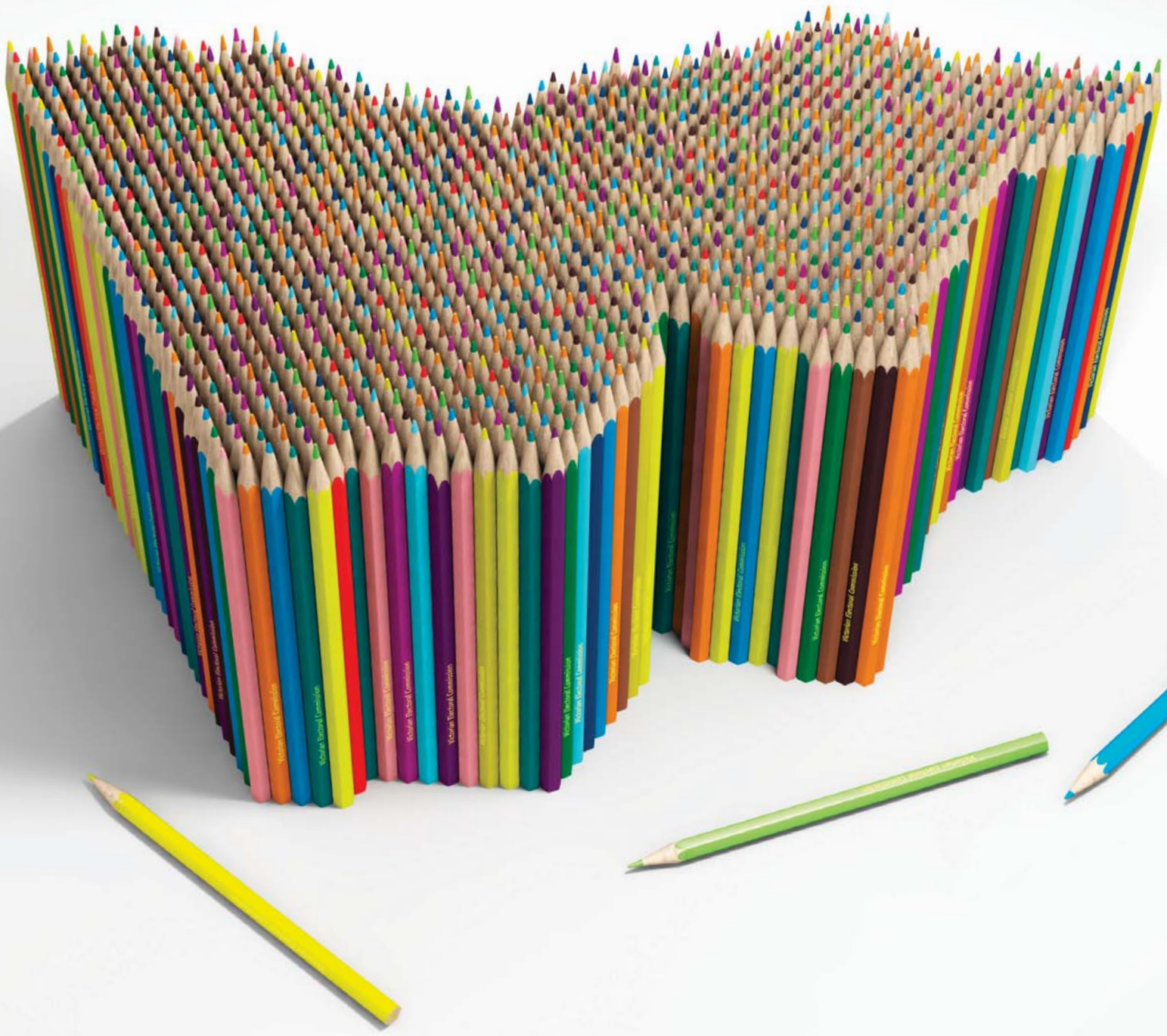



Annual Report 2009-10

Every vote will shape Victoria



Letter of transmittal

The Hon. Rob Hulls, MP
Attorney-General
Level 3, 1 Treasury Place
East Melbourne Vic 3002

Victorian Electoral Commission 

September 2010

Dear Attorney

I am pleased to submit the annual report of the Victorian Electoral Commission for 2009-10 for presentation to Parliament. The report has been prepared in accordance with the requirements of the *Financial Management Act 1994*.

Also included is the annual report of the Electoral Boundaries Commission for 2009-10.

Yours sincerely



Steve Tully
Electoral Commissioner

Fast facts	2008-09	2009-10	Change	
Enrolled electors at 30 June	3,488,434	3,504,969	0.47%	↑
Eligible electors enrolled	92.67%	90.85%	1.96%	↓
Staff (FTE) at 30 June	72.1	76.5	6.10%	↑
Training hours per FTE	5.21	6.98	33.97%	↑
Lost time days	0	27		↑
State elections	0	0		-
State by-elections	0	1		↑
Council elections	79	0		↓
Council by-elections and countbacks	2	12		↑
Statutory and fee-for-service elections	16	10		↓
Total expenditure	\$31.31m	\$19.25m	38.52%	↑
Revenue paid to Consolidated Fund	\$15.4m	\$2.8m	81.81%	↓

Financial summary	2008-09 (\$'000)	2009-10 (\$'000)	Change	
Operating revenue (appropriation)	29,984	19,250	35.80%	↓
Operating expenses	31,310	19,897	36.45%	↓
Total assets	8,293	7,752	6.52%	↓
Total liabilities	2,062	1,842	10.67%	↓
Surplus	(1,326)	(647)	51.21%	↑
Net equity	6,231	5,912	5.12%	↓

Snapshot of the VEC

Our challenge

To stimulate leading thinking and deliver excellence in all electoral endeavours.

