

Casey-Cardinia Library Corporation

ANNUAL REPORT

2015-2016



Casey-Cardinia
Library Corporation
www.cclc.vic.gov.au

imagine
explore
understand

A black and white photograph of a park bench. On the bench, there is a white cup and an open book. The bench has a decorative metal frame. The background is a wooden deck or walkway.

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A NOTE FROM OUR CHAIR & CEO

Situated in one of the fastest growing regions Casey-Cardinia Library Corporation has provided service to the community.

Libraries are community hubs - an inclusive place for creating, collaborating, learning and connecting and over the 2015-16 year we have seen a greater focus on transforming our libraries. We believe in the power of knowledge to change lives.

The libraries are busier and more widely used than ever. This year we have seen our libraries evolve and change to meet our diverse community's needs. We see libraries as a creative hub and we are investing in our community. We have recognised and embraced new technologies to foster ideas, create and innovate by ensuring we have high speed internet, latest technologies, quality programs and ensuring something for all ages and interests.

We are investing in strengthening our community by having a stronger focus on our partnership with schools. This has resulted in an increase of young people actively using our libraries for quiet study, participating in a variety of programs and to connect with friends in a fun interactive way.



Cr. Damien Rosario
City of Casey
Chairperson

We are investing in our staff, we are ensuring we have a highly motivated team that innovate, develop new programs and bring the love of libraries to the community.

Bunjil Place Library is well under construction and will see a world class library come to the South East. Bunjil Place will be over three levels and transform people's thinking of public libraries. Bunjil Place is a bold, innovate space that will see strong integration with the Arts Community and broader precinct. We are working hard on delivering this exciting project that will be open late 2017.

CCLC has had an exciting change in direction in leadership. We would like to acknowledge the outstanding contribution Peter Carter has made in his 19 years as CEO. Moving forward the future for CCLC is one that will transform and lead Public Libraries into the future. The future direction is one that is agile, innovative, forward thinking and continues to build on the strong foundation for the library of the future.



Colette McMahon-Hoskinson
Casey-Cardinia Library Corporation
Interim Chief Executive Officer

INTRODUCTION

Our History

Casey-Cardinia Library Corporation was first gazetted as a Corporation on 26 September 1996 to provide public library services to the municipalities of Casey and Cardinia.

Since becoming a Corporation the Library has grown with the demands of the local community. The initial population in 1996 was 188,488, with five fixed branches and one mobile library.

The annual loans were 1,485,455 across 75,904 members and 648,129 visits for 1996-1997. Since then, in almost 20 years the population has more than doubled in growth to 383,095 (ABS Estimated Residential Population June 2015) with residential development and community migration.

The Corporation had a library materials collection of 230,661 in 1996-1997 and opened to the public 247 hours per week.

Today, there are seven fixed branches and one mobile library open 382.25 hours per week with a collection of 376,233.





“
Our Vision:
To inform and
inspire our
community.”

Our Mission:

imagine
explore
understand

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 Vision

Our Mission

Our Statement of Values

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

Meet Our Board and Management Team

City of Casey	Cr. Damien Rosario	(Chairperson)
	Cr. Wayne Smith BJ, JP	
	Ms Sally Curtain	
	Ms Sophia Petrov	
	Cr. Susan Serey	(alt. Board Member)
	Mr Andrew Davis	(alt. Board Member)
Cardinia Shire	Cr. George Blenkhorn	
	Ms Jenny Scicluna	
	Cr. Collin Ross	(alt. Board Member)
Chief Executive Officer (interim)	Colette McMahon-Hoskinson	

INTERIM CHIEF EXECUTIVE OFFICER Colette McMahon-Hoskinson					
COMMUNITY ENGAGEMENT COORDINATOR Cenza Fulco	CUSTOMER SERVICE MANAGER Pru Menzies	FINANCE MANAGER Pam Vickers	INFORMATION SERVICES COORDINATOR Michelle McLean	LENDING SERVICES COORDINATOR Julie Howieson	OPERATIONS MANAGER Marika Szendroe

Casey-Cardinia Library Corporation provides a network of public library services through various service points in Melbourne's south-eastern metropolitan growth corridor, serving both the City of Casey and Cardinia Shire communities.

With a combined population of 383 095, (ABS Estimated Residential Population June 2015); consistent population growth is a feature of our market.

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.

The City of Casey covers 410 sq. km while Cardinia Shire spreads over 1,280 sq. km.



Our community continues to evolve; here are some key points about the member Councils' communities



(ABS Estimated Residential Population June 2015).



Median Age



Over three quarters of households have an internet connection.



High number of couples with children households.

The number of residents aged between 0-17 is significantly higher than the average of Greater Melbourne (Casey 27.9 percent and Cardinia 27.8 percent). Casey and Cardinia both have lower than the Greater Melbourne number of older residents (60+); both municipalities have experienced minor growth in this segment, 13.2 percent for Casey and 15.6 percent for Cardinia.

Our community is very diverse with more than a quarter of residents born in non-English speaking countries. The key languages other than English include Sinhalese, Persian/Dari, Arabic, Spanish, Hindi and Mandarin.

OUR YEAR at a glance

Situated in one of the fastest growing regions in Australia, Casey-Cardinia Library Corporation has focused this past year on improving our libraries' space and layout and delivering interactive, learning and engaging programs and services to our local community.

The love of reading and learning is still very much at the forefront of the community understanding of what libraries offer, with many browsing and borrowing from our expansive non-fiction, fiction and magazine collections and electronic resources. Our youngest members enjoy the wonders of learning to read with picture book, begin to read and board book collections as well as the exciting and interactive electronic resources like Tumblebooks, Busy Things and the Digital Nurseries.

Online resources continue to be well used by the community; services include Your Tutor, Busy Things, Road to IELTS (International English Language Testing System), Ancestry, Zinio (online magazines), Freegal Music as well as eBooks and eAudio.

Demand for space to access free Wi-Fi with personal electronic devices has increased. Library branches have been very flexible in helping to meet this demand and have made more furniture available, creating inviting spaces to collaborate, study, engage and connect.

Collections continue to evolve and focus on the local community's needs. Recent changes in our libraries include separating the junior non-fiction from the adult non-fiction, and grouping non-fiction's 'like topics' together, similar to a bookstore arrangement. Our collections of Languages Other Than English now includes Persian/Dari.

FAST FACTS



115,343

Members
as at 30/6/16



ancestry.com
56,256 searches



2,153 students used our free homework help tutoring service through our website - Your Tutor.

- CCLC lent 2,661,973 items (physical and digital) from its collection of 376,233 items representing a turnover rate of 7.08.
- Loans continue to be a key business of the Corporation, and the collection represents close to a \$9.1 million investment.
- The use of the internet and electronic resources is significant - virtual visits are 74,134. Internet bookings across 98 public computers, represents on average 1,366 bookings of each computer.
- CCLC opens to the public 382.25 hours per week across seven fixed branches and the mobile library.

Inspiring Events

Read Like a Demon

Read Like a Demon (RLAD) is a literacy program that offers students an opportunity to participate in reading and writing workshops with the Melbourne Football Club. It is a partnership between Melbourne Football Club, Casey Cardinia Libraries and Monash University.

Introduced as a pilot program in 2009, RLAD celebrates children's connections with literacy and encourages them to read more. The Melbourne Football Club RLAD player ambassadors demonstrate to students that reading is important in their lives, and aim to create positive reading role models. The program provides students with confidence and inspires them to develop their reading.

The program held its Gala Day at Casey Fields on Wednesday 19 August 2015 with 160 students from a number of schools attending. Melbourne Football Club great, Russell Robertson, was master of ceremonies, while midfielder Dom Tyson and utility Cameron Pedersen were also in attendance. In 2015, 298 book reviews were submitted to the club's official junior website 'Deezone' and 79 stories have been entered into the 'Deezone' creative writing competition. Members from CCLC and Monash University were in attendance.



Inspiring Events cont'd

Casey Kids Carnival

We operated a stall at the Casey Kids Carnival on Saturday 9 April 2016 at Akoonah Park in Berwick. 'Pirate Annie' was a definite drawcard with kids loving her pirate costume. We handed out over 150 show bags and around 300 balloons and other items to children and families. Most enquiries were about our childrens' programs, but there was also a great deal of interest in the new Bunjil Place Library.



From book to screen - The Dressmaker

We had the pleasure of hosting an event with Rosalie Ham, author of the book *The Dressmaker*, and Sue Maslin who produced the film, on Thursday 26 May. The event was well supported with over 200 enthusiastic people keen to hear how it all came about.

Rosalie explained how her inspiration came about and that she drew upon her own small town upbringing in Jerilderie which provided the framework for the setting, characters and plot. She was also thrilled to be an extra in the film. Sue enlightened the audience with the process of making the film - from obtaining the rights, to sourcing a director, cast, location and of course, investors to finance the making of the movie. This process took several years even though the movie took only eight weeks to film! Various locations in Victoria and at the Docklands were used; to date the film has grossed over \$25M.

