

Annual Report 2013-2014



CASEY-CARDINIA LIBRARY CORPORATION ANNUAL REPORT 2013-2014

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We would like to acknowledge the support of:



REPORT FROM THE CHAIR

The 2013-2014 year has been a busy and productive one for the Library Corporation.

Loans reached 2,883,669, a 1.5% increase over the previous year, while physical visits reached 1,348,719, an increase of 2.56%. Use of 'e-resources', including e-books; e-audiobooks; music downloads and e-magazines are rapidly increasing: over 95,000 'e-loans' occurred in the past 12 months.

Library services are much more than just lending materials: specialist literacy and learning activities are a vital part of the services offered. Casey-Cardinia has the highest percentage of 0-18 year old members in Victoria and this is reflected in the services offered for children and young adults:

66,000 children and young adults attended our programs, an increase of 20% on the previous year.

Online homework help for students; support for language learning for new migrants and specialist materials for our multi-cultural community are other examples of the range of services offered and valued by the community.

Following the Local Government elections in November 2012, the Library Corporation undertook a complete review of its Library Plan. It established new Key Strategic Directions for 2013-17 and this Report covers the results of the first year of activity to meet those objectives:

The Key Strategic Directions were:

- Space
- Community Technology Access
- Staff Professional Development
- Collections
- Outreach Services
- Community Events and Programs
- Lifelong Learning
- 'Tomorrows Library'

The Library Corporation has had a successful year in implementing these key directions. Some highlights include:

Community Technology Access: the steady implementation of a range of technologies for public use, including the purchase of interactive 'touch tables'; iPads and tablets for public use; 'how to' training sessions - both general and personalised - for library members.

Literacy Expo in Cardinia: as part of its support for community literacy and reading skills a major event was held at the Pakenham Library/Hall complex. "Read, Learn, Thrive" saw over 300 adults and 58 children attending day and evening sessions about reading, literacy and preparing children for kinder and school.

BDO internal audit project on purchasing practices: as part of its continuous improvement programs, an independent audit of purchasing practices was successfully undertaken. Further independent audit projects will be undertaken in the next 12 months.

Refurbishment of Doveton Library: a major refit of the branch included carpet, toilets, lighting and internal finishes.

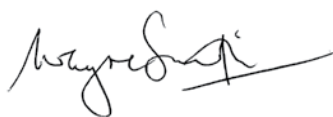
Casey Cultural and Civic Precinct: the Library Corporation is actively assisting the City of Casey in the planning and design of the new Narre Warren Library to be incorporated as part of the major Casey Cultural and Civic Precinct. The new library will replace the existing branch in 2017 and will be 2,000sqm in size.

Report from the Chair cont'd

The Corporation made two submissions to the State Government review of Public Libraries, and is a supporter of the proposals to develop the concept of the 'Victorian Library', a state-wide seamless library system that unites individual services under a single computer system, a state-wide library card and other sensible improvements. The Corporation looks forward with interest to development of the business case and the funding model for the proposed 'Victorian Library'.

In the coming twelve months, the Corporation is expecting further building improvements with the refurbishment of Endeavour Hills Branch; new carpet at Cranbourne, extended opening hours at the Emerald and Pakenham Libraries; further public events encouraging reading and literacy, and the continued introduction of new technology for public use.

I would like to thank my fellow Board members and the City of Casey and Cardinia Shire Council for their support of the Library Corporation's service to our communities.



Cr Wayne Smith JP, BJ
Chair
Casey-Cardinia Library Corporation

Our Board

The Casey-Cardinia Library Corporation Board determines policy and monitors performance. The Board is made up of four representatives from the City of Casey and two representatives from Cardinia Shire. The Board meets six times a year with the position of Chairperson and meeting venues rotating between Councils.

City of Casey

Cr. Wayne Smith	Chair 26/2/2014
Cr Susan Serey	Board Member from 28/11/2012
Ms Sophia Petrov	
Ms. Sally Curtain	April 2013 to August 28, 2014
Mr Andrew Davis	From October 23, 2013
Cr Damien Rosario	(Alt. Board Member)
Mr. Ron Chidgey	(Alt. Officer Representative)

Cardinia Shire

Cr George Blenkhorn	Chair to 26/2/2014
Ms Fiona Hodges	
Cr Tania Baxter	(Alt. Board Member)

Chief Executive Officer

Mr Peter Carter

Casey-Cardinia is the fourth largest public library service in Victoria. As a Regional Library Service it is our responsibility to deliver quality library services to the residents and ratepayers of our two member Councils, and to do it in a cost effective way. This has been another busy and successful year for the Corporation.

Public library service data for 2012-13 for 42 public libraries across the State illustrates that Casey-Cardinia has:

- 4th highest volume of loans in the state;
- 5th highest volume of computer bookings;
- 2nd highest volume of audio-visual loans;
- 4th highest sessions on e-learning resources;
- 1st highest items sent on inter-library loans;
- 7th highest number of public internet terminals;
- 4th highest number of hours of computer bookings;
- 9th highest number of wireless sessions.

Value to ratepayers and residents is important, and Casey-Cardinia Library Corporation has demonstrated that as shown by recent comparative data:

- 3rd lowest Cost per Loan in the state at \$3.08
- 2nd lowest Cost per Capita in the state at \$25.10
- 3rd lowest Average Council Contribution per Capita in the state at \$19.61
- 3rd lowest Total Staff Expenditure per Capita in the state at \$17.39
- 2nd lowest Total Expenditure per capita in the state at \$25.10

Ultimately, the delivery of quality library services is through our library staff who work hard to ensure that the library branches are attractive and vibrant places. I would like to thank all our staff for their contributions over the past year.

The contribution of our Councillor/Senior Officer Board members is vital to the operation of the Corporation, and their support is valued and appreciated, as is the support of the two member Councils.

2012/2013 Financial Year (latest data available from LGV)	CCLC	State average
Average hours open per week	53.43	45.83
Population served per staff member	35,385	25,986
Staff per 10,000 people	2.30	3.34
Loans per opening hour	141.92	86.75
Loans per member	13.14	14.26
Cost per loan	\$3.08	\$5.24
Total expenditure per capita	\$25.10	\$40.85
Items in collection per capita	1.14	1.98
Number of Internet terminals per 10,000 pop.	9.09	10.41

Our Vision

To inform and inspire our community.

Our Mission



Library services that encourage creativity and growth.
A pathway to a worldwide range of knowledge and information.
High quality resources to inform and support lifelong learning.

We believe our slogan – **Imagine Explore Understand** – encapsulates our role to inform and inspire our community by encouraging creativity, self-discovery and lifelong learning.

Our Statement of Values

Casey-Cardinia Library Corporation offers:

- Ease of access for all users
- Equality of service for all
- A comprehensive and well-balanced collection
- Well trained and committed staff
- Courtesy and helpfulness
- A fair and impartial service
- Welcoming and safe facilities
- The use of appropriate technology to enhance service delivery
- A commitment to privacy
- Continuous improvement in service delivery

Our Management Team

Peter Carter - Chief Executive Officer [right]:

Responsible for managing the day-to-day affairs of the Corporation and overseeing finances, administration and service delivery, including implementation of the annual Library Plan.

Denise Carew - Technical Services Manager [left]:

Responsible for information communications technology development and support as well as the acquisition, cataloguing and processing of new stock.

Pru Menzies - Customer Services Manager [second left]: Responsible for collection development, information services, community engagement, marketing and targeted programs such as home library service.

Marika Szendroe - Operations Manager [centre]: Responsible for the management, recruitment, support and training of all staff.

Pam Vickers - Finance Manager [second from right]: Responsible for managing the Corporation's budget, accounts, insurance and assets and the physical development and operation of library facilities.



Community Profile

Casey-Cardinia Library Corporation provides a network of public library services through various service points in Melbourne's south-eastern metropolitan growth corridor.

The City of Casey covers 395 sq. km and is Victoria's largest and fastest growing municipality while Cardinia Shire spreads over 1,283 sq. km.

With a combined population of **346,677** (ABS Estimated Residential Population June 2012) consistent population growth is a feature of our

market, increasing 2.34% across the region over the year and predicted to double within the next 20 years.

Libraries are located at Cranbourne, Doveton, Emerald, Endeavour Hills, Hampton Park, Narre Warren and Pakenham, with the Cardinia Mobile Library providing weekly service to Bunyip, Cockatoo, Garfield, Gembrook, Koo Wee Rup, Lang Lang, Maryknoll, Tynong and Upper Beaconsfield.

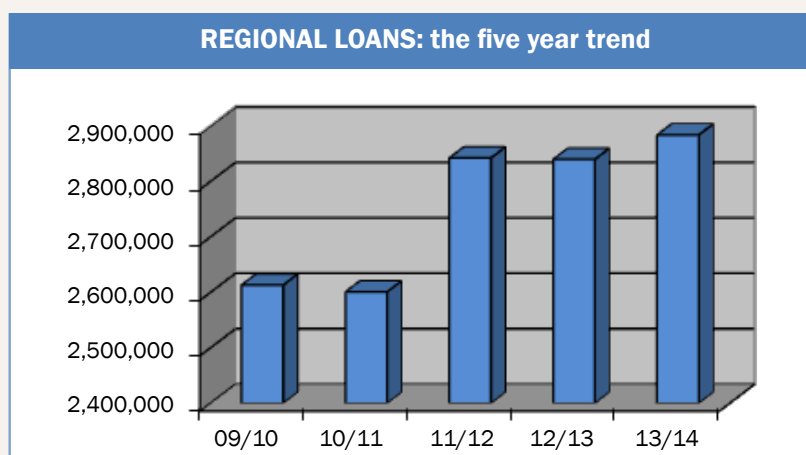


This Year's Highlights

THE LIBRARY IN STATISTICAL SUMMARY			
Core Statistics			
Loans	2,883,669	Staff (Equivalent Full-Time)	79.06
Library Visits	1,882,879	Total weekly hours of opening	374.25
Library Materials	397,448	Information Enquiries	95,558
Members	110,540	Population	346,677
Library Performance			
Loans Per Capita	8.32	Library Materials Per Capita	1.15
Loans Per Staff Member	36,474	Library Materials Turnover Rate	7.26
Loans per Library Member	26.09	Members as a % of Population	31.89%

REGIONAL STATISTICS		
	City of Casey	Cardinia Shire
Loans	1,992,375	781,489
Visits	926,331	422,388
Members	82,040	28,028
Library Materials	293,418	98,968

INFORMATION ENQUIRIES	
Information Requests	76,732
IT Assistance	18,826
	95,277
Information Office	167
Local History	114
Regional Total	95,558



Space:

Goal: The provision of functional attractive spaces within the library branches to provide increased study, interaction and flexible technology areas.

The space in **Cranbourne** library is frequently used by many groups including community groups, mothers' groups, informal training or study sessions. Students regularly use the library's computer facilities, online resources, Wi-Fi and floor space to study and prepare for exams.

The use of the library's exhibition wall space and display cabinets continues to be popular with many local community groups and schools to display their talent and artwork.

As part of the Council's renewal program, **Doveton** library received extensive refurbishment. It was closed for a 4-week period and work included replacing the straw roof lining with new plaster board; interior painting; installing track-mounted lighting; new public and staff toilets; new carpet and chairs plus creating a small kitchen in the staff area. People have been very positive, commenting "it feels bigger and brighter".

Emerald library's team reconfigured the library layout to make a more accessible path to collections. Small "rooms" were created for the Young Adult and Large Print readers, with the non-fiction collection in a continual run against the wall.

The coffee machine has been relocated and new furniture has been ordered to configure the foyer into a more useable library space, particularly for our growing population of Wi-Fi users.

Some of the non-fiction and AV collections have been re-arranged at **Pakenham** library to make better use of the space and ensure that all of our study tables are now located next to a power point.

In July 2013, the **Mobile Library** was upgraded with a new prime mover.

City of Casey DOVETON Library	
Date opened:	1973, 1983*, 2008*
Size:	320 sq. m
Hours open weekly:	25.5
Visits:	44,954
Library materials:	22,316
Circulation:	63,821
Members:	3,064
Information enquiries:	4,823

*New service points or major expansions



Doveton Library after recent refurbishment.



A new prime mover for Cardinia Mobile Library.

“ It feels bigger and brighter ”

anonymous comment re: Doveton Library Refurbishment.

Community Technology Access

Goal: provide increased community access to specialist high quality computer technology and specialist staff support for this equipment, service and software.

This financial year we rolled out mobile devices. Each library has an iPad, two Samsung Galaxy Tabs and a Kobo e-reader for members to use while in the library. We surveyed members online to discover what other technologies they would be interested in using and as a result we have purchased

- Adobe Acrobat software for all public internet PCs and headsets with microphones to use with Skype
- Two specialist computers to run statistical analysis and computer-aided design software
- Two touch tables for presentations, demonstrations and for library users to play with the technology



Public Internet PCs at Doveton Library.

These are all in the process of being rolled out to library branches.