Our vision

All Victorians actively participating in our democracy.

Our values

- Independence: acting with impartiality and integrity.
- Accountability: transparent reporting and effective stewardship of resources.
- Innovation: shaping our future through creativity and leadership.
- Respect: consideration of self, others and the environment.
- Collaboration: working as a team with partners and communities.

Our history and functions

Elections for the Victorian Parliament began when Victoria achieved independence from New South Wales in 1851. In 1910, Victoria's first Chief Electoral Inspector was appointed to head the new State Electoral Office.

For 70 years the State Electoral Office existed as part of a public service department. In the late 1980s, however, it became increasingly clear that it was inappropriate for the conduct of elections to be subject to ministerial direction.

On 1 January 1989, legislation established the independent statutory office of Electoral Commissioner who was to report to Parliament instead of to a Minister.

In 1995 the State Electoral Office was renamed the Victorian Electoral Commission (VEC).

The VEC's operations are governed by five main pieces of legislation:

- *Electoral Act 2002*: establishes the VEC as an independent statutory authority, and sets out the processes for State elections.
- *Constitution Act 1975*: sets out who is entitled to enrol as an elector, who is entitled to be elected to Parliament, and the size and term of Parliament.
- *Electoral Boundaries Commission Act 1982*: governs the determination of State electoral boundaries. Under this legislation, the Victorian Electoral Commissioner is nominated as a member of the Electoral Boundaries Commission.
- *Local Government Act 1989*: provides for local government elections and electoral representation reviews.
- *Infringements Act 2006*: provides for stages 2 and 3 of compulsory voting enforcement.

Subject to these acts, the VEC maintains the electoral enrolment register, conducts State elections, local government elections, statutory elections, commercial and community elections, and boundary reviews. Electoral research and the provision of communication and education services that inform Victorians and engage them in the democratic process also form part of the VEC's operations. A full list of legislation and regulations governing the VEC is on page 41 of this annual report.

As part of its activities to increase participation rates in groups identified as at risk of low participation, the VEC appointed an Aboriginal Engagement Officer. Under the slogan Yarn Up - Be Solid - Vote, the VEC is implementing an electoral engagement program for Aboriginal and Torres Strait Islander people living in Victoria, and working with staff to ensure that organisational practices are carried out with respect for the traditional custodians of the land. The VEC acknowledges the members and elders of the Aboriginal communities and their forebears, who have been custodians of this country for many thousands of years. We acknowledge their living culture and their role in the life of Victoria.

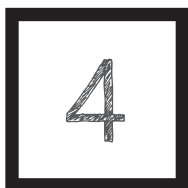
About this report

This report provides a summary of programs and initiatives implemented to meet the key objectives set out in the VEC's *Corporate Plan 2007-12* (revised 2009). As part of our environmental sustainability activity, we reduced the number of copies and again used an Australian, environmentally friendly paper. The report can be read and downloaded at vec.vic.gov.au.

Look for this icon for other VEC activities that contribute to sustainability.

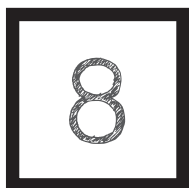


Contents



Our year

The Electoral Commissioner, Steve Tully, provides a summary of key activities and achievements for 2009-10, and the outlook for 2010-11.



Our core business

The core business for which the VEC is funded includes the conduct of elections, maintenance of the electoral roll and ensuring fair and equitable representation. With all elections conducted in accordance with legislation, we maintained our record of no elections being overturned as result of VEC error.

Aimed at increasing and maintaining enrolments and encouraging participation in the democratic process, our successful community engagement and education programs are a highlight of our year.



Our voters

The VEC has a primary responsibility of informing and engaging the community with regard to electoral matters. In addition, it aims to increase access to and participation in the electoral system. The VEC efforts to engage Victorians in the democratic process have contributed to an increase in enrolments, turnout and formality.

This year, highly skilled data handling, mapping technology and comprehensive information privacy processes helped ensure the continued accuracy, integrity and security of the enrolment register, and the provision of excellent roll products and mapping services to stakeholders.

Victorian Electoral Commission 

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Our theme *Every vote will shape Victoria* highlights the planning and preparation for the State election in November 2010, to make sure every elector is able to vote, and that every vote counts.

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Our people

We aim to provide staff with the environment and opportunity to enable them to learn/thrive on a personal and professional level. To equip staff to respond to challenges, and adapt to changes both in their operating environment and outside of work, human resource management included a focus on recruitment, training and preparation of staff for the forthcoming election year. Privacy training and an occupational health and safety audit were also part of the year's activity. Staffing figures are also included in this section.

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Our Commission

Good corporate governance and transparent reporting help ensure public confidence in the VEC and its processes. Effective corporate systems enabled the VEC to deliver its core business and operate on a day-to-day basis. The VEC prides itself on its accountability to the Victorian public. Our good corporate citizenship is evidenced by our performance in areas such as diversity, sustainability, information management and reporting.