There was quite a lively Q & A session from the audience followed by book signings and photo opportunities. Our feedback was all very positive.



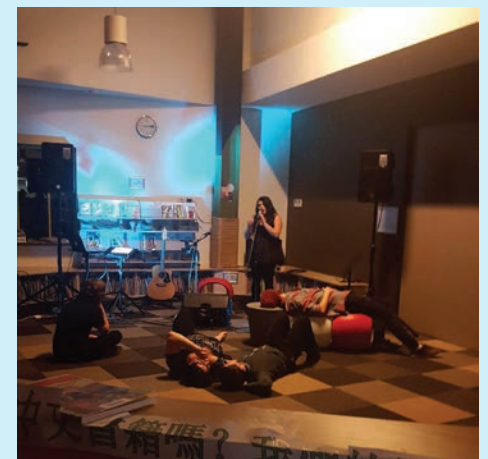
FreeZa - Open Mic Night

On Friday 10 June, Pakenham Library participated in Cardinia Council's very first Open Mic Night. The evening was held in partnership with Cardinia Youth Services and was organised by the Cardinia FreeZa Committee, a select panel of youth chosen to represent the interests of young people within the community.

The Committee members set up and ran the event, enabling our Youth Services staff to develop experience in event management as well as skills in communication and problem solving.

Attended by 45 people the evening showcased the talents of 15 young people including singing, dancing, guitar and poetry in a friendly and supportive environment.

The evening was a huge success, the kids were all very friendly and supportive, offering lots of encouragement to each other and there was a very positive vibe.



Our Most Popular Books

1. Diary of a Wimpy Kid: The Long Haul by Jeff Kinney
2. Minecraft: Construction Handbook by Matthew Needler and Phil Southam
3. Personal by Lee Child
4. Diary of a Wimpy Kid: Hard Luck by Jeff Kinney
5. The 39-storey Treehouse by Andy Griffiths
6. The 65-storey Treehouse by Andy Griffiths
7. The Girl on the Train by Paula Hawkins
8. The Stranger by Harlan Coben
9. Country by Danielle Steel
10. The Fault in our Stars by John Green



Key Strategic Objectives

SPACE AND FACILITIES

The development and operation of functional attractive library branches to provide improved reading, study, interaction and flexible technology areas.

The Library's expansive space is well used for study, connecting with others through social gatherings and conversation, tutoring sessions and participating in our programs. Library patrons also enjoy fast and stable internet connection and Wi-Fi services enabling work and private business to be conducted.

The Hampton Park Library team worked hard on a new floorplan to make the library a more welcoming and inclusive space. Shelving was moved creating new spaces like a dedicated children's area and a study space, as well as little reading nooks throughout the library.

With an increase of teens living locally, Pakenham Library has opened up the multi-purpose room with a large television with a PS3 for young people to "hang out" after school. Every night after school there is buzz of activity; it has been wonderful for staff and the community to engage in such a positive manner.

COMMUNITY ART

Doveton Library Art Space installation by City of Casey was completed in late July 2015 and the first exhibition was a collection of art works depicting "Faith" organised by Casey Multi-faith Network. In early August, Doveton hosted 'Meet the Artists - Morning tea' to celebrate this occasion with Mayor Mick Morland, Cr. Wayne Smith and Cr. Damien Rosario attending (pictured right). One of the artists demonstrated Ebru painting.

Cranbourne Library hosts one of the City of Casey Art Wall exhibition spaces. Launched in August 2015, the uniquely designed structure offers local artists a vibrant space to exhibit their paintings, craft, drawings and sculptures. Bookings are managed through the City of Casey.

City of Casey's third Art Space was completed at the Endeavour Hills Library in October 2015. It is located in the Library's Sun Room and has hosted five exhibitions since its installation.

Governance

Our governance structure reflects our commitment to achieving a genuine model of community participation

Casey-Cardinia Library Corporation is committed to transparent reporting and accountability to the community and the Report of Operations is the primary means of advising the community about the Corporation's operations and performance during the financial year.



KEY STRATEGIC OBJECTIVES CONT'D

From late October to early December, all communications were upgraded across all libraries to accommodate the increasing demand for internet access – mainly through the continuing growth of library Wi-Fi use. The upgraded communications infrastructure will enable us to more quickly and easily increase communications capacity in future, to better meet user demand.

Six libraries received new 65 inch screens for their games consoles to enhance user's gaming experience. Pakenham Library also rolled out a new Playstation 4 and Xbox One, giving users both a new and bigger gaming experience and simplifying console games management for staff.

The Corporation has met the demand for adult technology-based learning with one-on-one 'Book-a-Librarian' sessions. Our libraries have run more technology-based workshops, including iPad training and online resources, Skype, Zinio, Bolinda Digital, downloading e-books, help with smart phones, introduction to e-Bay, resume writing, uploading documents and many more.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

Provide access to specialist high quality computer technology and special staff support for this equipment, service and software.

Telstra filmed a short 'documentary' about the Corporation's recent Wi-Fi installation which uses Cisco Meraki access points at all libraries, a new cloud-based technology that is not currently widely used in public venues.

In October 2015, we completed installing new people counters at all our fixed branches in October 2015. The counters store data and transmit it over the internet for storage and later retrieval and analysis.

Children and adults alike have embraced the large touch-screen computers at Hampton Park (pictured right), Narre Warren and Pakenham.



Physical visits to our libraries
City of Casey 861,772
Cardinia Shire 367,249
Total 1,229,021



Virtual visits - 910,915
↑ 7.42% from 2014-15



Public Internet use - 133,860
↓ from 2014-15 due to Wi-Fi and an increase in ownership of portable devices.



Wi-Fi - 221,202 connections
↑ 135.1% from 2014-15

TOTAL VISITS = 2,139,936
an average of 41,153 per week

KEY STRATEGIC OBJECTIVES CONT'D

STAFF RESOURCES

Employ, support and develop our staff to support library users and deliver services, including implementation of a program of structured staff training and instruction in technical and internet services.

Our highly skilled staff continue to provide outstanding customer service and programs to the local community. Staff development and investment has seen continuous training with staff attending external, internal and virtual training. Digital literacy is a big focus and critical to service delivery. All staff are being supported, trained and upskilled in the use of new devices, training others and participating in online training modules such as Jump Start.

Staff are being upskilled in handling challenging situations and behaviour across the library service. This can range from aggressive and verbal behaviour to use of force and violence. The Corporation (in common with other public libraries) has seen an increase in these kinds of behavioural issues.

Youth services staff have developed their skills and gained new ones after attending a presentation at Pakenham Library; Monica Dullard provided information on her research results for the best practice Storytimes in America.

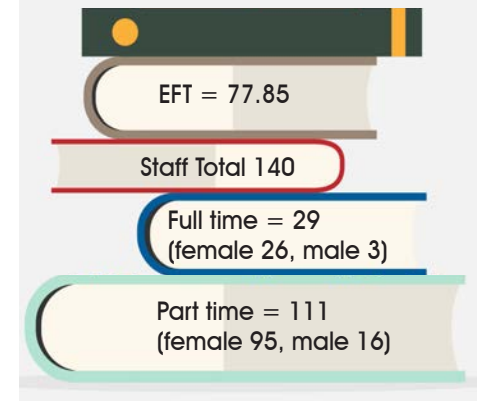
CCLC was successful again in having a staff member (Ms. Jessica Broom) accepted into the Shared Leadership program. The state-wide professional development program focuses on increasing the leadership capabilities of participants through theoretical, practical and experiential learning opportunities.

Staff attended part six and the final session of the Partnership Development Training workshop which was held across Victorian Libraries from August to October. Pakenham Library hosted the September workshop which covered partnering for the future.

LifeWorks facilitated a half-day Leading Change session with members of the Library Management Team. The workshop looked at how we as individuals manage change personally and then how we can guide and support our teams through change.

Branch managers attended The Future Is Now conference (April 2016) featuring three keynote speakers – Liz McGettlan Director of Digital Library Experiences (UK), Kate Torney,

HUMAN RESOURCES



State Library Victoria's new CEO (former Director of News at the ABC) and Ros Howland from Think Education (Brisbane). Other sessions covered reimagining young adult engagement, future skills for the library industry, innovative programming for children and community engagement. Career development opportunities for staff covered youth services, branch team management, senior officer duties on weekends and human resources. We continue to support Shelveers transitioning to Library Officer positions after they finish secondary studies and during their tertiary studies. The Corporation also supports the wider library industry by providing industry placements to students from Box Hill Institute and Chisholm Cranbourne Campus. Work experience for Year 9 and 10 students is also provided by CCLC.

