence, and should not be so regarded by the Board meeting.

58. Procedure for Point of Order

A Board Member raising a point of order must:

- 58.1. State the point of order, state the incident objected to and the reasons for the objection; and
58.2. State any section, clause, paragraph or provision relevant to the point of order of this Meeting Procedure.

59. Valid Points of Order

A point of order may be raised in relation to:

- 59.1. A motion which, under clause 29, or a question which, under clause 62.6 should not be accepted by the Chairperson;
59.2. A question of procedure;
59.3. A Board Member who is or appears to be out of order; or
59.4. Any act of disorder.

60. Contradiction of Opinion

Expressing a mere difference of opinion or contradicting a speaker is not a point of order.

DIVISION 7 – Public Participation

61. Meetings

- 61.1. The Board may open meetings to the public by giving notice on the Corporation website.
61.2. The Board is not required to open meetings to the public pursuant to section 196 (Regional libraries) subsection 7(b) of the *Local Government Act (Vic) 1989*.
61.3. Should the Board open the meeting to the public, the following procedure applies:
61.3.1. The Board may allocate time to enable any visitor to address the Board at an Ordinary Meeting of the Board or other alternative time in accordance with any Board Community Participation Time Meeting Policy.
61.3.2. Any member of the public addressing the Board must extend due courtesy and respect to The Board and the processes under which it operates and must take direction from the Chairperson whenever called on to do so.
61.3.3. Silence must be preserved by visitors in the gallery (other than by a person in the gallery who is invited to address the meeting) at all times during a meeting.
61.3.4. Visitors at a meeting must not interject, jeer, call a point of order, vote or take part in the debate and must behave in a respectful and appropriate manner that allows the meeting to proceed without disruption.
61.3.5. Visitors must not bring in any placards, posters or materials other than personal effects unless prior permission has been sought and granted from the Chairperson.
61.3.6. The Chairperson has the discretion to cause the removal of any visitor that disrupts any meeting or fails to comply with a direction.
61.3.7. Any authorised officer or member of the Victoria Police may remove from the meeting any person who acts in breach of this Local Law.
61.3.8. The Chairperson may adjourn a disorderly meeting.

62. Question Time

- 62.1. Questions submitted to the Board must be in writing, state the name and address of the



person submitting the question and generally be in the form approved or permitted by the Board.

- 62.2. Subject to clause 62.7, any question submitted to the Board will be answered at the relevant Board Meeting if the question has been submitted no less than 24 hours before the commencement of the Ordinary Meeting.
- 62.3. Any question submitted less than 24 hours before the Ordinary Meeting will be answered at that ordinary Meeting if possible and, if no answer can be given, then a written answer will be given to the person asking the question as soon as practicable after the Ordinary Meeting.
- 62.4. No person may submit more than two questions at any Ordinary Meeting unless permitted by the Chairperson, in his or her absolute discretion.
- 62.5. The Chairperson or Officer nominated by the Chairperson may read a question to those present.
- 62.6. A question may be disallowed by the Chairperson if it:
 - 62.6.1. Relates to a matter outside the duties, functions and powers of Council;
 - 62.6.2. Is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - 62.6.3. Deals with a subject matter already answered within the last 6 months;
 - 62.6.4. Is aimed at embarrassing a Board Member or an Officer;
 - 62.6.5. Relates to a personal matter; or
 - 62.6.6. Relates to a matter that the Board may consider in a meeting closed to the public.
- 62.7. All questions and answers must be as brief as possible, and no discussion is allowed other than for the purposes of clarification.
- 62.8. The Chairperson may nominate a Board Member or Officer to respond to a question.
- 62.9. A Board Member or Officer nominated by the Chairperson under clause 62.8 may require a question to be put on notice until the next Ordinary Meeting, at which time the question must be answered, or elect to submit a written answer to the person asking the question.
- 62.10. A Board Member or Officer may advise the Board that it is his or her opinion that the reply to a question should be given in a meeting closed to the public. The Board Member or Officer must state briefly the reason why the reply should be so given and the Board must then resolve that the reply to such question must:
 - 62.10.1. Be so given, in which case the question will be deferred until the Board resolves to close the Council meeting to the public; or
 - 62.10.2. Not be so given in which case the answer will be given immediately.

63. Petitions and Joint Letters

- 63.1. The Board will recognise a written petition, online (electronic) petition or joint when it has been signed by at least five signatures or more, and must:
 - 63.1.1. Be in a legible and permanent writing or typed;
 - 63.1.2. Not be defamatory, indecent, abusive or objectionable in language or content; and
 - 63.1.3. Not relate to matters beyond the powers of the Corporation.
- 63.2. Any petition or joint letter that does not comply with clause 63.1 will not be tabled at a Board Meeting and will be forwarded directly to the Chief Executive Officer for action.
- 63.3. A petition or joint letter presented to the Board must clearly indicate the lead petitioner.
- 63.4. All petitions or joint letters must be received by a Board Member and forwarded to the Chief Executive Officer for tabling no later than 5.00 pm the day prior to the Ordinary Meeting.
- 63.5. All petitions or joint letters received after the deadline stated in clause 63.4 will be held over for tabling at the next Ordinary Meeting.
- 63.6. Any Board Member presenting a petition or joint letter will be responsible for ensuring that he



or she is familiar with the contents and purpose of the petition or joint letter.

- 63.7. A petition or joint letter presented to the Board must lay on the table until the next Ordinary Meeting of the Board and no motion, other than to receive the petition or joint letter may be accepted by the Chairperson, unless the Board resolves to deal with it earlier.
- 63.8. Every written petition or joint letter must be signed by the persons whose names are appended to it by their names or marks and, except in cases of incapacity or sickness, by no one else, and the address of every petitioner or signatory must be clearly stated. Online (electronic) petitions may be exempt from receipt of addresses by Council resolution.
- 63.9. Any fraudulent signatures on a petition or joint letter which is then presented to the Board will be deemed invalid.
- Penalty: 5 penalty units*
- 63.10. For the sake of clarity, a petition and a joint letter have the same meaning and shall be treated as being the same by the Board.

DIVISION 8 – Voting

64. How Motion Determined

To determine a motion before a Board meeting, the Chairperson must first call for those in favour of the motion, then those opposed to the motion, and then those abstaining from voting on the motion, and must then declare the result to the Board Meeting.

65. Casting Vote

In the event of a tied vote, the Chairperson has the casting vote.

66. By Show of Hands

Voting on any matter will be by show of hands.

67. Procedure for a Division

- 67.1. Immediately after any matter is put to a Board Meeting and before the next item of business has commenced, a Board Member may call for a division.
- 67.2. When a division is called for, the vote already taken must be treated as a nullity and the division shall decide the question, motion or amendment.
- 67.3. When a division is called for, the Chairperson must:
- 67.3.1. First ask each Board Member wishing to vote in the affirmative to raise a hand and, upon such request being made, each Board Member wishing to vote in the affirmative must raise their hand. The Chairperson must then state, and the Chief Executive Officer or other Officer nominated for the purpose must record, the names of those Board Members voting affirmative;
 - 67.3.2. Then ask each Board Member wishing to vote in the negative to raise a hand and, upon such request being made, each Board Member wishing to vote in the negative must raise their hand. The Chairperson must then state, and the Chief Executive Officer or other Officer nominated for the purpose must record, the names of those Board Members voting in the negative;
 - 67.3.3. Then ask each board Member wishing to abstain from the vote to raise a hand and, upon such request being made, each Board Member wishing to abstain must raise their hand. The Chairperson must then state, and the Chief Executive Officer or other Officer nominated for the purpose must record, the names of those Board Members abstaining from voting; and
 - 67.3.4. Next declare the result of the division.

68. No Discussion Once Declared

Once a vote on a motion has been taken, no further discussion relating to the motion will be allowed



unless the discussion involves a Board Member:

- 68.1. Requesting, before the Board meeting moves to the next item of business, that his or her opposition to a resolution be recorded in the minutes of the Board Meeting;
- 68.2. Calling for a division under clause 67; or
- 68.3. Foreshadowing a notice of motion to rescind or amend a resolution where it has just been made, or a positive motion where a resolution has just been rescinded.

DIVISION 9 – Minutes

69. Keeping of Minutes

The Chief Executive Officer is responsible for arranging the keeping of minutes on behalf of the Board.

70. Contents of Minutes

- 70.1. In keeping the minutes of any meeting, the Chief Executive Officer must arrange the recording of minutes so as to show:
 - 70.1.1. The date, place, time and nature of the meeting;
 - 70.1.2. The names of Board Members who are present and indicate if their attendance is physical or by electronic means of communication;
 - 70.1.3. The names of the Board Members who are an apology;
 - 70.1.4. The names of the Board Members who are on a Leave of Absence;
 - 70.1.5. Any disclosure of a pecuniary or conflict of interest made by a Board Member;
 - 70.1.6. The names of Officers in attendance with their Position Title;
 - 70.1.7. The arrival and departure times of Board Members, Officers and other attendants during the course of the meeting (including any temporary departures or arrivals);
 - 70.1.8. Every motion and amendment moved, including the mover and seconder of any motion or amendment;
 - 70.1.9. The outcome of every motion, that is, whether it was put to the vote and the result of either:
 - 70.1.9.1. Carried unanimously;
 - 70.1.9.2. Carried;
 - 70.1.9.3. Lost;
 - 70.1.9.4. Withdrawn;
 - 70.1.9.5. Lapsed; or
 - 70.1.9.6. Amended.
 - 70.1.10. The vote cast by each Board Member upon a division;
 - 70.1.11. When requested by a Board Member, a record of that Board Member's support or opposition for any motion;
 - 70.1.12. The failure of a quorum;
 - 70.1.13. Details of any question directed or taken upon notice;
 - 70.1.14. The time and reason for any adjournment of the meeting or suspension of standing orders;
 - 70.1.15. Any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the Minutes.
- 70.2. In addition, the Minutes should:
 - 70.2.1. Bear the date and time the meeting was commenced, adjourned, resumed and



- concluded;
- 70.2.2. Be consecutively page numbered; and
- 70.2.3. Contain consecutive item numbers which are clearly headed with a subject titles and where appropriate sub-titles and file references.

71. Confirmation of Minutes

At every Board Meeting the minutes of the preceding Ordinary or Special meeting(s) must be dealt with as follows:

- 71.1. A copy of the minutes must be delivered to each Board Member no later than 72 hours before the next Ordinary Meeting. This clause shall not apply in respect of a Board Member who has been granted leave of absence and who has not requested the Chief Executive officer, in writing, to continue to give notice of meetings to be held during the period of leave of absence;
- 71.2. If no Board Member indicated opposition, the minutes must be declared to be confirmed;
- 71.3. If a Board Member indicates opposition to the minutes:
 - 71.3.1. He or she must specify the item(s) to which he or she objects and propose the amended wording;
 - 71.3.2. The objected item(s) must be considered separately and in the order in which they appear in the minutes;
 - 71.3.3. The Board Member objecting must move accordingly without speaking to the motion;
 - 71.3.4. The mover of the motion of objection may then speak to it;
 - 71.3.5. When all objections to the minutes have been determined, the Chairperson must ask:
 - “The question is that the minutes be confirmed” or
 - “The question is that the minutes, as amended, be confirmed”,
 And he or she must put the question to the vote accordingly; and
- 71.4. A resolution of the Board must confirm the minutes and the minutes must, if practicable, be signed by the Chairperson of the Board Meeting at which they have been confirmed.

72. No Debate on Confirmation of Minutes

No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

73. Deferral of Confirmation of Minutes

The Board may defer the confirmation of minutes until later in the meeting or until the next meeting as appropriate.

74. Recording of Proceedings

- 74.1. A person must not operate film, photograph, or tape, or operate equipment to reproduce sound and/or images at any meeting without first obtaining the consent of the Chairperson.
Penalty: 5 penalty units
- 74.2. In deciding whether or not to give such consent, the Chairperson may ask whether any person present at the meeting objects.
- 74.3. Such consent may at any time during the course of such meeting be revoked by the Chairperson.
Penalty: 5 penalty units
- 74.4. If a Board Member disagrees with the Chairperson's decision under clause 74, he or she may move a motion of dissent, in which case, clause 57 will apply as if the determination of that motion of dissent was the determination of a point of order.



DIVISION 10 – Behaviour

75. Chairperson May Remove

The Chairperson may order and cause the removal of any person, including a Board Member, who disrupts any meetings or fails to comply with a direction.

76. Chairperson May Adjourn Disorderly Meeting

If the Chairperson is of the opinion that disorder at the Board Meeting or in the gallery makes it desirable to adjourn the Board Meeting, he or she may adjourn the Board Meeting to a later time on the same day or some later day as he or she thinks proper.

77. Suspensions

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

78. Removal from the Board Meeting

The Chairperson, or the Board in the case of a suspension, may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Board Meeting any person who acts in breach of this Local Law or whom the Chairperson has ordered to be removed from the gallery under clause 61.3.6 or 75, or whom the Board has ordered by suspended from the Board Meeting under clause 77.

79. Offences

It is an offence:

79.1. For a Board Member to not withdraw a remark which is considered by the Chairperson to be defamatory, indecent, abusive, offensive, disorderly or objectionable in language, substance or nature, and to not satisfactorily apologise when called upon by the Chairperson to do so.

Penalty: 5 penalty units.

79.2. For any visitor or person, not being a Board Member, who has been called to order for any improper or disorderly conduct, to not leave the meeting when requested by the Chairperson to do so.

Penalty: 5 penalty units.

79.3. For a Board Member to refuse to leave the meeting on suspension.

Penalty: 5 penalty units.

79.4. For any person who fails to comply with a direction of the Chairperson in relation to the conduct of the meeting or the maintenance of order.

Penalty: 5 penalty units.

DIVISION 11 – Additional Duties of Chairperson

80. The Chairpersons Duties and Discretions

In addition to the duties and discretions provided in this Local Law, the Chairperson:

80.1. Must reject any motion, question or statement which is derogatory or defamatory of any Board Member, Officer or member of the community; and

80.2. Must call to order any person who is disruptive or unruly during any Board Meeting.

81. Suspension of Standing Orders

81.1. To expedite the business of a Board Meeting, the Chairperson may indicate an intention to suspend standing orders and may proceed on that basis if Council resolves to do so.

81.2. The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.



- 81.3. Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.
- 81.4. It should not be used purely to dispense with the processes and protocol of the government of the Board or Corporation. An appropriate motion would be:
“That standing orders be suspended to enable discussion on ...”
- 81.5. Once the discussion has taken place and before any motions can be put, the resumption of standing order will be necessary. An appropriate motion would be:
“That standing orders be resumed”



PART D – COMMON SEAL

The purpose of this Part is to regulate the use of the Common Seal and prohibit unauthorised use of the Common Seal or any device resembling the Common Seal as required by section 14(1)(b) of the *Local Government Act (Vic) 2020*.

82. Security

- 82.1. The Chief Executive Officer must ensure the security of the Board's Common Seal at all times.
- 82.2. The Chief Executive Officer will keep a register detailing how the Common Seal is affixed.

83. Use of the Common Seal

- 83.1. The Common Seal may only be used on the authority of the Board given either generally or specifically.
- 83.2. The affixing of the Common Seal to any document must be attested to by the signatures of both:
 - 83.2.1. The Chairperson and the Chief Executive Officer; or
 - 83.2.2. In the absence of the Chairperson, by another Board Member; or
 - 83.2.3. In the absence of the Chief Executive Officer, by the Deputy Chief Executive Officer.
- 83.3. The Common Seal words to be used accompanying it on any document to which is it affixed are as follows –

THE COMMON SEAL of the)

OF WEST GIPPSLAND)

REGIONAL LIBRARY CORPORATION)

was affixed in the presence of:

.....
Chairperson/Board Member

.....
Chief Executive Officer/Deputy Chief Executive Officer

- 83.4. Any person who uses the Common Seal or any device resembling the Common Seal without authority is guilty of an offence.
Penalty: 20 Penalty units



PART E – CERTIFICATION

Key Information

The following information is set down in order to facilitate the management of this Local Law.

Date Resolved by the Board:

Date Resolved by Baw Baw Shire Council:

Date Resolved by Bass Coast Shire Council:

Date resolved by South Gippsland Shire Council:

Responsible Officer: Chief Executive Officer

Affixing of the Common Seal

Resolution for making this Local Law agreed to by the Board of the West Gippsland

Regional Library Corporation on the day of , 2020

THE COMMON SEAL of the)

OF WEST GIPPSLAND)

REGIONAL LIBRARY CORPORATION)

was affixed in the presence of:

.....

Chairperson/Board Member

.....

Chief Executive Officer/Deputy Chief Executive Officer

Notice of the confirmation of the Local Law was inserted in the Victorian Government Gazette dated the

 day of 2020 at page no.

A copy of this Local Law was sent to the Minister responsible for Local Government

on the day of 2020.



Operation and Use of Library Services Local Law No. 2 2020

Our Child Safety Commitment

West Gippsland Libraries is committed to the safety and wellbeing of all children and young people.



West Gippsland
Libraries

#IHEARTWGL
wgrlc.vic.gov.au

Operation and Use of Library Services Local Law No. 2 2020

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PART A – INTRODUCTION

1. Title

This is the West Gippsland Regional Library Corporation Library Operations and Use of Libraries Local Law No. 2 and referred to below as this Local Law.

2. Objectives of this Local Law

The objectives of this Local Law are to regulate the management and control of library services provided by West Gippsland Regional Library Corporation (the Corporation), or jointly by the Corporation with partners.

3. The power to make this local law

The Corporation's power to make this Local Law is contained in sections 71 of the *Local Government Act (Vic) 2020* and 196 of the *Local Government Act (Vic) 1989*.

4. Commencement and cessation

4.1 This local law comes into operation on the day following publication in the Victorian Government Gazette.

4.2 Unless this local law is revoked sooner its operation will cease on the 30th day of June 2030.

5. Definitions

In this local law, unless inconsistent with the context:

Board	Refers to the West Gippsland Regional Library Corporation Board
Chairperson	The person who chairs a meeting of the Corporation
Chief Executive Officer	Means the person who is appointed to be the Chief Executive Officer of West Gippsland Regional Library Corporation or any person acting in that position.
Deputy Chairperson	Means a Board Member authorised to deputise for the Chairperson.
Item	Includes any and every book, magazine, newspaper, pamphlet, gramophone records, video recording, digital recording, music score, picture, print, map, chart, manuscript, toy, reading or listening equipment, electronic resources, compact disc, audio tape recording, software program or any other article forming part of the contents of the Library available for borrowing, reference or perusal whether of not the property of the Corporation.
Library Service	Means all or any Library outlet or library facilities, resources and activities provided by or under the management or control of the Corporation and includes without limiting the generality of the foregoing, all buildings or portions thereof, mobile libraries and other areas, facilities and vehicles or digital platforms used in connection with the provision of the library service.
Library Service Area	Means the whole of the municipal districts of Bass Coast Shire Council, Baw Baw Shire Council and South Gippsland Shire Council.
Member	Means a person, school or institution holding a current and valid membership card issued in accordance with this Local Law.
Membership Card	Means a current and valid card issued physically or electronically to a member by the Corporation in accordance with this Local Law as authority to borrow items.



Membership Number	Means a number or combination of numbers and letters identifying the unique Member and Membership Card.
Patron	Means any person making use of the library service
Penalty Units	Means penalty units as prescribed in the <i>Sentencing Act 1992</i> .
Senior Officer	Has the meaning ascribed to it in <i>Local Government Act (Vic) 2020</i>

PART B – ADMINISTRATION OF THIS LOCAL LAW

6. Exercise of discretions

6.1 In exercising any discretion contained in this Local Law the Corporation must have regard to:

- 6.1.1 The objectives of this Local Law; and
- 6.1.2 Any guidelines made by the Corporation from time to time.

6.2 The Corporation may from time to time make guidelines for use by the Corporation, its Officers and other persons for the purpose of this Local Law.

6.3 Guidelines made by the Corporation must not be inconsistent with the objectives of this Local Law.

7. Power of the Chief Executive Officer

Any person using the library service shall obey the lawful directions of the Chief Executive Officer or an Authorised Officer in charge of the library service generally or any branch, section or portion thereof.

8. Appeals

Any person who is aggrieved by any matter under this Local Law may apply to the Corporation to be heard and may make a written submission for consideration by the Corporation, but this right will not in any way remove that person's obligation to act in accordance with any directions or notices which are applicable under this Local Law.

PART C - MEMBERSHIP

9. Eligibility

9.1 Membership is available to any person who meets the membership requirements as determined by the Chief Executive Officer or Authorised Officer.

9.2 Persons are eligible to become a member if they:

- 9.2.1 Are a ratepayer of the Bass Coast Shire Council, Baw Baw Shire Council or South Gippsland Shire Council; or
- 9.2.2 Any resident of the Bass Coast Shire Council, Baw Baw Shire Council or South Gippsland Shire Council; or
- 9.2.3 Any non-resident who is employed in or who attends an educational institution in the Bass Coast Shire Council, Baw Baw Shire Council or South Gippsland Shire Council; or
- 9.2.4 Any person eligible to join a Victorian Government subsidised public library; or
- 9.2.5 Any temporary visitor to the library service area provided that they comply with the provisions of this Local Law.



10. Application

10.1 Persons wishing to borrow items shall:

10.1.1 Complete and submit an application form or such other application, which shall include an undertaking to comply with the provisions of this Local Law and any policy from time to time adopted by the Board or Chief Executive Officer; and

10.1.2 Provide proof of identity and eligibility; and

10.1.3 Has not previously infringed this Local Law; and

10.2 Be required to have a legal guarantor if under the age of 18 who satisfies the membership requirements. As part of the guarantee, the guarantor must

10.2.1 Provide a duly signed undertaking agreeing to be responsible for that Member's choice of items to be used or borrowed;

10.2.2 Make good the loss or damage to any item whilst in the members use or possession; and

10.2.3 To the effect that he or she will comply with this Local Law and any policies adopted by the Board or the Chief Executive Officer.

11. Institutional Membership

At the discretion of the CEO, institutional membership may be granted to any association, society, institution, corporation, partnership, unincorporated body, business or agency.

12. Period of Membership

Membership is current for the period of time determined by the Chief Executive Officer, unless suspended or cancelled. Persons whose membership has lapsed may be required by the Chief Executive Officer or Authorised Officer to re-register before borrowing items.

13. Cessation, Cancellation or Suspension of Membership

13.1 A member will cease to be a member if:

13.1.1 The membership period as determined By the Chief Executive Officer under clause 12 elapses from the date on which his or her application was granted;

13.1.2 He or she ceases to be eligible to become a member;

13.1.3 The Chief Executive Officer is satisfied that he or she has contravened; or failed to comply with any provision in this Local Law; or a policy adopted by the Board or the Chief Executive Officer and communicated to the Member.

13.2 If the Chief Executive Officer is satisfied that a member has contravened or failed to comply with any provision in this Local Law or a policy adopted by the Board or the Chief Executive Officer and communicated to the Member, the Chief Executive Officer may suspend or cancel the membership of the member and impose conditions for the reinstatement of such member.