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Audited financial statements

Our sound financial management resulted in value for money election services for Victorian electors, as described in the report of operations and evidenced in the audited financial statements for 2009-10.



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Appendices

Our year

Our core business — supporting our democracy

Our strong ongoing election commitments, which complement a major electoral event every two years, mean the VEC has been preparing for the 2010 State election since the successful conduct of the local government elections two years ago. With the State election now imminent, our focus is firmly on the effective implementation of our plans, culminating in a successful election in November 2010. Innovations being introduced at the election are aimed at increasing ease of participation and increased use of technology, and are highlighted throughout this report.

The conduct of a State by-election for Altona District, early in 2010, acted as a timely warm-up event, providing opportunities to evaluate and fine tune aspects of our broader State election plan. Increases on State by-election figures relating to enrolment, turnout and formality of voting, indicate that our advertising and communication campaigns are on target.

Our continued focus on accessibility to democracy is evidenced by our research program, which has continued in areas such as prisoner voting. Our Community Education team, in collaboration with Australian Multicultural Education Services, has produced an exceptional teaching resource for adult learners of English as a second language — All About Voting. An electoral information DVD made for, and with, adults with physical and multiple impairments will also be launched prior to the State election, adding to our growing range of accessible information materials.

We enjoy fruitful relationships with Electoral Commissions around Australia with the rich sharing of ideas and innovations that will benefit the electoral industry as a whole. We have also contributed our knowledge and experience to the consideration of electoral administration in Electoral Matters Committee inquiries.

Our voters — a focus on participation

With over 3.5 million electors on the roll at 30 June 2010, the VEC is achieving its target in relation to the enrolment of eligible electors. However, we will always be working to engage groups that are identified as experiencing low participation. Our Community Education team works hard with the CALD communities, homeless networks and disability groups. The team now includes an Aboriginal engagement officer to further develop the VEC's Aboriginal Engagement Program and to help develop cultural awareness and capability across the organisation. The establishment of an Aboriginal Advisory Group will assist us with this vital work.

An exciting feature of our "Every vote will help shape Victoria" communication campaign will be an Election Roadshow. This is an electoral information and engagement facility providing in-language election information, enrolment look up facilities and awareness-raising products. The Election Roadshow will travel to the Royal Melbourne Show, Federation Square, and to key locations in areas identified as containing large groups of electors at risk of low participation.

During June 2010, the Government introduced a bill aimed at increasing participation in Victoria's elections through streamlined enrolment procedures and expanded facilities for electronically assisted voting. Other areas covered in the bill include procedures relating to group voting tickets and how-to-vote cards and authorisation requirements for letters and business cards. We will be closely watching the outcome of this bill.



“Impartiality, integrity, transparency, accessibility and innovation are hallmarks of good electoral administration, and support our strong democracy.”



Our people — committed, professional, impartial

Impartiality, integrity, transparency, accessibility and innovation are hallmarks of good electoral administration, and support our strong democracy. In 2009-10, as we prepare for the 2010 State election in November, we have embedded practices across the organisation to ensure that these characteristics continue to be identifiable features of VEC operations.

An equal opportunity exemption allows us to ask all prospective employees for disclosure of specific political activities that could compromise our independence. These disclosures enable us to allocate people to projects in a way that minimises any opportunity for bias, either real or perceived.

I wish to acknowledge the contribution and commitment of all staff and associated personnel, who have continued to meet the challenges of the electoral environment, and to build their skills and knowledge through regular training and development. I am confident they have gained professional satisfaction from the variety and scope of projects at the VEC. I congratulate my staff on their readiness to conduct a State by-election at very short notice, their ability to concurrently progress existing large and small-scale projects, and their enthusiasm for work in support of democracy for all Victorians.

I would also like to acknowledge the contribution made by the late Mrs Monica Walsh to the conduct of elections in Victoria. Most significantly, in 1979 Mrs Walsh was the first female Returning Officer appointed to conduct elections for the Victorian State Parliament.

As we move into the final stages of preparations for the conduct of the 2010 State election, my appreciation also goes to our partner organisations, service providers and clients for their valued contribution to the success of our operations. I thank them and all my staff for their work this year, and in advance for the enormous amount of hard work ahead.

Our Commission — sound financial management and good corporate citizenship

Pleasingly, our financial management processes have again resulted in a satisfactory report from the Auditor-General, and we enter 2010-11 confident that we provide Victorians with excellent value-for-money electoral services, with transparency and full accountability.

Six major reports were published during 2009-10, providing details and analysis of all VEC activity including local government elections, representation and subdivision reviews and the Altona District by-election. Evidencing good corporate citizenship, we are pleased to have achieved a silver award in the Australasian Reporting Awards for the third year running.

The internal audit schedule has continued with an examination of occupational health and safety processes across the VEC. The findings of this audit have been examined and a responsive action plan will be implemented during 2010-11.

We are pleased with our progress towards a more sustainable office. A number of the key election initiatives highlighted in this report have excellent credentials as sustainability actions and contribute to the achievement of the VEC's sustainability objective. Look out for our sustainability logo.