KEY STRATEGIC OBJECTIVES CONT'D

The Library collections continued to evolve and grow responding to the interests and needs of the community. Some 63,035 items were ordered, catalogued and processed for our communities to enjoy. Four hundred and fifty-four new bilingual picture books were added to library shelves.

In February 2016, Endeavour Hills Library celebrated Chinese New Year with a selection afternoon where community members could suggest items for purchase for the library's Chinese language collection.

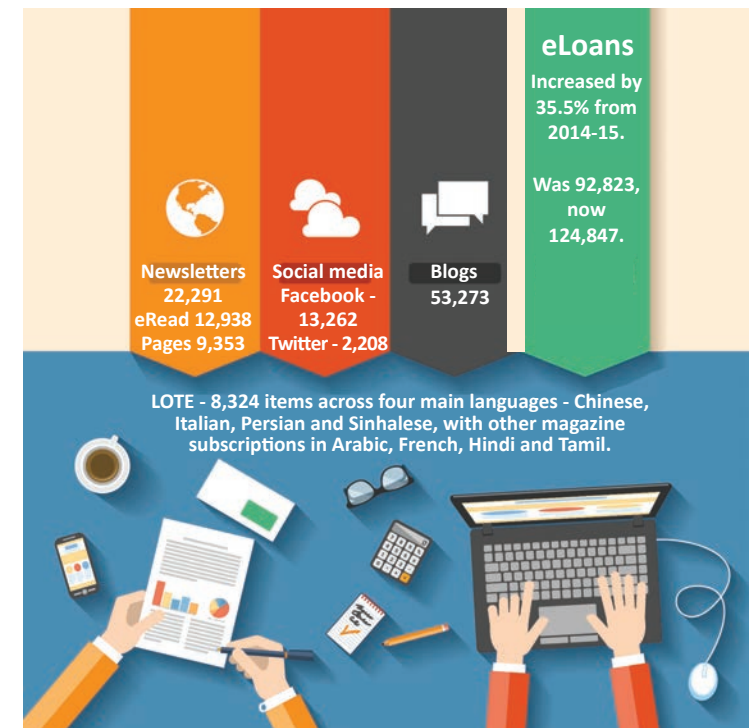
Narre Warren staff launched the new Persian/Dari collection on Wednesday 23 March. Members of the Afghan community as well as staff from the City of Casey attended the launch. The collection was well received and the public seemed very appreciative of Corporation's effort. Nazer Nazir, who is a Community Outreach Project Officer for the City of Casey, also donated to the collection.

With the growth of broadband internet access to homes in our communities and the proliferation of mobile devices, it is becoming even more important for the library to offer services that can be easily accessed digitally – the Library from Home.

LIBRARY RESOURCES AND MATERIALS

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.

In this last year, CCLC expanded its digital offerings and improved existing digital services to better meet the needs of our communities. We improved the range of e-magazines available to borrow, added additional search options and the ability to save loans history on the catalogue, created a new kids' webpage to better promote our children's services and collections, added a New Chinese titles list for new items acquired by the library in the previous month, made Lonely Planet travel books available as e-books and enabled our users the option to pick up their holds at any of the libraries in our consortia. All this can be comfortably achieved with a library member's own device, from anywhere they have an internet connection. We were also pleased to announce the launch of Comics Plus – an online graphic novels platform that works similarly to our e-magazine resources. Despite a soft launch, library users were very quick to pick it up, with nearly 300 downloads in the first month.



KEY STRATEGIC OBJECTIVES CONT'D

OUTREACH SERVICES

Develop significantly improved outreach services to targeted sections of the community including socially isolated or housebound, retirement villages and nursing homes.

The Home Library Service (HLS) has grown considerably in 2015-16, finishing the year with 172 Home Library Service members, 61 volunteers and over 15,000 items borrowed. The service continues to be a highly valued area of the library - staff and volunteers are thanked on a daily basis for what we provide.

The Library received 19 enquiries from potential volunteers and seven of these are now visiting patrons. More than 53 individuals enquired about receiving the HLS and 44 are now receiving library items. Unfortunately, over the past year 38 members were no longer able to participate due to ill health or moving out of the area.

Statistics show that volunteers spent 982 hours visiting and selecting library materials, and 1,115 visits to HLS recipients (Donna (left) with HLS recipient, Barbara). The hard work and dedication of our volunteers is extremely appreciated and valuable.

All Home Library Service volunteers were invited along to a Christmas celebration at the Narre Warren Library in mid-December, with the Just Harmony Christmas Choir. It was a great opportunity to meet with all of the volunteers across the region.



KEY STRATEGIC OBJECTIVES CONT'D



Over 19,000
babies and carers
attended Baby
Time or Tinies' Time.



1,884
youth programs

COMMUNITY PROGRAMS AND SERVICES

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

YOUTH

Early years literacy and encouraging a love of reading is important to our team. Children and families visiting their library enjoy storytimes, rhymes, songs and craft activities. Staff continued to engage with playgroups, kinders, childcare centres and schools showcasing library resources such as online databases and e-books.

National Simultaneous Storytime (NSS) is held annually in many locations around the country. This year it was held on Wednesday 25 May and the book featured was 'I Got This Hat' written by Jol and Kate Temple. We held sessions in our libraries, at schools and early childhood centres and even at the Casey Arc recreational centre.

The theme for Summer Reading Club 2015-16 year was Lost Worlds and the 438 who participated in the program read 11,916 books! The finale was held at the Lynbrook Community Centre with 323 children and parents/carers enjoying a talk by special guest Andrew Plant, Zoologist, science educator and very popular author/illustrator.

Languages other than English spoken at home are key characteristics of our local communities. Endeavour Hills and Hampton Park staff hosted Chinese/English and Sinhalese/English sessions.

Lego Club at Cranbourne, Emerald and Hampton Park Libraries started monthly and is a direct connection to supporting STEM (Science, Technology, Engineering and Math) literacy in younger people. The sessions are very popular (including Bryony pictured left), with 618 children attending 26 sessions across the three libraries.

Cranbourne, Emerald, Endeavour Hills, Narre Warren and Pakenham Libraries took part in the second international Harry Potter Book Night on 4 February to pass on the magic to young readers who are new to the books. For Teens, regular programs include the Teen Book group at Narre Warren Library and Manga Club at Endeavour Hills where both attract regular attendees.

KEY STRATEGIC OBJECTIVES CONT'D

COMMUNITY PROGRAMS AND SERVICES CONT'D



ADULT

The Library engaged speakers and experts in their respective fields to present informative and engaging workshops on a variety of topics ranging from understanding retirement and superannuation to online searching of family history to setting up picture collages and photobooks with your iPad. All of these events were well attended. Some other events included:

- Doctor Bruce Wells' health and wellbeing talk – Secrets of Happiness
- Angela Nicolettou demonstrated cooking Mediterranean dishes in The Flavours of Greece
- Chinese cooking with Jenny Chua
- Helen Stitt, Heritage Curator for the RACV, presented motoring history in Victoria between 1904-1945
- Wellness and Herbs with Sarah Cowell
- Zentangle - an aid to mindfulness
- Build your own Terrarium workshop
- Ned Kelly: the man behind the myth
- Nadine from ReMinds presented 'When Great Minds Don't Think Alike'
- Chocolate Making
- How to Declutter
- Food without Fuss
- Debt Free, Cashed up and Laughing
- Ask Granny, a family history seminar presented by our Local History Librarian.

POP-UP LIBRARIES

Endeavour Hills and Hampton Park Library were both fortunate to be provided with the opportunity in partnership with local shopping centres to deliver a Pop-Up Library. This was a wonderful opportunity to speak to members of the community who had not had contact with the library before.

Endeavour Hills Pop-Up Library was during book week where Nilupa and Jess delivered Storytime (pictured top left); while Hampton Park's was during the Easter school holidays. Staff used a vacant shop front to create a youth-focused library outpost with Lego and colouring activities as well as books available for borrowing. Around 200 people entered the space and staff welcomed some new members.

474 adult programs were held and 4,136 attended; including Book-a-Librarian, Digital Literacy, Special events and Saturday Sounds at Hampton Park (180 for 4 sessions).

COMMUNITIES FOR CHILDREN

CFC Cranbourne

Our Library Community Outreach (Library Has Legs) Officer provides creative multi-literacies expertise in early learning and childhood development, supporting families with appropriate ages-and-stages books, dual language and themed storybooks, literacy kits, as well as storytime craft activities to extend learning activities into homes.

The Library has Legs partnership with Windermere works alongside community elders, local community and education services and language specialists to identify needs to develop place-based, culturally relevant and meaningful early learning opportunities for children and their extended family.