13.3 The Chief Executive Officer or Authorised Officer may suspend or cancel the membership of any member who refuses to:

13.3.1 Return items borrowed;

13.3.2 Pay overdue, lost or damaged item charges;

13.3.3 Comply with any lawful request or action by the Chief Executive Officer or Authorised Officer under this Local Law.



14. Membership Card

- 14.1 Every member on being issued with a Membership Card shall:
 - 14.1.1 Be responsible for the safe custody of the Membership Card;
 - 14.1.2 Produce the membership card to Corporation Staff or scan the Membership Card with a self-checkout device whenever an item is borrowed;
 - 14.1.3 Report the loss, theft or destruction of the card to the Corporation immediately upon such loss is discovered;
 - 14.1.4 Notify any change of address to the Corporation; and
 - 14.1.5 Surrender the card to the Corporation on ceasing to be eligible for membership.
- 14.2 Membership Cards are not transferable.
- 14.3 A member is responsible for the safe care of every item borrowed on his or her Membership Card.
- 14.4 If a Membership Card is lost or destroyed the Corporation may issue to the Member a replacement card upon reporting the loss, theft or destruction and payment of any fee fixed by resolution of the Board as being payable in the event of a replacement Membership Card being issued.

PART D – ACCESS, CONDUCT AND SERVICES

15. Access and Use

- 15.1 Any person shall have access to the Library to use services, items, resources and facilities provided for public use subject to the provisions of this Local Law.
- 15.2 The CEO is responsible for the management and administration of the Library Service in accordance with the policies and directions of the Board, as shall be determined from time to time.
- 15.3 Persons shall enter only those parts of the Library Service open for public use and during hours of opening fixed by the Board, except with the permission of the Chief Executive Officer or Authorised Officer.
- 15.4 Persons shall leave the Library Service at the times fixed for closing or at the request of the Chief Executive Officer or Authorised Officer.
- 15.5 The Board delegates to the Chief Executive Officer power to make amendments to the Library Service opening hours provided the amendments are not materially different.
- 15.6 All users shall have access to all items in the Library for consultation on the premises, with the exception of items determined by the Chief Executive Officer or Authorised Officer to be unavailable for lending or on restricted access.
- 15.7 Any person using the Library Service shall obey the lawful directions of the library staff.
- 15.8 No person may remove from the Library Service any items which they have not borrowed.
- 15.9 A Member has access on equal terms to all items available to be borrowed except where restricted by legislation.
- 15.10 The Corporation takes no responsibility for loss or damage to any bag or other article left at or in the Library Service.
- 15.11 Use of the Internet facilities and personal computers within the Library is conditional upon compliance with any Internet Policy approved by the Chief Executive Officer from time to time and which shall be published and made available to all Library Service Users.
- 15.12 The Corporation shall not be liable for any injury or damage to, or caused by any act or omission of any child under the age of five (5) years who is in the Library.
- 15.13 Any child who is in the library without a parent or guardian present after the time designated



for closing the Library to members of the Public may be placed in the custody of a member of the Victoria Police.

- 15.14 The Corporation is not liable or responsible for any cost incurred, loss, injury or damage to or caused by any person under the age of eighteen (18) years as a result of the retrieval of data or material accessed through the internet while using the Internet facilities at the Library.
- 15.15 The Chief Executive Officer or an Authorised Officer may request any person who activates or apparently activates the Library's security alarm to produce the contents of their bags, pockets, containers or other things adapted to the carrying of goods to ascertain, or attempt to ascertain, the cause of the activation of the security alarm.
- 15.16 The Chief Executive Officer or Authorised Officer may request a person to leave a Library Service if that person commits an offence against this Local Law.

16. Hire of Library Services

- 16.1 The Board, Chief Executive Officer or Authorised Officer may make available for hire, a designated part of parts thereof to any person or organisation within the Library Service subject to:
 - 16.1.1 The provisions of this Local Law;
 - 16.1.2 The use of the designated space being lawful;
 - 16.1.3 Payment of any fees and charges determined by the Board subject to the provisions of this Local Law;
 - 16.1.4 Compliance with Corporation policies and guidelines as determined by the Board or Chief Executive Officer.

17. Temporary Cessation or Admission

- 17.1 The Chief Executive Officer or Authorised Officer may at such times as are deemed fit:
 - 17.1.1 Close the Library Service or any part thereof for any purposes or temporarily suspend admission or service or clear the premises of any person for any purpose; or
 - 17.1.2 Refuse admission or service to any person who in the opinion of the Chief Executive Officer or Authorised Officer is causing or likely to cause offence, risk or intrusion upon any other person or property at the Library Service.

18. Behaviour

- 18.1 A person must not without the authority of the Council, Board, Chief Executive Officer or Authorised Officer:
 - 18.1.1 Consume any intoxicating liquor, or supply or sell intoxicating liquor to any person or persons, within the Library Service;
 - 18.1.2 Consume any drugs, or supply or sell any drugs to any person or persons, within the Library;
 - 18.1.3 Bring any animal into the library, other than a companion animal for the blind or hearing impaired;
 - 18.1.4 Act contrary to any sign;
 - 18.1.5 Erect, fix or place any advertisements or notices within the Library Service;
 - 18.1.6 Organise, hold or attend any rally, procession or demonstration within the Library Service;
 - 18.1.7 Sell, expose or offer for sale within the Library Service any food, drink or other article;
 - 18.1.8 Make a collection of money within the Library Service;
 - 18.1.9 Ride any skateboard, bicycle or other recreational vehicle into or within the Library



Service;

- 18.1.10 Enter any area of the Library Service which is designated or set aside for the exclusive use of the Chief Executive Officer, Library staff or other member of the Library Service;
 - 18.1.11 Distribute any handbills, pamphlets, advertisements, notices within the Library Service or give a public address.
- 18.2 A person must not:
- 18.2.1 Behave in a disorderly manner while within the Library Service;
 - 18.2.2 Create or take part in a fight or disturbance while within the Library Service;
 - 18.2.3 Use any offensive, indecent or abusive language while within the Library Service;
 - 18.2.4 Offend against decency while within the Library Service, whether by reason of dress, conduct or use of information technology and internet access;
 - 18.2.5 Commit a nuisance while within the Library Service;
 - 18.2.6 Destroy, deface, defile or damage, remove or interfere with any notice, equipment, furniture, fixture, fitting, carpet, ceiling, wall or plant within the Library Service;
 - 18.2.7 Endanger any other person or persons within the Library Service;
 - 18.2.8 Smoke in any area of the Library Service;
 - 18.2.9 Remain in the Library Service after having been lawfully directed to leave by the Chief Executive Officer, Authorised Officer or member of the Victoria Police.
 - 18.2.10 Emit or cause to be emitted such a volume of noise as to interfere with the use and enjoyment of the Library Service by other patrons;
 - 18.2.11 Leave within the Library Service any litter, other than in a bin or receptacle provided for such purpose; or
 - 18.2.12 Engage in any illegal activity.
- 18.3 The Chief Executive Officer or an Authorised Officer may refuse any member or member of the public, admission to the Library Service if:
- 18.3.1 That person is in a drunken or intoxicated condition, or is under the influence of any prohibited drug;
 - 18.3.2 Except in the case of a blind person who is in control of a companion animal, the person is accompanied by an animal, mammal, bird or reptile;
 - 18.3.3 That person is carrying a firearm or an offensive weapon;
 - 18.3.4 That person is not decently attired; or
 - 18.3.5 That person is a child under the age of 10 years old is not in the apparent care of a responsible person.

19. Borrowing of Library Materials

- 19.1 Members shall be entitled to borrow items from the Library Service subject to the provision of this Local Law.
- 19.2 The Chief Executive Officer or Authorised Officer shall make rules from time to time stating the maximum number of items which may be borrowed at any one time
- 19.3 The time period for which items may be borrowed is determined by the Chief Executive Officer. The period for which different items may be borrowed may vary.

20. Use of Facilities and Equipment

- 20.1 Patrons may use equipment and facilities provided for the use of patrons.



- 20.2 The Chief Executive Officer or Authorised Officer may determine procedures or guidelines to the use of facilities and equipment by patrons.

21. Date of Return

- 21.1 All Borrowed items must be returned to the Library Service by the Due Date or when recalled.
- 21.2 No items shall be deemed to have been returned to the Library Service unless it has been handed to Corporation Staff or left in a place or receptacle designated for the return of items, or dispatched to the Library by post or other means approved by the Chief Executive Officer. Items returned by post shall not be deemed to be returned until received by the Corporation.

22. Circumstances Not Provided For

If any circumstances arise which are not provided for in this Part the Chief Executive Officer or Authorised Officer is empowered to make a decision regarding the appropriate course of action in order to resolve the issue in dispute.

PART E – FEES AND CHARGES

23. Setting Fees and Charges

The Board must determine by resolution the fines, fees and charges to apply under this Local Law which may include an administrative or processing fee or charge, and the Board must give notice of its resolution to set or alter fees and charges.

24. Fees and Charges Incurred from Borrowing Items

- 24.1 Any Library Member borrowing any item may be subject to any Fees and Charges determined by the Board from time to time for:
- 24.1.1 Items obtained on inter-Library Loan from another source;
 - 24.1.2 The return of items after the Due Date or extended Due Date;
 - 24.1.3 The replacement of lost, stolen or damaged Membership Cards or building access keys, cards or devices;
 - 24.1.4 The cost of the replacement of items lost, stolen or damaged while borrowed plus administrative costs related to the replacement of items;
 - 24.1.5 The replacement of items damaged in the Library;
 - 24.1.6 A home delivery charge of items;
 - 24.1.7 Library Services and such other purposes as the Board determines;
 - 24.1.8 Items not returned, or proper restitution made when requested.
- 24.2 The Chief Executive Officer shall be under no obligation to send any notice regarding borrowed items not returned to the Library Service by the Due Date or any other outstanding charges incurred. Failure to send or receive such notices shall not be an excuse for non-payment of such charges. Any liability incurred under this clause or for any other Charges and Fees may be required to be discharged before any other items may be borrowed by a Library Member with any outstanding Charges or Fees.

25. Users May Incur Fees and Charges

- 25.1 Any User or Member using any Library Services may be subject to any Fees and Charges determined by the Board from time to time for:
- 25.1.1 Photocopies, or other printout copies which will remain the property of the member;



- 25.1.2 The cost of replacement of items damaged in or stolen from the Library Service;
- 25.1.3 Attending or participating in programs;
- 25.1.4 Library Services and such other purposes as the Board determines;
- 25.1.5 Hire of a designated part of parts thereof of the Library Service;

26. Waiver or Reduction of Fees and Charges

The Chief Executive Officer may waive or reduce any fee or charge with or without conditions.

PART F – ENFORCEMENT AND PENALTIES

27. Offences

- 27.1 Where any provision in this Local Law requires that an action may not occur, any person who does that act is guilty of an offence.
- 27.2 Where any provision in this Local Law requires that an action must be done, any person who fails to do that act is guilty of an offence.
- 27.3 Any person who commits an offence against this Local Law must:
 - 27.3.1 Give his or her name and address to the Corporation, Chief Executive Officer or Authorised Officer if requested to do so; and
 - 27.3.2 Leave the Library property immediately upon being requested by the Chief Executive Officer or an Authorised Officer if told to do so.

28. Penalties

- 28.1 Any offence under this Local Law is subject to a penalty of between 1 and 5 penalty units and shall apply for the purpose of an infringement notice which may be issued as an alternative to prosecution in respect to offences against this Local Law where the Board, Chief Executive Officer or Authorised Officer determines to proceed by infringement notice.

29. Infringement Notices

- 29.1 The Chief Executive Officer or an Authorised Officer may serve a Local Law infringement notice in accordance with the requirements of infringement notices under the *Infringements Act 2006* on a person whom the Chief Executive Officer or Authorised Officer believes has committed an infringement requiring the person to pay the penalty for that offence within 28 days of the issue of the infringement notice.
- 29.2 If the infringement notice is not withdrawn and the person pays to the Corporation the amount referred to in the infringement notice within the period of 28 days or such further period as the Chief Executive Officer or an Authorised Officer may allow, no prosecution will be initiated in respect of the infringement.

30. Representations

- 30.1 If a person issued with an infringement notice makes a written representation to the Corporation within 28 days of the issue of the infringement notice, the representation may be considered, along with any relevant information, by the Chief Executive Officer or Authorised Officer.
- 30.2 Subject to clause 34 the decision of the Authorised Officer on any representation received will be final.



31. Withdrawal

- 31.1 The Board, Chief Executive Officer, or an Authorised Officer, may at any time withdraw an infringement notice either as a result of consideration of any representation made or with a view to prosecuting for an offence.
- 31.2 Where an infringement notice is withdrawn, the person upon whom it was served is entitled to a refund of any payment which that person has made pursuant to the infringement notice.

32. Payment of Penalty

- 32.1 The penalty may be paid to the Chief Executive Officer or delegated officer at the Corporation.
- 32.2 If the penalty referred to in an infringement notice has been paid within 28 days of its issue and no representation has been received by the Corporation or its officers, no decision may be made to withdraw the infringement notice and prosecute the offence after the expiry of 28 days from the issue of the infringement notice.

33. Failure to Pay Penalty

In the event of the failure of a person served with an infringement notice to pay the amount specified within 28 days of the issue of the notice or such further time as the Board, Chief Executive Officer or the Authorised Officer may permit, the Corporation, Chief Executive Officer or the Authorised Officer may pursue the matter by prosecuting for an offence or by taking any steps which may be available for enforcing penalties by registration of infringement notices.

34. Rights of Offenders

Any person served with a local law infringement notice is entitled to disregard the notice and defend the prosecution in Court.



PART G – CERTIFICATION

Key Information

The following information is set down in order to facilitate the management of this Local Law.

Date Resolved by the Board:

Date Resolved by Baw Baw Shire Council:

Date Resolved by Bass Coast Shire Council:

Date resolved by South Gippsland Shire Council:

Responsible Officer: Chief Executive Officer

Affixing of the Common Seal

Resolution for making this Local Law agreed to by the Board of the West Gippsland

Regional Library Corporation on the _____ day of _____, 2020

THE COMMON SEAL of the _____)

OF WEST GIPPSLAND)

REGIONAL LIBRARY CORPORATION)

was affixed in the presence of:

.....
Chairperson/Board Member

.....
Chief Executive Officer/Deputy Chief Executive Officer

Notice of the confirmation of the Local Law was inserted in the Victorian Government Gazette dated the _____ day of _____ 2020 at page no. _____

A copy of this Local Law was sent to the Minister responsible for Local Government on the _____ day of _____ 2020.

Amendments to last draft

Local Law 1 – Meting procedure	
Draft Wording	Amended Draft
<p>Clause 16 Quorum The quorum for Ordinary Board Meetings, Special Board Meetings and Emergency Meetings is a majority of the Members on the Board who are present. A Board Member is present if they are: 16.1. Physically present; or 16.2. Participating by electronic means of communication.</p>	<p>Clause 16 Quorum 16.1. The quorum for Ordinary Board Meetings, Special Board Meetings and Emergency Meetings is a majority of the Members on the Board. 16.2. To achieve a quorum it requires Board Members to be: 16.2.1. Physically present; or 16.2.2. Participating by electronic means of communication.</p>
62.6.3 Deals with a subject matter already answered;	62.6.3 Deals with a subject matter already answered within the last 6 months ;
Local Law 2 – Operation and Use of Library Services	
<p>11. Institutional Membership At the discretion of the CEO, institutional membership may be granted to any association, society, institution, corporation, partnership, unincorporated body, business or agency whose predominant area of service or normal place of meeting is within the library service area.</p>	<p>11. Institutional Membership At the discretion of the CEO, institutional membership may be granted to any association, society, institution, corporation, partnership, unincorporated body, business or agency.</p>
<p>7. Power of the Chief Executive Officer Any person use the library service shall obey the lawful directions of the Chief Executive Officer or an Authorised Officer in charge of the library service generally or any branch, section or portion thereof.</p>	<p>7. Power of the Chief Executive Officer Any person using the library service shall obey the lawful directions of the Chief Executive Officer or an Authorised Officer in charge of the library service generally or any branch, section or portion thereof.</p>
9.2.4 Any person eligible to join Victorian Government subsidised public library; or	9.2.4 Any person eligible to join a Victorian Government subsidised public library; or
13.1.3 The Chief Executive Officer is satisfied that he or she has contravene; or failed to comply with any provision in this Local Law; or a policy adopted by the Board or the Chief Executive Officer and communicated to the Member.	13.1.3 The Chief Executive Officer is satisfied that he or she has contraven ed ; or failed to comply with any provision in this Local Law; or a policy adopted by the Board or the Chief Executive Officer and communicated to the Member.
15.5 The Board delegates to the Chief Executive Officer to make amendments to the Library Service opening hours provided the amendments are not materially different.	15.5 The Board delegates to the Chief Executive Officer power to make amendments to the Library Service opening hours provided the amendments are not materially different.
	Removal of Schedule 1 form from Local Law 2 so it does not conflict with changes to the <i>Infringement Act</i> that may occur in future.
18.1.3 Bring any animal into the library, other than a guide dog for the blind or hearing impaired;	18.1.3 Bring any animal into the library, other than a companion animal for the blind or hearing impaired;
18.3.2 Except in the case of a blind person who is in control of a guide dog, the person is accompanied by an animal, mammal, bird or reptile;	18.3.2 Except in the case of a blind person who is in control of a companion animal , the person is accompanied by an animal, mammal, bird or reptile;

29.1 The Chief Executive Officer or an Authorised Officer may serve a Local Law infringement notice in the form or to the effect of Schedule 1 on a person whom the Chief Executive Officer of Authorised Officer believes has committed an infringement requiring the person to pay the penalty for that offence within 28 days of the issue of the infringement notice.

29.1 The Chief Executive Officer or an Authorised Officer may serve a Local Law infringement notice **in accordance with the requirements of infringement notices under the Infringements Act 2006** on a person whom the Chief Executive Officer of Authorised Officer believes has committed an infringement requiring the person to pay the penalty for that offence within 28 days of the issue of the infringement notice.

The board discussed clause 24. Fees and charges incurred from borrowing items and how much this clause should be split out. The balance between splitting out enough that gives flexibility for future unknown services whilst covering existing fees and charges and not splitting out each service that become onerous in the local law. Both clauses 24 and 25 have a section *Library services and such other purposes as the Board determines*. Upon further review the CEO recommends no further changes to this clause

Election Period Policy



West Gippsland
Libraries

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Election Period Policy

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Document Creator: Leanne Williams Chief Executive Officer	Approved: Board Resolution on 28 August 2020 Next Review Date: August 2023
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Document Control	
August 2020	Version 1



1. Title

Election Period Policy

2. Policy Statement

This policy has been developed in order to provide clear information about procedures and practices for West Gippsland Libraries (the Corporation) business in the lead up to the 2020 Local Government Elections to be held on 24 October and specifically the Election Period between midnight on 22 September and ceases at 6pm on 24 October 2020.

The *Local Government Act 1989 (the Act)* provides that during the Election Period certain prohibitions apply to the general functions and powers of the Corporation.

This policy commits the Corporation during the election period to avoid making significant new policies or decisions that could unreasonably bind a future Library Board, and to ensure that public resources, including staff resources, are not used in election campaigning or in a way that may improperly influence the result of an election, or improperly advantage Board members who are Councillors as candidates in the election.

3. Our Child Safety Commitment

West Gippsland Libraries is committed to the safety and wellbeing of all children and young people.

4. Scope

This policy applies to all Corporation employees, volunteers, Board members and Community Advisory Committee members.

5. Policy Details

5.1 Roles and Responsibilities

Responsibility of Councillors who are Board Members

Councillors should be aware of their responsibilities in relation to improper use of position as outlined in the Act. Sections 76D and 76E of the Act prohibit Councillors from misusing their position.

Section 76D in relation to the election period ensures a fair election is held where Corporation resources are not used for campaign purposes or to influence voters.

Role of Chief Executive Officer

In addition to the Chief Executive Officer's (CEO) statutory responsibilities, the CEO or his or her delegate will ensure as far as possible, that:

- All Councillors and Officers are informed of the application of this policy 30 days prior to the commencement of the election period;
- Matters of Corporation business requiring major policy or significant decisions are scheduled for the Corporation to enable resolution prior to the commencement of the election period, or
- Deferred where appropriate for determination by the incoming Board Members; and
- Guidelines to staff on the role and responsibilities of staff in the implementation of this policy are issued if appropriate.

5.2 Decision making during the election period

Major Policy Decisions

Major Policy Decision is defined by section 93A of the Local Government Act and means a decision:

- Relating to the employment or remuneration of a Chief Executive Officer (CEO), other than a decision to appoint an acting CEO;
- To terminate the appointment of a CEO; or



- To enter into a contract the total value of which exceeds whichever is greater of \$100,000 or such higher amount as may be fixed by Order of the Board under section 186(1).

Prohibition on Council

During the election period, Section 93 of the Act prohibits Council, a special Committee or a person acting under a delegation given by the Corporation to make any major policy decisions.

Any major policy decision made during the election period is deemed to be invalid under the Act. Any person who suffers any loss or damage as a result of acting in good faith on a major policy decision made in contravention of this section is entitled to compensation from the Council for that loss or damage.

Extraordinary Circumstances

If the Corporation considers that there are extraordinary circumstances where the West Gippsland Libraries community would be significantly disadvantaged by the Corporation not making a particular Major Policy Decision, the Corporation will, by resolution, request an exemption from the Minister for Local Government in accordance with section 93A(2) of the Act.

5.3 Public Consultation

Right to Postpone

Some public consultation activities may be necessary during the election period to facilitate the day to day business of the Corporation and ensure matters continue to be proactively managed. Any such public consultations will avoid express or implicit links to the election.

In view of the potential for a matter or issue to become contentious or politically sensitive in the course of the election period, the Corporation reserves the right to postpone a matter if the issue is likely to affect voting.

The Corporation will not continue or commence public consultation on any contentious or politically sensitive matter after the commencement of the election period.

Any public consultation that is likely to run into the election period must have prior CEO approval. Where approved, results of such consultation will not be reported to the Board until after the election.

5.4 Corporation events

Councillors, including those standing as candidates, may continue to attend Corporation events and functions. Speeches will continue to be prepared for the Board Chair's official functions and will be authorised by the CEO.

5.5 Corporation Publications

Prohibition on Publishing Material during the Election Period

Section 55D of the Act prohibits the Corporation from printing, publishing or distributing or causing, permitting or authorising to be printed, published or distributed any advertisement, handbill, pamphlet or notice during an election period unless it has been certified, in writing, by the Chief Executive Officer.

The Chief Executive Officer must not intentionally or recklessly certify a publication that contains electoral matter, unless that material is only about the election process. The CEO must not delegate the power to certify any advertisement, handbill, pamphlet or notice under this section to a member of Corporation staff.