Cardinia Shire CARDINIA MOBILE Library	
Date opened:	1973, 1992, 1999*, 2010*
Hours open weekly:	37.25
Visits:	58,679
Library materials:	19,674
Circulation:	109,922
Members:	3,038
Information enquiries:	12,506

*New service points or major expansions

At Emerald there has been an upgrade of public internet computers, including touch screen technology, while Pakenham library now has an Apple iMAC with high-end creative software. Cardinia Mobile library has new storage shelves, the public computer desk has been moved and all computers have been replaced.

With the introduction of e-books we also took the opportunity to cross promote other online resources such as Zinio e-magazines and Press Display and as a result, saw a corresponding increase in their use.

We have introduced an ongoing one-on-one information service called Book A Librarian, where staff will make a time to assist customers with technology issues. This has been well received by both staff and customers.

On October 24, 2013 we officially launched the digitised oral history collection. The original interviews were recorded on cassette tape by Dr Debbie Stephan, the City of Berwick Historical Officer and by students from Berwick Secondary College in the late 1980s and early 1990s. This is a rich resource and is now available on our website.

We now send reminder emails to adult members and young adult members turning 18-years old when library cards are about to expire.

We introduced new profiles enabling permission to be given by the guarantor or parent/guardian of teens and young adults for internet access. Once permission is given self-booking will be enabled.

Patrons now have the option to have their date due slip emailed instead of a printed docket

“ Fantastic service! I never thought I would enjoy reading in this way. The choice of books is wide ranging and I have found several new authors. ”

emailed feedback re: our free Borrowbox e-book downloads

Staff Professional Development

Goal: Implement a program of structured staff training and instruction in technical and internet services to support library users.

Staff Professional Development

The library plan was updated and the strategic directions reviewed with feedback and involvement of all staff across the service. There are eight strategic directions that staff contribute to in their daily work - the strategic directions provide opportunities for staff to expand their skills and knowledge and to gain targeted training, particularly community technology access, staff professional development and outreach services.

The annual performance review provides the forum for staff and managers to identify training needs for individual staff, teams and the staff as a whole. Targeted training for selected staff included - Apple training for the iMac software, Australasian Mobile Network Conference (Wagga Wagga), VALA Conference (technology and communications), Sirsidynix COSA Conference, occupational health and safety accredited courses, Aboriginal cultural awareness, legal issues managing volunteers, Early Years conference, Mother Goose, Keeping Books

Alive, cross cultural disability awareness plus a range of human resources training covering legislation, Award information, leading teams, staff supervision and dealing with difficult behaviours, and the shared leadership residential program.

The Library Corporation is active on a number of Committees via the Public Libraries Victoria Network (PLVN) with representatives on the Children's and Youth Services group, ICT Special interest group, Libmark group and the Library Operations Group. Each group conducts a workshop each year for the wider library industry. Workshops covered - Tween Years, Coaching and mentoring, Digital Content and Everyone is a Marketer: the power of word-of-mouth marketing.

Training was arranged for managers to assist supporting staff with non-work-related injuries. A full analysis of library tasks was completed and a suitable duties register produced. These documents are used by staff, supervisors and treating medical practitioners in the formulation of a health management plan. Positive feedback has been received from all parties.

Our annual staff development function was held in May 2014. Guest speaker was Mr David Morris (pictured right), the member for Mornington, Chair of Ministerial Advisory Committee of Public Libraries and Chair Public Accounts and Estimate committee. David spoke about the review of public libraries, the first stage reports and future directions. Staff asked some interesting and thought-provoking questions.

Staff and management representatives negotiated a new Enterprise Bargaining Agreement for 2013 to 2016.

With the expectation that library staff would be receiving a lot of requests on how to use our new **e-books**, training was rolled out. Instruction sheets for both staff and library users were also developed for e-books and e-magazines, as well as tips for using Windows 8. Ten staff undertook training in the use of **iMovie**, **iPhoto** and **Garageband** - the default software for graphics, movie and audio creation and editing installed on our **iMacs** at Cranbourne, Narre Warren and Pakenham Libraries.



Collections

Goal: Undertake a staged re-allocation of the library materials budget, balancing between traditional and new e-resources, and improving downloadable and remote services to match local community needs.

Our Technical Services team acquired and processed **64,846** items. In addition, many operational practices were revised in accordance with a new nation-wide cataloguing standard which was adopted by the Swift Consortium. Turnaround times continued to be over 80% of stock sent out to branches within 25 days, which was an excellent achievement.

We added Bolinda and Axis 360 e-books and Zinio e-magazines to our suite of online resources which have seen a significant increase in overall use. The introduction of Bolinda's e-books also resulted in an increase in their e-audiobooks usage, while there were more than 15,000 downloads of individual e-magazines in our first twelve months of subscription.

City of Casey NARRE WARREN Library	
Date opened:	1978, 1992*
Size:	1300 sq. m
Hours open weekly:	61
Visits:	378,680
Library materials:	95,614
Circulation:	771,772
Members:	35,536
Information Enquiries:	20,293

* New service points or major expansions

Busy Things and Tumblebooks continued to be popular resources for young people. Ancestry, the family history resource, continues to be our most popular online resource, an amazing fact as it is only available on library computers and through the library Wi-Fi connections.

Press Display saw a marked increase in use resulting in a major rise in the number of UK newspaper issues being read.

More than 40 Book Groups continue to be supported with 25 new titles and discussion notes added and we again participated in the State Library of Victoria's Summer Read program.

In Cultural Diversity Week, March 2014, Endeavour Hills Library welcomed a donation of 1,000 Chinese books thanks to the Chinese Government and the South Eastern Region Chinese Friendship Centre of Victoria. A special handover ceremony took place – pictured below L-R: Mr Zhang Xiaotao, Consul – People's Republic of China; CCLC Chairman, Cr Wayne Smith; City of Casey Deputy Mayor, Cr Amanda Stapledon; Deputy Consul-General of the People's Republic of China, Mr Jing Lin; Ms Shirley Aolei, President of the South Eastern Region Chinese Friendship Centre of Victoria; Luke Donnellan MP – State Member for Narre Warren North; and Mr Chap B Chow, People of Australia Ambassador.



Outreach Services

Goal: Develop significantly improved outreach services to key strategic sections of the community including: socially isolated or housebound; retirement villages and nursing homes.

The year finished with 91 **Home Library Service** (HLS) members, up by 10 over last year, and 58 volunteers (-1); seven volunteers resigned. Throughout the year we received several enquiries from potential volunteers and six of these are now visiting patrons.

- Enquiries came from 26 individuals about receiving the Home Library Service and 20 are now visited by volunteers. Two new aged-care facilities are now receiving bulk loans from our volunteers. Fifteen members were no longer able to participate due to ill health or moving out of the area.
- City of Casey: 29 individuals living at home and 33 in nursing homes are receiving HLS, while 5 active nursing homes are receiving small bulk loans.
- Cardinia Shire: 10 individuals living at home, 7 in nursing homes and 5 Institutions are receiving our HLS, plus 2 institutions borrow their own books and items.
- Compared to last year, our volunteers spent 157 hours more visiting and selecting library materials, and 136 more visits to HLS members.

The Home Library Service participated in the Volunteering Expo at Westfield Fountain Gate, while Cardinia Shire Council invited volunteers along to a Volunteer Recognition evening held at Cardinia Cultural centre.

City of Casey HAMPTON PARK Library	
Date opened:	2004, 2010*
Size:	735 sq. m
Hours open weekly:	50
Visits:	154,031
Library materials:	46,241
Circulation:	299,364
Members:	11,168
Information enquiries:	7,904

* New service points or major expansions

Cardinia Mobile Library staff attended the Cockatoo community's Book Launch in the local hall as part of Cardinia Shire's Best Start program. Three books have been published by groups of children, parents and volunteers from the local community.

Cranbourne Library staff visited local pre-school and Community Centres. Feedback from one local pre-school saw a family who had never visited a library before come in to engage with the Youth Team who visited the centre, join the library and leave with an armful of books and big happy smiles.

Cranbourne Library offered local Secondary schools a visit from author Gary Crew who ran a session for students on Creative writing. Over 200 students attended, leaving with lots of ideas and enthusiasm for writing.

The Library has Legs project took National Simultaneous Storytime to Cranbourne Park Primary School. They created extension Storytime activities which included elephant rhymes, mask making and performing arts workshop to give students the opportunity to bring the story to life through physical movement and song.

Staff from **Doveton Library** participated in multicultural day held at the John Pandazopoulos hall. Over 250 children and adults received balloons and show bags containing library information.

- At the Doveton Show held at Myuna farm we greeted around 650 people. As part of this event we held a special Storytime amongst the animals.
- During Children's Book Week, we partnered with United Way at a children's festival.
- We also visited Doveton College several times, Good Beginnings, the Early Learning Centre, all prep classes and a special Year 9 assembly.

At **Emerald**, ongoing presentations to New Parent Groups encourage parents to join their littlies as library members, some only 8-weeks old. **Endeavour Hills Library** staff visited more than 1,600 children with visits to local schools, new parent groups, child-care centres and kindergartens.

Pakenham Youth services team visit many primary schools in Cardinia, hosting talks to students from Prep to Grade 6, whole school and staff meetings. Staff also travel around Cardinia Shire visiting eight kindergartens, childcare centre/ kinders and playgroups.

- We collaborated in the annual Cardinia Road Safety Expo & Children's Day. Held at the Cultural Centre on Saturday October 26, more than 3000 attended.
- We displayed all colouring competition entries for "White Ribbon Day" held by Connections Pakenham, with local police judging the best entries. A walk promoting White Ribbon day was held with attendees commencing their walk from the competition entries in the library.

Cardinia Shire EMERALD Library	
Date opened:	2006
Size:	420 sq. m
Hours open weekly:	39.5
Visits:	133,408
Library materials:	29,147
Circulation:	187,064
Members:	5,752
Information Enquiries:	10,140



Staff members Casey and Jess at the Pakenham Show.
Photo acknowledgement: Pakenham Gazette.

- Pakenham Show was run next to the library. Staff provided Storytimes, gave out balloons, and hosted hot-dog book making, a local dance group and Peter Rabbit! Rocky the Reading dog was also introduced at the show with his human, Susan Day. Over 2000 people walked through the library doors!
- Cardinia Shire held several events for National Playgroup week and Pakenham library staff performed Storytimes with Spot the Dog at the park and Maryknoll mobile site to help celebrate.



Mark shares a story with Rocky the Reading Dog at Pakmenham Library.

LIBRARY HAS LEGS

Communities for Children is funded by the Australian Government. This year the Corporation has received a total of \$137,251 as a community partner for both the Cranbourne and Cardinia Shire projects to deliver our Library Has Legs outreach activities.

The Communities for Children Cranbourne project, facilitated by Windermere, organised the 2014 Woodlands Walk based in the Royal Botanic Gardens Cranbourne [RBGC]. Over 400 families attended. Cranbourne Library's Youth Officer and Library Has Legs (LHL) hosted a literacy activity station in the bush which focused on reading to children in bed at night.

Library Has Legs – Bi-Cultural Outreach Projects

A key focus for Cranbourne's Library has Legs outreach is supporting Aboriginal and Torres Strait Islander children and families to strengthen their cultural literacy skills. The project works in partnership with Aboriginal organisations and where we introduce families to the library's collection of Indigenous children's books.

The Southern NAIDOC event at RBGC celebrated Aboriginal and Torres Strait Islander achievements and attracted over 1200 people who came along to participate with the Indigenous community.

Indigenous Literacy Day at Cranbourne Library

Thanks to the support of Friends of Cranbourne Libraries Inc., we hosted a full day of cultural activities for Indigenous Literacy Day last September. An exhibition of photos taken during the Koolin-ik ba kirrip-buluk (Family & Friends) NAIDOC event was on display, as well as the library's Indigenous collection of books, films and music. Over 200 children and families participated in the cultural activities.

The RBGC, in partnership with Library Has Legs, successfully gained Best Start SPPI funding to recruit an Indigenous Education Officer to facilitate a regular **Koorie Kids Bush Playgroup** in the RBGC Stringybark bushland area. Seven Koorie kids and four families attend the bush playgroup.

The playgroup is guided by RBG, LHL and Boon Wurrung Elder Fay Stewart-Muir, as well as staff from VACCA, DDACL, Koorie Education Support Officer and Indigenous educators who support the development of culturally specific, early years' Indigenous literacies.

Communities for Children Plus – Cardinia

This project provides a platform for an integrated response for vulnerable "at risk" children and families in Cardinia Shire, facilitated by Anglicare.

Library has Legs Highlights

- 61 adults and 92 children (0-12yrs) considered vulnerable or at risk have received in-home personalised literacy support visits.
 - 84% of parents thought their child/ren enjoyed books more and 88% thought they could concentrate longer as a result of the visits.
- Family day carers and community playgroups were enthusiastic about the Story Activity Boxes and Story Sacks (Literacy Kits).
- 92% agreed or strongly agreed that the Story Activity Boxes aided in the development of the children's language and communication skills and helped them provide a fun and interactive experience for the children.
- Over 350 first time parents received Library bags with Let's Read resources including a free children's book.
- Hosted a "Decorate your own library bag" activity at Cardinia Shire's Road Safety Expo & Children's day and VACCA family & services expo.