Library Has Legs – Cranbourne delivers two programs to vulnerable children and families in the Cranbourne area; Cultural Literacies and About Me/My Life Story Supported Library Access Program. Each program adopts a bi-cultural partnership approach to fostering social inclusion, supporting library access and developing literacy and language skills for vulnerable children, newly arrived culturally and linguistically diverse (CALD) community members, refugees and Aboriginal and Torres Strait Islander children. We support children and families to share stories, build up their cultural strength and confidence by participating in cultural activities, hearing elders share traditional knowledge, language and stories from their culture.

CFC Plus – Pakenham

Communities for Children partnership project with Anglicare provides a platform for an integrated response by all levels of government, child, family, universal and tertiary services, to deliver positive and sustainable outcomes within Cardinia Shire for all children, with a focus on vulnerable 'at risk' children and families.

Library has Legs - Cardinia focusses on literacy engagement and access to the library to foster improved family relationships, lifelong learning and community connectedness.

Key highlights include:

- Granted provisional Evidence Based Practice status
- 10 families received over 140 hours of personalised literacy engagement
- 182 First time parents received Let's Read anywhere, anytime information and a quality book through visits at Emerald and Pakenham Libraries
- Mentored three community facilitators of two Parent/Child Mother Goose programs running in Koo Wee Rup and Pakenham Library
- Supported the Koori Kids back to School day by manning an information stall and providing free library bag packs, including Let's Read material for kindergarten aged children
- Activities for NAIDOC in July and Indigenous Literacy day in September 2015
- 'Stories and Snacks' was successfully piloted at Pakenham Hills Primary School with six families.



KEY STRATEGIC OBJECTIVES CONT'D

LIFELONG LEARNING

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

An exciting new partnership was established in January 2016 where a weekly Conversation Club was provided at Endeavour Hills and Hampton Park Libraries with AMES volunteers facilitating the program. The Club provides an opportunity for community members to practice their English speaking skills in a welcoming and friendly environment. Since the first Club meeting there have been 92 attendees at Endeavour Hills and 151 at Hampton Park demonstrating the strong need for the program in the community. After this successful trial period, we have now made this Club part of our regular programming.

Narre Warren Library held two sessions of 'Centrelink at the Library' with a total of 103 patrons advised about government services, particularly the mygov website. There were many programs and initiatives that had originated through local community group partnerships like "Paint Doveton REaD". These programs are designed to raise awareness of the

importance of early literacy education that would benefit children by providing opportunities to learn in a relaxed and fun environment (pictured bottom right). The annual PAVE (Performing And Visual arts in Emerald) festival was an excellent opportunity for partnerships between the library, the festival committee and the Emerald for Sustainability Group. It was an opportunity to work together in presenting a week of programs for children and adults.

Hampton Park staff also ran several school holiday events in conjunction with the neighbouring Casey Youth Centre including movie nights, games days and craft-making activities. This partnership increases the visibility of both services in the community. The Youth Centre and 360 Bus also joined Hampton Park Library in celebrating International Games Day. A variety of board games were available, including a giant chess set (pictured top right), and a scavenger hunt was run out of the Casey 360 Bus.



LOCAL HISTORY

Another successful year for Local History as our online presence is increasing in reach and readership. The Casey Cardinia Heritage page is very popular with a great following and even better, the subject of many interesting comments where people share their memories of the subjects in the posted photos.

Our two Local History blogs – Casey Cardinia Links to Our Past and Casey-Cardinia: Commemorating the Great War: 1914-1918 are also continuing in their popularity. Our Local History Librarian, Ms Heather Arnold, is to be congratulated on the fact that the blog established to commemorate and record the impact of the Great War on the on the people in the Casey-Cardinia region is considered to be of national significance and has been included in PANDORA (Preserving and Accessing Networked Documentary Resources of Australia).

Local History is not just online; we also deliver talks to schools and community groups on the history of their area. This year there were presentations to 17 different groups covering 11 different

topics including the history of Narre Warren, Berwick, Nar Nar Goon, the POW Camp at Koo Wee Rup and various aspects of family history. Family History is becoming more popular and the number of queries increased with people wanting to trace their family history of relatives who lived in the Casey Cardinia region.

The Casey Cardinia Heritage Festival was held on May 15 at the Officer Public Hall. This Festival is organised by the Heritage Groups in the region and showcases the collection and resources of each Group. The 12 groups put on some amazing displays and had representatives who could chat and provide historical information to members of the public.

The Local History Librarian was selected to undertake the Digital Preservation Outreach and Education Train the Trainer workshop. The training was developed by the Library of Congress in the United States to provide organisations and individuals with the skills and strategies needed to preserve and make accessible their digital content in the long term.

LOOKING TOWARDS THE SITE OF THE FUTURE
FOUNTAIN GATE SHOPPING PRECINCT - 1901.

KEY STRATEGIC OBJECTIVES CONT'D

TOMORROW'S LIBRARY OR INTO OUR FUTURE ...

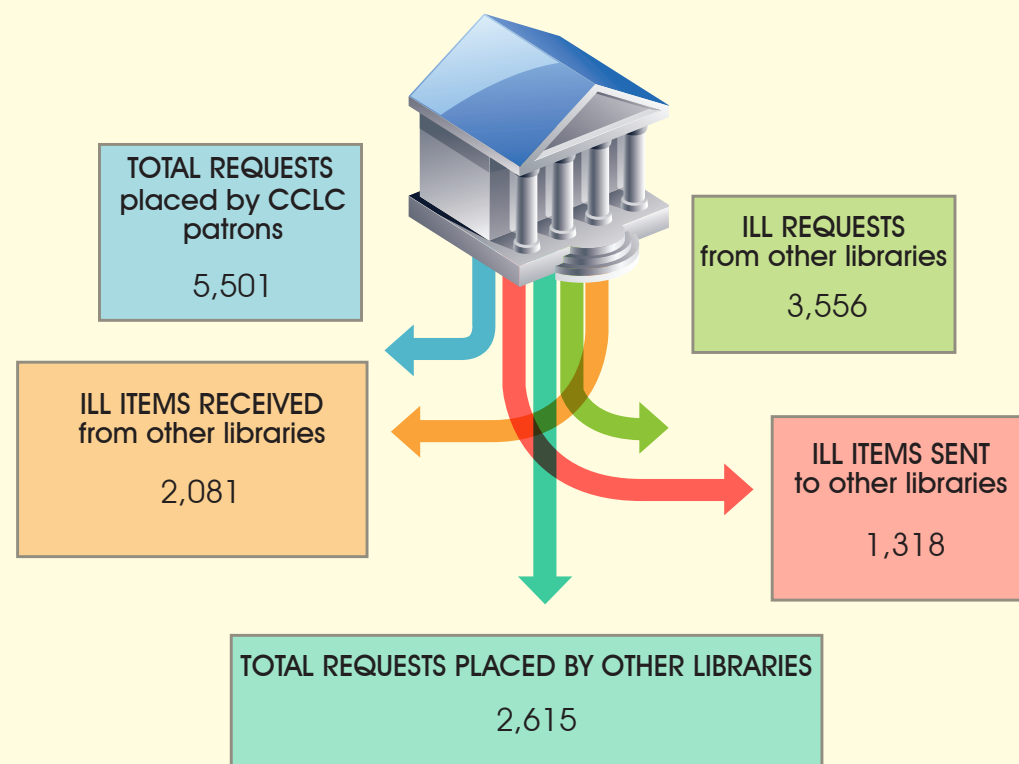
In the absence of State Government funding or certainty regarding initiatives as reported in the Ministerial Advisory Council 'Tomorrow's Library' review of Victorian Public Libraries, we will focus on contributing to the debate on the funding and sustainability of Victorian Public Libraries through seeking opportunities to work more closely with member councils on strategic directions and community programs, and with the SWIFT library consortium.



The Swift One Card was introduced allowing all members of any Swift Consortia Library to use their existing membership card to borrow and return items directly at over 100 libraries across Victoria. Our library members now have improved access to statewide collections.



INTER-LIBRARY LOAN (ILL) STATISTICS



Our Performance

Casey-Cardinia Library Corporation's performance for the 2015-16 year has been reported against each Key Strategic Objective to demonstrate how the Corporation is performing in achieving the Library Plan 2015-2019 and performance has been measured as follows:

- Results achieved in relation to the strategic indicators; and
- Progress in relation to the major initiatives identified in the budget.