Certification of Publications

Publications to be printed, published or distributed during the election period must first be certified by the Chief Executive Officer. The certification by the Chief Executive Officer will be in writing on or affixed to a copy of the publication and be in the following form:

'Certified by the Chief Executive Officer in accordance with Section 55D of the Local Government Act 1989'

Copies of all certified documents will be retained on Corporation records.

Publications which require certification include:

- Brochures, pamphlets, handbills, flyers, magazines and books;



- Reports (other than agenda papers and minutes in accordance with Section 7.7);
- Advertisements and notices, except newspaper notices of meetings;
- New website material;
- Social media publications (which includes Facebook, Instagram and Twitter posts);
- Emails with multiple addresses, used for broad communication with the community;
- Mass mail outs or identical letters sent to a large number of people by or on behalf of the Corporation;
- Media releases;
- Material to publicise a function or event; and
- Any publication or distribution of Councillors' speeches.

Prohibited Material

Electoral matter is defined in the Act and means any matter which is intended or likely to affect voting in an election, but does not include:

- Any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election, or
- An advertisement in any newspaper announcing the holding of a meeting.

A publication is taken to contain electoral matter if it contains an express or implicit reference to, or comment on:

- The election; or
- A candidate in the election; or
- An issue submitted to, or otherwise before, the voters in connection with the election.

Electoral matter includes material which:

- Publicises the strengths or weaknesses of a candidate
- Advocates the policies of the Council or of a candidate
- Responds to claims made by a candidate
- Publicises the achievements of the elected Council.

Corporation Publications Including Councillor Information

Any reference to Councillors standing for re-election in Corporation publications printed, published or distributed during an election period must not include promotional text.

Website

Material published on the Corporations website in advance of the election period is not subject to certification, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, were it to be published during the election period.

Councillor contact information will remain available on the website during the election period, but Councillors' profiles will be removed.

Any material published on the Corporations website during the election period must be certified by the Chief Executive Officer.

Annual Report

The Corporation is required by the Act to produce and put on public display a copy of its Annual Report. The 2019/2020 Annual Report will be published during the election period. The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.

The Annual Report does not require certification by the Chief Executive Officer; however any



publication of an extract or summary of the Annual Report will require certification.

Corporation Agendas and Minutes

Agenda papers and minutes of the Corporation Board meetings do not require certification by the Chief Executive Officer unless they are printed or published for a wider distribution than normal.

Papers prepared for Corporation Board meetings during the election period will be carefully vetted to ensure that no agenda item is included that could potentially influence voter's intentions at the forthcoming election or could encourage Councillor candidates to use the items as part of their electioneering.

All Councillors will refrain from moving motions or raising matters at meetings that could potentially influence voting at the election.

Items submitted for Community Participation Time will be reviewed to ensure that they comply with the principles of the Act and this policy, and may be amended accordingly before publication.

Social Media

Any publication on social media sites including Facebook, Twitter, blogs and wiki pages during the election period must be certified by the Chief Executive Officer.

Staff responsible for administering individual social media sites will monitor their respective sites during the election period and use moderation features where available to ensure no electoral matter is posted.

5.6 Corporation Resources

Application of Resources

Corporation resources, including offices, vehicles, staff, hospitality, services, property, equipment and stationery must be used exclusively for normal Corporation business during the election period and must not be used in connection with any election campaign or issue.

Role of Corporation officers

Staff will not be asked to undertake any tasks connected directly or indirectly with the election campaign of a Councillor standing for re-election.

Use of Corporation Equipment by Councillors

Councillors may continue to use any Corporation equipment provided to them to facilitate their performance of normal Corporation duties, subject to existing protocols and terms of use.

Councillors standing for re-election must not use Corporation equipment as a resource to assist with election campaigns.

Councillors' Entitlement to Reimbursement

Reimbursements of Councillors' out-of-pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal Corporation duties, and not for expenses that support or are connected with a candidate's election campaign.

Corporation Branding

No Corporation logos, letterheads, or other corporate branding will be used for, or linked in any way to, a candidate's election campaign.

Officers' Discretion

The Corporation will ensure that due propriety is observed in the use of all Corporation resources, and Corporation staff are required to exercise appropriate discretion in that regard. Where the use of Corporation resources appears to relate to the election campaign of a Councillor standing for re-election, the matter must be referred to the Chief Executive Officer or his or her delegate.

5.7 Media Services

Restriction on Services

The Corporations Communications team undertake the promotion of Corporation activities and initiatives. During the election period this team's services must not be used in any way that might promote a Councillor as an election candidate.



Corporation publicity during the election period will be restricted to communicating normal Corporation activities and initiatives and subject to certification by the Chief Executive Officer.

Media Releases/Spokespersons

Media releases will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate. Where it is necessary to identify a spokesperson, the Chief Executive Officer or his or her delegate will be consulted.

Media releases will require certification by the Chief Executive Officer.

Councillors

Councillors will not use their position as an elected representative or their access to Corporation Officers and other Corporation resources to gain media attention in support of an election campaign.

Corporation Employees

During the election period no Corporation employee may make any public statement that relates to an election issue unless prior approval has been obtained by the Chief Executive Officer or his or her delegate.

6. Roles and Responsibilities

The following positions are responsible for approving, implementing, complying with, monitoring, evaluating, reviewing and providing advice on the policy and procedures:

Implementation	Chief Executive Officer
Compliance	All employees and Board Members
Development/Review	Chief Executive Officer
Interpretation/Advice	Chief Executive Officer

7. Supporting Documents

This Policy should be read in conjunction with all other relevant Corporation policies and procedures, as well as relevant legislative requirements.

8. Human Rights Charter

This policy has been considered in relation to the *Victorian Charter of Human Rights and Responsibilities Act 2006* and it has been determined that it does not contravene the Charter.

9. Monitoring, Evaluation and Review

This policy will be reviewed every four years or as required by the Act.

10. Non-compliance, Breaches and Sanctions

Failure to comply with this policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action and potential legal ramifications.

11. Approval

Board Chair

Date Approved



Submission received via email on 16/4/20

Dear Board,

The CAC finds it encouraging that the Library is in a strong financial position given the uncertainty of these times. The spend this year will provide some good outcomes for the community such as extended hours at Inverloch and Warragul which the CAC hopes comes with after business hours program delivery as well.

The Budget and Library plan are a well presented document, well laid out with attractive photos and images. The CAC notes and appreciates the message from the Chairperson highlighting the important role libraries play and the benefits that they and their staff provide to their local communities. We hope this message is also being presented by board members with in the three local governments the WGRLC covers. The CAC strongly encourage the publishing of testimonials that express the impact that libraries have on people's lives

West Gippsland Libraries have increased its commitment over the last ten years to the purpose of libraries: 'to build knowledge and strengthen our communities' and the proposed budget and updated library plan this year strong support that work.

CAC Members have made comment on the following strategies:

Strategy 2

In the materials supplied to date to the CAC we haven't seen any proposals around this engagement other than viewing the post project presentations on Books by us and Meet Up 18. The CAC would like to see more around the unique learning opportunities and have more opportunity to comment on what might be of benefit to our region such as opportunities for community members to explore the new growth industries in the community.

The CAC also wishes to highlight what we see it as a priority - a volunteer strategy to be developed and implemented fully across all areas of WGRLC.

Strategy 3

The CAC would like to see 'Outreach' from growly quickly beyond the current work in Early years.

Strategy 5

The CAC would like to discuss what community events or dates of significant such as IDAHOBIT Day, Cultural Diversity Week and International Women's Day the Library could celebrate and have these Celebrations occur network wide, not just in single sites. We would also like recommend the library looks at an employment strategy that aims at diversifying the backgrounds of staff to have more CALD background employees and staff to have a wide range of professional development in understanding diversity of communities and inclusive practises.

Strategy 6

COVID 19 has highlighted the need for more opportunity to develop programming that can be delivered into homes through web conferencing for all age demographics in our community. We note the current efforts to offer Baby Rhyme Time and Story time, however program for teens, young adults and seniors would also be valuable in times of crisis as well as generally given our large geographic region and smaller townships and farms. This is especially crucial as some communities may only get a few hours a fortnight to access face to face library services.

The revised Library Plan was developed prior to the COVID-19 pandemic and what is needed to 'serve the community' has changed and will continue to change in ways that we are not yet aware of. We may see large numbers of businesses unable to re-open and increasing numbers of people remain unemployed. The CAC would like to see how the board is planning for this environment and have opportunity to provide feedback. Our Libraries can play an important role in addressing some of the needs developing for our communities including support community members reskilling, supporting business redeveloping their operations and the social inclusion of members of the community.

Strategy 8

Given the economic impact of COVID-19 on our communities both now and into the foreseeable future, exploring diverse revenue opportunities and the addition of value added services, has raised concerns for some members of the CAC. They feel this is likely to impact adversely on those in the community most in need of support.

The CAC notes that many areas in our region already have a high percentage of disadvantaged residents and this should now be expected to increase. The CAC feels it is important for the Library and the local government areas to keep in mind that for many families technology and/or large use of data and other online resources may not be affordable/available to them in their home. When the physical distancing restrictions are lifted it will be important for them to have adequate free access to these resources in our libraries.

Further comments:

The CAC notes the gaps in patronage for older seniors was already significant and post COVID 19 may be even lower represented in statics unless specifically catered for. The same core concern exists around lower socio-economic groups who don't have access and don't know how to access Government services. In the current environment of communities this is becoming so apparent now and we are also noticing that many of the services of the library are needed now, more than ever especially by this group.

The increase in staff with current digital literacy at WGRLC will be highly valued once branches are reopened to help community members with task like installing Apps. To note a direct comment from a CAC member, "As the pandemic as so admirably demonstrated, every single person needs to be digitally connected to access all manner of services, whether work or social." It highlights the importance of past programming from the library in things such as tech sessions on Mobile and iPad devices and these will be needed once sites can reopen. The CAC would like the Library as part of its role to provide the community on what Apps are

available for patrons for social engagement, educational development, employment upskilling and seeking, spiritual exploration. The Library can make the community aware of the possibilities.

The Community Advisory Committee has seen in the last three years a reduced role in the WGRLC organisational system, we continue to find it hard to provide timely advice and thoughtful analysis given we often learn of what the board is voting on in the week of the board meeting. "Feedback" is mentioned in a general way in the Plan and one of your mechanisms for this is the CAC and we would like to see the WGRLC work more with us, in a more open way and in a more timely way. We would like to see future library plans discussed in consultation with our members and feedback provided across the library. The staff and board can benefit from receiving information from all sources associated with the Library.

David "Wombat" Lyons.
Chair, CAC

Community Advisory Committee priorities for 2020/2021 WGRLC Plan

Based on discussion and decisions at CAC meeting 6 December 2019 (Foster)

CAC acknowledged that some 2019 Priorities had been addressed and therefore removed from CAC list e.g. Understaffing and supervision, and tech support for seniors.

Priorities	Detail	Relationship to Plan Strategies
Volunteers	<ul style="list-style-type: none"> - new volunteer strategy coverage of roles and valuing. - update the policy 2002 (not a typo!) - WGRLC support for friends groups in principle and in kind e.g. promotion and meeting spaces 	Strategy 2 enable, facilitate 'led by community' Strategy 7 (culture and flexibility)
Support to seniors	<ul style="list-style-type: none"> - outreach (aged care) 	New Strategy similar to Strategy 3 'early years'. Strategy 5 'inclusivity and accessibility'
Decision making	<ul style="list-style-type: none"> - community input at all stages - transparency 	Strategy 3 'Community needs'
Planning for growth	<ul style="list-style-type: none"> - budget for growth, - advocacy. Working with WGRLC, CAC members could have a voice in this. - branding for better engagement. Is 'West Gippsland' the best branding for South Gippsland and Bass Coast? - Commitment to free services 	Strategy 1 (Models)

Community engagement: build relationships	<ul style="list-style-type: none"> - Van & activities at community events - Missing demographics (middle aged?) - partnerships/community relationships 	<p>Strategy 5 (alternative engagement approaches)</p> <p>Strategy 8 (diverse revenues)</p>
Library visits and information sharing	<ul style="list-style-type: none"> • CAC and interested parties e.g. Friends groups visiting other services - library tours 	<p>Strategy 6 (explore new and emerging trends)</p>

Annual Budget 2020.21 (Draft)



Chairperson's Introduction



Cr Keith Cook
Baw Baw Shire Council
Board Chairperson

It is a great pleasure to present the Draft Annual Budget 2020.21 for West Gippsland Libraries.

This budget continues to strengthen West Gippsland Libraries as an innovative and leading library service in Victoria. The highly successful 24/7 Library in Foster has created a lot of interest across Australia and we continue to receive enquiries about how it works each week.

To build on the Foster 24/7 success we are proposing to transition two more libraries, Inverloch and Warragul, to the 24/7 service so more people can use our service at their convenience. Strong controls accompany the 24/7 model and there have been no issues reported since it has been implemented.

It is also my pleasure to announce that Warragul Library will be a focus this year and will be modernised inside to ensure it is a fresh and inviting place to visit. This will be an interim measure as we continue to work with Baw Baw Shire Council on the longer term strategy for library services in Warragul.

Another feature of the budget is the continued work for the new community library in San Remo at the Recreational Reserve. This continues from 2019.20 as we work with the Committee of Management to create a great new space for the community.

This year's draft budget also includes increases in new collection items, renewal of furniture and more e-resources.

The 10 year Financial Plan continues to feature in the budget to assist with decision making and ensure the service delivers sustainable value for the community and its member Councils of Baw Baw, Bass Coast and South Gippsland.

It's such a pleasure to be the Chairperson of West Gippsland Libraries and be part of a great team that delivers wonderful benefits to the community. We are very grateful for the hard work from staff that supports the community every day.

I look forward to working with the community and the West Gippsland Libraries team to deliver great outcomes in 2021 and 2022.



Our Child Safety Commitment

West Gippsland Libraries is committed to the safety and wellbeing of all children and young people.

Mission

We build knowledge and skills that strengthen our communities. We provide library services, programs and collections that are accessible and equitable. We create partnerships to improve our service, share our knowledge and facilitate interaction within our communities. We will continuously improve our value to the community.

Values

We will anticipate and **bravely** adapt with the changing needs of our communities.

We will build **relationships** with our stakeholders, communities and each other.

We will deliver **excellence** in everything we do



Draft Annual Budget 2020.21

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From the CEO



Leanne Williams
Chief Executive Officer

The Draft Budget 2020.21 has been developed to build on the significant work undertaken in recent years that has positioned West Gippsland Libraries as an innovative leader in the library sector. As our Chairperson Cr Keith Cook outlined, the Foster 24/7 Library has been incredibly successful. It has captured significant media attention over the past six months right across Australia.

We have learned this is a sought after service. It caters to the convenience of our patrons who often may not be able to get to the library during ordinary opening hours. Our patrons tend to use the 24/7 service to work quietly outside of normal operating hours or on weekends. This year's budget provides the resources to deliver this service to more of our libraries, namely Inverloch and Warragul. The strength in the controls that support the 24/7 service has been essential to its success.

We will continue to work closely with the community and member Councils to deliver services that the community is seeking. In 2020.21 this includes working with South Gippsland Shire on the detailed design of the new Korumburra Library and with Bass Coast Shire Council on the detailed design for the new Phillip Island Library.

We will also continue to work with the San Remo Recreation Reserve Committee of Management to deliver a new Community Library in San Remo. The budget continues to provide for furniture renewal. These are a few examples of how we continue to review our service to ensure more people can use the library.

This budget also provides the resources to continue to build our outreach services and delivering new and popular programs across the region. We will continue to enhance our collection and in particular the e-resources that are seeing increased demand year on year.

The budget continues to invest in our staff by providing the training requirements to deliver an adaptive and innovative service.

We continue to embed our organisational values in everything we do.

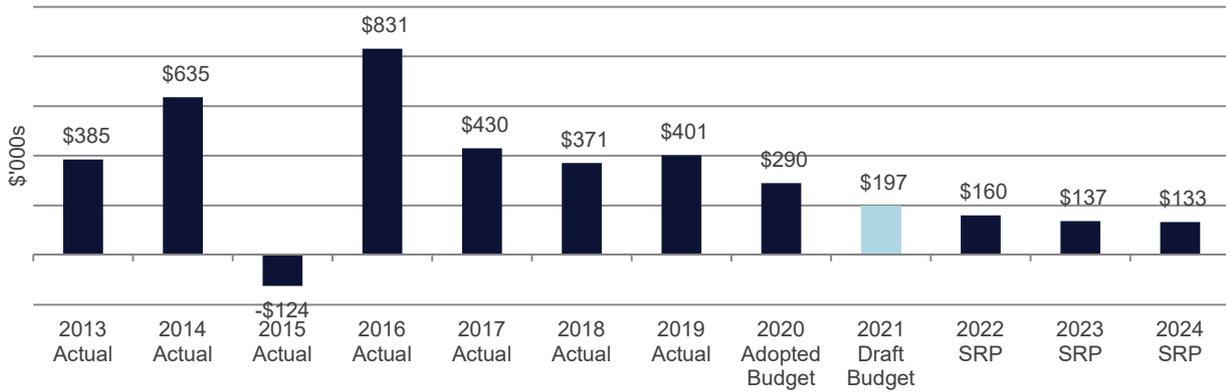
- We anticipate and bravely adapt to the changing needs of our communities.
- We build relationships with our stakeholders, communities and each other.
- We deliver excellence in everything we do.

We are west Gippsland Libraries and we are here to change lives.

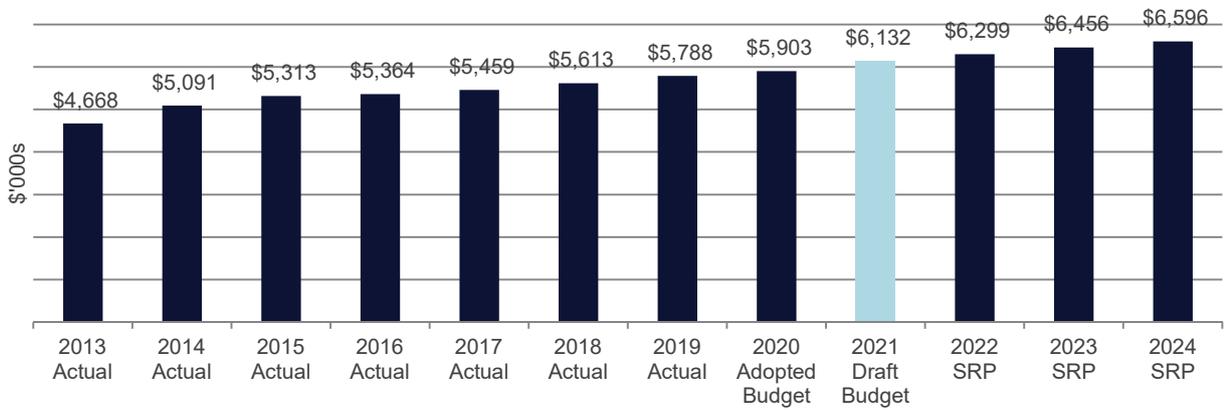


Organisational Performance

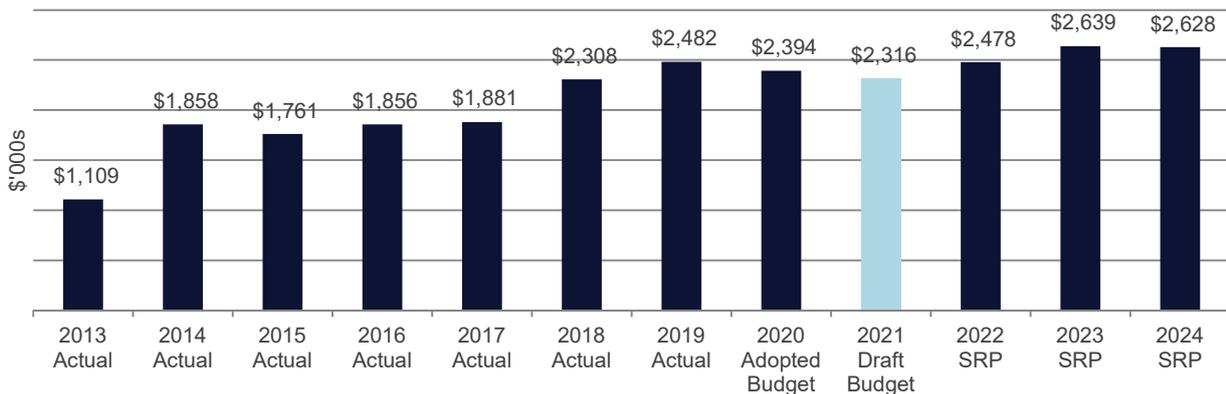
Operating result



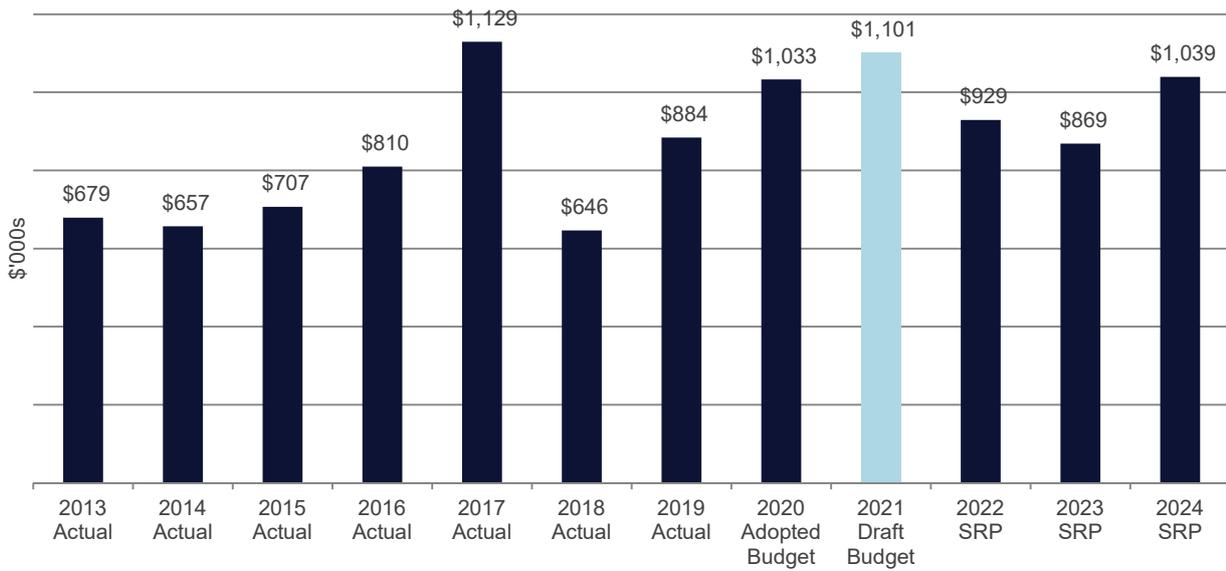
Cost of services



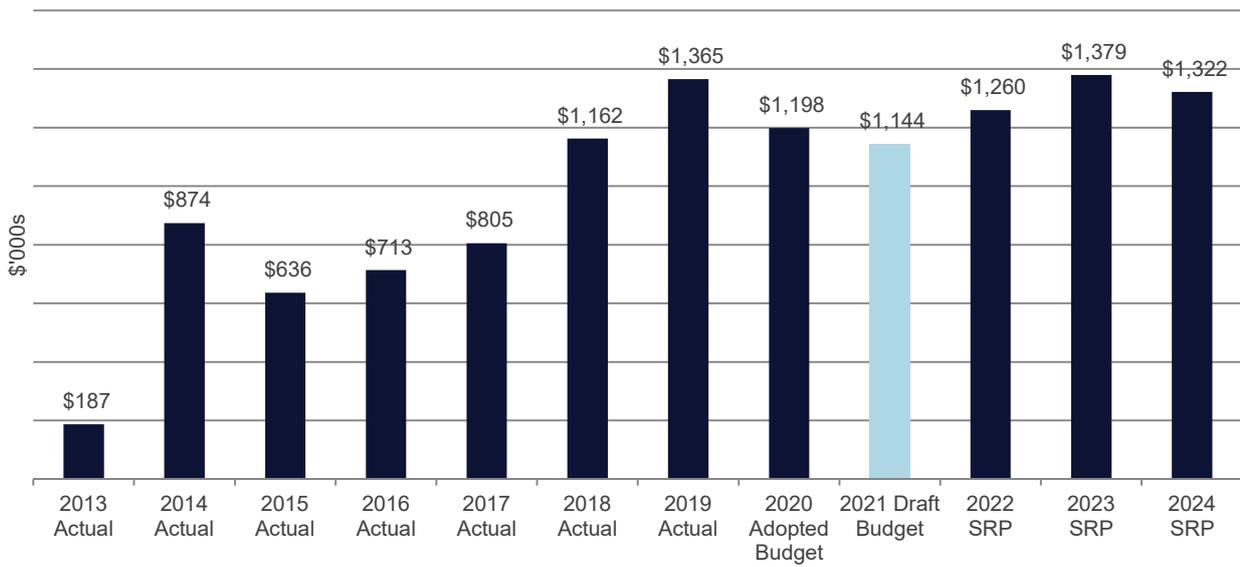
Cash and investments



What are we spending on assets?