Our future — opportunities and challenges ahead

The forthcoming State election will present challenges and opportunities for innovation. The expansion of electronic voting services for eligible voters at this election is well underway. Avenues for incorporating other electronic technologies (which do not require legislative change) into the election process have been explored and a number of these will be implemented. Along with the State election there will be other elections, by-elections and polls to conduct. We are also preparing for the next round of electoral representation reviews for local councils, which will commence in 2011.

I am confident that the achievements of 2009-10, outlined in this report, demonstrate the VEC's commitment to supporting Victoria's strong democracy and making every vote count.

Steve Tully
Electoral Commissioner

A handwritten signature in black ink, appearing to read 'Steve Tully'. The signature is stylized and fluid.

Highlights, 2009-10

Our core business

Key objectives: Deliver high quality election services; fair and equitable representation; and an informed and engaged community.

- Altona District by-election conducted within 19 working days
- All elections, by-elections and polls conducted within timeframes and budgets
- Conducted research into the barriers to enrolment and voting faced by prisoners who are eligible to vote
- Extremely positive feedback for *All About Voting* resource kit, promoting democratic participation among citizens from culturally and linguistically diverse backgrounds
- New VEC website launched in preparation for 2010 State election, incorporating enrolment helper and employment registration

Major challenges ahead

- Conduct of the 2010 State election, including successful implementation of new initiatives and legislation
- Targeted and effective State-wide communication and community education programs resulting in increased participation

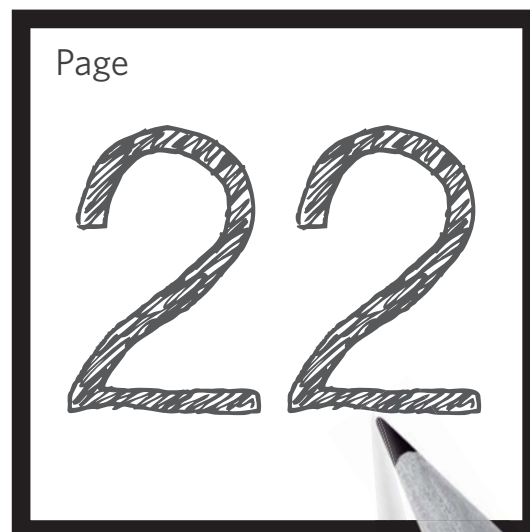
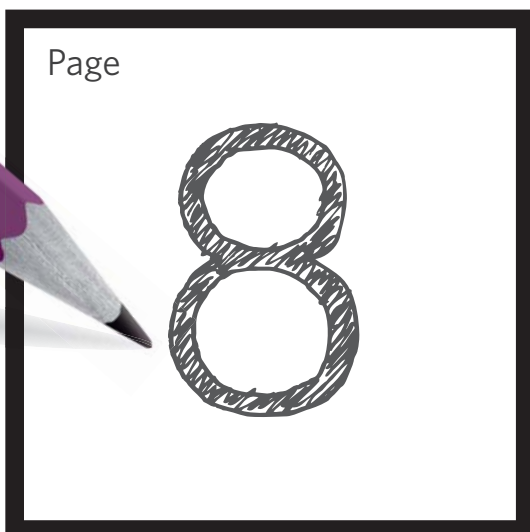
Our voters

Key objectives: Maintain a complete and accurate enrolment register; increased ease of access to, and participation in, the electoral system.

- Exceeded target for number of eligible electors enrolled
- Exceeded target for timely processing of enrolment updates
- Achieved targets for turnout and voting formality at State and council by-elections

Major challenges ahead

- Continue to achieve enrolment, turnout and formal voting targets
- Implement new legislation relating to enrolment



Our people

Key objectives: Be a highly preferred employer, providing valued learning, development and career opportunities.

- Achieved 34% increase in formal staff training provision in areas including privacy awareness, cultural awareness, health and stress management, and effective communication
- Successful launch of online training for election officials for 2010 State election

Major challenges ahead

- Recruitment and training of around 17,000 election officials for 2010 State election
- Ensuring occupational health and safety for core and casual staff during periods of intense activity

Our Commission

Key objectives: Ensure the VEC's performance as a responsible and accountable corporate citizen

- Annual Report and Altona District by-election report tabled within legislated timeframes
- Annual Report 2008-09, Australasian Reporting Award; Silver
- Unqualified, favourable report on 2009-10 financial statements from Auditor-General
- Continued excellence in accountability, transparency and corporate citizenship

Major challenges ahead

- Maintain high staff satisfaction levels on State Services Authority Survey
- Reduce negative environmental impact, including introduction of sustainability measures at election offices and voting centres for State election, and obtaining WasteWise accreditation



Our core business

What we aim to do

- Deliver high quality election services, in accordance with legislation
- Ensure fair and equitable representation at State and local government levels
- Contribute to an informed and engaged community with regard to electoral matters

How we do it

- Collaborate across all business areas to ensure effective delivery of election services
- Ensure implementation of State boundary re-division requirements
- Ensure council electoral structures are equitable, consistent and representative of communities of interest
- Deliver a Community Education Program to engage and educate the Victorian community

Inside this section

- Elections 9
- Fair and equitable representation 12
- Interaction with other electoral agencies 13
- Other electoral matters 15
- Research and legislation 16
- Community education and communication 18
- Outlook, 2010-11 21



Elections

The VEC is an independent election services provider, with a recognised reputation for excellence. Unlike many government agencies, the VEC's workload fluctuates with election cycles. Both State Parliamentary elections and Victorian local government elections take place over four-year cycles. The VEC also works to a four-year cycle, with work peaking in a major election event every two years. Minor elections, by-elections and polls are conducted throughout the cycle.