Performance Statements or Statistical Analysis

Activity	2014-15	2015-16	% variance
Visits	1,406,617	1,229,021	-12.63%
Website Visits	499,578	514,431	2.97%
Catalogue visits	348,430	396,484	13.79%
Loans	2,743,314	2,661,973	-2.97%
Internet bookings	141,316	133,860	-5.28%
Wi-Fi sessions	94,087	221,202	135.10%
Reservations	406,468	403,485	-0.73%
Library Blog visits	62,426	53,273	-14.66%
Children's programs	65,515	64,732	-1.20%
Adult Programs	3,575	4,136	15.69%

Measure	Actual 2014-15	Actual 2015-16	Target 2016-17
Visits/Virtual visits per capita	6.28	5.78	5.77
Visits per opening hour	70.76	61.83	66.72
Hours open per week	382.25	382.25	382.25
Loans per capita	7.64	7.19	7.13
Loans per opening hour	138	133.9	137.38
Loans per item	7.09	7.08	7.10
Loans per member	24.25	23.08	22.28
Program attendance per member	0.6	0.6	0.6
Membership per capita	0.315	0.31	0.33
Activity per staff member	37,398	34,193	35,078
Catalogue searches per member CCLC/SWIFT	3.1	3.45	3.5
Holds as % of loans CCLC/SWIFT	14.80%	15.90%	14.80%

Measure	CCLC 2014-15	State Avg 2014-15	CCLC 2015-16	Est 2016-17
Active library members	17%	19%	12%	17.5%
Attendance at programs per '000 capita	186	304	186	200
Turnover – physical items	6.9	5.3	6.9	7
Turnover – digital items	4.9	2.5	5.62	5
Physical quality of library collection	65%	66%	66%	69%
Cost of library service per capita	\$24.96	\$39.57	\$26.15	\$25.95
Cost of library service per visit	\$4.70	\$6.27	\$4.53	\$4.51
Staff EFT per '000 capita	0.21	0.3	0.21	0.2
Number of public devices per '000 capita	0.5	0.65	0.05	0.5
Customer satisfaction rating	8.3	8.57	8.59	8.45

Our Generous Volunteers

Casey-Cardinia Library Corporation appreciates the active support of our Friends Groups and Lions Club International - Emerald.

Their contributions included:

- Financially supporting an extensive range of youth and adult programs and seminars
- Purchasing Lego materials to facilitate the libraries' new monthly Lego Club
- Contributing Summer Reading Club prizes

- Organisation and prizes for Doveton Library's annual Short Story and Poetry Writing Competition
- Contributions and participation at the Doveton Show
- Purchasing children's furniture.

THE FRIENDS OF CRANBOURNE LIBRARIES INC. has made a significant contribution to the library for over 24 years. By raising funds through book sales, the library has received donations for furniture

and collections, plus support for an extensive range of programs including the CFC project.

THE FRIENDS OF THE DOVETON LIBRARY INC. members continue to raise funds and provide valuable support with programs for the local community. Members have held two book sales in the last 12 months and the Young Writer's Short Story and Poetry Competition received more than 120 entries.

LIONS CLUB INTERNATIONAL

Several of Emerald Library's events are supported by the Lions Club of Emerald with proceeds from book sales. Support was also given for the Cancer Council's Biggest Morning Tea fundraiser held in the Library.

THE FRIENDS OF HAMPTON PARK LIBRARY continued our regular Saturday Sounds program - a variety of musical acts performing in the library for patrons. The group also supported the inaugural Hampton Park Library Teen Photography Competition (pictured left) judged by Rivergum Ward Councillor Wayne Smith and a Casey Camera Club representative, Ewan Arnolda.

THANK YOU

Our thanks and appreciation is extended to all our volunteers for ongoing and dedicated support over the twelve months for their local libraries and the Corporation.

HOME LIBRARY SERVICE VOLUNTEERS

Our Home Library Service success and continuous growth is due to the ongoing commitment and assistance from volunteers. Their time, enthusiasm and dedication is greatly appreciated by the Corporation and the recipients of the service itself.





Plan Action

New Projects & Facilities

In 2016-17 you will see us work hard to transform public libraries in the local community.

We are embarking on a new brand including a new contemporary webpage. We are focused and committed to create places where creativity is fostered, opportunities are enhanced and broadening our patrons' experiences.

We will focus on sharing our stories and ensuring that we deliver the highest quality service possible. We want to hear what you want to see in your libraries and we will be asking you to help shape Casey Cardinia Libraries into the future.

Emerald Library is part of the soon-to-be-upgraded Community Hub and we are committed to working together with local stakeholders and Council to enhance the library's connection to the Emerald community.

Works began in January 2016 for a redevelopment outside Endeavour Hills Library. The Endeavour Hills Community Precinct Masterplan will upgrade space outside the library which we, along with community members and other local stakeholders, will be able to use for recreation and events.

Cardinia Shire has begun preparing a preliminary design study for a Community

Hub, including a public library to be located at Officer. The proposed new Hub would be built on land opposite the Cardinia Shire Offices on Siding Avenue.

Initial drawings include a branch library, youth program area, function/display areas, flexible office spaces and flexible learning spaces over two levels. The building size will be about 5,200m² including a proposed library of approximately 2,000m².

Plan Action cont'd



Bunjil Place will deliver a new community library where visitors can borrow books and audio visual materials, access community meeting rooms and state-of-the-art learning experiences with new technologies. Set over three levels surrounding an atrium, the library will feature a range of spaces including a reading amphitheatre, children's area, outdoor reading garden and a variety of seating options for individuals or groups (artist depictions: top left - exterior view, top right - library levels).

- Bunjil Building size: 24,500m² including a 1,920m² community library
- Budget: \$125 million (Australian Government \$10 million and City of Casey \$115 million) plus an additional Living Libraries Funding grant of \$750,000.

The Library has and will continue to work closely with the City of Casey to plan for and progress a smooth transition and relocation of the library. Achievements to date include:

- Commencing a change management program for effective transition of staff and services from Narre Warren Library to Bunjil Place Library
- Commencing an Information Technology implementation plan which details requirements, relocation and fit out of hardware and software, including Wi-Fi and other connection requirements
- Planning for an integrated approach to providing a seamless customer experience in the Bunjil Place Library and across the precinct
- Library relocation planning and
- Site tours for staff (pictured right).



The Importance of Collaboration

Casey-Cardinia Library Corporation would like to acknowledge our partners contribution and continual positive involvement in 2015-16, including

- City of Casey
- Cardinia Shire
- Communities for Children partnerships including
 - Windermere (Communities for Children Cranbourne)
 - Anglicare (Communities for Children Cardinia)
 - Aboriginal Best Start
 - Royal Botanic Gardens Victoria-Cranbourne
 - Victorian Aboriginal Corporation for Languages
- Best Start
- AMES
- Melbourne Football Club
- Casey Youth Centres
- "Paint Doveton REaD".
- United Way
- Friends of Cranbourne Libraries Inc.
- Friends of Hampton Park Library
- The Friends of the Doveton Library Inc.
- Lions Club International - Emerald
- Doveton Early Years Partnership which includes representatives from organisations with a focus on early years in Doveton.

- Cardinia Youth Services
- Box Hill Institute – Industry placements
- Chisholm Cranbourne – Industry placements
- Luke from Hampton Park Shopping Centre to run a Pop Up Library
- Hampton Park Youth Centre
- Hampton Park Community House and Arthur Wren Hall representatives to cross promote events
- Local Community Houses
- Local Maternal Health Centres, indergartens, Primary and Secondary Schools

We acknowledge the many other groups who contribute to our events throughout the year.

Together we have a shared vision to work to ensure positive outcomes for our local communities. Casey-Cardinia Library Corporation looks forward to strengthening these partnerships into the future.

A huge 'thank you' and a fond farewell



After 15 years as Chief Executive Officer and 19 years with Casey-Cardinia Library Corporation Mr Peter Carter resigned finishing up late May. Peter has made a substantial contribution to the Corporation, his dedication and commitment to libraries was phenomenal. He was a driving force behind the Swift Consortium and the Victorian Public Libraries 2030 Strategic Framework.

Peter's career spanned over 38 years working in management position from outback Queensland, Municipal Libraries to large Regional Library Corporations. Peter commenced with Casey-Cardinia Library Corporation in August 1997 as Human Resources Manager. In 2000 he became the Library Services Manager and in 2002 he was appointed as the Chief Executive Officer.

During his long career he worked tirelessly advocating the value of Public Libraries to the whole community. He served on several committees and working groups with the Public Libraries Victoria Network (PLVN), Municipal Association Victoria, State Library Victoria and Department of Transport Planning and Local Infrastructure to name a few.

The Corporation would like to express its thanks to Peter for his strong leadership of staff, dedication and invaluable knowledge and expertise working in libraries.



After 19 years, Ms Pru Menzies retired from her position of Customer Services Manager at the Library Corporation in mid-May. The Corporation was pleased for Pru in terms of her retirement and the opportunity to undertake a new range of activities but would miss her valuable contribution to our operations. Pru was committed to lifelong learning, CALD communities and support of public programs especially Communities for Children. Thank you to Pru for her many years of hard work, dedication and the Corporation would like to acknowledge her contribution to the community during that period.

We love hearing from you ...

... the forecast is not great for this weekend so I'm stocking up. I'd rather go without food than books!

Emerald Library patron.