Financial position (net current assets)



Library Plan

This section describes how the Annual Budget links to the achievement of the Library Plan within an overall planning and reporting framework. This framework guides West Gippsland Libraries in identifying community needs and aspirations over the long term (Long Term Financial Plan), medium term (Library Plan) and short term (Annual Budget). We demonstrate our accountability in the Annual Report.

Our Vision

Discover – our libraries are the centre for reading and learning.

Connect – we support everyone in our community.

Enjoy – our libraries are creative and innovative.

Our Mission

We provide library services, programs and collections that are accessible and equitable.

We will create partnerships to improve our service, share our knowledge and facilitate interaction within our communities.

We will continuously improve our value to the community.

Our Values

We will anticipate and **bravely** adapt with the changing needs of our communities.

We will **build relationships** with our stakeholders, communities and each other.

We will deliver **excellence** in everything we do.

We are West Gippsland Libraries and we are here to change lives.

Our Role

West Gippsland Libraries build knowledge and skills that strengthen our communities. We uphold our values as we:

- Are universally accessible centres for information, reading, learning and enjoyment;
- Build knowledge and skills that strengthen our communities;
- Are equitable and trusted access to information and authoritative resources;
- Work in collaboration with our community, stakeholders and the library sector to foster innovation and ensure we remain relevant; and
- Are accountable for high standards of professionalism, customer service, integrity and respect.

Our Strategic Objectives

West Gippsland Libraries adopted its four year strategic plan in June 2017 in consultation with the community and staff. Eight key strategies were identified and actions were developed for each strategy. Many actions have already been delivered since 2017 as highlighted in the quarterly reports. To continue to strive as an excellent service there are a number of updated actions for the coming financial year. Our strategies and actions are outlined below. The Library Plan provides greater detail regarding why these actions have been chosen and how the community will know if we succeed.



Strategy One – Enhance our library service models to better meet the needs of our community.

- Pilot a roaming librarian service model.
- Update libraries to 24/7 hour access at Warragul and Inverloch (new action).
- Open the San Remo Community Library.

Strategy Two – Enable and facilitate new learning opportunities led by the community.

- Identify opportunities for simplifying our events process.
- Partner with community experts to deliver unique learning opportunities.

Strategy Three – Improve our engagement with early years and young people.

- Enhance our early years outreach programs.
- Better understand and address the drop off of young people who previously used the library.

Strategy Four – Experiment with new and renovated spaces that reflect modern learning approaches.

- Pilot creative design and library layout options that can accommodate the diverse needs of our patrons.
- Develop a renewal plan for dynamic library furniture.

Strategy Five – Test alternative engagement approaches to promote true inclusivity and accessibility.

- Go above and beyond to engage our missing demographics.
- Continue to enhance the user experience of the website.
- Enhance our social media reach.

Strategy Six – Support our community to explore and learn about new and emerging trends.

- Integrate new technology into our programs.
- Lead by example to promote high standards of digital literacy in the community.

Strategy Seven – Promote a culture that encourages flexibility, experimentation and personal growth.

- Strengthen our commitment to each other and our community.
- Keep our people safe.
- Continue to develop our people with the skills to confidently engage with our diverse community.

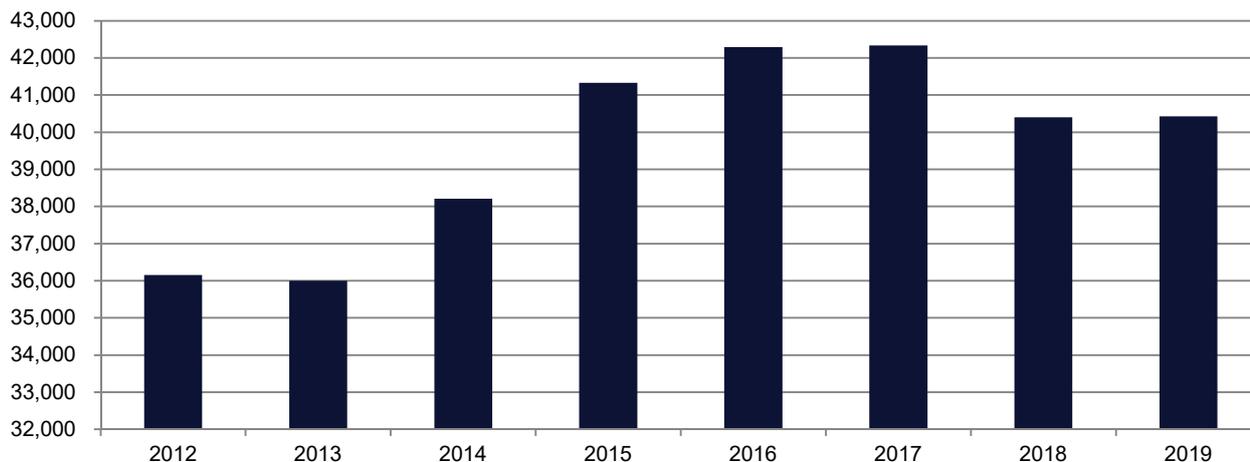
Strategy Eight – Explore diverse revenue opportunities to complement our service.

- Explore opportunities for funding value added services.
- Seek alternative revenue opportunities to support our projects and programs.

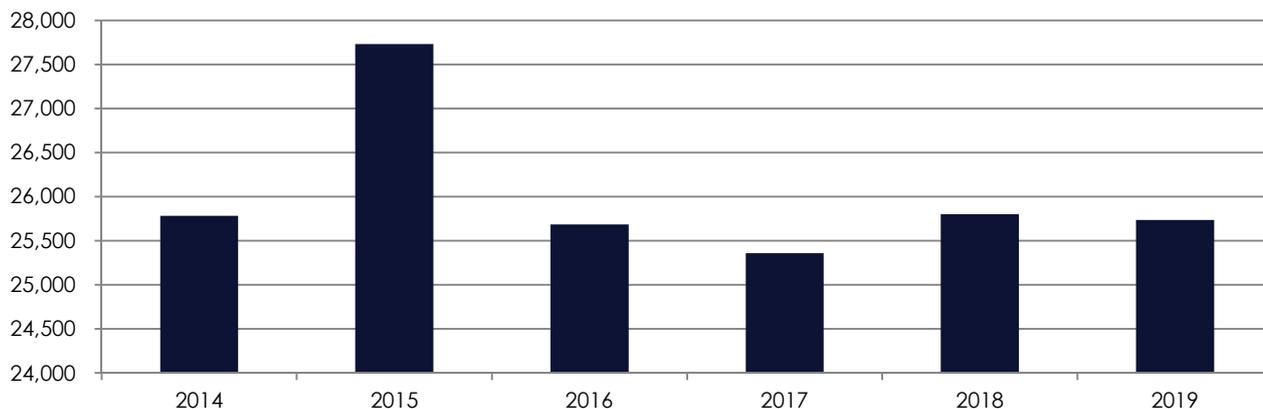


About Us

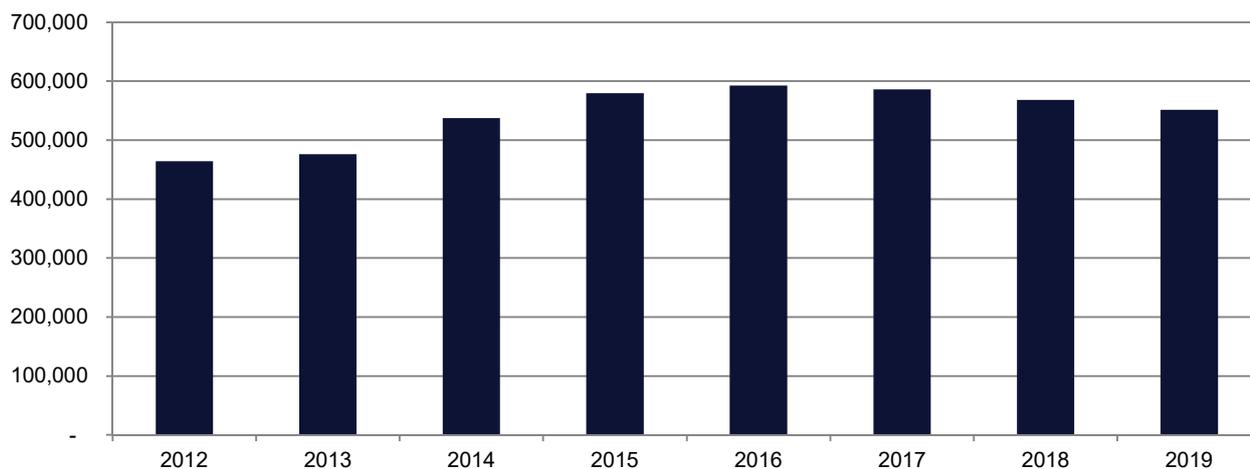
Our membership



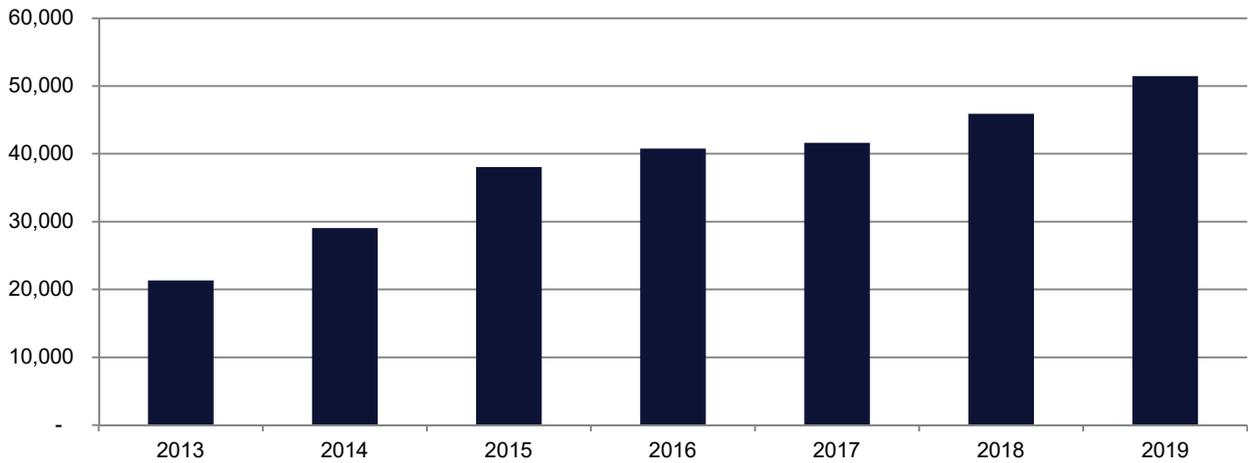
Active members



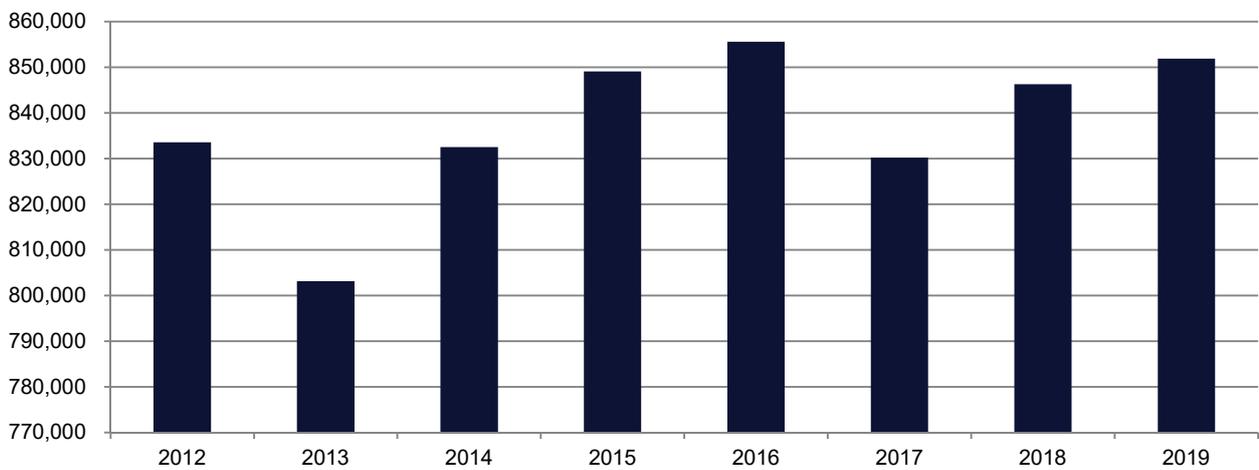
Visits to our library



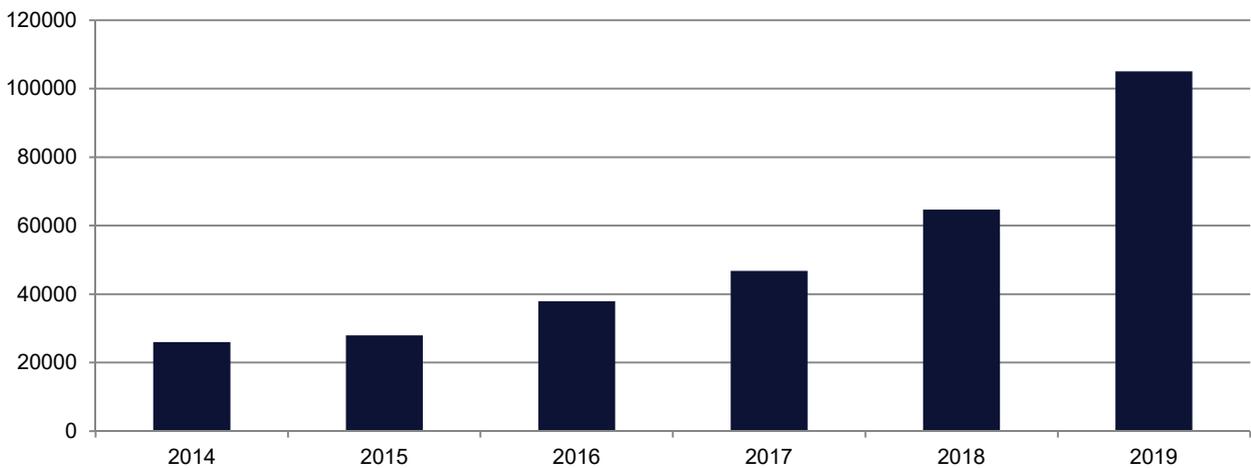
Number of people who attended our programs



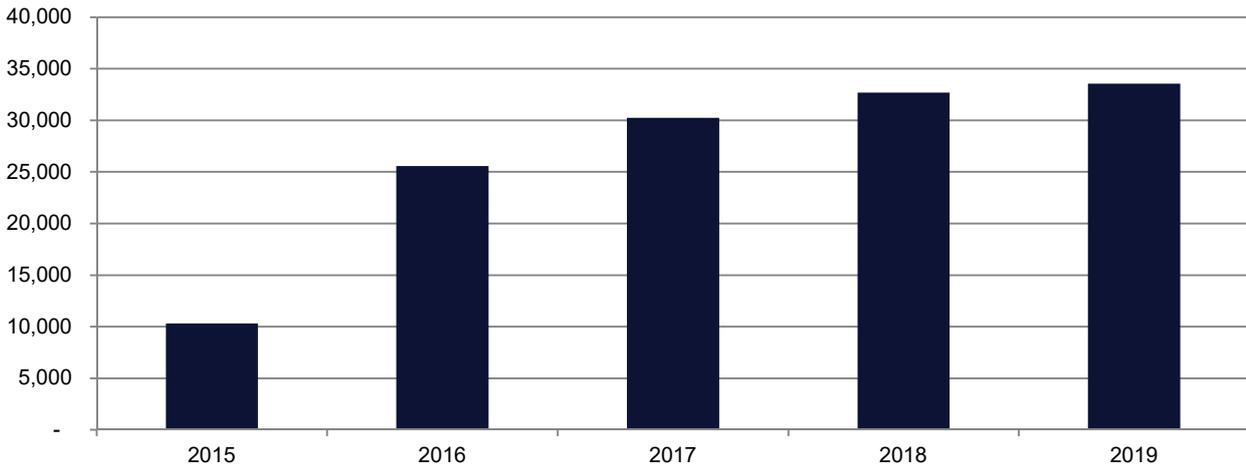
Number of items loaned



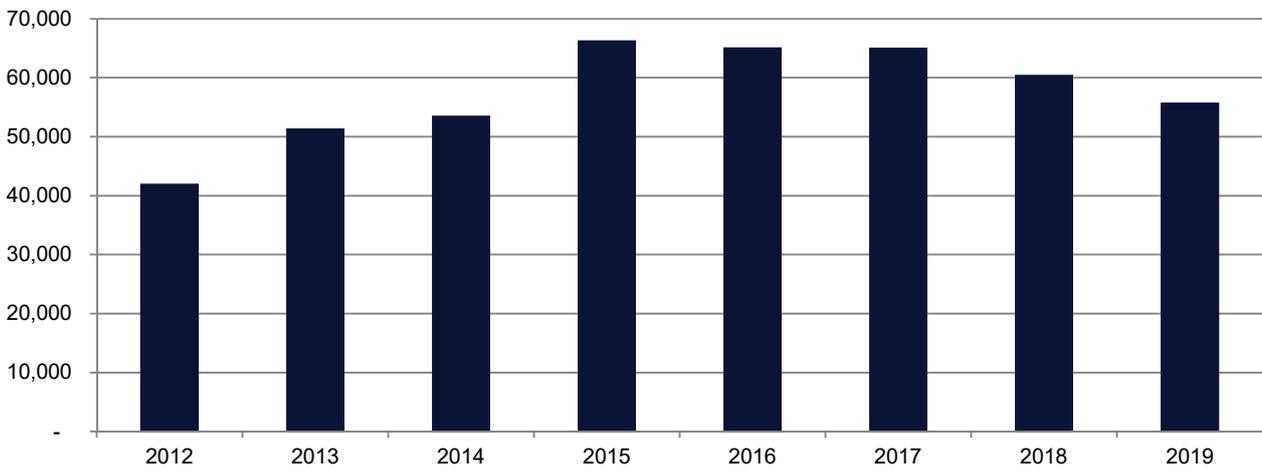
Number of e-resources loaned



Number of times our WiFi was used



Number of times our computers were used



Planning and accountability framework

The Strategic Resource Plan, part of and prepared in conjunction with the Library Plan, is a rolling four year plan that outlines the financial and non-financial resources that West Gippsland Libraries requires to achieve the strategic objectives described in the Library Plan.

The Annual Budget is framed within the Strategic Resource Plan, taking into account the services and initiatives that contribute to achieving the strategic objectives specified in the Library Plan.

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes. The Library Plan, including the Strategic Resource Plan, is required to be completed by 30 June following a general election of Councillors. The Strategic Resource Plan is reviewed each year in advance of the commencement of the Annual Budget process.

Financial Goals

It is important for West Gippsland Libraries to set financial goals to provide guidance and structure to the budget process and assist with maintaining consistent financial planning year on year. West Gippsland Libraries financial goals are to:

- Operate in a financially sustainable manner;
- Operate within the rate cap, with new initiatives that require funding above the rate cap being supported by well-developed and costed business cases;
- Minimise fluctuations in increments from year to year that affect the member Councils;
- Reinvest efficiency savings into strategies identified in the Library Plan and the Collection; and
- Provide transparency and accountability.

Rate cap

For the 2019.20 financial year the Minister for Local Government has set the rate cap at 2.5%.

Budget development

The Budget has been developed from first principles and incorporates savings that continue to be derived. Key assumptions that have influenced the development of the budget are detailed below.

- The increase in base wage rate for employees under the Enterprise Agreement is directly linked to the rate cap set by the Minister for Local Government. The rate cap in 2020.21 is 2%. The increase applied to the base wage rate will be 1.74% in 2020.21 (2.18% in 2019.20).
- Materials and services costs have been reviewed based on changes to systems, new contract arrangements and past expenditure trends. Efficiency reductions have been incorporated as well as allowing for inflation of 5% based on historical trends.
- The budget provides for an increase in the collection of \$28,000 to ensure West Gippsland Libraries continues to provide a collection that is under five years old as identified in the Local Government Performance Reporting Indicators. New collection items will also be invested in e-resources to support their exponential utilisation by patrons.
- Renewal of furniture and equipment has been included in the financial statements to ensure our libraries are modern and vibrant places for our patrons to discover, connect and enjoy.



Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the years 2020.21 to 2029.30 incorporates the Strategic Resource Plan and Long Term Financial Plan.