A Treasure Hunt starts at the Woodlands Walk.



Bush Playgroup Steering Committee at the RBGC site.



Dancers perform at the NAIDOC event.



Indigenous Literacy Day at Cranbourne Library.

Community Events and Programs

Goal: Provide additional community events and activities using external grant funding sponsorships and partnerships as a major funding source, over and above the established range of programs.

Youth Services Programs

Programs for children and young adults [YA] continue to be very popular with a 20% increase in numbers attending activities.

Between July 2013 and June 2014	
Number	Attended
66,104 children and their parents/ carers/grandparents	programs for children and teenagers at our Libraries or external visits by library staff.
Over 14,095 children and their carers	Preschool Storytime at our Libraries.*
16,903 children and their carers	Tinies' Time, a rhyme and book sharing session for babies and toddlers.*
1,045 children	attended Little Rippers (re-branded as Library Explorers in 2014), an after-school book group for prep to grade two students.
778 children	Ripper Readers, (re-branded as Library Adventurers in 2014) an after-school book club for children aged 8-12.
16,128 students from primary and secondary schools in our region	visited our Libraries or had Library staff visit them.
8,155 children	Library School Holiday programs.
551 young adults	a variety of Teen Programs, including book groups, Manga Club, creative writing workshops, craft activities, gaming tournaments and other holiday activities.

* As well as regular programs of Tinies' Time and Storytimes, the Friends of Cranbourne Libraries Inc. supports Auslan Storytime sessions at Cranbourne with an Auslan interpreter.

Adult Programs

Between July 2013 and June 2014	
Number	Attended
323	Music in the Library sessions
150	Book Chat and/or New Book Café
1,048	MCHC/New Parent Group
1,606	Special events
936	Seminars
176	L-Web
174	Digital Literacy
811	CFC
890	Other
6,114	Total

“ The Summer Reading Club has been great. Thank you so much for all your hard work. ”

Feedback from The Summer Reading Club Finale.

HIGHLIGHTS

Summer Reading Club

Our Summer Reading Club finale was held at Rivergum Performing Arts Centre in Hampton Park. 230 children and 170 adults enthusiastically celebrated their reading achievements over the Summer Holidays. Since the beginning of December over 953 children joined our Summer Reading Club across our eight libraries. Of those, 468 read 10 books or more. These children read over 12,160 books over their Summer Holidays!

National Simultaneous Storytime

National Simultaneous Storytime (NSS) is an annual campaign to encourage more young Australians to read and enjoy books. At 11am on Wednesday 21 May, *Too Many Elephants in This House* written by Ursula Dubosarsky and illustrated by Andrew Joyner was read simultaneously across Australia. Our special guest readers included Councillor Brett Owen (Emerald Library); Cr Susan Serey (with Narre Warren staff at Fountain Gate Shopping Centre) [pictured top right with Jasmine]; Cardinia Mayor Cr Graeme Moore (Pakenham Library); Cr Tania Baxter (with Cardinia Mobile Library staff at Beaconsfield Kindergarten); Leading Senior Constable David Smith (Hampton Park Library) and 3 guest firemen from Cranbourne Fire Brigade (Cranbourne Library). Over 675 children, carers/parents and teachers listened to stories and songs. The Southern NAIDOC event at RBGC celebrated Aboriginal and Torres Strait Islander achievements and attracted over 1200 people who came along to participate with the Indigenous community.

Read Like a Demon

On Monday 12 August, the annual 'Read Like a Demon' gala day - to reward and recognise the students who participated in the program, was held in the City of Casey. Program ambassadors from the Melbourne Football Club, Colin Garland and Cameron Pedersen, presented more than 200 children with certificates and free books.

Each year, a Read Like a Demon participant has the opportunity to write their own story and have it published by the Melbourne Football Club. From more than 100 submissions, the award went to Chamodi Dissanyake who wrote 'Night of the Clown'. The Reviewer of the Year was awarded to Almog Cohen, who wrote the best book review and submitted it via the Book Club on deezone.com.au

Our inaugural **Literacy Expo: "Read ... Learn... Thrive"** was staged at Pakenham Library in June. It was a free event directed at carers, professionals and parents of children aged 0-7 years who may be reluctant readers, from a bilingual background or battling learning difficulties. John Marsden, bestselling author of the much-celebrated *Tomorrow When the War Began* series and founder/principal of the Candlebark School; Paint the Town REAd Director and paediatric occupational therapist, Barbie Bates; and popular author/illustrator and Literacy Ambassador, Jeanette Rowe, were all excellent keynote speakers. Hundreds of people visited service provider information stalls, attended specialist talks and seminars, Storytimes and demonstrations, picked up showbags and entered a draw to win two iPad Minis!



Cr Susan Serey reads with Jasmine at National Simultaneous Storytime



Read Like a Demon ambassadors visit Courtenay Gardens Primary School.

“Awesome for PD hours for teachers. Extremely well planned, organised, presented, everything!”

Feedback from the Literacy Expo:
Read... Learn ... Thrive.



Barbie Bates in session at the Literacy Expo.



Hundreds of people attended information stands at our Literacy Expo.

Community Events and Programs cont'd

It's been a very busy year for the **Cardinia Mobile Library** team with increasing activities and numbers.

- Children and carers from a new child care centre in Beaconsfield have commenced visits
- Cockatoo Kinder Childcare is visiting every Thursday to listen to stories and choose books.
- Maryknoll children and adults attended an on-board activity
- Cockatoo children and adults visited with Elissa from Cardinia Shire
- We held a children's activity at Gembrook Puffing Billy site
- The school holiday program was very well attended at Beaconsfield and Bunyip.

The team ran a very popular colouring competition over the summer holidays and have been creating displays, word searches and acrostic poem competitions.

Staff at **Cranbourne Library** created a one-day IT Expo with a series of interactive workshops on iPhotos, iMovies, Staying Safe and Planning your Holiday online. This event was supported financially by the Friends of Cranbourne Library. In conjunction with the workshops, Library staff operated a Tech Café where customers could bring in their devices and receive assistance in setting them up, downloading apps, e-books and magazines and job searching.

Cranbourne Library team also participated in the Balla Balla Community expos on Ageing Positively and Return to Work; and *Australia's Biggest Morning Tea* fundraiser with a New Book Café.

Regular programs at **Doveton Library** have been impressive:

- School holiday programs have been booked out with high audience numbers for our magic, puppet and entertainer shows.
- The City of Casey 360 youth bus regularly supported our holiday events providing the older kids with games and scavenger hunts.
- A session introducing the library to a Farsi-speaking mothers group was very successful and was followed up by a Storytime session spoken in Farsi [right].

A partnership between CCLC and local service providers placed several events at **Emerald Library** during the local arts festival, PAVE:

- Shaving Cream Art for Hot-Dog Book Making with Best Start Cardinia.
- A book launch about local photographer and environmentalist, Norman McNance.
- Pianos were installed in prominent places around Emerald to celebrate the festival, including the library's foyer! [right]

City of Casey CRANBOURNE Library	
Date opened:	1978, 1996, 2002*
Size:	1440 sq. m
Hours open weekly:	54
Visits:	210,212
Library materials:	74,466
Circulation:	509,828
Members:	20,915
Information Enquiries:	13,520

* New service points or major expansions



Cres Crisp at the keyboard.

“

Well done Library Staff!

We are waiting for the next event. ”

Feedback from Andy Griffiths attendees.

A Family History and Local History seminar was presented by our Local History Librarian, Heather Arnold together with members of the Emerald Museum.

On 18 November, **Endeavour Hills Library** celebrated the 40th anniversary since the first land sales in Endeavour Hills. An oral history talk was hosted on the evening with a panel of long-standing residents who shared their stories and experiences of living in Endeavour Hills over the past 40 years. Local History Librarian, Heather Arnold, shared some insight into the background of the area and a photographic display showing the changes to the area was also provided. In other events at Endeavour Hills:

- A monthly teen book group was established in 2013 which evolved into Manga Club for teens in 2014.
- Mark McBride presented an illustrating workshop with students from St Paul Apostle North Primary School.
- We've had great attendance at School holiday programs, twice hosting the Casey 360 bus.
- We celebrated Chinese New Year and Year of the Horse by hosting a bi-lingual Storytime and a Chinese community purchasing afternoon.
- Author Monique Bayer spoke on her book "Devouring Melbourne" in October, and in conjunction with the State Library of Victoria, Alex Hammond spoke about his debut novel "Blood Witness" in June.
- We hosted James Cook Primary School Glee Club in December with a Christmas performance to more than 80 local residents.

City of Casey ENDEAVOUR HILLS Library	
Date opened:	1987, 2007*, 2010*
Size:	730 sq. m
Hours open weekly:	54
Visits:	138,454
Library materials:	54,780
Circulation:	347,590
Members:	11,357
Information Enquiries:	11,037

* New service points or major expansions

The highlight of the year at Hampton Park Library was its 10th anniversary on Saturday 22 February. There were official speeches by Peter Carter, Damien Rosario, Mick Morland, Judith Graley and Dawn Dakin - Hampton Park Friends President - who cut the cake. The Hampton Park Youth Centre was also open for the public to view. The First Hampton Park Scout Group provided the sausage sizzle. Activities included Storytime, face painting and balloon animals, henna hand painting and a performance by the Afghan Girls Dance Group. A Saturday Sounds performance by The Jam Tarts completed the celebrations with visitors taking a free library bag with goodies.

Other events included:

- Maternal and Child Health 'First Time Parent' sessions run by Casey Council used the library as a meeting place, introducing young families to our services.
- During a school holiday program, children were invited to attend an animal-themed Storytime then meet and pat a variety of baby animals in the courtyard of the library.
- A family movie night was held in July during which over 50 mums, dads and children gathered to watch Bride and Prejudice.



Hampton Park Library staff, Officials, Friends and 10th anniversary cake!

“ Thank you to everyone - it was informative, presented with enthusiasm; and consisted of a great panel of interesting people of long-standing in the area. ”
Feedback from our Anniversary History Talk.

Community Events and Programs cont'd

Bestselling children's author, Andy Griffiths, spoke to 300 very enthusiastic young readers and their parents on Saturday 20 July in the Pakenham Hall, adjacent to the Library.

Jamie Oliver's Ministry of Food – Mobile kitchen was located at Pakenham Library during July and August 2013. To tie in with this, we ran several Food, Health and Nutrition seminars:

- Tiffany Hall 'Health Ninja' captivated kids from 10 – 17 and their parents! She promoted good health, good habits, her novels and health books.
- The Effects of Food on Children's Behaviour, Health and Learning run by Jenny Ravlic and Kathleen Daalmeyer from the Food Intolerance Network.
- Dr Marcus Robertson presented a very informative and realistic talk about the benefits of nutrition, exercise and work/life balance.
- Janet Clayton from Cheeselinks held a cheese-making demonstration.

Music Performances

Our free music entertainment sessions in the Library continued this year with Saturday Sounds at Hampton Park, Music Sunday at Narre Warren and Sunday Sessions at Pakenham.

A highlight in May was ukulele virtuoso Matthew Fagan running a special ukulele workshop before his performance at Pakenham.



Health Ninja Tiffany Hall with Ryan at Pakenham Library.



Popular children's author Andy Griffiths.



Ukulele virtuoso Matthew Fagan.

Cardinia Shire PAKENHAM Library	
Date opened:	1979, 1991*, 2011*
Size:	1200 sq. m
Hours open weekly:	53
Visits:	230,301
Library materials:	50,147
Circulation:	484,503
Members:	19,238
Information enquires:	15,704

* New service points or major expansions

“ I think it's great that Casey-Cardinia offers free events like this. This is the second one we have gone to and we've got a lot out of them. Thank you. ”

Feedback from the Andy Griffiths event.

Lifelong Learning

Goal: Develop the levels of educational assistance, (such as homework help, career support and informal lifelong learning) to members of the community in Casey-Cardinia at all levels of education.

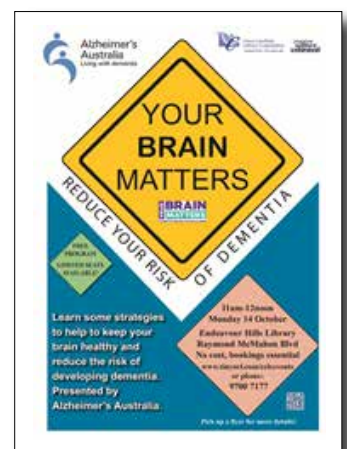
6,114 adults attended Lifelong learning seminars, music performances and author talks across our Libraries.