When Storytime began, we had several children from non-English-speaking backgrounds join the group. They were very shy and wouldn't even make eye contact. Three weeks in and we are being rewarded with smiles and happy little faces of children keen to participate.

Narre Warren staff.

I always give the library a good rap. I love the talking books because when there is nothing on tv or I'm doing the ironing, it just helps me along.

Sue.

Best sight from the desk at work tonight - a little girl perched on a pink chair conducting a quite involved Storytime to an imaginary audience. She was having a great time!

Hampton Park staff.

Very impressed with the facilities and staff.

Gary, Pakenham.

I love the direction the library is taking. The availability of e-books, e-mags and freegal - we're so lucky to have such a good local library service.

Patron email.

The Library is the most wonderful place in Emerald!

Angela.

I am writing to commend the customer service quality of the CCLC staff. I went to the Pakenham branch to sort out a problem accessing my library account. I don't know the name of the lady at the front desk, but she was friendly and approachable. She explained things clearly and soon everything was set to rights with no fuss at all. I was tremendously impressed by her manner - I left the library feeling that the world is a wonderful place. I thanked her before I left, but I want to convey this positive feedback to the library management, I know it counts. Thank you to the wonderful staff members.

Katy, Pakenham.

Came to see the show at Pakenham on Monday and it was great! My four year-old loved it!

Helen, Pakenham.

I don't know what I'd do without my library.

Doveton resident.

I'm moving and I wanted to thank you, particularly to Tara for her great young adult title recommendations.

Ali, Emerald.

I love Doveton Library! It is perfect in size and I find everything I want so easily!

A regular visitor.

Re: Links to our Past blog ... Thanks you for the obvious time and effort that went into making this resource. These articles are detailed, well-written and have some wonderful historic photographs attached to them. By examining our past, we can plot our future. Kudos.

Facebook comment.

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We would like to acknowledge the support of:



Casey-Cardinia Library Corporation

ANNUAL FINANCIAL REPORT 2015-2016



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FINANCIAL STATEMENTS

For the Year Ended 30 June 2016

Comprehensive Income Statement For the Year Ended 30 June 2016

	Note	2016 \$	2015 \$
Revenue			
Member Council grants and contributions	3 (a)	6,833,530	6,615,855
Government grants and contributions	3 (b)	2,436,307	2,380,953
Net Gain/(Loss) on disposal of plant and equipment	4	8,482	2,034
Other income	5	385,431	388,355
Total Revenue		<u>9,663,750</u>	<u>9,387,197</u>
Expenditure			
Employee benefits	6 (a)	6,413,266	6,298,460
Communities for Children - Cranbourne		6,041	7,126
Communities for Children Plus - Pakenham		1,244	6,326
IT & communication costs		577,138	566,926
Library materials		280,962	242,971
Marketing and promotions		53,488	65,401
Depreciation	7	1,249,862	1,510,240
Other expenditure		601,019	589,704
Total Expenditure		<u>9,183,020</u>	<u>9,287,154</u>
Surplus/(deficit) for the year		<u>480,730</u>	<u>100,043</u>
Comprehensive result		<u>480,730</u>	<u>100,043</u>

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

FINANCIAL STATEMENTS CONT'D

Balance Sheet as at 30 June 2016

	Note	2016 \$	2015 \$
Assets			
Current Assets			
Cash and cash equivalents	9	1,776,668	2,886,204
Other financial assets		1,500,000	-
Trade and other receivables	10	40,317	25,477
		<u>3,316,985</u>	<u>2,911,681</u>
Non-Current Assets			
Plant and equipment	11 (a)	<u>4,582,226</u>	<u>4,473,688</u>
Total Assets		<u>7,899,211</u>	<u>7,385,369</u>
Liabilities			
Current Liabilities			
Trade and other payables	12	493,757	482,877
Employee provisions	13	<u>1,308,990</u>	<u>1,245,391</u>
		<u>1,802,747</u>	<u>1,728,268</u>
Non-Current Liabilities			
Employee provisions	13	<u>22,945</u>	<u>64,312</u>
		<u>22,945</u>	<u>64,312</u>
Total Liabilities		<u>1,825,692</u>	<u>1,792,580</u>
Net Assets		<u>6,073,519</u>	<u>5,592,789</u>
Equity			
Members contribution on formation		2,051,239	2,051,239
Accumulated surplus		<u>4,022,280</u>	<u>3,541,550</u>
Total Equity		<u>6,073,519</u>	<u>5,592,789</u>

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

FINANCIAL STATEMENTS CONT'D

Statement of Changes in Equity For the Year Ended 30 June 2016

	Note	Total 2016 \$	Total 2015 \$	Member Contribution on Formation 2014 and 2015 \$	Accum. 2016 \$	Surplus 2015 \$
Balance at beginning of the financial year		5,592,789	5,492,746	2,051,239	3,541,550	3,441,507
Surplus(deficit) for the year		480,730	100,043	-	480,730	100,043
Balance at end of the financial year		6,073,519	5,592,789	2,051,239	4,022,280	3,541,550

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

Statement of Cash Flows For the Year Ended 30 June 2016

	Note	2016 Inflows/ (Outflows) \$	2015 Inflows/ (Outflows) \$
Cash Flow from Operating Activities			
Council contributions	3 (a)	6,833,530	6,615,855
Government grants	3 (b)	2,436,307	2,380,953
Interest income		93,463	112,076
Overdue fines	5	109,624	116,202
Other income		174,244	185,616
Employee benefits		(6,367,048)	(6,411,292)
Library materials		(280,862)	(242,971)
IT and communications		(577,138)	(566,926)
Other costs		(681,738)	(627,485)
Net cash provided by operating activities	14	<u>1,740,382</u>	<u>1,562,028</u>
Cash Flow from Investing Activities			
Proceeds for sale of plant & equipment		32,864	40,541
Payments for investments		(1,500,000)	-
Payment for books, furniture, plant & equipment		(1,382,782)	(1,523,812)
Net cash provided used in investing activities		<u>(2,849,918)</u>	<u>(1,483,271)</u>
Net Increase/(decrease) in cash and other investments		(1,109,536)	78,757
Cash and cash equivalents at the beginning of the financial year		2,886,204	2,807,447
Cash and other investments at the end of the financial year	9	<u>1,776,668</u>	<u>2,886,204</u>

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

Notes to the Financial Report For the Year Ended 30 June 2016

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.

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

NOTE 1 Significant accounting policies

a. Basis of accounting

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

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

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

- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 1 (h))
- the determination of employee provisions (refer to Note 1 (k)).

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

b. Changes in accounting policies

There have been no changes in accounting policies from the previous period.

c. Revenue recognition

Income is recognised when the Corporation obtains control of the contribution and the amount of the contribution can be measured reliably.

NOTE 1 Significant accounting policies cont.

Grants and contributions

Grants and 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 3 (b).

Interest

Interest is recognised progressively as it is earned.

Other income

Revenue for fines and fees, sale of assets and other income is recognised on receipt of payment .

d. Fair value measurement

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

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and
- Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, the Corporation has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

e. Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less. The Corporation does not have any overdraft facility.

f. 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.

NOTE 1 Significant accounting policies cont.**g. 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.

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

h. 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)	Depreciation Rate %
	2016	2016
Books & Materials	6.67	15%
Motor Vehicles	6.67	15%
Furniture and Equipment		
Furniture and Fittings	10	10%
Electrical Equipment	5	20%
Mobile Devices	2	50%
Computer Equipment	3	33.3%

i. Repairs and maintenance

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

j. 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.

NOTE 1 Significant accounting policies cont.**k. Employee benefits**

The calculation of employee costs and 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 and 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.

Classification of employee costs

Non-current liability - conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability. 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.

l. 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.

m. 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.

n. 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 1 Significant accounting policies cont.

o. Pending accounting standards

Certain new AAS's have been issued that are not mandatory for the 30 June 2016 reporting period. The Corporation has assessed these pending standards and has identified that no material impact will flow from the application of these standards in future reporting periods.

p. Website costs

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

NOTE 2 Budget comparisons

The budget comparison notes compare the Corporation's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. The Corporation has adopted a materiality threshold of the lower of 10 percent or \$50,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by the Corporation's Board on 24 June 2015. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. The Corporation sets guidelines and parameters for revenue and expense targets in this budget in order to meet the Corporation's planning and financial performance targets for both the short and long term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

a. Income and Expenditure

	Actual 2016	Budget 2016	Variance	Ref
Revenue	\$	\$	\$	%
Member Council grants and contributions	6,833,530	6,833,530	0	0.0%
Government grants and contributions	2,294,874	2,236,865	58,009	2.6%
CFC grant funding	140,533	136,050	4,483	3.3%
Interest on investments	103,352	105,000	(1,648)	(1.6%)
Other income	282,979	287,830	(4,851)	(1.7%)
Net gain/(loss) on disposal of plant and equipment	8,482	(9,905)	18,387	(185.6%)
Total Revenue	9,663,750	9,589,370	74,380	0.8%
Expenditure				
Employee benefits	6,413,266	6,832,985	(419,719)	(6.1%)
Communities for Children Cranbourne	6,041	3,900	2,141	54.9%
Communities for Children Plus Pakenham	1,244	4,390	(3,146)	(71.7%)
IT & communication costs	577,138	661,950	(84,812)	(12.8%)
Library materials	280,962	245,150	35,812	14.6%
Depreciation	1,249,862	1,563,370	(313,508)	(20.1%)
Other expenditure	654,507	692,200	(37,693)	(5.4%)
Total Expenditure	9,183,020	10,003,945	(820,925)	(8.2%)
Surplus/(deficit) for the year	480,730	(414,575)	895,305	(216.0%)

NOTE 2 Budget comparisons cont.