This section includes the following financial statements in accordance with the Local Government Act 1989 and the Local Government Model Financial Report:

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



Comprehensive Income Statement

For the 10 year period ending 30 June 2030

	Adopted Budget 2019.20	Draft Budget 2020.21	Strategic Resource Plan			Long Term Financial Plan					
			2021.22	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30
Income											
User fees	52,000	53,700	54,774	55,870	56,987	58,127	59,290	60,476	61,686	62,920	64,178
Contributions - cash	5,185,710	5,304,906	5,410,684	5,518,578	5,628,630	5,740,883	5,855,381	5,972,169	6,091,292	6,212,798	6,336,734
Grants - Recurrent	899,626	917,153	934,976	953,155	971,698	990,612	1,009,904	1,029,582	1,049,654	1,070,127	1,091,009
Grants - Non-recurrent	-	-	-	-	-	-	-	-	-	-	-
Other income	55,449	53,000	59,434	65,505	71,568	71,616	70,596	75,576	76,287	78,202	79,419
Total income	6,192,785	6,328,759	6,459,868	6,593,108	6,728,883	6,861,238	6,995,171	7,137,803	7,278,919	7,424,047	7,571,340
Expenses											
Employee costs	3,897,457	3,967,767	4,089,151	4,198,740	4,311,266	4,426,808	4,545,446	4,644,537	4,745,788	4,849,246	4,954,960
Materials and services	763,850	801,670	836,504	878,329	922,245	968,357	990,775	1,040,314	1,092,330	1,146,946	1,204,293
Depreciation and amortisation	777,302	924,580	932,989	933,253	911,628	958,033	989,638	950,489	921,749	915,885	909,111
Finance costs	89,040	81,696	74,045	67,730	61,535	53,681	45,828	37,420	28,239	18,128	7,285
Other expenses	375,140	356,000	366,681	377,682	389,013	400,682	412,702	425,083	437,836	450,970	464,499
Total expenses	5,902,789	6,131,713	6,299,370	6,455,734	6,595,687	6,807,561	6,984,389	7,097,843	7,225,942	7,381,175	7,540,148
Surplus (deficit) for the year	289,996	197,046	160,498	137,374	133,196	53,677	10,782	39,960	52,977	42,872	31,192
Other comprehensive income											
Items that will not be reclassified to surplus or deficit:											
Net asset revaluation increment /(decrement)	-	-	-	-	-	-	-	-	-	-	-
Comprehensive result	289,996	197,046	160,498	137,374	133,196	53,677	10,782	39,960	52,977	42,872	31,192

Balance Sheet

For the 10 year period ending 30 June 2030

	Adopted Budget 2019.20	Draft Budget 2020.21	Strategic Resource Plan			Long Term Financial Plan						
			2021.22	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	
Assets												
Current assets												
Cash and cash equivalents	1,394,455	1,315,545	1,477,516	1,638,944	1,628,155	1,586,467	1,715,830	1,722,823	1,763,869	1,784,500	1,670,808	
Other financial assets	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	
Trade and other receivables	30,964	31,644	32,299	32,966	33,644	34,306	34,976	35,689	36,395	37,120	37,857	
Other assets	12,386	19,658	12,920	13,186	13,458	13,722	13,990	14,276	14,558	14,848	15,143	
Total current assets	2,437,805	2,366,847	2,522,735	2,685,096	2,675,257	2,634,495	2,764,796	2,772,788	2,814,822	2,836,468	2,723,808	
Non-current assets												
Property, infrastructure, plant & equipment	4,392,017	4,568,438	4,537,768	4,473,971	4,573,347	4,617,661	4,434,575	4,397,427	4,331,347	4,266,765	4,315,335	
Total non-current assets	4,392,017	4,568,438	4,537,768	4,473,971	4,573,347	4,617,661	4,434,575	4,397,427	4,331,347	4,266,765	4,315,335	
Total assets	6,829,822	6,935,285	7,060,503	7,159,067	7,248,604	7,252,156	7,199,371	7,170,215	7,146,169	7,103,233	7,039,143	
Liabilities												
Current liabilities												
Trade and other payables	261,968	313,175	325,488	339,778	354,724	370,355	379,671	396,422	413,943	432,271	451,444	
Provisions	857,441	833,231	858,722	881,735	905,366	929,630	954,544	975,353	996,615	1,018,342	1,040,542	
Interest-bearing loans	120,268	75,997	78,743	84,938	92,793	100,646	109,054	118,235	128,345	139,191	-	
Total current liabilities	1,239,677	1,222,403	1,262,953	1,306,451	1,352,883	1,400,631	1,443,269	1,490,010	1,538,903	1,589,804	1,491,986	
Non-current liabilities												
Provisions	93,539	95,226	98,140	100,770	103,470	106,243	109,091	111,469	113,899	116,382	118,919	
Interest-bearing loans	927,942	851,945	773,202	688,264	595,471	494,825	385,771	267,536	139,191	-	-	
Total non-current liabilities	1,021,481	947,171	871,342	789,034	698,941	601,068	494,862	379,005	253,090	116,382	118,919	
Total liabilities	2,261,158	2,169,574	2,134,295	2,095,485	2,051,824	2,001,699	1,938,131	1,869,015	1,791,993	1,706,186	1,610,905	
Net assets	4,568,664	4,765,711	4,926,208	5,063,582	5,196,780	5,250,457	5,261,240	5,301,200	5,354,176	5,397,047	5,428,238	
Equity												
Accumulated surplus	3,397,296	3,845,820	3,926,068	3,994,755	4,061,355	4,088,193	4,093,585	4,213,565	4,240,052	4,261,487	4,277,082	
Reserves	1,171,368	919,891	1,000,140	1,068,827	1,135,425	1,162,264	1,167,655	1,087,635	1,114,124	1,135,560	1,151,156	
Total equity	4,568,664	4,765,711	4,926,208	5,063,582	5,196,780	5,250,457	5,261,240	5,301,200	5,354,176	5,397,047	5,428,238	

Statement of Changes in Equity

For the 10 year period ending 30 June 2030

	Total	Accumulated Surplus	Revaluation Reserve	Facilities Reserve
2019.20 - Adopted Budget				
Balance at beginning of the financial year	4,278,668	3,256,583	634,239	387,846
Comprehensive result	289,996	289,996	-	-
Transfer to reserves	-	(149,283)	-	149,283
Transfer from reserves	-	-	-	-
Balance at end of the financial year	4,568,664	3,397,296	634,239	537,129
2020.21 - Budget				
Balance at beginning of the financial year	4,568,664	3,397,296	634,239	537,129
Comprehensive result	197,046	197,046	-	0
Transfer to reserves	-	-	-	-
Transfer from reserves	-	251,477	-	(251,477)
Balance at end of the financial year	4,765,710	3,845,819	634,239	285,652
2021.22 - SRP				
Balance at beginning of the financial year	4,765,710	3,845,819	634,239	285,652
Comprehensive result	160,498	160,498	-	-
Transfer to reserves	-	(80,249)	-	80,249
Transfer from reserves	-	-	-	-
Balance at end of the financial year	4,926,208	3,926,068	634,239	365,901
2022.23 - SRP				
Balance at beginning of the financial year	4,926,208	3,926,068	634,239	365,901
Comprehensive result	137,374	137,374	-	-
Transfer to reserves	-	(68,687)	-	68,687
Transfer from reserves	-	-	-	-
Balance at end of the financial year	5,063,582	3,994,755	634,239	434,588
2023.24 - SRP				
Balance at beginning of the financial year	5,063,582	3,994,755	634,239	434,588
Comprehensive result	133,196	133,196	-	-
Transfer to reserves	-	(66,598)	-	66,598
Transfer from reserves	-	-	-	-
Balance at end of the financial year	5,196,778	4,061,353	634,239	501,186
2024.25 - LTFP				
Balance at beginning of the financial year	5,196,778	4,061,353	634,239	501,186
Comprehensive result	53,677	53,677	-	-
Transfer to reserves	-	(26,839)	-	26,839
Transfer from reserves	-	-	-	-
Balance at end of the financial year	5,250,455	4,088,191	634,239	528,025
2025.26 - LTFP				
Balance at beginning of the financial year	5,250,455	4,088,191	634,239	528,025
Comprehensive result	10,782	10,782	-	-
Transfer to reserves	-	(5,391)	-	5,391
Transfer from reserves	-	-	-	-
Balance at end of the financial year	5,261,237	4,093,582	634,239	533,416
2026.27 - LTFP				
Balance at beginning of the financial year	5,261,237	4,093,582	634,239	533,416
Comprehensive result	39,960	39,960	-	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	80,020	-	(80,020)
Balance at end of the financial year	5,301,197	4,213,562	634,239	453,396
2027.28 - LTFP				
Balance at beginning of the financial year	5,301,197	4,213,562	634,239	453,396
Comprehensive result	52,977	52,977	-	-
Transfer to reserves	-	(26,489)	-	26,489
Transfer from reserves	-	-	-	-
Balance at end of the financial year	5,354,174	4,240,050	634,239	479,885
2028.29 - LTFP				
Balance at beginning of the financial year	5,354,174	4,240,050	634,239	479,885
Comprehensive result	42,872	42,872	-	-
Transfer to reserves	-	(21,436)	-	21,436
Transfer from reserves	-	-	-	-
Balance at end of the financial year	5,397,046	4,261,486	634,239	501,321
2029.30 - LTFP				
Balance at beginning of the financial year	5,397,046	4,261,486	634,239	501,321
Comprehensive result	31,192	31,192	-	-
Transfer to reserves	-	(15,596)	-	15,596
Transfer from reserves	-	-	-	-
Balance at end of the financial year	5,428,238	4,277,082	634,239	516,917



Statement of Cash Flows

For the 10 year period ending 30 June 2030

	Adopted Budget	Draft Budget	Strategic Resource Plan			Long Term Financial Plan					
	2019.20	2020.21	2021.22	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30
Cash flows from operating activities											
User fees	51,813	46,428	61,512	55,604	56,715	57,863	59,022	60,190	61,404	62,630	63,883
Contributions - cash	5,185,710	5,304,906	5,410,684	5,518,578	5,628,630	5,740,883	5,855,381	5,972,169	6,091,292	6,212,798	6,336,734
Grants - recurrent	899,626	917,153	934,976	953,155	971,698	990,612	1,009,904	1,029,582	1,049,654	1,070,127	1,091,009
Grants - non recurrent	-	-	-	-	-	-	-	-	-	-	-
Interest	41,654	40,000	46,044	51,713	57,363	56,985	55,526	60,054	60,299	61,735	62,458
Other receipts	13,328	12,320	12,735	13,125	13,527	13,969	14,400	14,809	15,282	15,742	16,224
Other payments	(3,500)	(1,500)	(1,545)	(1,591)	(1,639)	(1,688)	(1,739)	(1,791)	(1,845)	(1,900)	(1,957)
Employee costs	(3,830,940)	(3,990,290)	(4,060,746)	(4,173,097)	(4,284,935)	(4,399,771)	(4,517,684)	(4,621,350)	(4,722,096)	(4,825,036)	(4,930,223)
Materials and consumables	(1,141,452)	(1,104,963)	(1,189,327)	(1,240,130)	(1,294,673)	(1,351,720)	(1,392,422)	(1,446,855)	(1,510,800)	(1,577,688)	(1,647,662)
Net cash provided by operating activities	1,216,239	1,224,054	1,214,333	1,177,357	1,146,686	1,107,133	1,082,388	1,066,808	1,043,190	1,018,408	990,466
Cash flows from investing activities											
Payments for property, plant and equipment	(1,033,000)	(1,101,000)	(928,545)	(869,456)	(1,038,825)	(1,002,347)	(836,068)	(913,341)	(886,985)	(851,304)	(990,904)
Proceeds from sale of property, plant and equipment	24,720	-	26,225	-	27,823	-	29,517	-	31,315	-	33,222
Net cash used in investing activities	(1,008,280)	(1,101,000)	(902,320)	(869,456)	(1,011,002)	(1,002,347)	(806,551)	(913,341)	(855,670)	(851,304)	(957,682)
Cash flows from financing activities											
Finance costs	(89,040)	(81,696)	(74,045)	(67,730)	(61,535)	(53,681)	(45,828)	(37,420)	(28,239)	(18,128)	(7,285)
Proceeds from leases	-	-	-	-	-	-	-	-	-	-	-
Repayment of leases	(51,029)	(53,364)	(3,414)	-	-	-	-	-	-	-	-
Repayment of borrowings	(61,895)	(66,904)	(72,583)	(78,743)	(84,938)	(92,793)	(100,646)	(109,054)	(118,235)	(128,345)	(139,191)
Net cash provided by (used in) financing activities	(201,964)	(201,964)	(150,042)	(146,473)	(146,473)	(146,474)	(146,474)	(146,474)	(146,474)	(146,473)	(146,476)
Net (decrease) increase in cash & cash equivalents	5,995	(78,910)	161,971	161,428	(10,789)	(41,688)	129,363	6,993	41,046	20,631	(113,692)
Cash and cash equivalents at beginning of the financial year	1,388,460	1,394,455	1,315,545	1,477,516	1,638,944	1,628,155	1,586,467	1,715,830	1,722,823	1,763,869	1,784,500
Cash and cash equivalents at end of the financial year	1,394,455	1,315,545	1,477,516	1,638,944	1,628,155	1,586,467	1,715,830	1,722,823	1,784,500	1,784,500	1,670,808

Statement of Capital Works

For the 10 year period ending 30 June 2030

	Adopted Budget	Draft Budget	Strategic Resource Plan			Long Term Financial Plan					
	2019.20	2020.21	2021.22	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30
Property											
Buildings	-	-	-	-	-	-	-	-	-	-	-
Leasehold improvements	40,000	260,000	-	-	-	-	-	130,477	-	-	-
Total property	40,000	260,000	-	-	-	-	-	130,477	-	-	-
Plant and equipment											
Furniture, equipment and computers	263,000	133,000	70,907	20,867	105,077	163,573	22,802	23,486	51,069	45,680	89,823
Motor vehicles	50,000	-	45,020	-	47,762	-	50,671	-	53,757	-	57,030
Library collections	680,000	708,000	812,617	848,589	885,987	838,774	762,596	759,378	782,159	805,624	844,050
Total plant and equipment	993,000	841,000	928,545	869,456	1,038,825	1,002,347	836,068	782,864	886,985	851,304	990,904
Total capital works expenditure	1,033,000	1,101,000	928,545	869,456	1,038,825	1,002,347	836,068	913,341	886,985	851,304	990,904
Represented by:											
New asset expenditure	128,000	83,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
Asset renewal expenditure	885,000	933,000	910,545	851,456	1,020,825	984,347	818,068	895,341	868,985	833,304	972,904
Asset upgrade expenditure	20,000	85,000	-	-	-	-	-	-	-	-	-
Asset expansion	-	-	-	-	-	-	-	-	-	-	-
Total capital works expenditure	1,033,000	1,101,000	928,545	869,456	1,038,825	1,002,347	836,068	913,341	886,985	851,304	990,904

Statement of Human Resources

For the 10 year period ending 30 June 2030

	Adopted Budget	Draft Budget	Strategic Resource Plan			Long Term Financial Plan					
	2019.20	2020.21	2021.22	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30
Staff expenditure											
Employee costs - operating	3,897,457	3,967,767	4,089,151	4,198,740	4,311,266	4,426,808	4,545,446	4,644,537	4,745,788	4,849,246	4,954,960
Employee costs - capital	-	-	-	-	-	-	-	-	-	-	-
Total staff expenditure	3,897,457	3,967,767	4,089,151	4,198,740	4,311,266	4,426,808	4,545,446	4,644,537	4,745,788	4,849,246	4,954,960
	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT
Staff numbers											
Employees	39.70	40.10	40.10	40.10	40.10	40.10	40.10	40.10	40.10	40.10	40.10
Total staff numbers	39.70	40.10	40.10	40.10	40.10	40.10	40.10	40.10	40.10	40.10	40.10

Statement of Human Resources (continued)

For the 10 year period ending 30 June 2030

	Adopted Budget	Draft Budget	Strategic Resource Plan			Long Term Financial Plan					
	2019.20	2020.21	2021.22	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30
Executive											
Permanent full time	447,666	455,455	463,380	471,443	479,646	487,992	496,483	505,122	513,911	522,853	531,951
Permanent part time	309,959	207,232	210,838	214,507	218,239	222,036	225,899	229,830	233,829	237,898	242,037
Total executive	757,625	662,687	674,218	685,950	697,885	710,028	722,382	734,952	747,740	760,751	773,988
Northern Libraries											
Permanent full time	383,466	585,207	595,390	605,750	616,290	627,013	637,923	649,023	660,316	671,805	683,494
Permanent part time	817,710	736,612	749,429	762,469	775,736	789,234	802,967	816,939	831,154	845,616	860,330
Total northern libraries	1,201,176	1,321,819	1,344,819	1,368,219	1,392,026	1,416,247	1,440,890	1,465,962	1,491,470	1,517,421	1,543,824
Southern Libraries											
Permanent full time	208,402	282,704	287,623	292,628	297,720	302,900	308,170	313,532	318,987	324,537	330,184
Permanent part time	828,879	821,789	836,088	850,636	865,437	880,496	895,817	911,404	927,262	943,396	959,811
Total southern libraries	1,037,281	1,104,493	1,123,711	1,143,264	1,163,157	1,183,396	1,203,987	1,224,936	1,246,249	1,267,933	1,289,995
Technology and collections											
Permanent full time	228,807	232,788	236,839	240,960	245,153	249,419	253,759	258,174	262,666	267,236	271,886
Permanent part time	449,515	440,706	448,374	456,176	464,113	472,189	480,405	488,764	497,268	505,920	514,723
Total technology and collections	678,322	673,494	685,213	697,136	709,266	721,608	734,164	746,938	759,934	773,156	786,609
Total staff expenditure	3,897,457	3,967,767	4,089,151	4,198,740	4,311,266	4,426,808	4,545,446	4,644,537	4,745,788	4,849,246	4,954,960
	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Executive											
Permanent full time	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Permanent part time	3.50	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30
Total executive	6.50	5.30	5.30	5.30	5.30	5.30	5.30	5.30	5.30	5.30	5.30
Northern Libraries											
Permanent full time	2.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Permanent part time	9.60	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50
Total northern libraries	11.60	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50
Southern Libraries											
Permanent full time	3.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Permanent part time	9.80	9.55	9.55	9.55	9.55	9.55	9.55	9.55	9.55	9.55	9.55
Total southern libraries	12.80	13.55	13.55	13.55	13.55	13.55	13.55	13.55	13.55	13.55	13.55
Technology and collections											
Permanent full time	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Permanent part time	5.50	5.30	5.30	5.30	5.30	5.30	5.30	5.30	5.30	5.30	5.30
Total technology and collections	7.50	7.30	7.30	7.30	7.30	7.30	7.30	7.30	7.30	7.30	7.30
Casual	1.3	2.45	2.45	2.45	2.45	2.45	2.45	2.45	2.45	2.45	2.45
Total full time equivalent	39.70	40.10	40.10	40.10	40.10	40.10	40.10	40.10	40.10	40.10	40.10

Budget Analysis

Grants

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of library services.

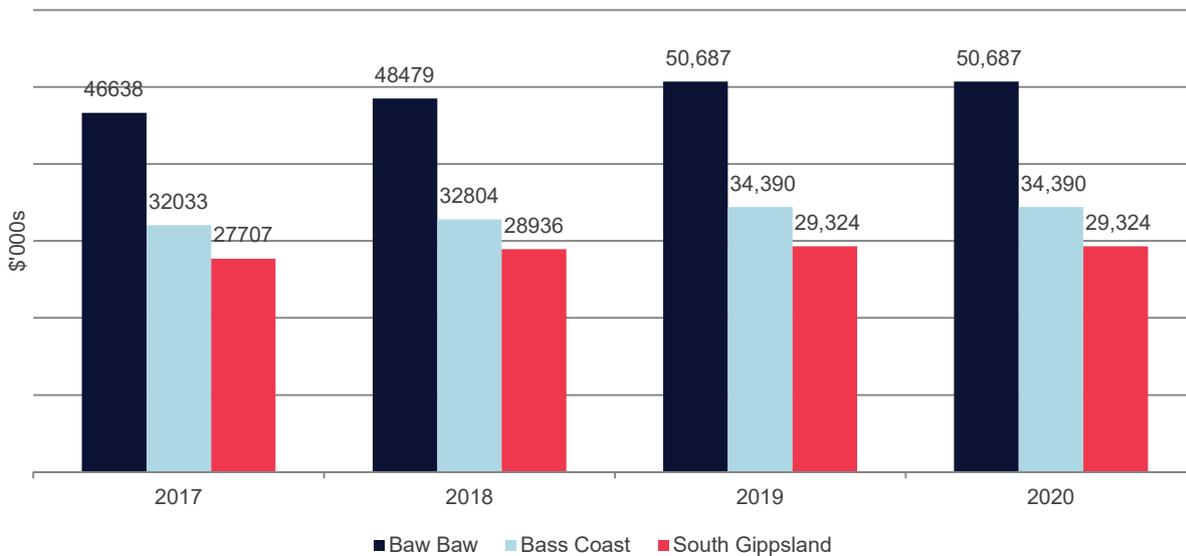
Overall, the level of operating grants is projected to remain consistent. This is based on a forecast increase in CPI and a decrease in other grants due to not including grant funding that has not been secured.

Operating Grant Funding Type and Source	Adopted Budget	Draft Budget	Variance	Variance
	2019.20	2020.21	\$	%
State Government				
Public libraries	873,673	891,147	17,474	2%
Premiers reading challenge	25,953	26,006	53	0%
Other	-	-	-	0%
Total recurrent grants	899,626	917,153	17,527	2%

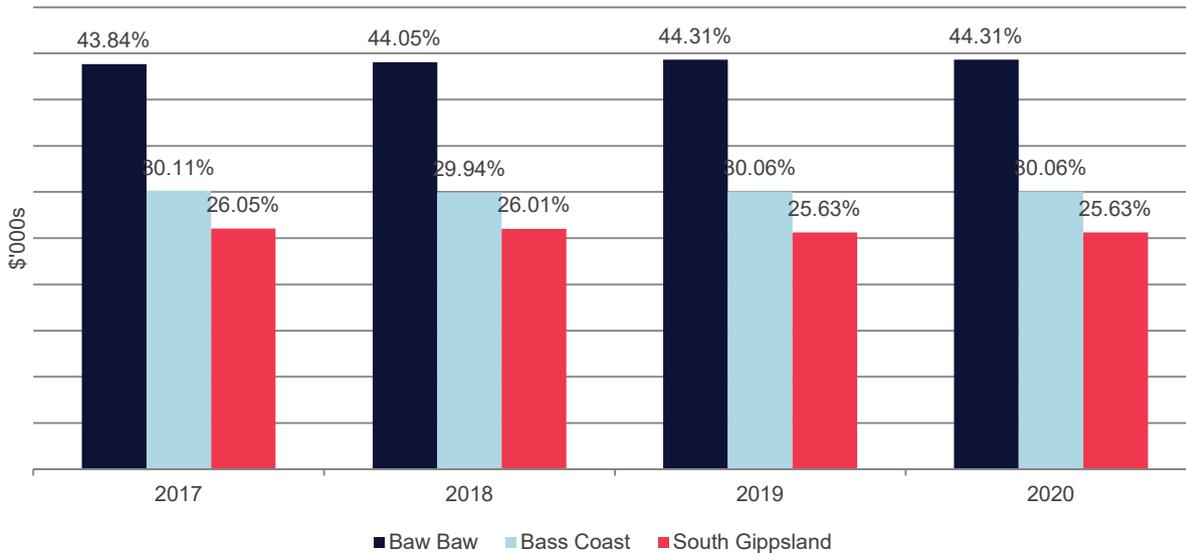
Contributions

The contribution from member Councils is in accordance with the agreed funding formula set out in the Regional Library Agreement. The formula allocates amounts on the basis of direct costs to staffing and library facilities within their respective Shires. Costs for library administration and collection expenditure are allocated on a per capita basis. The contributions are determined once all operating income such as user charges and grant revenue has been deducted.