Lifelong Learning Seminars included programs in partnership:

- CWA to teach knitting and crocheting
- Your Brain Matters was presented by Alzheimer's Australia on prevention and understanding of Alzheimers and dementia
- Centrelink seminars on budgeting and retirement planning
- Tai Chi for Seniors was presented by a Tai Chi instructor from Endeavour Hills Neighbourhood Centre
- Sustainability seminars were presented by a facilitator from Cardinia Shire.
- Doveton Library held an evening session dedicated to the local Founding Families facilitated by the Friends of Dandenong Cemetery.

Other Lifelong learning seminars included:

- Aussie Bush Food
- Breadmaking
- Cake decorating
- Coffee appreciation
- Creative Writing for Adults
- Devouring Melbourne
- Handmade paper
- Inspiring Through Creative Design
- Local History seminars
- Movie screenings
- Plant Propagation
- Rod Quantock
- Spanish cooking
- Technology seminars for iPads, e-books, Skype, eBay, facebook, Pinterest, Wii for Seniors (bowling proved to be the most popular of the Wii games) and Social Media for Seniors.
- The History and Tasting of Chocolate



Family History

Two talks were presented at Emerald Library on Family History and the Ancestry Family History database. Information Services Librarian Michelle McLean also spoke to the Melbourne PC Users group on internet resources for family history. Interest in Family History shows no signs of abating. The Narre Warren & District Family History Group, based at the Narre Warren Library since 1992, turned 25 this year and both Peter Carter, Library CEO, and Michelle gave a short speech at the celebration.

Local History Librarian Heather Arnold continued to give talks to primary schools about the history of their area and spoke to members of the U3A and Probus.

“ The amount of resources available in the libraries is plenty and users should look after them well. The staff work very hard to assist everyone. Thanks. ”

Feedback from a Cranbourne and Narre Warren Library user.

Tomorrow's Library

Goal: Participate in the Ministerial Advisory Council 'Tomorrow's Library' review of Victorian Public libraries and contribute to the debate on the funding and sustainability of Victorian Public Libraries.

The State Government is conducting a major review of Victorian public libraries, which has been underway over a two-year period. The review is being conducted by the Ministerial Advisory Council on Public Libraries, with assistance from consultants and the public library sector.

The two-stage reports from the review identified the desirability of introducing a unified Victorian public library system based around a concept currently identified as the 'Victorian Library'.

The Victorian Library is centred on unifying public library services across the state in key areas;

- One state-wide Library Card
- State-wide access to inter-library loans
- RFID chipping of the whole state-wide collection
- Improved access to e-books and e-resources
- Improved LOTE collection and access
- Single shared state-wide Library Management System (LMS)

The Library Corporation has been working closely with Local Government Victoria officers on developing the details and business case for the proposal.

The community would benefit from a single library card for use across all public libraries and improved access to collections across the state. There would also be a move to standardised operations in many areas, providing continuity for both public and staff in using different library services.

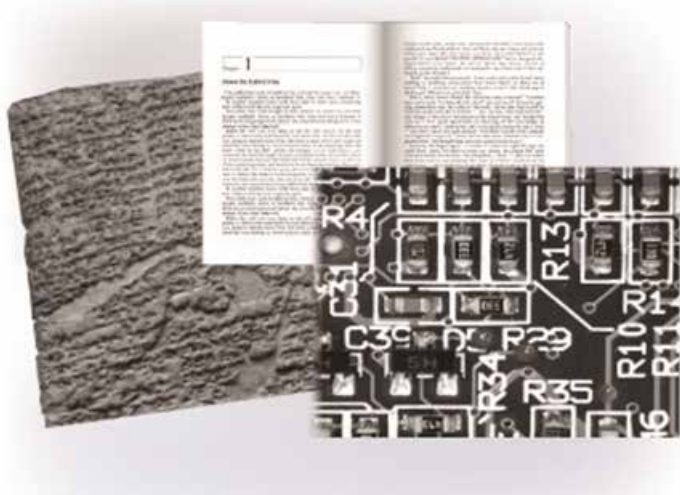
Based on information to date, there would be potentially significant cost savings to the Corporation if the Victorian Library and its shared library management system were introduced.

The project has the possibility to reduce costs in the areas of:

- Library Management System software and support costs
- Library card replacement costs
- Courier and delivery costs

Many of these benefits have already been demonstrated in South Australia, which has recently undertaken a similar project.

We look forward to further collaboration on this important initiative.



“ We spent two weeks staying with our daughter in Pakenham and one of the first things we did was come to the Library.

That was a great decision! The books provided fun reading, conversations and pleasant trips in the car. Thank you for your service to the community and visitors alike. ”

Feedback from Marion, New Zealand.

Regional Administration

- Our corporate management team employed the services of an external audit company to look at its governance processes.
- The telephone system was changed over to VOIP (Voice Over Internet Protocol).
- The print management system used by staff and the public was upgraded.

Human Resources

Several long-standing staff members have retired, including Corporate Management Team member, Denise Carew.

Equal Employment Opportunity

The Board and Management are committed to achieving equal employment opportunity for all employees as a means of increasing the effectiveness of the Library Corporation and recognising the true potential of employees.

STAFFING

Staff: EFT 79.06
Male: 14 (4 FT/10 PT)
Female: 125 (30 FT/95 PT)
Admin Team: 7
Librarians: 27
Library Technicians: 16
Library Officers: 48
Junior Library Officers: 5
Shelvers: 36

TOTAL: 139

Acknowledgements

We thank the State Government of Victoria and our member Councils for their ongoing support of the Library Corporation's service to our communities.

We extend our appreciation and thanks to the Friends of the Library Groups – Cranbourne, Doveton, Emerald and Hampton Park, which without their support and financial assistance many of the programs and resources we provide for our local community would not happen.

Sadly the Friends Group for Emerald Library has disbanded. This dedicated group has contributed to the Library significantly over the last eight years and the Corporation appreciates its contribution.

We recognise and thank our Home Library Service Volunteers who continue to supply an increasing number of housebound members with Library materials.



Funds raised by The Friends of the Doveton Library Inc. provided Donut cushions for Storytimes.

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A close-up, slightly angled view of a computer keyboard. The keys are light-colored with dark characters. Visible keys include the number row (4, 5, 6, 7, 8, 9, 0), the function row (F1-F12), and the numeric keypad (1, 2, 3, 4, 5, 6, 7, 8, 9, 0, =, -, /, \, ;, ', ~, *, &). The keys are arranged in a standard QWERTY layout. The lighting is bright, casting soft shadows.

NOTE 1 Basis of preparation of Standard Statements

Casey-Cardinia Library Corporation is required to prepare and include audited Standard Statements within its Annual Report. Four Statements are required – a Standard Income Statement, Standard Balance Sheet, Standard Cash Flow Statement, and a Standard Capital Works Statement, together with explanatory notes.

These statements and supporting notes form a special purpose financial report prepared to meet the requirements of the Local Government Act 1989 and the Local Government (Finance and Reporting) Regulations 2004.

The Standard Statements have been prepared on accounting bases consistent with those used for the General Purpose Financial Report and the Budget. The results reported in these Statements are consistent with those reported in the General Purpose Financial Statements.

The Standard Statements are not a substitute for the General Purpose Financial Statements, which are included in the Annual Report. They have not been prepared in accordance with all Australian Accounting Standards or other authoritative professional pronouncements.

The Standard Statements compare Casey-Cardinia Library Corporation's financial plan, expressed through its budget, with actual performance. The Local Government Act 1989 requires explanation of any material variances. The Casey-Cardinia Library Corporation has adopted a materiality threshold of ten per cent. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures included in the Standard Statements are those adopted by the Casey-Cardinia Library Corporation on June 26, 2013. The budget was based on assumptions that were relevant at the time of adoption of the budget. The Casey-Cardinia Library Corporation sets guidelines and parameters for revenue and expense targets in this budget in order to meet the Corporation's business plan and financial performance targets for both the short and long term.

Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The detailed budget can be obtained by contacting Casey-Cardinia Library Corporation. The Standard Statements must be read with reference to these documents.

Standard Income Statement for the year ended 30 June 2014

	Ref	Actual 2014 \$	Budget 2014 \$	Variance \$	%
Revenue					
Member Council Grants and Contributions	1	7,939,476	6,366,245	1,573,231	24.7%
Government Grants and Contributions		2,187,386	2,185,623	1,763	0.1%
CFC Grant Funding		137,251	136,050	1,201	0.9%
Interest on Investments	2	121,039	150,000	(28,961)	(19.3%)
Other Income	3	276,679	232,320	44,359	19.1%
Net gain/(loss) on disposal of plant and equipment		(7,632)	(8,500)	868	(10.2%)
Total Revenue		10,654,199	9,061,738	1,592,461	17.6%
Expenditure					
Employee benefits		6,250,509	6,190,590	59,919	1.0%
Communities for Children Cranbourne	4	11,688	14,200	(2,512)	(17.7%)
Communities for Children plus Pakenham		7,997	7,650	347	4.5%
IT & Communication costs		574,272	574,350	(78)	(0.0%)
Library Materials		231,804	228,800	3,004	1.3%
Depreciation		1,405,450	1,430,615	(25,165)	(1.8%)
Other Expenditure	5	654,280	730,600	(76,320)	(10.4%)
Total Expenditure		9,136,000	9,176,805	(40,805)	(0.4%)
Surplus/(deficit) for the year		1,518,199	(115,067)	1,633,266	(1419.4%)

Standard Income Statement Variance Explanation Report

Ref	Item	Explanation
1	Member Council Grants and Contributions	The additional income from the Member councils was paid to fund the LASF shortfall. The member Councils advised the Corporation after the Budget had been adopted by the Board.
2	Interest on Investments	The fall in interest rates resulted in lower returns than anticipated.
3	Other Income	Income from Operations was higher than Budget estimates in photocopying and printing, meeting room hire, and reimbursement of lost books.
4	Communities for Children Cranbourne	The expenditure on programs is adjusted in line with the external funding.
5	Other Expenditure	Minor saving and under expenditures on operating lines including stationery, minor equipment and maintenance, vehicle operating costs, overdue loan recovery and office cleaning.

Standard Balance Sheet as at 30 June 2014

	Ref	Actual 2014 \$	Budget 2014 \$	Variance \$ %	
Assets					
Current Assets					
Cash and cash equivalents	6	2,807,447	2,296,302	511,145	22.3%
Trade and other receivables	7	46,804	25,000	21,804	87.2%
		2,854,251	2,321,302	532,949	23.0%
Non-Current Assets					
Plant and equipment		4,498,622	4,682,367	(183,745)	(3.9%)
Total Assets		7,352,873	7,003,669	349,204	5.0%
Liabilities					
Current Liabilities					
Trade and other payables		431,251	455,000	(23,749)	(5.2%)
Employee Provisions		1,387,428	1,300,000	87,428	6.7%
Provision Unfunded Superannuation	8	0	1,758,553	(1,758,553)	(100.0%)
		1,818,679	3,513,553	(1,694,874)	(48.2%)
Non-Current Liabilities					
Employee Provisions	9	41,448	20,000	21,448	107.2%
Provision Unfunded Superannuation		-	-	0	0.0%
		41,448	20,000	21,448	107.2%
Total Liabilities		1,860,127	3,533,553	(1,673,426)	(47.4%)
Net Assets		5,492,746	3,470,116	2,022,630	58.3%
Equity					
Members Contribution on Formation		2,051,239	2,051,239	-	-
Accumulated Surplus		3,441,507	1,418,877	2,022,630	142.6%
Total Equity		5,492,746	3,470,116	2,022,630	58.3%

Standard Balance Sheet Variance Explanation Report

Ref	Item	Explanation
6	Cash and cash equivalents	Variation due to deferment of a commitment of Capital works funding.
7	Trade and other receivables	Variation due to the timing of the payment from Anglicare for the CFC Plus program.
8	Provision Unfunded Superannuation	Discharge of Corporation's Unfunded Superannuation liability
9	Employee Provisions	Increased provision due to an adjustment to increase the LSL provision by amending the calculation to apply discounting after addition of on-costs, rather than before.