In 2009-10 the VEC conducted one State by-election, four council by-elections, eight council countbacks, five statutory polls and five commercial elections. More than 130,000 voters participated in these elections, and all elections were conducted within budget and in accordance with legislation.

State elections

The Victorian State election will be held in November 2010. The VEC will build on the successes of the 2006 State election and the 2008 local government elections to ensure continued improvement in election services to Victorian voters.

Highlights of initiatives for the 2010 State election include:

- Publication of the State Election Plan to key stakeholders for comment and responsive review
- Improved and expanded electronic voting facilities
- New, improved VEC website with increased plain English information
- In-language instructions to be printed on voting compartments
- Production of an information DVD in Auslan for people with hearing impairment
- Production of an information DVD for electors with physical or multiple impairments

- Electronic roll mark-off at early voting and selected voting centres
- Verification of data entry for Upper House count
- Online employment options
- Online training
- Redesigned EasyVote Guide
- Outreach enrolment and voting sessions for Aboriginal, homeless, CALD and prisoner groups

Selected initiatives are featured throughout this report. Election initiatives highlighted that contribute to the achievement of the VEC's sustainability objective are identified in this report with our sustainability logo.

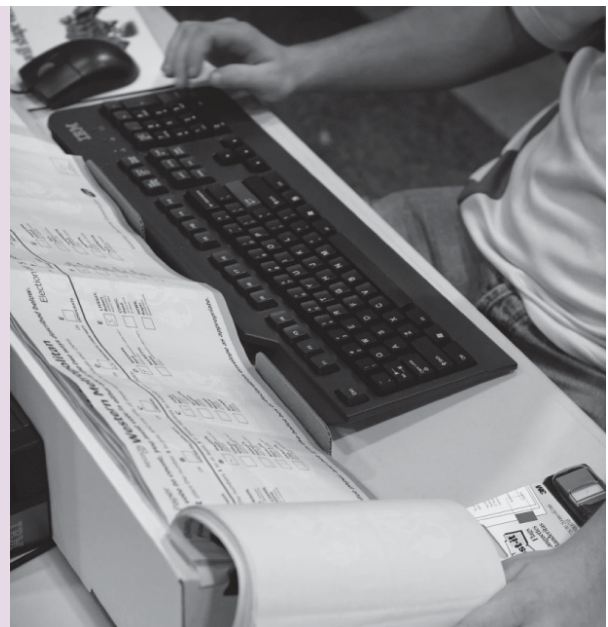
State election initiative

Verification of data entry

Legislative Council (Upper House) ballot papers that have been completed below-the-line will be double keyed and verified before the above-the-line and informal vote totals are entered. This will remove the need for re-keying of those papers should a recount occur.



This initiative minimises the likelihood of urgent dispatch of above-the-line ballot papers from Regional Offices, enabling a coordinated return of ballot papers to central storage, reducing fuel consumption and transport costs.



State by-elections

A State by-election occurs if a Member of Parliament resigns or can no longer hold office. The VEC maintains the capability and capacity to conduct State by-elections as required, within minimum prescribed timeframes.

One State by-election was conducted during 2009-10 after the resignation of the member for Altona District. The full Report of the Altona District By-election was tabled in Parliament in May 2010. Copies are available from the VEC and on the VEC website. Key statistics from the Altona District by-election are presented in Figures 1 and 2. Total costs for the Altona District by-election amounted to \$341,506, which was \$73,494 under the allocated budget. This figure excludes the cost of ongoing enforcement of compulsory voting, which is scheduled to conclude during 2010-11, and will be reported in the next annual report.

Figure 1: Participation at Altona District by-election

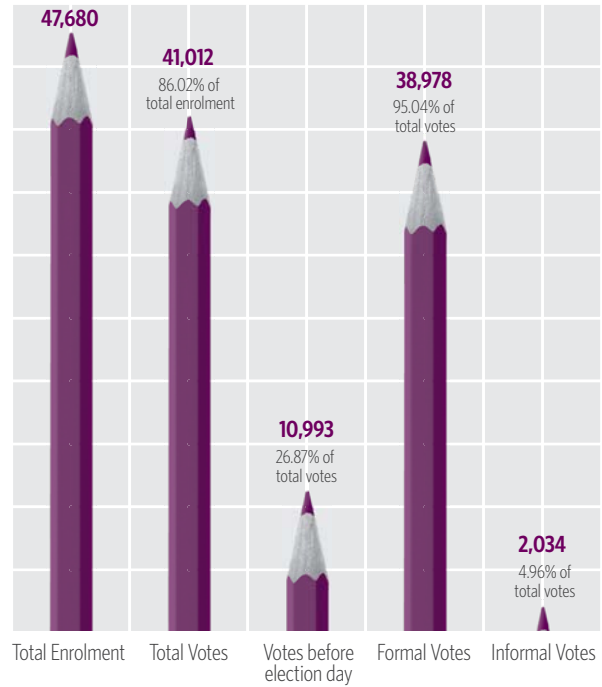
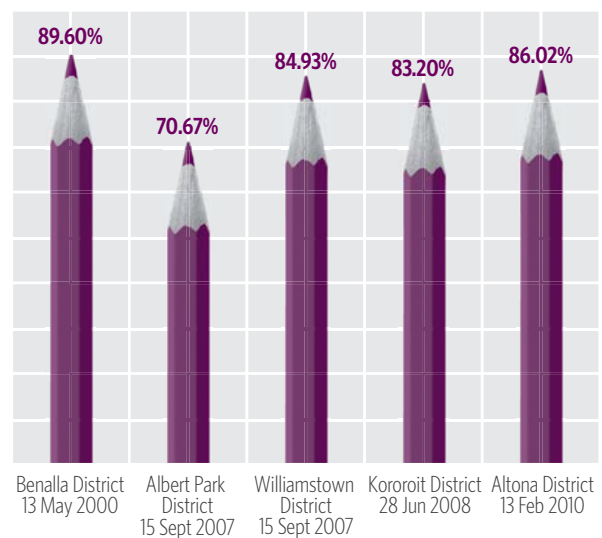