Shire Population



Population Percentage Per Capita



The increase in contributions for the 2020.21 financial year is below the rate cap (2%) for all member Councils shown in the table below. This is due to efficiency savings realised in corporate overheads. West Gippsland Libraries also receives wonderful support from local Friends groups who fundraise and contribute to local programs and collection requirements.

	Adopted Budget	Draft Budget	Variance	Variance
	2019.20	2020.21	\$	%
Contributions				
Member Contributions				
Bass Coast Council	1,847,769	1,884,540	36,771	1.99%
Baw Baw Council	1,894,658	1,932,362	37,704	1.99%
South Gippsland Council	1,443,283	1,472,004	28,721	1.99%
Total member contributions	5,185,710	5,288,906	103,196	1.99%
Friends of the library contributions	-	15,000	15,000	100.00%
Donations	-	1,000	1,000	100.00%
Total contributions	5,185,710	5,304,906	119,196	2.30%

Employee Costs

Employee costs will increase by 1.8% which is below the rate cap of 2%. The Enterprise Agreement will expire at 30 June 2020. The existing Enterprise Agreement applies a percentage increment to the base wage rate of 87% of the declared rate cap each year. The budget is developed based on the new Enterprise Agreement remaining consistent with the expiring agreement. In 2020.21 that base wage rate increment will be 1.74% (2.18% in 2019.20). The base wage rate increment being a percentage of the rate cap is pivotal to the financial sustainability of West Gippsland Libraries by ensuring expenditure is not exceeding revenue. Other elements incorporated into the employee costs budget include:

- Band increments of \$13,000 that apply to staff who have not yet reached the end of band have been separately identified.



- Travel allowance costs have been budgeted at \$50,000. This is consistent with the prior year.
- On costs are expected to remain consistent with the prior year including work cover, and sick leave.
- All staff (including casuals) have been provided with one day of training or professional development. This provision will help provide structure to how training and professional development is approved and monitored. It also ensures West Gippsland Libraries continues to commit to and develop all employees who are the biggest asset in delivering library services.
- The budget provides for all branch managers to meet together for half a day eight times per year. Again this cost is separately identified as it requires libraries to be backfilled in their absence. This is an important allocation to ensure the operation of libraries is consistent across the region and that branch managers are learning from each other and sharing their knowledge and skills.
- Quarterly meetings are a normal course of library operations as a way of delivering training and updates to staff such as manual handling or system changes. This gets staff together four times per year and is rostered on a rotation basis so that all libraries are adequately staffed at the time the meeting occurs. This cost is separately identified because it requires backfill of the libraries. This is equal to \$21,500 and is consistent with the prior year.
- The staff development day is an annual event and continues to be highly successful. The staff development day is separately identified as it is compulsory for all staff to attend, thus incurring additional costs on the day.

Employee costs	Adopted Budget	Draft Budget	Variance	Variance
	2019.20	2020.21	\$	%
Salaries and wages	3,555,354	3,617,213	61,859	1.74%
Workcover	20,837	21,304	467	2.24%
Superannuation	321,266	329,250	7,984	2.49%
Total employee costs	3,897,457	3,967,767	70,310	1.80%

Expenses

Materials and services are budgeted to increase in line with the budget assumptions of 5% per annum. Depreciation is expected to increase significantly due to under budgeting in 2019.20 and additions to assets over the past couple of years. Finance costs continue to decrease as the loan over the Regional Support Centre is paid down. Other expenses are budgeted to decrease due to savings made in the Information Technology area over the past two years.

Expenses	Adopted Budget	Draft Budget	Variance	Variance
	2019.20	2020.21	\$	%
Materials and services	763,850	801,670	37,820	4.95%
Depreciation and amortisation	777,302	924,580	147,278	18.95%
Finance costs	89,040	81,696	(7,344)	-8.25%
Other expenses	375,140	356,000	(19,140)	-5.10%
Total expenses	2,005,332	2,163,946	158,614	7.91%

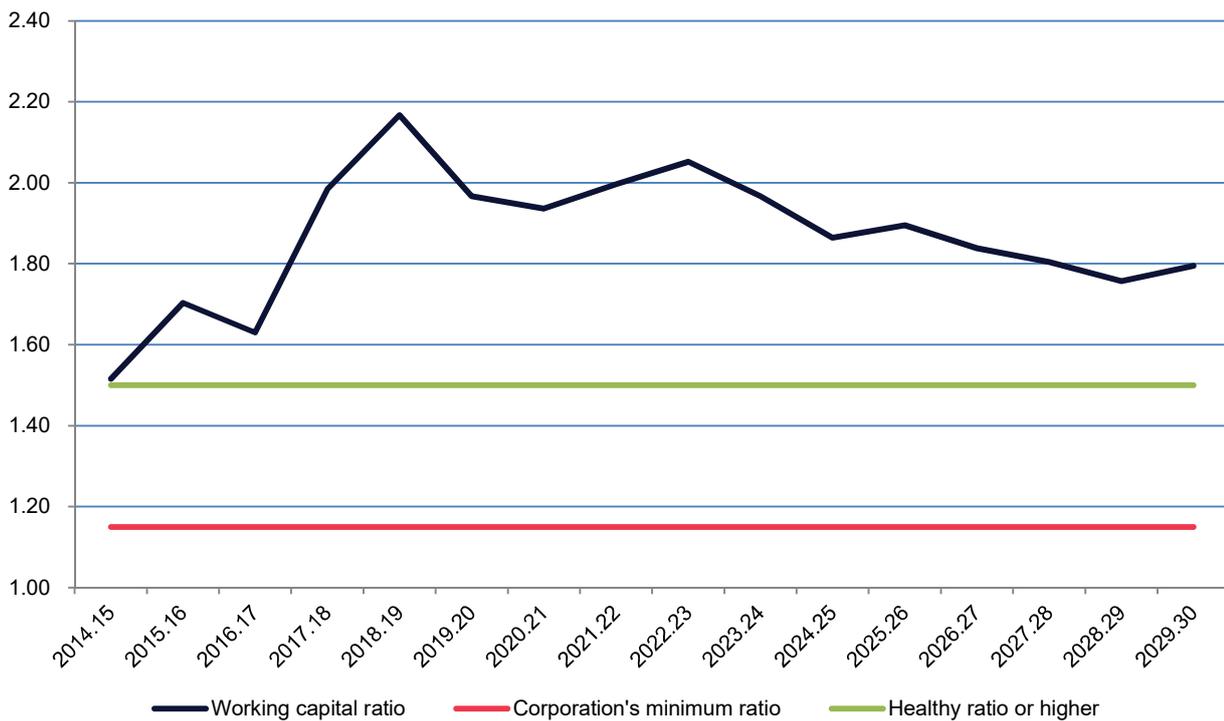


Financial Sustainability

West Gippsland Libraries continues to review its financial operations to ensure it is financially sustainable into the future. In developing the Long Term Financial Plan savings are reinvested back into increasing the quality of the collection, including both physical and electronic resources and renewal of furniture and equipment to ensure libraries remain fresh and modern.

West Gippsland Libraries tracks its working capital ratio (current assets less current liabilities) to ensure it remains financially sustainable. The working capital ratio benchmark is 1.15 which allows for current debts (equal to 1) to be paid and allow for additional cash flow. This is the minimum and the goal is to remain consistent with the trend of the existing ratio. A healthy working capital ratio is considered above 1.50 in line with the Victorian Auditor General's Office for the Local Government Sector.

The ratio remains strong over the next 10 years even with the financial plan based on West Gippsland Libraries self-funding asset purchases and not taking out leases or loans.



Borrowings

In the past, West Gippsland Libraries borrowed strongly to finance the purchase of the Regional Support Centre Building in Warragul, ICT upgrades and rounds van replacements. Currently the loan secured over the Support Centre Building in Warragul has a remaining life of 11 years. All other borrowings tend to be leases which are generally taken out over a two to five years.

This year the budget and long term financial plan have been developed to exclude financing to fund purchases due to healthy cash reserves.



Borrowings (continued)

	Adopted Budget 2019.20	Draft Budget 2020.21	Variance \$	Variance %
Total amount borrowed as at 30 June of the prior year	1,161,134	1,048,210	(112,924)	-10%
Total amount to be borrowed	-	-	-	-
Total amount projected to be redeemed	(112,924)	(120,268)	(7,344)	7%
Total amount of borrowings proposed as at 30 June	1,048,210	927,942	(120,268)	-11%

Capital Works

West Gippsland Libraries will be focusing on renewing some library spaces over the coming year. This will also include enhancing the service to provide greater access by offering the 24/7 service that has been so successful in Foster at both Warragul and Inverloch libraries. The works carried forward from the prior year are for San Remo library and the IT Server replacement.

	Adopted Budget 2019.20	Draft Budget 2020.21	Variance \$	Variance %
Property				
Buildings	-	-	-	0%
Leasehold improvements	40,000	260,000	220,000	550%
Total property	40,000	260,000	220,000	550%
Plant and equipment				
Furniture, equipment and computers	263,000	133,000	(130,000)	-49%
Motor vehicles	50,000	-	(50,000)	-100%
Library collections	680,000	708,000	28,000	4%
Total plant and equipment	993,000	841,000	(152,000)	-15%
Total capital works expenditure	1,033,000	1,101,000	68,000	7%
Represented by:				
New asset expenditure	128,000	83,000	(45,000)	-35%
Asset renewal expenditure	885,000	933,000	48,000	5%
Asset upgrade expenditure	20,000	85,000	65,000	325%
Asset expansion	-	-	-	0%
Total capital works expenditure	1,033,000	1,101,000	68,000	7%
Carried forward works				
Leasehold improvements	-	40,000	40,000	100%
Furniture, equipment and computers	-	40,000	40,000	100%
Total carried forward works	-	80,000	80,000	100%



Capital Works (continued)

	Project	Asset Expenditure Types				Summary of Funding Sources			
	Cost	New	Renewal	Upgrade	Expansion	Grants	Contribution	Cash	Borrowings
	2020.21	\$	\$	\$	\$	\$	\$	\$	\$
Property									
Leasehold Improvements - San Remo Library **	60,000	-	-	60,000	-	-	-	60,000	-
Leasehold Improvements - Mirboo North Circulation Desk	25,000	-	-	25,000	-	-	-	25,000	-
Leasehold Improvements - Warragul Library	150,000	-	150,000	-	-	-	-	150,000	-
Leasehold improvements - 24/7 Access - Inverloch	25,000	25,000	-	-	-	-	-	25,000	-
Total property	260,000	25,000	150,000	85,000	-	-	-	260,000	-
Plant and equipment									
RFID Tags	15,000	15,000	-	-	-	-	-	15,000	-
Minor Purchases	3,000	3,000	-	-	-	-	-	3,000	-
Furniture - San Remo Library	40,000	40,000	-	-	-	-	-	40,000	-
Furniture - Warragul Library	50,000	-	50,000	-	-	-	-	50,000	-
IT Server Replacement **	20,000	-	20,000	-	-	-	-	20,000	-
Computer Purchases	5,000	-	5,000	-	-	-	-	5,000	-
Total plant and equipment	133,000	58,000	75,000	-	-	-	-	133,000	-
Library collection									
Library Materials	465,000	-	465,000	-	-	-	-	465,000	-
E-resources	215,000	-	215,000	-	-	-	-	215,000	-
Premiers Reading Challenge	26,000	-	26,000	-	-	-	-	26,000	-
Local and Cultural History	2,000	-	2,000	-	-	-	-	2,000	-
Total library collection	708,000	-	708,000	-	-	-	-	708,000	-
Total capital works expenditure	1,101,000	83,000	933,000	85,000	-	-	-	1,101,000	-

** Project carried forward from prior year

Fees and Charges

Fee name	Details	GST?	2019.20 Charge	2020.21 Charge	Change	Unit of measure
Overdue fine	Adults	No	free	free	-	Removed under new initiative
Overdue fine	Junior	No	free	free	-	Per day
Overdue fine	Other items borrowed by juniors	No	free	free	-	Removed under new initiative
Inter library loans	Core copies electronic delivery	Yes	\$16.50	\$18.50	\$2.50	Per item
Inter library loans	Core loans including normal delivery	Yes	\$16.50	\$28.50	\$12.50	Per item
Replacement Library Cards	Replacement Library Cards	Yes	\$3.20	\$3.20	-	
Lost or damaged items	Lost /damaged items	Yes	cost of item	cost of item	-	
Lost or damaged items	Audio materials/Talking Books/CD's	Yes	\$16.25	\$16.25	-	Per tape/CD
Merchandise	USB's	Yes	\$8.00	\$8.00	-	Per item
Merchandise	Ear Buds	Yes	\$3.00	\$3.00	-	Per item
Photocopying and printing	Black and white A4	Yes	\$0.20	\$0.20	-	Per page (single sided)
Photocopying and printing	Colour A4	Yes	\$0.25	\$0.25	-	Per page (single sided)
Photocopying and printing	Black and white A3	Yes	\$0.40	\$0.40	-	Per page (single sided)
Photocopying and printing	Colour A3	Yes	\$0.50	\$0.50	-	Per page (single sided)
Library Bags	Adults	Yes	\$2.50	\$2.50	-	Per bag
Library Bags	Library Bags - Children	Yes	\$5.00	\$5.00	-	Per bag
Unpaid fees before borrowing and privileges are suspended	Adults		\$10.00	\$10.00	-	
Maximum unpaid fines before borrowing and privileges are suspended	Junior		\$5.00	\$5.00	-	
* Note: loss of library privileges includes borrowing, use of internet/public PC's and hold placements.						
Meeting room hire	Community groups or not-for-profits		free	free	-	
Meeting room hire	For profit organisations	Yes	\$90.00	\$90.00	-	Full day
Meeting room hire	For profit organisations	Yes	\$50.00	\$50.00	-	Half day
Refundable deposit for RFID Card	For applications to provide open access to unstaffed libraries at supported locations.	Yes	\$30.00	\$30.00	-	

West Gippsland Libraries

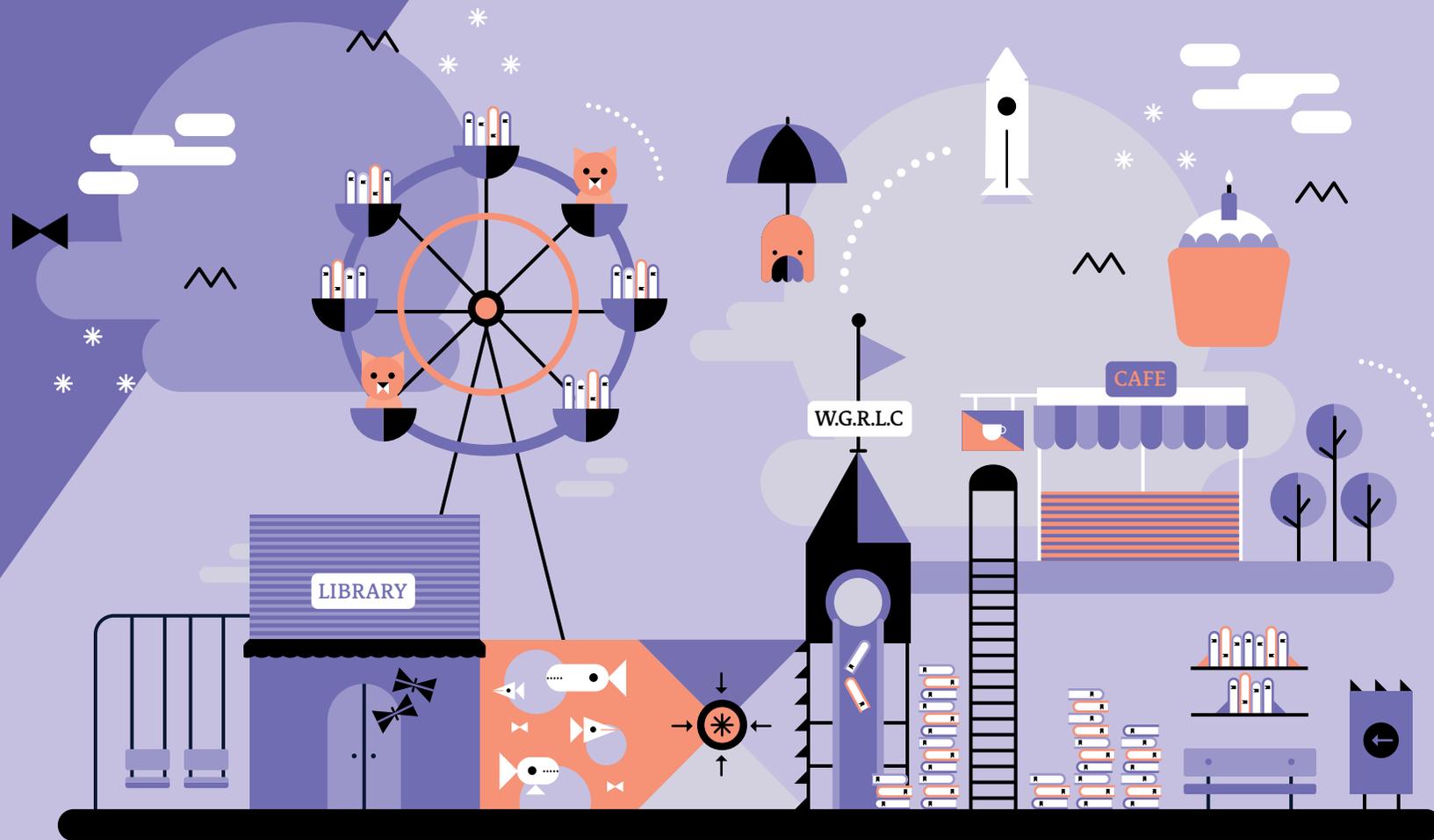
Library Plan

2017—21

Revised 2020



West Gippsland
Libraries



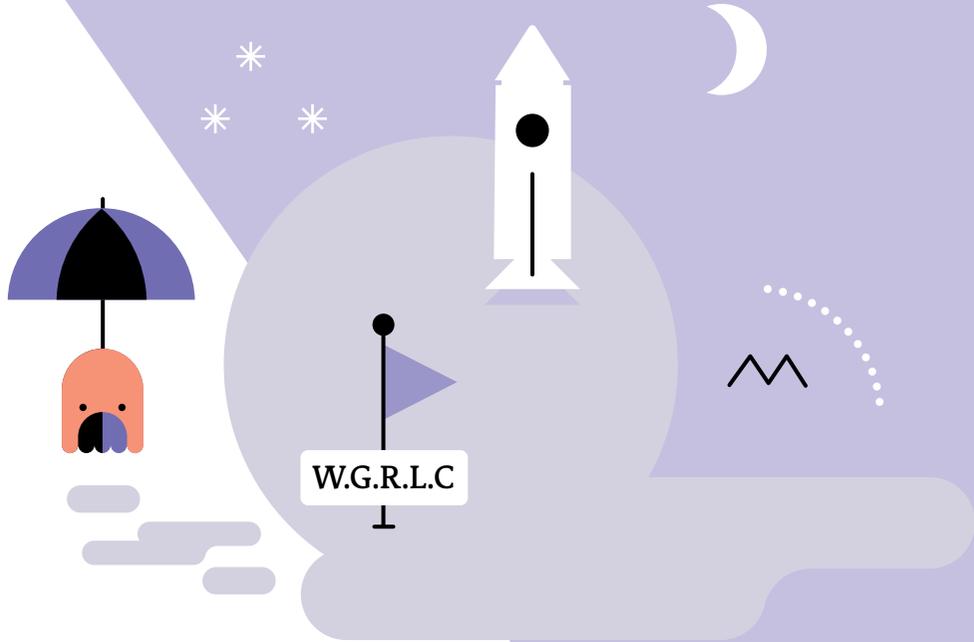
Illustrations:

The cover design is based on the 2017 winning illustration by ten-year-old Korumburra library patron Cecily de Gooyer.

Our child safety commitment:
The West Gippsland Libraries
is committed to the safety and
wellbeing of all children and
young people.



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FROM THE CHAIR

Cr Keith Cook
Board Chairperson
Baw Baw Shire Council



The West Gippsland Libraries Library Plan four year plan is now in its final year.

It is my great honour and pleasure, as Chairperson, to recognise the hard work of all staff that supports the community and to be part of a great team that delivers wonderful benefits to the community each and every day.

The significant effort to create the strategies in this plan and the organisation's commitment to adapt to the changing role libraries have within our communities is clear. Each of the eight strategies and actions within them are our pathways to ensure the future of libraries and to continue to provide the vital resources and services our community needs throughout the Baw Baw, South Gippsland and Bass Coast Shires.

Libraries are essential to the lives of so many people in our region. More than a community centre and unlike any other public space, libraries connect our communities in a way that benefits everyone. They provide a home for literacy, learning and recreation as well as providing an equitable connection to basic resources and social inclusion.

Our libraries recorded over 551,000 visits in the past year which demonstrates how valuable and valued our services are. It's proof that our libraries are among the most consistently used public spaces and highlights the importance our staff are to a regional community.

Our focus is to deliver a multi-resourced and sustainable service. With the rapid change in Technology, we have an important role to support our communities with digital literacy and to provide access to digital resources. Whilst keeping up with technology, we will ensure we meet the basic need of a good book and a comfy chair, as well.

Some of the many successes of 2019.20 include the 24/7 Library at Foster. We are leading the way with this innovative solution to increase opening hours which continues to create much interest in Australia. We will continue to lead, with our 24/7 service to be extended in two more libraries in 2020.21 at Inverloch and Warragul.

We are working with local communities to introduce new Community libraries with Grantville being the first to be completed

with drop-off and pick-up points, another service innovation to increase our accessibility to the community. The San Remo Community Library will be completed in 2020.21.

We will also continue to enhance and expand our outreach services and increase community engagement.

The drive for building higher levels of awareness about current services and innovative initiatives is a continuing theme of this plan. With our collective effort, I look forward to seeing this plan achieve the potential of West Gippsland Libraries.

I look forward to working with the community and West Gippsland Libraries to continue to promote the value and range of services we deliver.