Standard Statements

Standard Cash Flow Statement for the year ended 30 June 2014

	Ref	Actual 2014 Inflows/ (Outflows) \$	Budget 2014 Inflows/ (Outflows) \$	Variance \$ %	
Cash Flow from Operating Activities					
Council Contributions	10	7,939,476	6,366,242	1,573,234	24.7%
Government Grants		2,324,637	2,303,585	21,052	0.9%
Interest Income	11	124,779	150,000	(25,221)	(16.8%)
Overdue Fines		119,001	127,300	(8,299)	(6.5%)
Other Income	12	131,631	105,020	26,611	25.3%
Employee benefits	13	(7,698,695)	(6,256,565)	(1,442,130)	23.0%
Library Materials		(231,804)	(228,800)	(3,004)	1.3%
IT and Communications		(574,272)	(589,350)	15,078	(2.6%)
Other Costs	14	(641,954)	(732,450)	90,496	(12.4%)
Net cash provided by operating activities		1,492,799	1,244,982	247,817	19.9%
Cash Flow from Investing Activities					
Proceeds from sale of Plant & Equipment		38,818	38,000	818	2.2%
Payment for Books, Furniture, Plant & Equipment		(1,351,510)	(1,458,160)	106,650	(7.3%)
Net cash provided used in investing activities		(1,312,692)	(1,420,160)	107,468	(7.6%)
Net Increase in Cash and cash equivalents		180,107	(175,178)	355,285	(202.8%)
Cash and cash equivalents at the beginning of the financial year		2,624,340	2,453,392	170,948	7.0%
Cash and cash equivalents at the end of the financial year		2,804,447	2,278,214	526,233	23.1%

Reconciliation of Cash Flows from Operating Activities to Surplus / (deficit) for the year ended 30 June 2014

	Actual 2013 \$	Budget 2014 \$	Variance \$ %	
Surplus / (deficit) for the period	1,518,199	(115,067)	1,633,266	(1419.4%)
Depreciation	1,405,450	1,430,615	(25,165)	(1.8%)
Net Loss on disposal of plant and equipment	7,632	8,500	(868)	(10.2%)
Change in assets and liabilities	(1,438,482)	(79,066)	(1,359,416)	1719.3%
Net Cash provided by operating activities	1,492,799	1,244,982	247,817	19.9%

Standard Cash Flow Variance Explanation Report

Ref	Item	Explanation
10	Council Contributions	Additional contribution provided by the member Councils to discharge the corporation Superannuation liability.
11	Interest Income	The fall in interest rate resulted in lower returns than anticipated
12	Other Income	Additional income from photocopying and printing, meeting room hire, and reimbursement of lost books.
13	Employee benefits	Variation due to the payment of the Superannuation liability.
14	Other Costs	Minor saving and under expenditures on operating lines including stationery, minor equipment and maintenance, vehicle operating costs, overdue loan recovery and office cleaning.

Standard Capital Works Statement for the year ended 30 June 2014

	Ref	Actual 2014 \$	Budget 2014 \$	Variance \$ %	
Motor Vehicles		60,986	65,000	(4,014)	(6.2%)
Furniture & Equipment	15	254,864	325,000	(70,136)	(21.6%)
Books & materials		1,035,660	1,068,160	(32,500)	(3.0%)
Total Capital Works		1,351,510	1,458,160	(106,650)	(7.3%)

Ref	Item	Explanation
15	Furniture & Equipment	Variation due to deferment of a commitment of Capital works funding.

Certification of the Standard Statements

In my opinion the accompanying Standard Statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Finance and Reporting) Regulations 2004*.

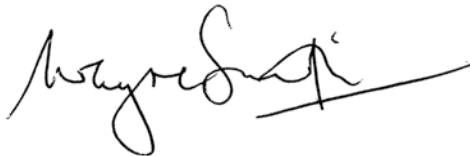


Mr Peter Carter
B.S.Sc (Lib)
Principal Accounting Officer
DATE 27, August 2014
LOCATION: Cranbourne

In our opinion the accompanying Standard Statements present fairly the financial transactions of Casey-Cardinia Library Corporation for the year ended 30 June 2014 and the financial position of the Corporation as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial report to be misleading or inaccurate.

We have been authorised by the Board of the Corporation on 27 August 2014 to certify the financial report in its final form.



Cr. Wayne Smith JP, BJ
CHAIR
DATE: 27, August 2014
LOCATION: Cranbourne



Cr. George Blenkhorn
BOARD MEMBER
DATE: 27, August 2014
LOCATION: Cranbourne



Mr Peter Carter
CHIEF EXECUTIVE OFFICER
DATE: 27, August 2014
LOCATION: Cranbourne

Casey-Cardinia Library Corporation

Financial Report

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Comprehensive Income Statement for the Year Ended 30 June 2014

	Note	2014 \$	2013 \$
Revenue			
Member Council Grants and Contributions	2(a)	7,939,476	6,281,768
Government Grants and Contributions	2(b)	2,324,637	2,245,219
Net Gain/(Loss) on disposal of Plant and Equipment	6	(7,632)	(5,539)
Other Income	3	397,718	464,057
Total Revenue		<u>10,654,199</u>	<u>8,985,505</u>
Expenditure			
Employee Benefits		6,250,509	5,891,042
Communities for Children Cranbourne		11,688	7,842
Communities for Children Plus Pakenham		7,997	20,356
IT & Communication costs		574,272	519,087
Library Materials		231,804	237,969
Marketing and Promotions		71,752	63,953
Depreciation	7	1,405,450	1,445,595
Other Expenditure		582,528	611,919
Total Expenditure		<u>9,136,000</u>	<u>8,797,763</u>
Surplus/(deficit) for the year		<u>1,518,199</u>	<u>187,742</u>
Other comprehensive income			
Other comprehensive income (expense)		-	-
Comprehensive result		<u>1,518,199</u>	<u>187,742</u>

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

Balance Sheet as at 30 June 2014

	Note	2014	2013
		\$	\$
Assets			
Current Assets			
Cash and other investments	4	2,807,447	2,627,340
Trade and other receivables	5	46,804	39,535
		<u>2,854,251</u>	<u>2,666,875</u>
Non-Current Assets			
Plant and equipment	8 (a)	<u>4,498,622</u>	<u>4,599,012</u>
Total Assets		<u>7,352,873</u>	<u>7,265,887</u>
Liabilities			
Current Liabilities			
Trade and other payables	9	431,251	431,261
Employee Provisions	10	1,387,428	1,272,165
Provision Unfunded Superannuation	13	0	1,573,231
		<u>1,818,679</u>	<u>3,276,657</u>
Non-Current Liabilities			
Employee Provisions	10	<u>41,448</u>	<u>14,683</u>
		<u>41,448</u>	<u>14,683</u>
Total Liabilities		<u>1,860,127</u>	<u>3,291,340</u>
Net Assets		<u>5,492,746</u>	<u>3,974,547</u>
Equity			
Members Contribution on Formation		2,051,239	2,051,239
Accumulated Surplus		3,441,507	1,923,308
Total Equity		<u>5,492,746</u>	<u>3,974,547</u>

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

Statement of Changes in Equity for the Year Ended 30 June 2014

Notes	Total	Total	Member Contribution on Formation	Accum. Surplus	
	2014	2013	2013 and 2014	2013	2013
	\$	\$	\$	\$	\$
Balance at beginning of the financial year	3,974,547	3,786,805	2,051,239	1,923,308	1,735,566
Surplus (deficit) for the year	1,518,199	187,742	-	1,518,199	187,742
Balance at end of the financial year	5,492,746	3,974,547	2,051,239	3,441,507	1,923,308

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

Cash Flow Statement for the Year Ended 30 June 2014

	Note	2013 Inflows/ (Outflows) \$	2013 Inflows/ (Outflows) \$
Cash Flow from Operating Activities			
Council Contributions	2	7,939,476	6,281,767
Government Grants	2	2,324,637	2,245,219
Interest Income		124,779	173,575
Overdue Fines	3	119,001	128,159
Other Income		131,631	147,863
Employee benefits		(7,698,695)	(6,021,468)
Library Materials		(231,804)	(237,969)
IT and Communications		(574,272)	(519,969)
Other Costs		(641,954)	(701,959)
Net cash provided by operating activities	11	<u>1,492,799</u>	<u>1,495,218</u>
Cash Flow from Investing Activities			
Payments for:			
Proceeds for sale of Plant & Equipment		38,818	39,091
Payment for Books, Furniture, Plant & Equipment		(1,351,510)	(1,352,259)
Net cash provided used in investing activities		<u>(1,312,692)</u>	<u>(1,313,168)</u>
Net Increase/(decrease) in cash and other investments		180,107	182,050
Cash and other investments at the beginning of the financial year		2,627,340	2,445,290
Cash and other investments at the end of the financial year	4	<u>2,807,447</u>	<u>2,627,340</u>

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

Notes to the Financial Report for the Year Ended 30 June 2014

Introduction

The Casey-Cardinia Library Corporation was established under the provisions of Section 196 of the *Local Government Act 1989* by the Minister of Local Government on September 26, 1996. The Corporation's main office is located at 65 Berwick-Cranbourne Road, Cranbourne.

The purpose of the Corporation is to:

- Provide library services that encourage creativity and growth
- Provide a pathway to a worldwide range of knowledge and information
- Provide high quality library resources to inform and support life-long learning
- Ensure that resources are used efficiently and effectively and services are provided in accordance with Best Value Principles to best meet the needs of the local community
- To improve the overall quality of life of people in the local community
- To ensure that service and facilities provided by the Corporation are accessible and equitable
- To ensure transparency and accountability in Corporation decision making.

External Auditor – Victorian Auditor-General's Office

Internal Auditor – BDO East Coast Partnership (Projects)

Solicitors – Meerkin & Apel Lawyers

Bankers – Westpac

Website address – www.cclc.vic.gov.au

These financial statements are general purpose financial statements that consists of a Comprehensive Income Statement, Balance Sheet, and Statement of Changes in Equity, Statement of Cash Flow, and notes accompanying these financial statements. The general purpose financial statements comply with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the Local Government (Finance and Reporting) Regulations 2004.

NOTE 1 Significant accounting policies

a. Basis of accounting

These financial statements have been prepared under the historical cost convention, except where specifically stated.

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

AASB 119 Employee benefits

In the current year, The Corporation has applied AASB 119 Employee Benefits (as revised in 2011) and the related consequential amendments for the first time. AASB 119 changes the definition of short-term employee benefits. These were previously benefits that were due to be settled within twelve months after the end of the reporting period in which the employees render the related service, however, short-term employee benefits are now defined as benefits expected to be settled wholly before twelve months after the end of the reporting period in which the employees render the related service. As a result, accrued annual leave balances which were previously classified by the Corporation as short-term benefits no longer meet this definition and are now classified as long-term benefits. This has resulted in a change of measurement for that portion of annual leave provision from an undiscounted to discounted basis.

This change in classification has not materially altered The Corporation's measurement of the annual leave provision.

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 1 Significant accounting policies cont.

b. Revenue recognition

Grants and contributions

Grants, contributions and other contributions are recognised as revenues when the Corporation obtains control over the assets comprising these receipts.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in Note 2.

Interest

Interest is recognised progressively as it is earned.

c. Depreciation and amortisation of non-current assets

Books and materials, motor vehicles, furniture and equipment, including computer equipment and other assets having limited useful lives are systematically depreciated over their useful lives to the Corporation in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Straight line depreciation is charged based on the residual useful life as determined each year.

Major depreciation periods used are listed below and are consistent with the prior year unless otherwise stated:

	Useful Life (Years) 2014	Depreciation Rate % 2014
Books & Materials	6.67	15%
Motor Vehicles	6.67	15%
Furniture and Equipment		
Furniture and Fittings	10	10%
Electrical Equipment	5	20%
Computer Equipment	3	33.3%

d. Recognition and measurement of assets

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the amount for which the asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

The following classes of assets have been recognised in note 8. In accordance with the Corporation's policy, the threshold limits detailed below have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year:

Class of Asset	Threshold Limit
Books & Materials	Nil Limit
Motor Vehicles	Nil Limit
Furniture and Equipment	\$500

e. Impairment of assets

At each reporting date, the Corporation reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. The Corporation has reviewed its assets and has not identified any indicators of impairment.

Notes to the Financial Report for the Year Ended 30 June 2014**NOTE 1 Significant accounting policies cont.****f. Cash and other investments**

For the purposes of the cash flow statement, cash and other investments include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less. The Corporation does not have any overdraft facility.

g. Employee benefits

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

Wages and salaries, and annual leave

Liabilities for wages and salaries, including non-monetary benefits, annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Current Liability - unconditional LSL representing seven years is disclosed as a current liability even when the Corporation does not expect to settle the liability within 12 months because it will not have the unconditional right to defer settlement of the entitlement should an employee take leave within 12 months.

The components of this current liability are measured at:

- present value - component that is not expected to be settled within 12 months.
- nominal value - component that is expected to be settled within 12 months.

Non-current liability - conditional LSL representing less than seven years is disclosed as a non-current liability. There is an unconditional right to defer settlement of the entitlement until the employee has completed the requisite years of service.

This non-current LSL liability is measured at present value. Gain or loss following revaluation of the present value of non-current LSL liability due to changes in bond interest rates is recognised as another economic flow.

Termination benefits

Termination benefits are payable when employment is terminated before the normal retirement date, or when an employee accepts voluntary redundancy in exchange for these benefits. The Corporation recognises termination benefits when it is demonstrably committed to either terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than 12 months after balance sheet date are discounted to present value.

Employee benefits on-costs

Employee benefits on-costs (workers compensation, superannuation, annual leave and long service leave accrued while on LSL taken in service) are recognised separately from provision for employee benefits.