Figure 2: Voter turnout at State by-elections 2000-10



Local government activity

In October 2009, the VEC presented four reports on local government activity to the Minister for Local Government. The reports provided comprehensive details, statistics, analysis and outcomes of the 2008 local government elections, local government by-elections and countbacks, the conduct of representation reviews between 2004 and 2008, and the conduct of sub-division reviews in 2008. The reports are available from the VEC and on the VEC website in digital format. The next local government general elections are scheduled for November 2012.

Local government by-elections and countbacks

If, more than six months before a general council election, a councillor in a single-councillor ward resigns or can no longer hold office, an extraordinary vacancy arises, and a by-election is conducted. If this occurs in a multi-councillor election and there were unsuccessful candidates at the general election, a countback is conducted. Where there were no unsuccessful candidates, a by-election is conducted.

The VEC conducted four by-elections and eight countbacks during 2009-10, to fill twelve extraordinary vacancies arising in councils. Details of local government by-elections and countbacks conducted during 2009-10 are included in Appendix 1. Reports of elections and countbacks were provided to councils within the legislated three months.

The VEC anticipated that there may be an increased number of council by-elections and countbacks in 2009-10 due to the introduction of new legislation - the *Local Government Amendment (Conflicting Duties) Act 2009*, which aims to prevent councillors from having conflicting duties arising from specified offices or positions with other publicly elected bodies. Ultimately, only two vacancies arose as a result of this legislation, and any other instances of conflicting duties were resolved without the need for a by-election or countback.

All by-elections and countbacks were conducted in accordance with legislative requirements, and the VEC achieved its target to provide value for money council election services.

The average cost per voter for a postal by-election was \$8.74. (Note: Costs do not include any compulsory voting services that specific councils may have appointed the VEC to undertake on their behalf. See Our voters, page 28.) The cost of a countback varies according to where the countback is conducted, the average cost being \$3,286.52 when conducted at the VEC, and \$3,718.59 when conducted within the municipality.

Community elections

Under Victorian legislation, the VEC is required to conduct certain elections and polls. Depending on the legislation, these elections and polls may be partly or wholly funded by the VEC. The VEC also conducts fee-for-service and non-statutory elections that meet certain criteria, including the number of voters, the existence of formal election rules and election timing.

The VEC conducted five statutory polls and five fee-for-service elections during 2009-10 (see Appendix 2). All statutory and fee-for-service elections and polls were conducted on schedule and within budget.

Fair and equitable representation

The “one vote, one value” principle is a cornerstone of the democratic process in Victoria. To help ensure that each vote has an equal value in every election, the VEC is involved in electoral representation and subdivision reviews for local government, and assists with electoral boundary reviews for State electorates.

Activity in this area was low during 2009–10. Local government electoral representation reviews will commence once more in 2010–11, with 38 councils due for review before the 2012 general elections.

Electoral divisions, State Government

The VEC is required by legislation to provide administrative and technical services to the Electoral Boundaries Commission. The *Report of the Electoral Boundaries Commission 2009–10* can be found in Appendix 3.

Representation reviews, local government

During 2009–10, the VEC began preparations for electoral representation reviews of 38 local councils that, under the current provisions of the LGA, are due to be conducted between November 2010 and May 2012. All councils (except Melbourne City Council, which is subject to different legislation) underwent an initial representation review between 2004 and 2008.

In October 2009, the VEC released a report on the conduct of electoral representation reviews. The report provided an analysis of:

- how the reviews were conducted;
- what the VEC recommended;
- the principles and methods used by the VEC to come to its recommendations;
- concerns raised during the reviews by various stakeholders;
- matters raised in the reviews that were beyond the reviews' scope;
- the results of 908 surveys conducted between 2004 and 2008 of stakeholders in the process.