FROM THE CEO

Leanne Williams
Chief Executive Officer



More than just a place for books, our libraries are vibrant community hubs, places for learning, discovery and enjoyment for everyone.

Our focus in this final year of this Library Plan is to continue to adapt to the changing needs of the community by delivering the strategic plan, building on the innovation and successes of previous years.

In 2020, we will upgrade the aging facilities at Warragul Library to create more inclusive and welcoming spaces for the community that supports the needs of both groups and individuals.

We will deliver a new library at San Remo designed with flexible spaces that can be used for different purposes and facilities that are designed for people, community outcomes, experience and creativity. More than just a place for books, our libraries are vibrant community hubs, places for learning, discovery and enjoyment for everyone.

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and welcoming spaces for the community that supports the needs of both groups and individuals.

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Our team delivered the 24/7 open access model at Foster Library and from its success we have learned that our patrons have embraced the convenience and flexibility the service offers. We will implement 24/7 access at Warragul and Inverloch Libraries to make it easier to access resources and spaces for learning and enjoyment, at a time that suits our members.

The planning of the redevelopment of Korumburra and Cowes Library will continue as we work closely with the community and member Councils of South Gippsland Shire and Bass Coast Shire Council.

We will continue to extend the reach of library services beyond our buildings with enhanced digital library and resources available online, 24/7. Our investment in technology and our

collection will continue to provide essential resources that support and strengthen our communities.

We continue to elevate the profile of services we deliver by partnering with community organisations and businesses to reach more people within the community.

We look forward to engaging with our communities and will increase our outreach programs throughout our communities to promote literacy, learning, recreation, connection and healthier communities.

We will improve direct librarian assistance by investing in our staff to deliver an adaptive and innovative service that provides important equal access to vital information and essential services.

We continue to embed our organisational values in everything we do.

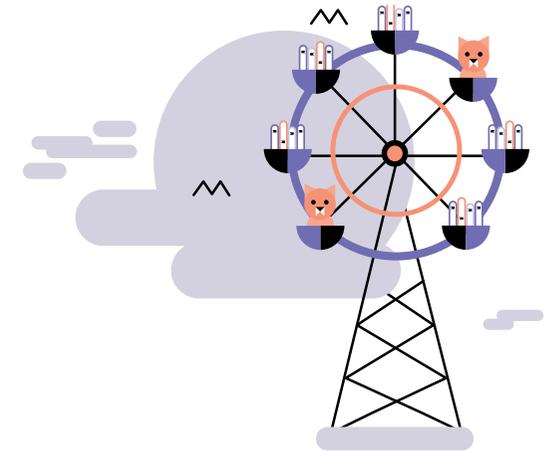
- We anticipate and bravely adapt to the changing needs of our communities.
- We build relationships with our stakeholders, communities and each other.
- We deliver excellence in everything we do.

We are west Gippsland Libraries and we are here to change lives.



OUR PURPOSE

We build knowledge and skills that strengthen our communities.



VISION

Discover – our libraries are the centre for reading and learning.

Connect – we support everyone in our community.

Enjoy – our libraries are creative and innovative.

MISSION

We provide library services, programs and collections that are accessible and equitable.

We will create partnerships to improve our service, share our knowledge and facilitate interaction within our communities.

We will continuously improve our value to the community.

VALUES

We will bravely anticipate and adapt with the changing needs of our communities.

We will build relationships with our stakeholders, communities and each other.

We will deliver excellence in everything we do.

OUR ROLE

We are universally accessible centres for information, reading, learning and enjoyment.

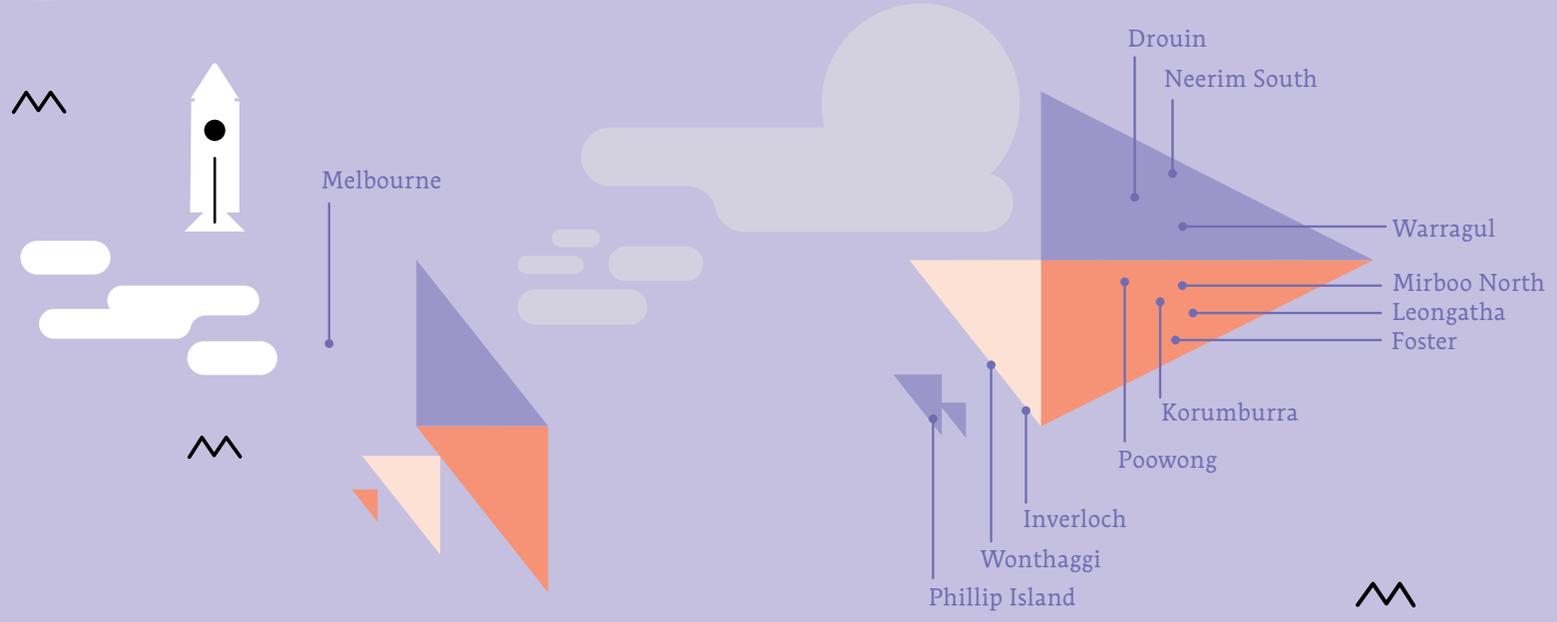
We provide equitable and trusted access to information and authoritative resources.

We build knowledge and skills which strengthen our communities.

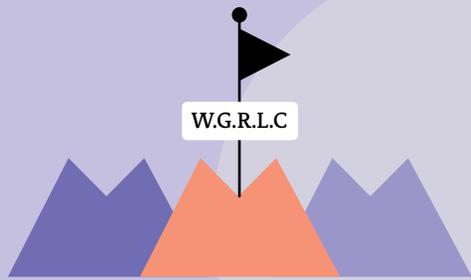
We work in collaboration with our community, stakeholders and the library sector to foster innovation and ensure we remain relevant.

We are accountable for high standards of professionalism, customer service and integrity.

WHO ARE WE?



HOW WE SERVE THE COMMUNITY



We serve a population of 110,219 people over an area of 8187² kilometres, which includes three municipalities.

Our Regional Support Centre provides administrative support to our libraries and is based in Warragul.

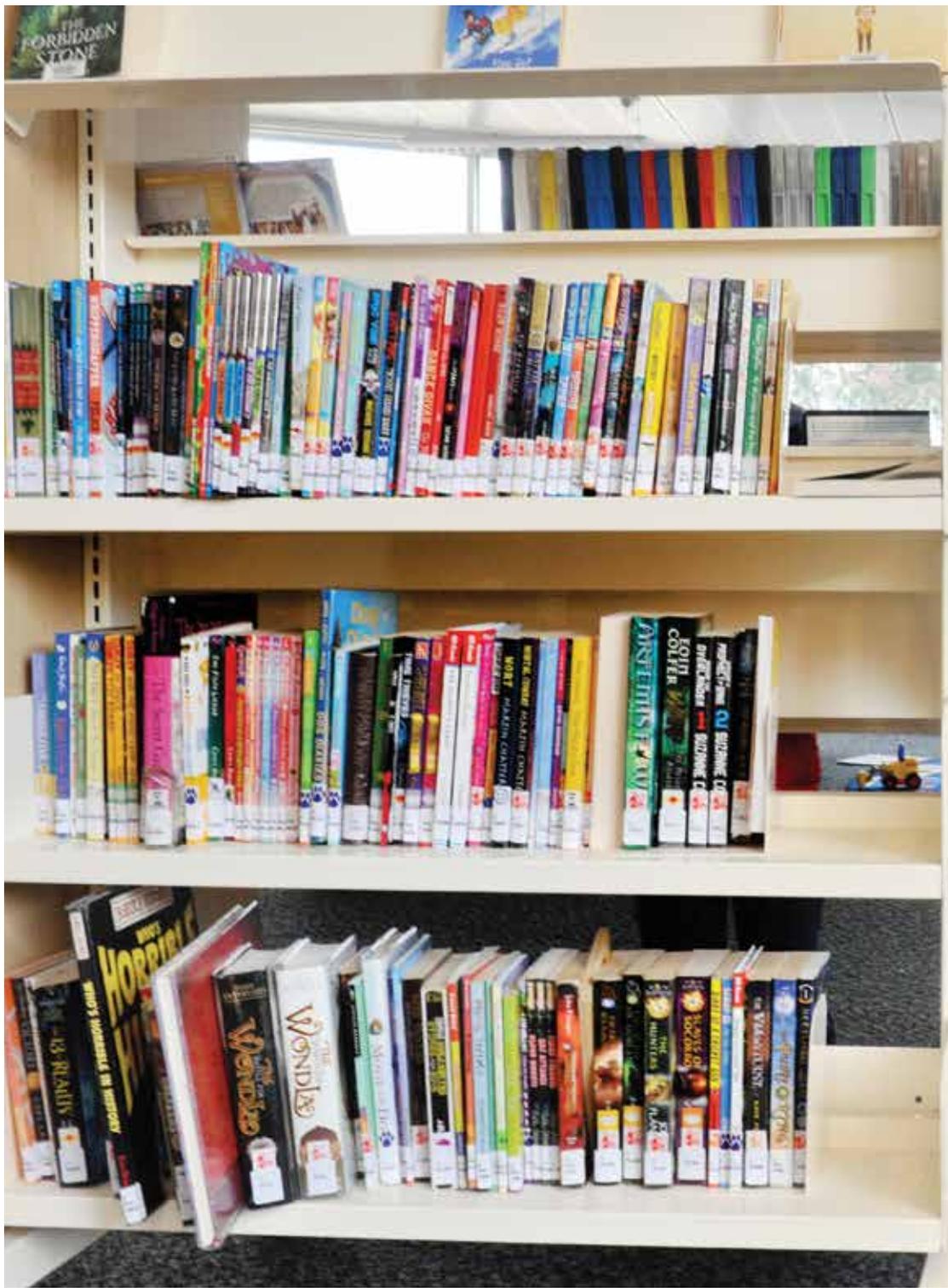


12 STATIC LIBRARIES
TWO MOBILE LIBRARIES

The combined weekly opening hours for our libraries is

4 0 2 . 7 5





A SNAPSHOT OF OUR LIBRARIES

In 2019 we had...

40,754 LIBRARY MEMBERS

551,371 PHYSICAL VISITS

851,873 ITEMS BORROWED

55,800 PUBLIC PC SESSIONS

33,562 WIFI SESSIONS

3,033 GAME CONSOLE USERS

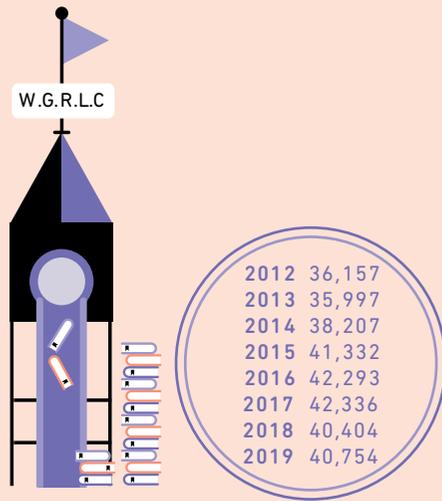
51,477 PROGRAM ATTENDEES

21,703 NEW MATERIALS WERE PURCHASED



WHAT ARE YOU TELLING US?

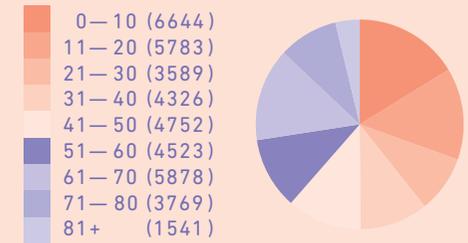
MEMBERSHIP



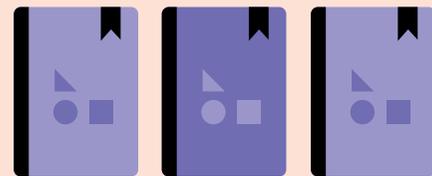
WHICH LIBRARY ARE OUR MEMBERS FROM? (40,754 LIBRARY MEMBERS)



HOW OLD ARE OUR MEMBERS

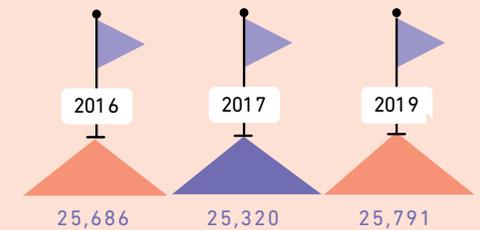


ACTIVE MEMBERS



NUMBER OF TIMES OUR E-RESOURCES WERE BORROWED

2015–27,949 2016–37,883
 2017–46,757
 2019–100,043

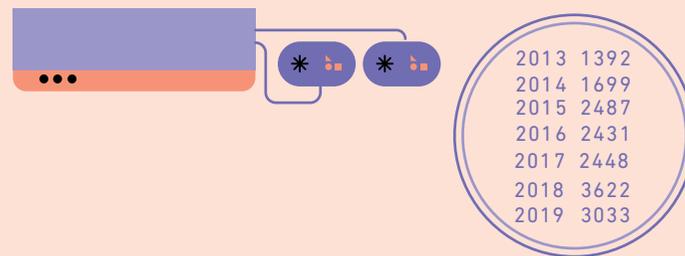


WHAT ARE YOU TELLING US?

VISITS TO OUR LIBRARIES



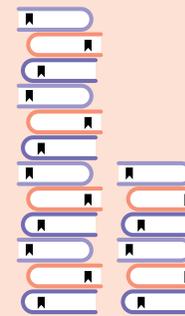
NUMBER OF TIMES OUR GAMING CONSOLES WERE USED



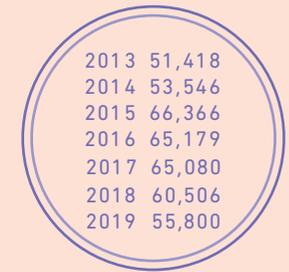
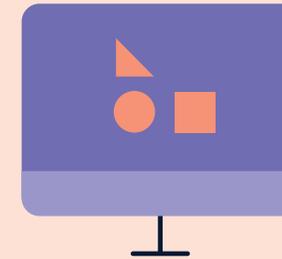
NUMBER OF ITEMS LOANED

2015 – 849,053
 2016 – 855,556
 2017 – 830,163

2018 – 846,239
 2019 – 851,873



NUMBER OF TIMES OUR COMPUTERS WERE USED



NUMBER OF PEOPLE WHO ATTENDED OUR PROGRAMS

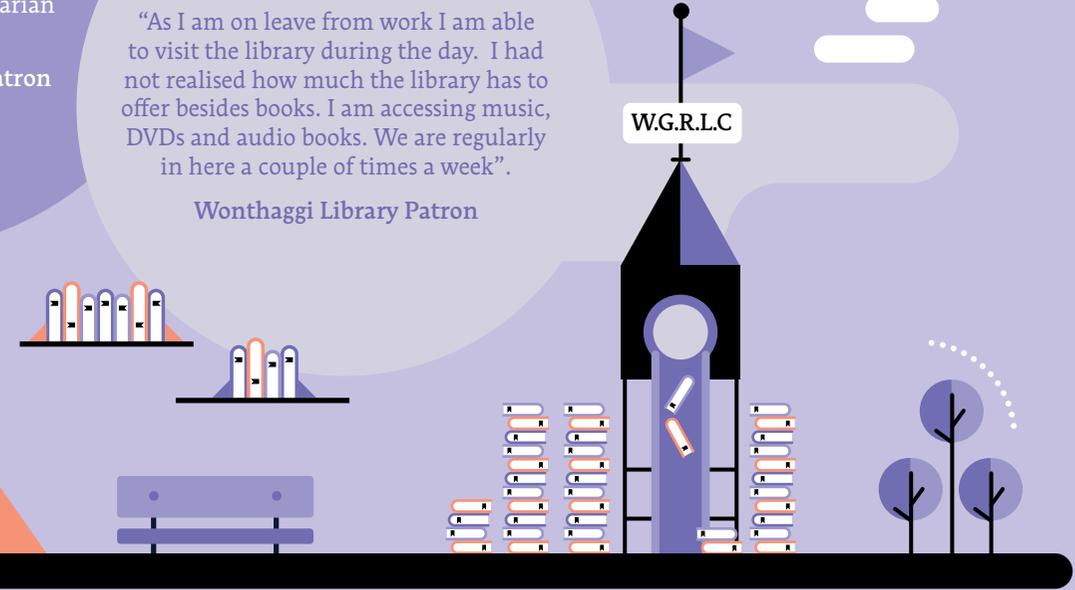


2013–21,335 2014–29,061
 2015–38,040 2016–40,783
 2017–41,933 2018–45,885
 2019–51,477



“...I’d like to say a very big thank you. I lived in a squat for a year; extremely unwell mentally and physically. The mobile library was my only life line, and all I had. I was treated so kindly while I got my 10 books each time by the Librarian...and those books gave me hope. I credit the mobile library and its wonderful librarian with saving my life...”

Northern Mobile Library Patron



“As I am on leave from work I am able to visit the library during the day. I had not realised how much the library has to offer besides books. I am accessing music, DVDs and audio books. We are regularly in here a couple of times a week”.

Wonthaggi Library Patron

W.G.R.L.C

STRATEGIC OVERVIEW

We are a library service that is constantly listening, testing and adapting to the changing needs of our community.

WHAT WE WILL PROVIDE?

We will use your feedback to inform our strategies and actions moving forward.

There is no certainty as to what the future will bring, it is therefore imperative that our strategies allow us to be dynamic and explore possibilities.

They will build upon what we already know and offer.

OUR COMMITMENT TO YOU

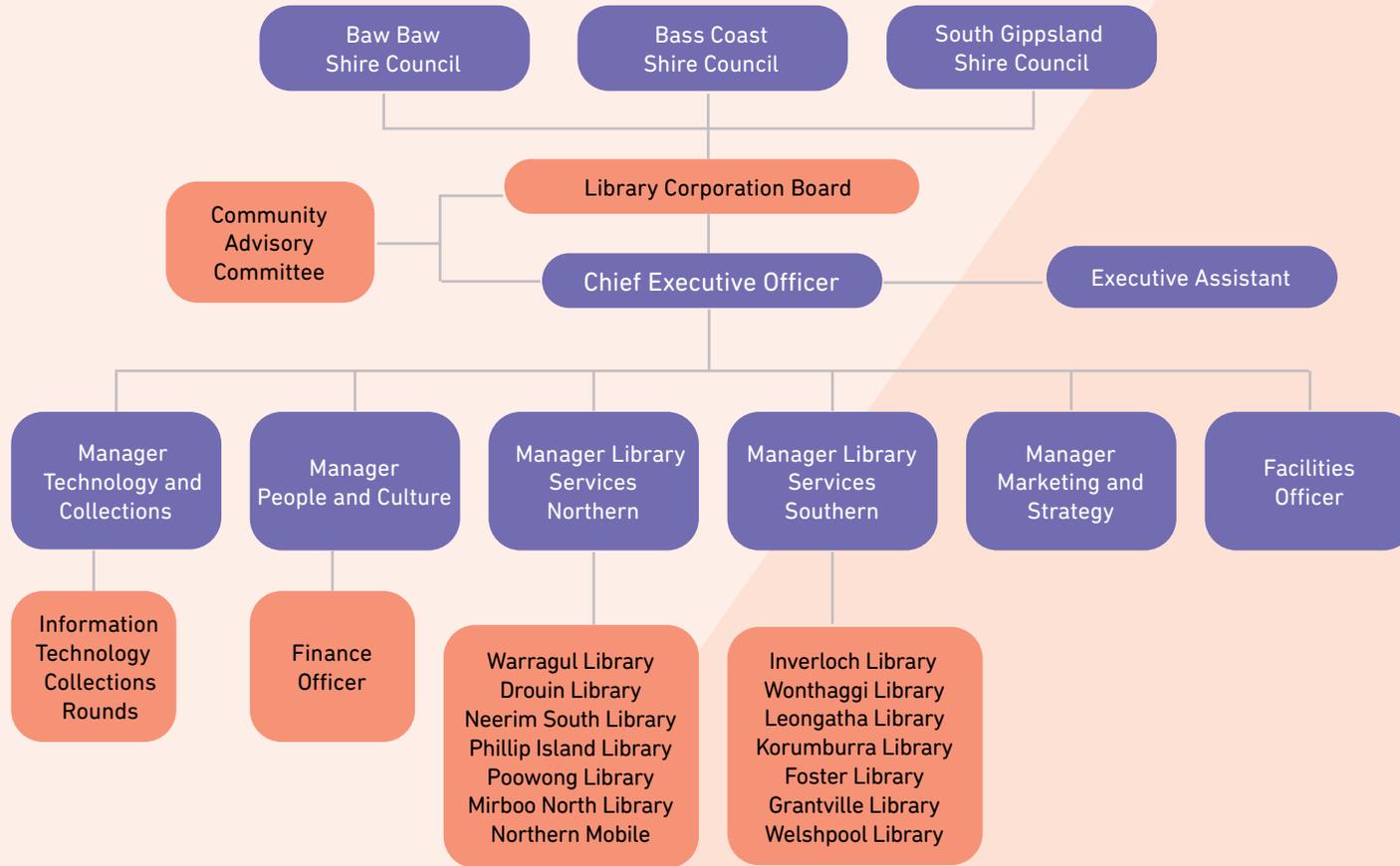
Our commitment is to:

- 1 – Lifelong learning and literacy for all
- 2 – A modern and dynamic space that adapts to your needs
- 3 – Test innovative approaches for connecting with and supporting you
- 4 – Develop our people who are role models for learning and knowledge
- 5 - Contemporary physical and digital collections
- 6 - Provide a safe and welcoming environment for all

WHAT WILL WE DO?