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 1 Significant accounting policies cont.

h. Superannuation

The amount charged to the Comprehensive Operating Statement in respect of superannuation represents contributions made or due by Casey-Cardinia Library Corporation to the relevant superannuation plans in respect to the services of Casey-Cardinia Library Corporation's staff (both past and present). Superannuation contributions are made to the plans based on the relevant rules of each plan and any relevant compulsory superannuation requirements that Casey-Cardinia Library Corporation is required to comply with.

i. Operating Leases

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

j. Allocation between current and non-current

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next twelve months, being the Corporation's operational cycle, or if the Corporation does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

k. Website costs

Costs in relation to websites are charged as an expense in the period in which they are incurred.

l. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

Cash flows are presented in the Cash Flow Statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

m. Pending accounting standards

The following Australian Accounting Standards have been issued or amended and are applicable to the Corporation but are not yet effective.

They have not been adopted in preparation of the financial statements at reporting date.

Pronouncement	Summary	Application Date	Impact on the Corporation
AASB 9 Financial Instruments	AASB 9 standard is one of a series of amendments that are expected to eventually completely replace AASB 139. During 2010-11, the standard will be expanded to include new rules on measurement of financial liabilities and hedge accounting. Currently the existing provisions of AASB 139 will continue to apply in these areas.	1 Jul 2015	<p>The impact is not likely to be extensive in the local government sector, although it will vary considerably between entities. While the rules are less complex than those of AASB 139, the option to show equity instruments at cost has been largely removed, which is likely to lead to greater volatility within the income statement. However it may also lead to an improved financial position for some entities.</p> <p>This will also create a requirement to measure some instruments annually that has not previously existed.</p>

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 1 Significant accounting policies cont.

Pronouncement	Summary	Application Date	Impact on the Corporation
	<p>AASB 9 simplifies the classifications of financial assets into those to be carried at amortised cost and those to be carried at fair value – the ‘available for sale’ and ‘held-to-maturity’ categories no longer exists. AASB 9 also simplifies requirements for embedded derivatives and removes the tainting rules associated with held-to-maturity assets.</p> <p>The new categories of financial assets are:</p> <ul style="list-style-type: none"> • Amortised cost – those assets with ‘basic’ loan features’. • Fair value through other comprehensive income - this treatment is optional for equity instruments not held for trading (this choice is made at initial recognition and is irrevocable). • Fair Value through Profit and Loss - everything that does not fall into the above two categories. <p>The following changes also apply:</p> <ul style="list-style-type: none"> • Investments in unquoted equity instruments must be measured at fair value. However, cost may be the appropriate measure of fair value where there is insufficient more recent information available to determine a fair value. • There is no longer any requirement to consider whether ‘significant or prolonged’ decline in the value of financial assets has occurred. The only impairment testing will be on those assets held at amortised cost, and all impairments will be eligible for reversal. <p>Similarly, all movements in the fair value of a financial asset now go to the income statement, or, for equity instruments not held for trading, other comprehensive income. There is no longer any requirement to book decrements through the income statement, and increments through equity.</p>		
AASB 11 Joint Arrangements	<p>This Standard deals with the concept of joint control, and sets out a new principles-based approach for determining the type of joint arrangement that exists and the corresponding accounting treatment. The new categories of joint arrangements under AASB 11 are more aligned to the actual rights and obligations of the parties to the arrangement.</p>	1 Jul 2014	<p>The AASB has finalised deliberations and any modifications made to AASB 11 for not-for-profit entities, the Corporation will need to assess the nature of arrangements with other entities in determining whether a joint arrangement exists in light of AASB 11.</p>
AASB 12 Disclosure of Interests in Other Entities	<p>This Standard requires disclosure of information that enables users of financial statements to evaluate the nature of, and risks associated with, interests in other entities and the effects of those interests on the financial statements. This Standard replaces the disclosure requirements in AASB 127 Separate Financial Statements and AASB 131 Interests in Joint Ventures. The exposure draft ED 238 proposes to add some implementation guidance to AASB 12, explaining and illustrating the definition of a ‘structured entity’ from a not-for-profit perspective.</p>	1 Jul 2014	<p>Impacts on the level and nature of the disclosures will be assessed based on the eventual implications arising from AASB 10, AASB 11 and AASB 128 Investments in Associates and Joint Ventures.</p>

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 1 Significant accounting policies cont.

Pronouncement	Summary	Application Date	Impact on the Corporation
AASB 127 Separate Financial Statements	This revised Standard prescribes the accounting and disclosure requirements for investments in subsidiaries, joint ventures and associates when an entity prepares separate financial statements.	1 Jul 2014	The impact of this standard will need to be assessed in line with the final deliberations by the AASB on the application of this standard to not-for-profit entities.
AASB 128 Investments in Associates and Joint Ventures	This revised Standard sets out the requirements for the application of the equity method when accounting for investments in associates and joint ventures.	1 Jul 2014	The impact of this standard will need to be assessed in line with the final deliberations by the AASB on the application of this standard to not-for-profit entities.
AASB 1053 Application of Tiers of Australian Accounting Standards and AASB 2010-2 Amendments to Australian Accounts Standard arising from Reduced Disclosure Requirements	These standards set out the tiers of financial reporting and the reduced disclosure framework.	1 Jul 2014	The Corporation has yet to determine the impact of this standard.

n. Significant accounting judgements, estimates and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements and estimates on historical experience and on other various factors it believes to be reasonable under the circumstances, the results of which form the basis of the carrying values of assets and liabilities that are not readily apparent from other sources.

Management has identified the following critical accounting policies for which significant judgements, estimates and assumptions are made. Actual results may differ from these estimates under different assumptions and conditions and may materially affect financial results or the financial position reported in future periods.

Further details of the nature of these assumptions and conditions may be found in the relevant notes to the financial statements.

(i) Significant accounting judgements

Impairment of non-financial assets

The Corporation assesses impairment of all assets at each reporting date by evaluating conditions specific to the Corporation and to the particular asset that may lead to impairment. These include product performance, technology, economic and political environments and future product expectations. If an impairment trigger exists, the recoverable amount of the asset is determined. Despite the current uncertain economic environment management considered that the indicators of impairment were not significant enough and as such these assets have not been tested for impairment in this financial period.

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 1 Significant accounting policies cont.**(ii) Significant accounting estimates and assumptions***Estimation of useful lives of assets*

The estimation of the useful lives of assets has been based on historical experience as well as manufacturers' warranties (for plant and equipment), lease terms (for leased equipment) and turnover policies (for motor vehicles). In addition, the condition of the assets is assessed at least once per year and considered against the remaining useful life. Adjustments to useful lives are made when considered necessary.

o. Contingent assets, contingent liabilities and commitments

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

Commitments not recognised in the Balance Sheet. Commitments are disclosed at their nominal value by way of a note and presented inclusive of the GST payable.

NOTE 2 (a) Member Council grants and contributions

	2014	2013
	\$	\$
Council Contributions –		
City of Casey	5,959,947	4,801,080
Cardinia Shire	1,979,529	1,480,688
	7,939,476	6,281,768

As detailed in the Casey-Cardinia Regional Library Agreement, the Member Councils provide to the Corporation the buildings, mobile library vehicle, and furniture and fittings to operate the library service. The additional income from the Member councils was paid to fund the LASF shortfall.

NOTE 2 (b) Government grants and contributions

	2014	2013
	\$	\$
State Government Grants	2,187,386	2,086,219
Federal Government Grant	137,251	159,000
	2,324,637	2,245,219

NOTE 3 Other Income

	2014	2013
	\$	\$
Overdue fines	119,001	128,159
Membership cards	7,899	7,291
Photocopying	82,470	74,859
Meeting Room Hire	14,949	11,899
Lost Books	28,626	27,928
Library Programs	7,501	10,743
Sundry recoverable	16,233	54,718
Interest on term deposits	121,039	148,460
	397,718	464,057

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 4 Cash and other investments

	2014	2013
	\$	\$
Cash on hand	1,130	1,130
Cash at Bank	57,359	224,017
Term Deposits	2,748,958	2,402,193
	2,807,447	2,627,340

NOTE 5 Trade and other receivables

	2014	2013
	\$	\$
Current		
Pre Payments	14,474	29,248
Interest receivable	32,330	10,287
	46,804	39,535

The carrying amount of debtors approximates fair value because of the short term to settlement.

NOTE 6 Net gain/(loss) on disposal of plant and equipment

	2014	2013
	\$	\$
Proceeds from sale of Motor Vehicles	37,273	39,091
Written down value of assets sold	(46,165)	(44,297)
Net Gain(loss) on disposal	(8,892)	(5,206)
Proceeds from sale Furniture & Fittings	1,545	-
Written down value of assets disposed of	(285)	(333)
Net Gain(loss) on disposal	1,260	(333)
Total Gain (loss) on disposal	(7,632)	(5,539)

NOTE 7 Depreciation

Depreciation for the period was charged in respect of:

	2014	2013
	\$	\$
Books and Materials	1,127,507	1,154,506
Furniture and Equipment	264,627	277,999
Motor Vehicle	13,316	13,090
	1,405,450	1,445,595

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 8 (a) Plant and equipment

	2014 \$	2013 \$
Motor Vehicle		
at cost	89,707	87,713
less accumulated depreciation	(10,468)	(9,979)
Total	<u>79,239</u>	<u>77,734</u>
Furniture and Equipment		
at cost	1,842,680	1,764,307
less accumulated depreciation	(1,292,799)	(1,204,377)
Total	<u>549,881</u>	<u>559,930</u>
Books & Materials		
at cost	9,270,879	9,287,401
less accumulated depreciation	(5,401,377)	(5,326,053)
Total	<u>3,869,502</u>	<u>3,961,348</u>
 Total at cost	 11,203,266	 11,139,421
Total accumulated depreciation	(6,704,644)	(6,540,409)
Total Plant and Equipment	<u><u>4,498,622</u></u>	<u><u>4,599,012</u></u>

NOTE 8 (b) Summary of asset movement

	2014 \$	2013 \$
Motor Vehicles		
Opening Balance at 1 July	77,734	73,128
Additions at cost	60,986	61,993
Disposals	(46,165)	(44,297)
	<u>92,555</u>	<u>90,824</u>
Depreciation	(13,316)	(13,090)
Total	<u><u>79,239</u></u>	<u><u>77,734</u></u>
Furniture & Equipment		
Opening Balance at 1 July	559,930	696,828
Additions at cost	254,864	141,432
Disposals	(285)	(333)
Depreciation	(264,628)	(277,997)
Total	<u><u>549,881</u></u>	<u><u>559,930</u></u>
Books and Materials		
Opening Balance at 1 July	3,961,348	3,967,022
Additions at cost	1,035,661	1,148,833
Depreciation	(1,127,507)	(1,154,507)
Total	<u><u>3,869,502</u></u>	<u><u>3,961,348</u></u>

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 9 Trade and other payables

	2014	2013
	\$	\$
Current		
Trade and Sundry Creditors	130,675	108,676
Accrued Expenses	300,576	322,585
	<u>431,251</u>	<u>431,261</u>

The carrying amount of creditors approximates fair value because of the short term to settlement.

NOTE 10 Employee provisions

	2014	2013
	\$	\$
Current provisions expected to be settled within 12 months		
Annual Leave	414,853	385,432
Long Service Leave	<u>137,405</u>	<u>70,000</u>
	552,258	455,432
Current provisions expected to be settled after 12 months		
Annual Leave	25,873	11,920
Long Service Leave	<u>809,297</u>	<u>804,813</u>
	835,170	816,733
Total current provisions	<u>1,387,428</u>	<u>1,272,165</u>
	2014	2013
	\$	\$
Non-current		
Long Service Leave	<u>41,448</u>	<u>14,683</u>
Total	<u>41,448</u>	<u>14,683</u>
Average Staff Number (Eft)	79.06	78.19

Employees have a present entitlement to annual leave benefits accrued for services rendered. With respect to long service leave (LSL), under the Corporation's EBA employees have a present entitlement to long service leave benefits after seven years of continuous service. Although leave is normally taken by agreement, the Corporation does not have an unconditional right to defer settlement of the liability for at least 12 months after reporting date. The long service leave calculations have included an increase of 4.0% based on the Corporation's EBA and predicted banding increases and the current Department of Treasury and Finance Wage Inflation and Discount rates.

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 11 Reconciliation of cash flows from operating activities to surplus/(deficit)

	2014	2013
	\$	\$
Surplus/(deficit) for the period	1,518,199	187,742
Depreciation	1,405,450	1,445,595
Net (Gain) Loss on disposal of plant and equipment	7,632	5,539
Change in assets and liabilities		
Decrease/(Increase) in Receivables	(22,306)	24,630
Decrease/(Increase) in Prepayments	15,038	(29,512)
Increase/(Decrease) in Employee provisions	125,046	54,895
Increase/(Decrease) in Unfunded Superannuation	(1,573,231)	(185,322)
(Decrease)/Increase in Payables	16,971	(8,349)
Net Cash provided by operating activities	<u>1,492,799</u>	<u>1,495,218</u>

NOTE 12 Restricted assets

The Corporation has cash and other investments (Note 4). As at the reporting date, the Corporation holds restricted cash in relation to employee provisions (Long Service Leave)

	2014	2013
	\$	\$
Accrued Long Service Leave	<u>946,702</u>	<u>770,760</u>

NOTE 13 Superannuation

Casey-Cardinia Library Corporation makes all of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. The defined benefit section provides lump sum benefits based on years of service and final average salary. The defined contribution section receives fixed contributions from the Casey-Cardinia Library Corporation and the Casey-Cardinia Library Corporation's legal or constructive obligation is limited to these contributions.