The report explained how the VEC has conducted the reviews and what learnings and changes it has made through the process. The key findings outlined in the report are:

- a variety of structures was recommended by the VEC, including single-councillor wards, multi-councillor wards, combinations of single-councillor and multi-councillor wards and unsubdivided structures;
- in 57% of the reviews, the VEC recommended that the number of councillors remain the same;
- in 69% of the reviews, the electoral structure recommended was different to the pre-review structure;
- the VEC recommended boundaries for 276 wards, of which 270 were within the 10% variation permitted by legislation at the election after the review;
- 4,479 submissions were received for the 77 reviews, ranging from 5 to 407;
- the vast majority of submitters were private individuals; and
- feedback from participants suggested high levels of satisfaction with the VEC's public consultation process.

The full report is available from the VEC or at vec.vic.gov.au.

Under S.219E, the 38 councils that are due for review prior to the 2012 general elections were required to appoint a reviewer at least 30 months before the next general election. At the time of this report, all 38 councils had appointed the VEC to conduct their review.

In November 2009, Local Government Victoria (LGV) published a discussion paper and called for submissions relating to electoral representation reviews. This may result in legislative change. The VEC will continue to work with LGV on this and other issues related to local government. In the absence of legislative change, reviews will proceed as set out in the LGA.

Interaction with electoral organisations

The VEC aims to be at the forefront of change in the electoral industry and will continue to introduce innovations to reduce participation barriers for all electors, especially groups identified as having low participation.

The VEC develops and maintains relationships with a number of organisations in the electoral industry, in Australia and globally, through research and networking, to better understand what is important to key stakeholders and staff. We are also committed to recommending and advising on relevant legislative change.

During 2009-10, the VEC worked with various organisations to help advance the industry practically and legislatively in an effort to increase electoral harmonisation across Australia.

Electoral Council of Australia

The Electoral Council of Australia (ECA) is a consultative forum with membership comprising Commonwealth, State and Territory electoral commissioners. It met four times in 2009-10. The ECA considers best practice and innovation in activities such as the maintenance of electoral rolls, the operation of new electoral legislation and the management of elections. During 2009-10, the ECA undertook projects and consulted on a range of issues including:

- the activity relating to updating the national electoral roll;
- the use of new technology to assist in electoral processes;
- electoral education and electoral research; and
- participation trends in enrolment and voting.

These themes will continue to be a focus for the ECA, particularly given the likelihood of legislative change in a number of jurisdictions.

Interstate electoral agencies

In a reciprocal arrangement, the VEC provides election services such as voting services and information provision for other Australian electoral agencies. The VEC also provides staff secondment to other electoral agencies in Australia (and occasionally overseas) for short periods to provide assistance and expertise at electoral events. During Victorian election periods, reciprocal services are provided to Victorian voters by these agencies. Figures 3 and 4 indicate the services and staff provided in these areas by the VEC during 2009-10.

Figure 3: Election services provided by the VEC to other electoral agencies, 2009-10

Election date	State/Territory	Election	Total votes
1 August 2009	Tasmania	Pembroke Division Legislative Council by-election	Nil
28 November 2009	Western Australia	District of Willagee by-election	Nil
20 March 2010	South Australia	South Australian State election	442
20 March 2010	Tasmania	2010 House of Assembly elections	18
1 May 2010	Tasmania	Elwick Division Legislative periodic election	1
18 June 2010	New South Wales	Penrith State District by-election	Nil

Figure 4: Secondment of VEC staff to other Australian electoral agencies, 2009-10

Election day or close of poll	Agency	Election	Total staff	Total days
27 October 2009	Tasmanian Electoral Commission	Local Council elections	5	20
20 March 2010	Electoral Commission of South Australia	South Australian State election	5	36

State and Territory Electoral Commissions

State and Territory Electoral Commissions (STEC) is a forum established by State and Territory Electoral Commissioners to consider electoral policy, research and operational matters of mutual interest. STEC consists of the Electoral Commissioner from each State and Territory. The Australian Electoral Commission also participates in STEC activities other than those related to the conduct of local government elections.

STEC provides the opportunity for personnel within each commission to collaborate on projects with similar objectives and to share resources across jurisdictions. STEC projects during 2009-10 included:

- local government elections seminar;
- electoral program management strategies;
- risk management; and
- further work on consistent performance measures across jurisdictions and electronic roll marking.

Proposed projects for 2010-11 include:

- selection processes for Returning Officers and election officials;
- internet voting;
- electronic returns from voting centres;
- continued work on performance measurement and reporting and electronic roll marking;
- continuation of the Electoral Educators' Network; and
- continued collaboration regarding matters relating to election officials.

Electoral Matters Committee

The VEC has an interest in the work of the Electoral Matters Committee (EMC), a Joint Investigatory Committee of the Parliament of Victoria. The EMC comprises seven Members of Parliament drawn from both Houses. Its powers and responsibilities are determined by the *Parliamentary Committees Act 2003*.

The EMC's report on its Inquiry into Voter Participation and Informal Voting was tabled in July 2009, and contained a number of recommendations that were significant for the VEC in the immediate term. A number of these recommendations concerned electoral education and electoral advertising related directly to the forthcoming State election. The VEC has reviewed its Election Plan and is satisfied that the programs and plans in place for the State election are reflective of these recommendations.

In 2009-10, the VEC responded to the issues raised in the EMC's report on the inquiry into whether the provisions of the *Electoral Act 2002* should be amended to make better provision for misleading or deceptive electoral content. The report, tabled in March 2010, included a recommendation that the VEC publish how-to-vote cards on its website during the election period. This will require legislative change, which may be passed prior to the State election.