(i) Explanation of material variations

Ref	Item	Explanation
1	Government grants and contributions	New funding of \$ 55,780 to continue Premiers' Reading Challenge
2	Net gain/(loss) on disposal of plant and equipment	Improved trade-in price on vehicles and sale of staff's old PCs
3	Employee benefits	Several long-serving staff have retired. The Corporation reviewed the organisational structure and there are positions that have not been filled.
4	Communities for Children Plus Pakenham	Funding allocated for the Evidence Based Accreditation to be undertaken in Year 2 of the program.
5	IT & communication costs	Significant saving with the reclassification of data communication in Cardinia from rural to regional.
6	Library materials	Increase usage of databases and the cost of subscriptions
7	Depreciation	Late delivery of equipment and disposing of assets written off decreased the depreciation calculations.

b. Capital Works

	Actual 2016 \$	Budget 2016 \$	Variance \$	%	Ref
Motor vehicles	32,474	35,000	(2,526)	(7.2%)	
Furniture & equipment	153,408	215,000	(61,592)	(28.6%)	8
Books & materials	1,196,900	1,144,700	52,200	4.6%	9
Total Capital Works	1,382,782	1,394,700	(11,918)	(0.9%)	

(ii) Explanation of material variations

Ref	Item	Explanation
8	Furniture & equipment	Delivery of Radio Frequency Identification (RFID) equipment delayed due to technical and quality issues
9	Books & materials	Receipt of funding of the Premiers' Reading Challenge received in February 2016 which was used to purchase additional books as compared to budget.

NOTE 3 (a) Member Council grants and contributions

	2016	2015
	\$	\$
Council Contributions –		
City of Casey	5,056,925	4,863,415
Cardinia Shire	1,776,605	1,752,440
	<u>6,833,530</u>	<u>6,615,855</u>

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.

NOTE 3 (b) Government grants and contributions

	2016	2015
	\$	\$
State Government Grants	2,294,874	2,241,836
Federal Government Grant	141,433	139,117
	<u>2,436,307</u>	<u>2,380,953</u>

The Federal funding in partnership with Anglicare has an allocation of \$8,800 which will be spent in 2016-2017 for the Evidence Based Accreditation.

NOTE 4 Net gain/(loss) on disposal of plant and equipment

	2016	2015
	\$	\$
Proceeds from sale of Motor Vehicles	23,409	36,363
Written down value of assets sold	(23,959)	(38,507)
Net Gain (loss) on disposal	<u>(550)</u>	<u>(2,144)</u>
Proceeds from sale Furniture & Fittings	9,455	4,178
Written down value of assets disposed of	(423)	0
Net Gain (loss) on disposal	<u>9,032</u>	<u>4,178</u>
Total Gain (loss) on disposal	<u>8,482</u>	<u>2,034</u>

NOTE 5 Other income

	2016	2015
	\$	\$
Overdue fines	109,624	116,202
Membership cards	7,707	8,716
Photocopying	92,897	87,006
Meeting room hire	24,758	18,460
Lost books	25,775	26,291
Library programs	4,721	6,928
Sundry recoverable	16,599	13,961
Interest on term deposits	103,350	110,791
	<u>385,431</u>	<u>388,355</u>

NOTE 6 (a) Employee costs

	2016	2015
	\$	\$
Wages and salaries	5,816,577	5,680,437
Travel allowance	13,895	20,888
WorkCover	56,878	62,376
Superannuation	496,110	499,512
Other	29,806	35,247
	<u>6,413,266</u>	<u>6,298,460</u>

NOTE 6 (b) Superannuation

The Corporation made contributions to the following funds:

	2016	2015
	\$	\$
Defined benefit fund		
Local Authorities Superannuation Fund (Vision Super)	102,441	107,844
Employer contributions payable at reporting date		-
Accumulation funds		
Local Authorities Superannuation Fund (Vision Super)	361,980	361,926
Employer contributions payable at reporting date	31,689	29,742
	<u>496,110</u>	<u>499,512</u>

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

Accumulation

The Fund's accumulation categories, Vision My Super/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 2016, this was 9.50% required under Superannuation Guarantee legislation).

Defined Benefit

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 pooled multi-employer sponsored plan.

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

NOTE 6 (b) Superannuation Cont.***Funding arrangements***

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

As at 30 June 2015, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 105.8%. To determine the VBI, the fund Actuary used the following long-term assumptions:

Net investment returns 7.0% pa

Salary information 4.25% pa

Price inflation (CPI) 2.5% pa.

Vision Super has advised that the estimated VBI at June 30, 2016 was 102.0%. The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 2015 interim actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions***Regular contributions***

On the basis of the results of the 2015 interim actuarial investigation conducted by the Fund Actuary, The 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 2016, this rate was 9.5% of members' salaries (9.5% in 2014/2015). This rate will increase in line with any increase to the contribution rate. In addition, the Corporation reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 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 The Corporation) are required to make an employer contribution to cover the shortfall. Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

NOTE 6 (b) Superannuation Cont.**2015 Interim actuarial investigation surplus amounts**

The Fund's interim actuarial investigation as at 30 June 2015 identified the following in the defined benefit category of which the Corporation is a contributing employer:

A VBI surplus of \$130.8 million; and

A total service liability surplus of \$239 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2015. The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses. The Corporation was notified of the 30 June 2015 VBI during August 2015.

Future superannuation contributions

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2017 is \$81,345.

NOTE 7 Depreciation

Depreciation for the period was charged in respect of:

	2016	2015
	\$	\$
Books and materials	977,463	1,211,986
Furniture and equipment	259,212	281,102
Motor vehicle	13,187	17,152
	<u>1,249,862</u>	<u>1,510,240</u>

NOTE 8 Auditors remuneration

	2016	2015
	\$	\$
Audit fee; conducted by external auditor on behalf of the Victorian Auditor- General	9,350	9,000
Internal audit fees paid by CCLC	-	-
Fees for other services provided by internal auditor	-	10,673
	<u>9,350</u>	<u>19,673</u>

NOTE 9 Cash and other investments

	2016	2015
	\$	\$
Cash on hand	1,130	1,130
Cash at bank	61,035	74,596
Term deposits	1,714,503	2,810,478
	<u>1,776,668</u>	<u>2,886,204</u>

NOTE 10 Trade and other receivables

	2016	2015
	\$	\$
Current		
Prepayments	25,425	18,685
Interest receivable	14,892	6,792
	<u>40,317</u>	<u>25,477</u>

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

NOTE 11 (a) Plant and equipment

	2016	2015
	\$	\$
Motor Vehicle		
at cost	87,817	88,163
less accumulated depreciation	(13,565)	(9,240)
Total	<u>74,252</u>	<u>78,923</u>
Furniture and Equipment		
at cost	1,994,696	2,084,418
less accumulated depreciation	(1,467,281)	(1,450,775)
Total	<u>527,415</u>	<u>633,643</u>
Books & Materials		
at cost	9,103,616	8,999,490
less accumulated depreciation	(5,123,057)	(5,238,368)
Total	<u>3,980,559</u>	<u>3,761,122</u>
Total at cost	<u>11,186,129</u>	<u>11,172,071</u>
Total accumulated depreciation	<u>(6,603,903)</u>	<u>(6,698,383)</u>
Total Plant and Equipment	<u>4,582,226</u>	<u>4,473,688</u>

NOTE 11 (b) Summary of asset movements

	2016	2015
	\$	\$
Motor Vehicles		
Opening Balance at 1 July	78,923	79,239
Additions at cost	32,475	55,342
Disposals	(23,959)	(38,507)
Depreciation	(13,187)	(17,151)
Total	<u>74,252</u>	<u>78,923</u>
Furniture & Equipment		
Opening Balance at 1 July	633,643	549,881
Additions at cost	153,408	364,864
Disposals	(424)	0
Depreciation	(259,212)	(281,102)
Total	<u>527,415</u>	<u>633,643</u>

NOTE 11 (b) Summary of asset movements cont.