Obligations for contributions to the Fund are recognised as an expense in Comprehensive Operating Statement when they are made or due.

Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2014, this was 9.25% required under Superannuation Guarantee legislation). Our commitment to defined contribution plans is limited to making contributions in accordance with our minimum statutory requirements. No further liability accrues to the employer as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Effective from 1 July 2014, the Superannuation Guarantee contribution rate is legislated to increase to 9.5%, and will progressively increase to 12% by 2019. Based on announcements included in the May 2014 Federal Budget, this progressive increase to 12% will be delayed until 2022.

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 13 Superannuation cont.

Defined Benefit

As provided under Paragraph 34 of AASB 119, Casey-Cardinia Library Corporation does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a multi-employer sponsored plan.

As a multi-employer sponsored plan, the Fund was established as a mutual scheme to allow for the mobility of the workforce between the participating employers without attaching a specific liability to particular employees and their current employer. Therefore, there is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Casey-Cardinia Library Corporation in the Fund cannot be measured as a percentage compared with other participating employer. While there is an agreed methodology to allocate any shortfalls identified by the Fund Actuary for funding purposes, there is no agreed methodology to allocate benefit liabilities, assets and costs between the participating employers for accounting purposes. Therefore, the Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding arrangements

Casey-Cardinia Library Corporation makes employer contributions to the defined benefit category of the Fund at rates determined by the Trustee on the advice of the Fund's Actuary. The Fund's employer funding arrangements comprise of three components (which are detailed below):

1. Regular contributions - which are ongoing contributions needed to fund the balance of benefits for current members and pensioners;
2. Funding calls – which are contributions in respect of each participating employer's share of any funding shortfalls that arise; and
3. Retrenchment increments – which are additional contributions to cover the increase in liability arising from retrenchments.

Casey-Cardinia Library Corporation is also required to make additional contributions to cover the contribution tax payable on the contributions referred to above.

Employees are also required to make member contributions to the Fund. As such, assets accumulate in the Fund to meet member benefits, as defined in the Trust Deed, as they accrue.

Employer contributions

Regular contributions

On the basis of the results of the most recent full actuarial investigation conducted by the Fund's Actuary as at 31 December 2011, Casey-Cardinia Library Corporation makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2014, this rate was 9.25% of members' salaries. This rate increased to 9.5% on 1 July 2014 and is expected to increase in line with the required Superannuation Guarantee contribution rate.

In addition, Casey-Cardinia Library Corporation reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit (the funded resignation or retirement benefit is calculated as the VBI multiplied by the benefit).

Notes to the Financial Report for the Year Ended 30 June 2014**NOTE 13 Superannuation cont.****Funding calls**

The Fund is required to comply with the superannuation prudential standards. Under the superannuation prudential standard SPS 160, the Fund is required to target full funding of its vested benefits. There may be circumstances where:

- a fund is in an unsatisfactory financial position at an actuarial investigation (i.e. its vested benefit index (VBI) is less than 100% at the date of the actuarial investigation); or
- a fund's VBI is below its shortfall limit at any time other than at the date of the actuarial investigations.

If either of the above occur, the fund has a shortfall for the purposes of SPS 160 and the fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. There may be circumstances where the Australian Prudential Regulation Authority (APRA) may approve a period longer than three years.

The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%. In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Casey-Cardinia Library Corporation) are required to make an employer contribution to cover the shortfall. The methodology used to allocate the shortfall was agreed in 1997 to fairly and reasonably apportion the shortfall between the participating employers.

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

The pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund are based on:

- The service periods of all active members split between the active members pre-1 July 1993 and post-30 June 1993 service period;
- The service periods of all deferred members split between the deferred members pre-1 July 1993 and post-30 June 1993 service period; and
- The pensioner (including fixed term pension) liabilities which are allocated to the pre-1993 period.

The pre-1 July 1993 component of the shortfall is apportioned between the participating employers based on the employer's share of the total participating employer payroll at 30 June 1993.

The post-30 June 1993 component of the shortfall is apportioned between the participating employers based on the employer's share of the total participating employer payroll at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries; it is unlikely that the Fund will be wound up. In the unlikely event that the Fund is wound up and there is a surplus in the Fund, the surplus cannot be applied for the benefit of the defined benefit employers where there are on-going defined benefit obligations. The surplus would be transferred to the fund accepting those defined benefit obligations (including the lifetime pension obligations) of the Fund.

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

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 13 Superannuation cont.

Differences between calculations

The Fund surplus or deficit (i.e. the difference between fund assets and liabilities) is calculated differently for funding purposes (i.e. calculating required contributions), for the calculation of accrued benefits as required in AAS 25 and for the values needed for the AASB 119 disclosure in the Casey-Cardinia Library Corporation's financial statements. AAS 25 requires that the present value of the defined benefit liability be calculated based on benefits that have accrued in respect of membership of the plan up to the measurement date, with no allowance for future benefits that may accrue.

Retrenchment increments

During 2013-14, Casey-Cardinia Library Corporation was not required to make payments to the Fund in respect of retrenchment increments (\$Nil in 2012/13). Casey-Cardinia Library Corporation's liability to the Fund as at 30 June 2014, for retrenchment increments, accrued interest and tax is \$Nil (\$Nil in 2012/13).

Shortfall amounts

The Local Authorities Superannuation Fund's latest actuarial investigation as at 31 December 2011 identified an unfunded liability of \$406 million (excluding contributions tax) in the defined benefit category of which Casey-Cardinia Library Corporation is a contributing employer.

Casey-Cardinia Library Corporation was made aware of the expected shortfall during the 2011/12 year and was informed of its share of the shortfall on 2 August 2012. Casey-Cardinia Library Corporation has not been advised of any further adjustments.

Casey-Cardinia Library Corporation's share of the shortfall amounted to \$1,494,770 (excluding contributions tax) which was accounted for in the 2011/12 Comprehensive Operating Statement within Employee Benefits and in the Balance Sheet in Current Liabilities Provisions.

No further amount has been accounted for in the 2013/14 Comprehensive Operating Statement within Employee Benefits (see Note 13) and in the Balance Sheet in Current Liabilities Provisions (see Note 13) (\$Nil in the 2012/13) Comprehensive Operating Statement with Employee Benefits and (\$1,573,231 in the 2012/13 Balance Sheet in Current Liabilities Provisions).

For the 2013/14 year, Casey-Cardinia Library Corporation received an early payment discount of \$183 which was accounted for in the 2013/14 Comprehensive Operating Statement within Employee Benefits (see Note 13) and in the Balance Sheet in Current Liabilities Provisions (see Note 13).

The amount of the unpaid shortfall at 30 June 2014 is \$Nil (\$1,573,231 2012/13). This unpaid amount is included in the Balance Sheet in Current Liabilities Provisions (see Note 13).

Accrued benefits

The Fund's liability for accrued benefits was determined in the 31 December 2011 actuarial investigation pursuant to the requirements of Australian Accounting Standard Board AAS25 follows:

	31-Dec-11
	\$'000
Net Market Value of Assets	4,315,324
Accrued Benefits (per accounting standards)	4,642,133
	<hr/>
Difference between Assets and Accrued Benefits	(326,809)
	<hr/> <hr/>
Vested Benefits (Minimum sum which must be paid to members when they leave the fund)	4,838,503

Notes to the Financial Report for the Year Ended 30 June 2014**NOTE 13 Superannuation cont.**

The financial assumptions used to calculate the Accrued Benefits for the defined benefit category of the Fund were:

Net Investment Return	7.50% p.a.
Salary Inflation	4.25% p.a.
Price Inflation	2.75% p.a.

The next full actuarial investigation of the Fund's liability for accrued benefits will be based on the Fund's position as at 30 June 2014. The anticipated completion date of this actuarial investigation is 19 December 2014.

Scheme	Type of Scheme	Rate	2014 \$	2013 \$
Vision Super	Defined benefits	9.25%	114,941	116,831
Vision Super	Accumulation	9.25%	351,105	325,067

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2014.

The expected contributions to be paid to the defined benefit category of Vision Super for the year ending 30 June 2015 is \$92,800.

NOTE 14 Commitments and contingencies**Operating Lease Commitments**

At the reporting date the Corporation had the following obligations under non-cancellable operating leases of equipment and building for use within the Corporation's activities (these obligations are not recognised as liabilities):

	2014 \$	2013 \$
Not later than one year	112,693	98,427
Later than one year and not later than five years	99,481	93,600
Later than five years	-	-
	<u>212,174</u>	<u>192,027</u>

Contingencies

The Corporation has no contingent assets or liabilities to report.

NOTE 15 Financial instruments

All financial assets and liabilities are of a short-term nature and are recorded at their fair value in the Financial Report. All cash investments are at call or will mature within 12 months.

Credit Risk

Credit risk refers to the risk that counterparties will default on their contractual obligations resulting in financial loss to the Corporation. Credit risk is not considered significant for the Corporation given the minimal dealings with counterparties giving rise to debts receivable.

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 15 Financial instruments cont.

Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements, the Corporation's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

Categorisation of Financial Instruments

2014	Notes	Cash and other investments \$	Contractual financial assets – loans and receivables \$	Contractual financial liabilities at amortised cost \$	Total \$
Contractual financial assets					
Cash and other investments	4	2,807,447	-	-	2,807,447
Trade and other receivables	5	-	46,804	-	46,804
Total contractual financial assets		2,807,447	46,804	-	2,854,251
Contractual financial liabilities					
Trade and other payables	9	-	-	431,251	431,251
Total contractual financial liabilities		-	-	431,251	431,251
2013					
	Notes	Cash and other investments \$	Contractual financial assets – loans and receivables \$	Contractual financial liabilities at amortised cost \$	Total \$
Contractual financial assets					
Cash and other investments	4	2,627,340	-	-	2,627,340
Trade and other receivables	5	-	39,535	-	39,535
Total contractual financial assets		2,627,340	39,535	-	2,666,875
Contractual financial liabilities					
Trade and other payables	9	-	-	431,261	431,261
Total contractual financial liabilities		-	-	431,261	431,261

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 15 Financial instruments cont.**Accounting policy, terms and conditions**

Recognised Financial Instruments	Note	Accounting Policy	Terms and Conditions
Cash and other investments	4	Cash on hand, at bank and money market call account are valued at face value. Interest recognised as it accrues.	On-call deposits returned floating interest rate of between 2.4% and 2.65% (2012-3-13 2.65% - 3.4%). The rate at balance date was 2.5% (2012-13 2.65%).
Trade and other payables	9	Liabilities are recognised for amounts to be paid in the future for goods and services provided to the Corporation as at balance date whether or not invoices have been received.	General Creditors are unsecured, not subject to interest charges and normally settled within 30 day of invoice receipt.
Trade and other receivables	5	Receivables are carried at nominal amounts. No provision made for doubtful debts.	General debtors are unsecured and interest free.

Interest Rate Risk

The Corporation's exposure to interest rate risk is minimal; however the effective interest rates on financial assets and liabilities are disclosed in the Notes to these financial assets and liabilities.

Recognised Financial Instruments	Note	Variable Interest Maturing in 1 Year or Less		Non Interest Bearing		Weighted Ave Interest Rate %	
Financial Liabilities		2014	2013	2014	2013	2014	2013
Payables	9			\$431,251	\$431,261	N/A	N/A

Recognised Financial Instruments	Note	Variable Interest Maturing in 1 Year or Less		Non Interest Bearing		Weighted Ave Interest Rate %	
Financial Assets		2014	2013	2014	2013	2014	2013
Bank/Term Deposits on Call	4	\$2,748,958	\$2,402,193			3.53%	4.51%
Receivables and Accrued Income	5			\$46,804	\$39,535		
Cash on Hand	4	\$58,488	\$225,147			2.20%	2.65%

Net Fair Values

Carrying amounts of assets and liabilities approximate fair value. No financial assets and financial liabilities are readily traded on organised markets in standardised form. The aggregate of fair values and carrying amounts of financial assets and liabilities are disclosed in the Balance Sheet and in the notes to the financial statements

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 15 Financial instruments cont.

Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Corporation believes the following movements are reasonably possible over the next 12 months (Base rates are sourced from the Reserve Bank of Australia).

- A parallel shift of -1% and +1% in market interest rates (AUD) from prior year-end rates of 2.40%.

This would have resulted in a +\ movement of \$28,074 (2013:\$26,273) to the surplus for the year and a corresponding movement in equity of the same amount.

NOTE 16 Financial ratios (performance indicators)

- i. **Debt servicing ratio** (to identify the capacity of the Corporation to service its outstanding debt)

	2014		2013		2012	
	\$	%	\$	%	\$	%
<u>Debt Servicing Costs</u>	-		-		-	
Total Revenue	10,654,199	0%	8,985,505	0%	8,254,214	0%

The ratio expresses the amount of interest paid as a percentage of the Corporation's total revenue.