The strategies that we have developed will guide us over the next four years and set our services up for the future. The actions demonstrate how we are going to achieve the strategies each year.

OUR TEAM



“Have used the library 4–5 times while studying for a period up to 6 hours. All staff have been courteous and helpful. It has made studying while on holidays so much easier”.

DROUIN LIBRARY PATRON

STRATEGY ONE

Enhance our library service models to better meet the needs of our community.

ACTIONS	WHY?	HOW WILL YOU KNOW IF WE SUCCEED?
Pilot a roaming customer service model.	We know our staff serve you best when they're not stuck behind a counter. By streamlining some of our systems and providing our staff with the tools to roam freely through the library they will be able to provide a proactive personalised service from the moment you walk in the door.	Pilot and seek feedback from our members to find out if the roaming customer service model works for our community.
Open the San Remo Library	To improve community access to local library services. A static library will replace the Mobile Library service that more than 90 percent of people living in the area could not visit due to limited hours of access.	The San Remo Community Library will be open and the Mobile Library will be retired from service.
Update libraries to 24/7 hour access at Warragul and Inverloch.	Feedback told us that our current opening hours do not allow for many within our community to visit our libraries. A 24/7 access model means members can access a library when they need to.	Libraries will be updated with 24/7 access and usage will be monitored.

STRATEGY TWO

Enable and facilitate new learning opportunities led by the community.

ACTIONS	WHY?	HOW WILL YOU KNOW IF WE SUCCEED?
Identify opportunities for simplifying our events process.	We recognise that your time is valuable and we need to make it easy to book an event.	Pilot options for improving user experience.
Partner with community experts to deliver unique learning opportunities	So many of you in our community have a lot to share and teach us. Your expertise will allow others to learn new things that they otherwise would not have had access to learn.	Number of volunteers who facilitate a program. Number of people who would do it again.

STRATEGY THREE

Improve our engagement with early years and young people.

ACTIONS	WHY?	HOW WILL YOU KNOW IF WE SUCCEED?
Enhance our early years outreach programs.	The first thousand days of a child's life sets them up for success and allows them to thrive. We need to support families to provide a home learning environment from birth to support early literacy and foster a lifelong love of reading.	How many new families did we engage with. How many groups invited us back.
Better understand and address the drop off of young people who previously used the library.	It is at this point that many library patrons begin to exit our service. We want to better understand the changing learning needs of young people so we can better support them in their next stage of life.	Evaluate the needs of young people for our spaces and services

STRATEGY FOUR

Explore new and renovated spaces that reflect modern learning approaches.

ACTIONS	WHY?	HOW WILL YOU KNOW IF WE SUCCEED?
Pilot creative design and library layouts options that can accommodate our patron's diverse needs.	Feedback has highlighted the need for noisy collaborative learning spaces without losing the opportunity for quiet reading and reflection. We want to ensure that we can provide the right learning spaces, regardless of your needs.	Designs created and at least one piloted.
Develop a renewal plan for dynamic library furniture.	Much of the time, the quantity of space we can offer is restricted. If we utilise dynamic furniture this will allow for us to keep our libraries feeling fresh and will better accommodate diverse needs.	Renewal plan completed and costed.
Modernise the Warragul Library	We are committed to ensuring our spaces are modern and inviting for people to visit. The Warragul Library is looking quite tired and has approximately 110,000 visits to it each year so renewing the space is important to ensure people keep visiting.	The Warragul Library renewal has been completed.

STRATEGY FIVE

Test alternative engagement approaches to promote true inclusivity and accessibility.

ACTIONS	WHY?	HOW WILL YOU KNOW IF WE SUCCEED?
Go above and beyond to engage with our missing demographics.	Many people don't know what we offer, which is why they have never visited us. We also recognise that we might not be providing what they are looking for.	Complete a gap analysis of what we provide against what our missing demographics are looking for.
Continue to enhance the user experience with the website.	Over 20,000 users visit our website each month. We want to make sure it continues to meet their needs.	Pilot a live chat to enhance user experience.
Enhance our social media reach.	In the digital world, many people not using our library are using social media. This is an effective way of engaging with our community.	Pilot alternative marketing campaigns to increase participation in our programs.

STRATEGY SIX

Support our community to explore and learn about new and emerging trends.

ACTIONS	WHY?	HOW WILL YOU KNOW IF WE SUCCEED?
Integrate new technology into our programs.	We recognise the importance of exploring new technology.	Number of new technologies piloted in our programs.
Lead by example to promote high standards of digital literacy in the community.	Evolving digital trends mean that the needs of our community are constantly changing. We need to ensure our team's digital literacy skills can support those who need assistance to promote and support a digitally literate community	Establish a new minimum standard of digital literacy for library staff, supported by targeted training opportunities.

STRATEGY SEVEN

Promote a culture that encourages flexibility, exploration and personal growth.

ACTIONS	WHY?	HOW WILL YOU KNOW IF WE SUCCEED?
Strengthen our commitment to each other and our community.	The culture of our organisation is the glue that binds us together so we are supportive towards each other and the community	Our people will be enthusiastic and engaged. They will be able to easily adapt to new ideas.
Keep our people safe.	We have a duty of care to our people to keep them safe at work. This includes incidents like manual handling injuries or verbal abuse.	Reduction in time to investigate and act on instances as required.
Continue to develop our people with the skills to confidently engage with our diverse and dynamic communities.	Our communities are diverse and people visit our libraries for a range of services. Our success is determined by the quality of services those who use our services experience.	Increase in total members Increase in active members

STRATEGY EIGHT

Explore diverse revenue opportunities to complement our service.

ACTIONS	WHY?	HOW WILL YOU KNOW IF WE SUCCEED?
Explore opportunities for funding value adding services.	While existing free services within the library will remain free, there is an opportunity to offer new, higher value services that people would be willing to pay for. We would like to explore how a 'freemium model' might allow us to bring emerging digital and creative opportunities to the community.	Pilot two to three value added services. Percentage of revenue from value added services.
Seek alternative revenue opportunities to support our projects and programs.	There are many opportunities for funding that will complement our service and allow us to deliver more for you.	Amount of alternative revenue received.



STRATEGIC RESOURCE PLAN

How will we fund our actions?

FINANCIAL PLAN

The following pages present the Financial Plan for the years 2020 to 2024. The financial plan considers the objectives and strategies specified in the Library Plan and attempt to express them in financial terms.

PRINCIPLES AND OBJECTIVES

In preparing the Financial Plan, the Corporation has complied with the following prudent financial management terms:

- The financial impacts on future generations from Corporation decisions have been considered.
- Underlying deficits minimised as much as possible.
- Achievement of a balanced cash budget each year.
- Maintenance of an adequate liquidity position.
- The budgeted amounts of both income and expenditure are made on a conservative basis.

FINANCIAL GOALS

West Gippsland Libraries set its financial goals for the first time in 2017.18. The aim of the goals is to provide guidance and structure to the budget process and assist with maintaining consistent financial planning year on year. West Gippsland Libraries financial goals are to:

- Operate in a financially sustainable manner;
- Operate within the rate cap, with new initiatives that require funding above the rate cap being supported by well-developed and costed business cases;
- Minimise fluctuations in increments from year to year that affect the member Councils;
- Reinvest efficiency savings into strategies identified in the Library Plan and the Collection; and
- Provide transparency and accountability.

KEY ASSUMPTIONS

The Financial Plan is prepared on the basis that the Corporation will continue to provide the same level of service as the previous year. The key assumptions supporting the Financial Plan include:

- Allowance for increases in materials and services based on 5% increments. This is based on historical trends.
- At the drafting of this plan, enterprise agreements were due to commence. The budget is based on the conditions of the existing agreement being rolled over at 1.74% not 2.18% The Corporation's current enterprise agreement expires on 30 June 2020.
- Increases in grant funding by CPI estimated at 2.0% per year.
- Increases in Council contributions by the rate cap each year.
- Non-recurring grants are only included when funds have been confirmed.

DELIEVE

PLAY

DREAM



COMPREHENSIVE INCOME STATEMENT

BORROWING STRATEGY

This Financial Plan provides for no new borrowings due to adequate cash reserves. This is in line with the Corporation's prudent financial management and only providing for projects it can afford.

PREPARATION OF THE FINANCIAL PLAN

Preparation of the Financial Plan has taken into account services and initiatives contained within the following plans:

- Board adopted financial goals;
- Child Safety; and
- Marketing strategy.

	Adopted Budget	Draft Budget	Strategic Resource Plan		
	2019-20	2020.21	2021.22	2022.23	2023.24
Income					
User fees	52,000	53,700	54,774	55,870	56,987
Contributions - cash	5,185,710	5,304,906	5,410,684	5,518,578	5,628,630
Grants - Operating	899,626	917,153	934,976	953,155	971,698
Grants - Capital	-	-	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	-	-	-	-
Other income	55,449	53,000	59,434	65,505	71,568
Total income	6,192,785	6,328,759	6,459,868	6,593,108	6,728,883
Expenses					
Employee costs	3,897,457	3,967,767	4,089,151	4,198,740	4,311,266
Materials and services	763,850	801,670	836,504	878,329	922,245
Depreciation and amortisation	777,302	924,580	932,989	933,253	911,628
Finance costs	89,040	81,696	74,045	67,730	61,535
Other expenses	375,140	356,000	366,681	377,682	389,013
Total expenses	5,902,789	6,131,713	6,299,370	6,455,734	6,595,687
Surplus (deficit) for the year	289,996	197,046	160,498	137,374	133,196
Other comprehensive income					
Items that will not be reclassified to surplus or deficit:					
Net asset revaluation increment /(decrement)	-	-	-	-	-
Comprehensive result	289,996	197,046	160,498	137,374	133,196

BALANCE SHEET

	Adopted Budget	Draft Budget	Strategic Resource Plan		
	2019.20	2020.21	2021.22	2022.23	2023.24
Assets					
Current assets					
Cash and cash equivalents	1,394,455	1,315,545	1,477,516	1,638,944	1,628,155
Other financial assets	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Trade and other receivables	30,964	31,644	32,299	32,966	33,644
Other assets	12,386	19,658	12,920	13,186	13,458
Total current assets	2,437,805	2,366,847	2,522,735	2,685,096	2,675,257
Non-current assets					
Property, infrastructure, plant & equipment	4,392,017	4,568,438	4,537,768	4,473,971	4,573,347
Total non-current assets	4,392,017	4,568,438	4,537,768	4,473,971	4,573,347
Total assets	6,829,822	6,935,285	7,060,503	7,159,067	7,248,604
Liabilities					
Current liabilities					
Trade and other payables	261,968	313,175	325,488	339,778	354,724
Trust funds and deposits	-	-	-	-	-
Provisions	857,441	833,231	858,722	881,735	905,366
Interest-bearing loans and borrowings	120,268	75,997	78,743	84,938	92,793
Total current liabilities	1,239,677	1,222,403	1,262,953	1,306,451	1,352,883
Non-current liabilities					
Provisions	93,539	95,226	98,140	100,770	103,470
Interest-bearing loans and borrowings	927,942	851,945	773,202	688,264	595,471
Total non-current liabilities	1,021,481	947,171	871,342	789,034	698,941
Total liabilities	2,261,158	2,169,574	2,134,295	2,095,485	2,051,824
Net assets	4,568,664	4,765,711	4,926,208	5,063,582	5,196,780
Equity					
Accumulated surplus	3,397,296	3,845,820	3,926,068	3,994,755	4,061,355
Reserves	1,171,368	919,891	1,000,140	1,068,827	1,135,425
Total equity	4,568,664	4,765,711	4,926,208	5,063,582	5,196,780

STATEMENT OF CHANGES IN EQUITY

	Total	Accumulated Surplus	Revaluation Reserve	Facilities Reserve
2019.20 - Adopted Budget				
Balance at beginning of the financial year	4,278,668	3,256,583	634,239	387,846
Comprehensive result	289,996	289,996	-	-
Transfer to reserves	-	(149,283)	-	149,283
Transfer from reserves	-	-	-	-
Balance at end of the financial year	4,568,664	3,397,296	634,239	537,129
2020.21 - Budget				
Balance at beginning of the financial year	4,568,664	3,397,296	634,239	537,129
Comprehensive result	197,046	197,046	-	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	251,477	-	(251,477)
Balance at end of the financial year	4,765,710	3,845,819	634,239	285,652
2021.22 - SRP				
Balance at beginning of the financial year	4,765,710	3,845,819	634,239	285,652
Comprehensive result	160,498	160,498	-	-
Transfer to reserves	-	(80,249)	-	80,249
Transfer from reserves	-	-	-	-
Balance at end of the financial year	4,926,208	3,926,068	634,239	365,901

	Total	Accumulated Surplus	Revaluation Reserve	Facilities Reserve
2022.23 - SRP				
Balance at beginning of the financial year	4,926,208	3,926,068	634,239	365,901
Comprehensive result	137,374	137,374	-	-
Transfer to reserves	-	(68,687)	-	68,687
Transfer from reserves	-	-	-	-
Balance at end of the financial year	5,063,582	3,994,755	634,239	434,588
2023.24 - SRP				
Balance at beginning of the financial year	5,063,582	3,994,755	634,239	434,588
Comprehensive result	133,196	133,196	-	-
Transfer to reserves	-	(66,598)	-	66,598
Transfer from reserves	-	-	-	-
Balance at end of the financial year	5,196,778	4,061,353	634,239	501,186

STATEMENT OF CASH FLOWS

	Adopted Budget	Draft Budget	Strategic Resource Plan		
	2019.20	2020.21	2021.22	2022.23	2023.24
Cash flows from operating activities					
User fees	51,813	46,428	61,512	55,604	56,715
Contributions - cash	5,185,710	5,304,906	5,410,684	5,518,578	5,628,630
Grants - operating	899,626	917,153	934,976	953,155	971,698
Grants - capital	-	-	-	-	-
Interest	41,654	40,000	46,044	51,713	57,363
Other receipts	13,328	12,320	12,735	13,125	13,527
Other payments	(3,500)	(1,500)	(1,545)	(1,591)	(1,639)
Employee costs	(3,830,940)	(3,990,290)	(4,060,746)	(4,173,097)	(4,284,935)
Materials and consumables	(1,141,452)	(1,104,963)	(1,189,327)	(1,240,130)	(1,294,673)
Net cash provided by operating activities	1,216,239	1,224,054	1,214,333	1,177,357	1,146,686
Cash flows from investing activities					
Payments for property, plant and equipment	(1,033,000)	(1,101,000)	(928,545)	(869,456)	(1,038,825)
Proceeds from sale of property, plant and equipment	24,720	-	26,225	-	27,823
Net cash used in investing activities	(1,008,280)	(1,101,000)	(902,320)	(869,456)	(1,011,002)
Cash flows from financing activities					
Finance costs	(89,040)	(81,696)	(74,045)	(67,730)	(61,535)
Proceeds from leases	-	-	-	-	-
Repayment of leases	(51,029)	(53,364)	(3,414)	-	-
Proceeds from borrowings	-	-	-	-	-
Repayment of borrowings	(61,895)	(66,904)	(72,583)	(78,743)	(84,938)
Net cash provided by (used in) financing activities	(201,964)	(201,964)	(150,042)	(146,473)	(146,473)
Net (decrease) increase in cash & cash equivalents	5,995	(78,910)	161,971	161,428	(10,789)
Cash and cash equivalents at beginning of the financial year	1,388,460	1,394,455	1,315,545	1,477,516	1,638,944
Cash and cash equivalents at end of the financial year	1,394,455	1,315,545	1,477,516	1,638,944	1,628,155

STATEMENT OF CAPITAL WORKS

	Adopted Budget	Draft Budget	Strategic Resource Plan		
	2019.20	2020.21	2021.22	2022.23	2023.24
Property					
Buildings	-	-	-	-	-
Leasehold improvements	40,000	260,000	-	-	-
Total property	40,000	260,000	-	-	-
Plant and equipment					
Furniture, equipment and computers	263,000	133,000	70,907	20,867	105,077
Motor vehicles	50,000	-	45,020	-	47,762
Library collections	680,000	708,000	812,617	848,589	885,987
Total plant and equipment	993,000	841,000	928,545	869,456	1,038,825
Total capital works expenditure	1,033,000	1,101,000	928,545	869,456	1,038,825
Represented by:					
New asset expenditure	128,000	83,000	18,000	18,000	18,000
Asset renewal expenditure	885,000	933,000	910,545	851,456	1,020,825
Asset upgrade expenditure	20,000	85,000	-	-	-
Asset expansion	-	-	-	-	-
Total capital works expenditure	1,033,000	1,101,000	928,545	869,456	1,038,825

STATEMENT OF HUMAN RESOURCES

	Adopted Budget	Draft Budget	Strategic Resource Plan		
	2019.20	2020.21	2021.22	2022.23	2023.24
Staff expenditure					
Employee costs - operating	3,897,457	3,967,767	4,089,151	4,198,740	4,311,266
Employee costs - capital	-	-	-	-	-
Total staff expenditure	3,897,457	3,967,767	4,089,151	4,198,740	4,311,266
	EFT	EFT	EFT	EFT	EFT
Staff numbers					
Employees	39.7	40.1	40.1	40.1	40.1
Total staff numbers	39.7	40.1	40.1	40.1	40.1

STATEMENT OF HUMAN RESOURCES (CONTINUED)

	Draft Budget	Strategic Resource Plan		
	2020.21	2021.22	2022.23	2023.24
Executive				
Permanent full time	455,455	463,380	471,443	479,646
Permanent part time	207,232	210,838	214,507	218,239
Total Executive	662,687	674,218	685,950	697,885
Northern Libraries				
Permanent full time	585,207	595,390	605,750	616,290
Permanent part time	736,612	749,429	762,469	775,736
Total Northern Libraries	1,321,819	1,344,819	1,368,219	1,392,026
Southern Libraries				
Permanent full time	282,704	287,623	292,628	297,720
Permanent part time	821,789	836,088	850,636	865,437
Total Southern Libraries	1,104,493	1,123,711	1,143,264	1,163,157
Technology and Collections				
Permanent full time	232,788	236,839	240,960	245,153
Permanent part time	440,706	448,374	456,176	464,113
Total Technology and Collections	673,494	685,213	697,136	709,266
	205,274	261,190	304,171	348,932
Total staff expenditure	3,967,767	4,089,151	4,198,740	4,311,266

	FTE	FTE	FTE	FTE
Executive				
Permanent full time	3.00	3.00	3.00	3.00
Permanent part time	2.30	2.30	2.30	2.30
Total Executive	5.30	5.30	5.30	5.30
Northern Libraries				
Permanent full time	3.00	3.00	3.00	3.00
Permanent part time	8.50	8.50	8.50	8.50
Total Northern Libraries	11.50	11.50	11.50	11.50
Southern Libraries				
Permanent full time	4.00	4.00	4.00	4.00
Permanent part time	9.55	9.55	9.55	9.55
Total Southern Libraries	13.55	13.55	13.55	13.55
Technology and Collections				
Permanent full time	2.00	2.00	2.00	2.00
Permanent part time	5.30	5.30	5.30	5.30
Total Technology and Collections	7.30	7.30	7.30	7.30
	2.45	2.45	2.45	2.45
Total Full Time Equivalent	40.10	40.10	40.10	40.10

GLOSSARY OF TERMS

Act	means the Local Government Act 1989.
Annual report	means a report of the Corporation's operations of the previous financial year and contains a report of operations, audited financial statements and an audited performance statement.
Asset expansion	expenditure means expenditure that extends the capacity of an existing asset to provide benefits to new users at the same standard as is provided to existing beneficiaries.
Asset expenditure type	means the following types of asset expenditure: (a) asset renewal expenditure; (b) new asset expenditure; (c) asset upgrade expenditure; and (d) asset expansion expenditure.
Asset renewal expenditure	means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability.
Asset upgrade expenditure	means expenditure that: (a) enhances an existing asset to provide a higher level of service; or (b) increases the life of the asset beyond its original life.
Australian Accounting Standards (AASB)	means the accounting standards published by the Australian Accounting Standards Board.
Budget	means a plan setting out the services and initiatives to be funded for the financial year and how they will contribute to achieving the strategic objectives specified in the library plan.
Capital works expenditure	means expenditure on non-current assets and includes new assets, asset renewal, asset expansion and asset upgrade.
Library plan	means a plan setting out the medium-term strategic objectives, strategies, strategic indicators and resources reflecting vision and aspirations of the community for the next four year.
Financial resources	means income, expenditure, assets, liabilities, equity, cash and capital works required to deliver the services and initiatives in the budget.
Financial statements	means the financial statements and notes prepared in accordance with the Local Government Model Financial Report, Australian Accounting Standards and other applicable standards as they apply to the general purpose financial reports and a statement of capital works and included in the annual report.
Financial year	means the period of 12 months ending on 30 June each year.
Human resources	means the staff employed by a library corporation.

GLOSSARY OF TERMS

Indicator	means what will be measured to assess performance.
Initiatives	means actions that are one-off in nature and/or lead to improvements in service.
Major initiatives	means significant initiatives that will directly contribute to the achievement of the library plan during the current year and have a major focus in the budget.
Minister	means the Minister for Local Government
Non-financial resources	means the resources other than financial resources required to deliver the services and initiatives in the budget.
Non-recurrent grant	means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by the Corporation's Financial Plan.
Planning and accountability framework	means the key statutory planning and reporting documents that are required to be prepared the Corporation to ensure accountability to local communities in the performance of functions and exercise of powers under the Act.
Performance statement	means a statement including the results of the prescribed service outcome indicators, financial performance indicators and sustainable capacity indicators for the financial year and included in the annual report.
Recurrent grant	means a grant other than a non-recurrent grant.
Regulations (LGR)	means the Local Government (Planning and Reporting) Regulations 2014.
Report of operations	means a report containing a description of the operations of the corporation during the financial year and included in the annual report. Services means assistance, support, advice and other actions undertaken by a corporation for the benefit of the local community.
Statement of capital works	means a statement which shows all capital expenditure of the Corporation in relation to non-current assets and asset expenditure type prepared in accordance to the model statement of capital works in the Local Government Financial Report
Strategic objectives	means the outcomes the Corporation is seeking to achieve over the next four years and included in the library plan.
Financial Plan (Strategic resource plan)	means a plan of the financial and non-financial resources for at least the next four years required to achieve the strategic objectives in the library plan. It is also referred to as a long term financial plan.
Strategies	means high level actions directed at achieving the strategic objectives in the library plan.
Statement of human resources	means a statement which shows all Corporation staff expenditure and numbers of full time equivalent Corporation staff.
Statements of non-financial resources	means a statement which describes the non-financial resources including human resources.
Summary of planned human resources expenditure	means a summary of permanent Corporation staff expenditure and numbers of full time equivalent Corporation staff categorised according to the organisational structure of the Corporation.

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