	2016	2015
	\$	\$
Books and Materials		
Opening Balance at 1 July	3,761,122	3,869,502
Additions at cost	1,196,900	1,103,606
Depreciation	(977,463)	(1,211,986)
Total	<u>3,980,559</u>	<u>3,761,122</u>

NOTE 12 Trade and other payables

	2016	2015
	\$	\$
Current		
Trade and sundry creditors	139,838	153,784
Accrued expenses	353,919	329,093
	<u>493,757</u>	<u>482,877</u>

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

NOTE 13 Employee provisions

	2016	2015
	\$	\$
Current provisions expected to be settled within 12 months		
Annual leave	395,869	395,195
Long service leave	114,200	123,013
	<u>510,069</u>	<u>518,208</u>

Current provisions expected to be settled after 12 months

Annual leave	34,555	30,109
Long service leave	764,366	697,074
	<u>798,921</u>	<u>727,183</u>
Total current provisions	<u>1,308,990</u>	<u>1,245,391</u>

	2016	2015
	\$	\$
Non-current		
Long service leave	22,945	64,312
Total	<u>22,945</u>	<u>64,312</u>

Average staff number (Eft)	77.85	77.90
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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 2.5% based on estimated EBA increase and predicted banding increases and the current Department of Treasury and Finance Discount rates.

NOTE 14 Reconciliation of cash flows from operating activities to surplus/(deficit)

	2016	2015
	\$	\$
Surplus/(deficit) for the period	480,730	100,043
Depreciation	1,249,862	1,510,240
Net (Gain) Loss on disposal of plant and equipment	(8,482)	(2,034)
Change in assets and liabilities		
Decrease/increase) in receivables	(8,101)	25,539
Decrease/(increase) in prepayments	(6,740)	(4,211)
Increase/(decrease) in employee provisions	22,232	(112,834)
(Decrease)/increase in payables	10,881	45,285
Net Cash provided by operating activities	1,740,382	1,562,028

NOTE 15 Commitments and contingencies**Superannuation**

The Corporation has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined in Note 6 (b). As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

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):

	2016	2015
	\$	\$
Not later than one year	114,135	62,052
Later than one year and not later than five years	290,475	37,429
Later than five years	-	-
	404,610	99,481

Contingencies

The Corporation has no contingent assets or liabilities to report.

NOTE 16 Financial instruments**Objectives and policies**

The Corporation's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), and payables (excluding statutory payables). Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument are disclosed in Note 1 of the financial statements. Risk management is carried out by senior management under policies approved by the Corporation's Board. These policies include identification and analysis of the risk exposure to Corporation and appropriate procedures, controls and risk minimisation.

a. Market risk

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

b. Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate liability risk arises primarily from long term loans and borrowings at fixed rates. The Corporation does not have any long term loans, borrowings or hold any interest bearing financial instruments therefore has no exposure to changes in market interest rates.

c. Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk:

- we have a procurement policy to manage levels of authority, purchasing limits and contractual time-lines establishing credit controls for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

Receivables consist of business and government sectors customers. Credit risk associated with the Corporation's financial assets is minimal. There are no material financial assets which are individually determined to be impaired.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Credit risk is not considered significant for the Corporation given the minimal dealings with counterparties giving rise to debts receivable.

d. Liquidity risk

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

NOTE 16 Financial instruments cont.

To help reduce these risks the Corporation:

- has contractual funding agreements with the Member Councils
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments; and
- monitors budget to actual performance on a regular basis.

The Corporation's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the balance sheet.

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

e. Net Fair Values

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

f. Sensitivity disclosure analysis

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

A parallel shift of -1% and +1% in market interest rates (AUD) from prior year-end rates of 1.80%. This would have resulted in a +/- movement of \$32,767 (2014-15:\$28,862) to the surplus for the year and a corresponding movement in equity of the same amount.

NOTE 17 Related party transactions

- (i) 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. Damien Rosario	Chair from 24/2/2016
Cr. Wayne Smith	Board member from 1997
Ms. Sophia Petrov	Board member from 22/2/2012
Ms. Sally Curtain	Board member from April 2013 to 28/8/2014 and from 24/6/2015
Cr. Susan Serey	Board member from 28/11/2012, Alt Board member from 24/2/16
Mr. Andrew Davis	Alt Board member from 24/6/2015

Cardinia Shire

Cr. George Blenkhorn	Chair from 25/2/2015 to 24/2/2016 and Board member from 25/2/2016
Ms. Jenny Scicluna	From 25/2/2015
Cr. Colin Ross	Alt Board member from November 25, 2015
Cr. Tania Baxter	Alt Board member from 28/11/2012 to October 26, 2015

Interim Chief Executive Officer

Ms. Colette McMahon-Hoskinson	From 1/06/2016
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Chief Executive Officer

Mr. Peter Carter	From 23/10/2002 to 30/5/2016
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NOTE 17 Related party transactions cont.

(ii) Remuneration of Responsible Persons

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

	2016	2015
Income Range:	No	No
\$170,000 - 179,999	0	1
\$240,000 - 249,999	1	0

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:

	2016	2015
	\$	\$
Total Remuneration	241,831	175,385

(iii) No retirement benefits have been made by the Corporation to a Responsible Person (2014-15 Nil).

(iv) No loans have been made, guaranteed or secured by the Corporation to a Responsible Person of the Corporation during the reporting year (2014-15 Nil).

(v) No transactions other than remuneration payments or the reimbursements of approved expenses were entered into by the Corporation with Responsible Persons. (2014-15 Nil)

(vi) 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 \$139,000.

There are no Senior Officers whose total remuneration for the Corporation exceeds \$136,000.

The numbers of Senior Officers at reporting date, whose total remuneration for the Corporation fall within the following bands:

	2016	2015
Income Range:	No	No
<\$139,000	6	8

Total Remuneration for the reporting year for Senior Officers included above, amounted to

	2016	2015
	\$	\$
	713,722	691,569

NOTE 17 Related party transactions cont.

(vii) Building charges and Financial Services

The Corporation purchases financial services and rents office space for the Library's Headquarters from the City of Casey. The Interim Chief Executive Office is on secondment from the City of Casey.

	2016	2015
	\$	\$
Financial Services paid to City of Casey	28,016	27,300
Reimburse City of Casey - Interim Chief Executive Officer	20,633	-
Library headquarters Building Rent and utilities	70,664	73,427
	<u>119,313</u>	<u>100,727</u>
Funding allocation		
City of Casey	87,814	74,135
Cardinia Shire	31,499	26,592
	<u>119,313</u>	<u>100,727</u>

NOTE 18 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 (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.



Ms Colette McMahon-Hoskinson
Principal Accounting Officer
DATE: 6 September 2016
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 2016 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 and by the Local Government (*Planning and Reporting*) Regulation 2014 to certify the financial statements in their final form.



Cr. Damien Rosario
CHAIR
DATE: 6 September 2016
LOCATION: Cranbourne



Cr. George Blenkhorn
BOARD MEMBER
DATE: 6 September 2016
LOCATION: Cranbourne



Ms Colette McMahon-Hoskinson
CHIEF EXECUTIVE OFFICER (INTERIM)
DATE: 6 September 2016
LOCATION: Cranbourne

AUDITOR-GENERAL'S REPORT

VAGO

Victorian Auditor-General's Office

Level 24, 35 Collins Street
Melbourne VIC 3000
Telephone 61 3 8601 7000
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INDEPENDENT AUDITOR'S REPORT

To the Board Members, Casey-Cardinia Regional Library Corporation

The Financial Report

I have audited the accompanying financial report for the year ended 30 June 2016 of the Casey-Cardinia Regional Library Corporation which comprises the comprehensive income statement, balance sheet, statement of changes in equity, statement of cash flows, notes comprising a summary of the significant accounting policies and other explanatory information, and the certification of the financial report.

The Board Members' Responsibility for the Financial Report

The Board Members of the Casey-Cardinia Regional Library Corporation are responsible for the preparation and the fair presentation of the financial report in accordance with Australian Accounting Standards, and the financial reporting 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 that is 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 based on the audit, which has been conducted in accordance with Australian Auditing Standards. Those 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 is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, 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 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.

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

AUDITOR-GENERAL'S REPORT

Independent Auditor's Report (continued)

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, I and my staff and delegates complied with the applicable independence requirements of the Australian Auditing Standards and relevant ethical pronouncements.

Opinion

In my opinion the financial report presents fairly, in all material respects, the financial position of the Casey-Cardinia Regional Library Corporation as at 30 June 2016 and of its financial performance and its cash flows for the year then ended in accordance with applicable Australian Accounting Standards, and the financial reporting requirements of the *Local Government Act 1989*.

MELBOURNE
8 September 2016


Dr Peter Frost
Acting Auditor-General