- ii. **Revenue ratio** (to identify the Corporation's dependence on Member Council and State Government Contributions)

	2014		2013		2012	
	\$	%	\$	%	\$	%
<u>Total Contributions</u>	10,264,113		8,526,987		7,779,961	
Total Revenue	10,654,199	96%	8,985,505	95%	8,254,214	94%

The level of the Corporation's reliance on Member Councils' and State Government funding is determined by assessing the contributions as a proportion of total revenue.

- iii. **Debt Exposure Ratio** (To identify the Corporation's exposure to debt)

	2014		2013		2012	
	\$	%	\$	%	\$	%
<u>Total Indebtedness</u>	1,860,127		3,291,340		3,430,115	
Total Realisable Assets	6,406,171	29%	6,495,127	51%	6,448,283	53%

For the purposes of calculating financial ratios, realisable assets are those assets which can be sold and which are not subject to any restriction on realisation or use.

This ratio enables assessment of the Corporation's solvency and exposure to debt. Total indebtedness refers to the total liabilities of the Corporation. Total liabilities are compared to total realisable assets which are all the Corporation's assets not subject to any restriction and are able to be realised. The ratio expresses the percentage of total liabilities for each dollar of realisable assets.

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 16 Financial ratios (performance indicators) cont.**iv. Working Capital Ratio** (To assess the Corporation's ability to meet current commitments)

	2014		2013		2012	
	\$	%	\$	%	\$	%
Current Assets	2,854,251		2,666,875		2,479,943	
Current Liabilities	1,818,679	157%	3,276,657	81%	1,652,476	150%

The ratio expresses the level of current assets the Corporation has available to meet its current liabilities.

v. Adjusted Working Capital Ratio

	2014		2013		2012	
	\$	%	\$	%	\$	%
Current Assets	2,854,251		2,666,875		2,479,943	
Current Liabilities	871,977	327%	2,505,897	106%	883,838	281%

The ratio expressed the level of current assets the Corporation has available to meet its current liabilities. Current liabilities have been reduced to reflect the long service leave that is shown as a current liability because the Corporation does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date, but it is not likely to fall due within 12 months after the end of the period.

NOTE 17 Income and expenditure by functions/activities

The table below details the income and expense distributed across the libraries operated by the Corporation

2013-14						
Category	Income				Expenses	Total
	Subsidy	Fees & Charges	Other	Total		
Narre Warren		71,258		71,258	(1,103,167)	(1,031,909)
Hampton Park		28,439		28,439	(529,417)	(500,978)
Cranbourne		38,200		38,200	(700,490)	(662,290)
Endeavour Hills		24,375		24,375	(566,338)	(541,963)
Doveton		4,657		4,657	(166,970)	(162,313)
Pakenham		42,609		42,609	(722,209)	(679,600)
Cardinia Mobile		4,142		4,142	(224,908)	(220,766)
Emerald		17,392		17,392	(350,177)	(332,785)
Regional Support		44,657	121,039	165,696	(4,639,724)	(4,474,028)
Communities for Children Cranbourne	76,200		950	77,150	(75,223)	1,927
Communities for Children Plus Pakenham	61,051			61,051	(63,209)	(2,158)
Member Councils	7,939,476			7,939,476		7,939,476
State Gov'n subs	2,187,386			2,187,386		2,187,386
Other				0	(1,800)	(1,800)
Totals	10,264,113	275,729	121,989	10,661,831	(9,143,632)	
Surplus for the period						1,518,199

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 17 Income and expenditure by functions/activities cont.

2012-13						
Category	Income				Expenses	Total
	Subsidy	Fees & Charges	Other	Total		
Narre Warren		71,471		71,471	(1,018,616)	(947,145)
Hampton Park		26,308		26,308	(486,041)	(459,733)
Cranbourne		38,891		38,891	(645,431)	(606,540)
Endeavour Hills		25,608		25,608	(556,248)	(530,640)
Doveton		5,187		5,187	(153,171)	(147,984)
Pakenham		41,833		41,833	(661,671)	(619,838)
Cardinia Mobile		4,361		4,361	(217,707)	(213,346)
Emerald		16,775		16,775	(326,843)	(310,068)
Regional Support		35,572	192,512	228,084	(4,557,519)	(4,329,435)
Communities for Children Cranbourne	75,000			75,000	(67,728)	7,272
Communities for Children Plus Pakenham	84,000			84,000	(105,288)	(21,288)
Member Councils	6,281,768			6,281,768		6,281,768
State Gov'n subs	2,086,219			2,086,219		2,086,219
Other				0	(1,500)	(1,500)
Totals	8,526,987	266,006	192,512	8,985,505	(8,797,763)	
Surplus for the period						187,742

NOTE 18 Related party transactions

- (1) Name of persons holding the position of Responsible Person at the Casey-Cardinia Library Corporation during the financial year are:

Board Members

City of Casey	Cr. Wayne Smith	Chair 26/2/2014
	Cr Susan Serey	Board Member from 28/11/2012
	Ms Sophia Petrov	
	Ms. Sally Curtain	April 2013 to August 28, 2014
	Mr Andrew Davis	From October 23, 2013
	Cr Damien Rosario	(Alt. Board Member)
	Mr. Ron Chidgey	(Alt. Officer Representative)
Cardinia Shire	Cr George Blenkhorn	Chair to 26/2/2014
	Ms Fiona Hodges	
	Cr Tania Baxter	(Alt. Board Member)

Chief Executive Officer Mr Peter Carter

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 18 Related party transactions cont.

(ii) Financial Services

The Corporation purchases financial services from the City of Casey.

	2014	2013
	\$	\$
Financial Services paid to City of Casey	26,505	25,760
Funding allocation		
City of Casey	19,587	19,140
Cardinia Shire	6,918	6,620

(iii) Remuneration of Responsible Persons

The number of Responsible Officers whose total remuneration for the Corporation fall within the following bands:

	2014	2013
	No	No
Income Range:		
\$140,000 - 149,999	-	1
\$150,000 - 159,999	-	-
\$160,000 - 169,999	-	-
\$170,000 - 179,999	1	-

Board Members who are Councillors and Officers nominated by the Member Councils do not receive remuneration from Casey-Cardinia Library Corporation.

Total Remuneration for the reporting year for Responsible Persons included above amounted to:

2014	2013
\$	\$
170,805	149,596

(iv) No retirement benefits have been made by the Corporation to a Responsible Person (2012-13 Nil).

(v) No loans have been made, guaranteed or secured by the Corporation to a Responsible Person of the Corporation during the reporting year (2012-13 Nil).

(vi) No transactions other than remuneration payments or the reimbursements of approved expenses were entered into by the Corporation with Responsible Persons. (2012-13 Nil)

(vii) Senior Officers Remuneration

A Senior Officer, other than a Responsible Person, is an Officer of the Corporation who has management responsibilities and reports directly to the Chief Executive Officer or whose total remuneration exceeds \$133,000. There are no Senior Officers whose total remuneration for the Corporation exceeds \$133,000.

The number of Senior Officers whose total remuneration for the Corporation fall within the following bands:

	2014	2013
	No	No
Income Range:		
<\$133,000	4	4

Notes to the Financial Report for the Year Ended 30 June 2014

NOTE 19 Auditors remuneration

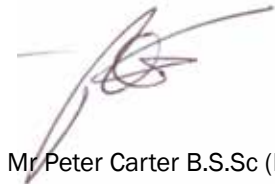
	2014	2013
	\$	\$
Audit fee to conduct external audit - Victorian Auditor- General	9,000	8,800
Internal audit fees	-	-
Fees for other services provided by internal auditor	11,162	-
	<u>20,162</u>	<u>8,800</u>

NOTE 20 Events subsequent to reporting date

There were no matters that have arisen since the end of the year which significantly affected or may affect the operations of the Corporation, the results of those operations, or the state of affairs in subsequent years.

Certification of the Financial Report

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Finance and Reporting) Regulations 2004*, Australian Accounting Standards and other mandatory professional reporting requirements.

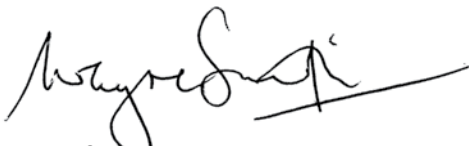


Mr Peter Carter B.S.Sc (Lib)
Principal Accounting Officer
DATE: 27 August 2014
LOCATION: Cranbourne

In our opinion the accompanying financial statements present fairly the financial transactions of Casey-Cardinia Library Corporation for the year ended 30 June 2014 and the financial position of the Corporation as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial report to be misleading or inaccurate.

We have been authorised by the Board of the Corporation on 27 August 2014 to certify the financial report in its final form.



Cr. Wayne Smith JP, BJ
CHAIR
DATE: 27, August 2014
LOCATION: Cranbourne



Cr. George Blenkhorn
BOARD MEMBER
DATE: 27, August 2014
LOCATION: Cranbourne



Mr Peter Carter
CHIEF EXECUTIVE OFFICER
DATE: 27, August 2014
LOCATION: Cranbourne

Auditor-General's Report



Victorian Auditor-General's Office

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INDEPENDENT AUDITOR'S REPORT

To the Board Members, Casey-Cardinia Regional Library Corporation

The Financial Report and Standard Statements

The accompanying financial report for the year ended 30 June 2014 of the Casey-Cardinia Regional Library Corporation which comprises comprehensive income statement, balance sheet, statement of changes in equity, cash flow statement, notes comprising a summary of significant accounting policies and other explanatory information, and the certification of the financial report has been audited.

The accompanying standard statements for the year ended 30 June 2014 of the Corporation which comprises standard income statement, standard balance sheet, standard cash flow statement, standard capital works statement, the related notes and the certification of standard statement have been audited.

Board Members' Responsibility for the Financial Report and Standard Statements

The Board Members of the Casey-Cardinia Regional Library Corporation are responsible for the preparation and fair presentation of:

- the financial report in accordance with Australian Accounting Standards, and the financial reporting requirements of the *Local Government Act 1989*
- the standard statements in accordance with the basis of preparation as described in note 1 to the statements and the requirements of the *Local Government Act 1989*.

The Board Members are responsible for such internal control as the Board Members determine is necessary to enable the preparation and fair presentation of the financial report and statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

As required by the Audit Act 1994 and the Local Government Act 1989, my responsibility is to express an opinion on the financial report and standard statements based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial report and standard statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report and standard statements. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report and standard statements, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the financial report and standard statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Board Members, as well as evaluating the overall presentation of the financial report and standard statements.

Auditing in the Public Interest

Auditor-General's Report**Independent Auditor's Report (continued)**

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General and his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

Opinion

In my opinion:

- (a) The financial report presents fairly, in all material respects, the financial position of the Casey-Cardinia Regional Library Corporation as at 30 June 2014 and of its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards, and the financial reporting requirements of the *Local Government 1989*.
- (b) The standard statements are presented fairly, in all material respects, in accordance with the basis of preparation as described in note 1 to the statements and the requirements of the *Local Government Act 1989*.

Basis of Accounting for Standard Statements

Without modifying my opinion, I draw attention to Note 1 to the standard statements, which describes the basis of accounting. The standard statements are prepared to meet the requirements of the *Local Government Act 1989*. As a result, the standard statements may not be suitable for another purpose.

Matters Relating to the Electronic Presentation of the Audited Financial Report and Standard Statements

This auditor's report relates to the financial report and standard statements for the year ended 30 June 2014 of the Casey-Cardinia Regional Library Corporation's annual report and on the website. The Board Members of the Corporation are responsible for the integrity of the web site. I have not been engaged to report on the integrity of the web site. The auditor's report refers only to the statements named above. It does not provide an opinion on any other information which may have been hyperlinked to or from these statements. If users of the financial report and standard statements are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report and standard statements to confirm the information contained in the website version of the financial report and standard statements.

MELBOURNE
8 September 2014


John Doyle
Auditor-General



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Casey Indoor Leisure Complex
65 Berwick-Cranbourne Road
Cranbourne 3977
Ph: 5990 0150

Doveton Library
Autumn Place
Doveton 3177
Ph: 9792 9497

Emerald Library
400B Belgrave-Gembrook Road
Emerald 3782
Ph: 5949 4600

Endeavour Hills Library
Raymond McMahon Blvd
Endeavour Hills 3802
Ph: 8782 3400

Hampton Park Library
22-26 Stuart Avenue
Hampton Park 3976
Ph: 8788 8500

Narre Warren Library
Overland Drive
Fountain Gate 3805
Ph: 8782 3300

Pakenham Library
Cnr. John & Henry Streets
Pakenham 3810
Ph: 5940 6200

Cardinia Mobile Library
Beaconsfield, Bunyip, Cockatoo,
Garfield, Gembrook, Koo Wee
Rup, Lang Lang, Maryknoll, Tynong,
Upper Beaconsfield.
Ph: 5940 6200