In May 2010, the VEC informed the EMC that it had been contacted by the Victorian media, the national press and a member of State Parliament about an article that appeared in a major daily newspaper concerning alleged branch stacking in the Australian Labor Party. The VEC responded, explaining its position that these are internal party matters and that, under current law, such matters do not involve the VEC. The VEC is aware, and concerned, that inaccurate links are drawn between alleged branch stacking and electoral roll integrity. The VEC wrote to the person who made the allegation asking for any evidence of electoral roll fraud. No response was received.

Since the EMC was conducting its Inquiry into Functions and Administration of Voting Centres at the time of the allegation, the VEC informed it about the matter to enable a determination as to whether that inquiry should be widened to include the issue of whether certain practices of registered political parties should be independently audited. The Committee responded that: "...the current inquiry into the Functions and Administration of Voting Centres is not the appropriate vehicle to examine such matters raised by the VEC and the Committee does not presently have the significant resources or time to adequately consider the issues."

Other recommendations included in the EMC's report on its Inquiry into Voter Participation and Informal Voting along with those included in the report on the Inquiry into Functions and Administration of Voting Centres, released in June 2010, will be considered, responded to and acted upon at the appropriate times.

Other electoral matters

Register of political parties

The *Electoral Act 2002* (the Act) requires the VEC to establish and maintain a register of political parties. In order to qualify for registration, a political party must have a written constitution and at least 500 members who are Victorian electors, party members in accordance with the party's rules, and not members of another registered political party or of a party applying for registration.

It is not compulsory for political parties to be registered to contest an election, but registration gives a party a number of important entitlements. These include:

- the right to have the party's name on ballot papers;
- access to enrolment and voter information on a periodic basis; and
- public funding for parties that attain a specified level of first preference votes.

Under the Act, the VEC must review the registration of a political party as soon as practicable after an election if the political party obtained an average of less than 4% of the first preference votes over all electorates contested by the political party. The Altona District by-election of February 2010 triggered a review of the Socialist Alliance Party, which gained 1.45% of the first-preference votes. In light of the party's recent re-registration, in February 2009, the VEC decided not to conduct a mail-out to the party members, but relied on a statutory declaration by the party convenor, a list of 694 members, and a roll check of a 10% sample of the members. The party's registration was confirmed on 25 March 2010.

The Family First Party changed its registered officer in December 2009. On 18 June 2010, the VEC received an application for registration from the Australian Sex Party - Victoria, which will be processed accordingly.

During the re-registration process in 2008, the VEC encountered some difficulties in handling the application of the Democratic Labor Party (DLP) as a result of internal conflict in the party. The former secretary and registered officer of the DLP applied to the Victorian Civil and Administrative Tribunal (VCAT), disputing the VEC's decisions on the identity of the party secretary and registered officer. In December 2009, VCAT affirmed the VEC's decisions. The applicant sought leave to appeal to the Supreme Court, and in April 2010 the Court granted leave to appeal on one of the grounds. The appeal will be heard later in 2010. See Appendix 5 for the details of registered political parties.

Ombudsman's report

In 2009, a report by the Ombudsman stated that a councillor for the City of Brimbank had obtained enrolment information from the Australian Labor Party (ALP), in apparent contravention of the *Electoral Act 2002*. The VEC had provided this information to the ALP. In response, the VEC clarified its provision of enrolment information to political parties and investigated possible breaches of the Act by the ALP. The VEC concluded that it would be inadvisable to commence a prosecution, given the practical inconsistency between State and Commonwealth law in this area, the difficulty in identifying the person or body that contravened the Act, and steps by the ALP to prevent any further breaches of the Act.

The VEC forwarded a report to the Attorney-General. In response the Attorney-General took up certain matters with the Commonwealth Government and the Minister for Local Government and requested that the report be made available on the VEC website.

Research and legislation

The VEC believes that research can highlight the need for new directions in electoral education, communication activities, and in the ways in which the VEC delivers its election services to the community. It can assist with addressing the need to provide a richer context for why enrolling to vote and voting matter.

Research

In its Report on the Inquiry into the Conduct of the 2006 Victorian State Election, the Electoral Matters Committee recognised that the prisoner franchise is an ongoing issue. Prisoners serving a sentence of less than five years are entitled to enrol and vote, but currently little more than a quarter of eligible prisoners are enrolled. In 2009-10, the VEC conducted research into the barriers to enrolment and voting faced by prisoners who are eligible to vote. As a result of this research, the VEC has undertaken:

- to establish links with prison service organisations and work through them to provide information to prisoners and ex-prisoners;
- to provide information in Easy English to be included in induction kits for new prisoners and exit kits for prisoners about to be released; and
- subject to resources, to send enrolment teams to prisons in advance of major elections, and mobile voting teams during State elections.

Research planned for 2010-11 will focus on two areas: research into the barriers to enrolment and voting faced by Aboriginal and Torres Strait Islander Victorians, focus group sessions on the revised EasyVote Guide, and an evaluation of the VEC's services at the 2010 State election.

New and proposed legislation

The VEC assisted the Department of Justice with regulations governing liquor licensing polls conducted by post. Advice provided by the VEC will help align liquor licensing legislation with legislation governing local government elections conducted by post. The Liquor Control Reform Regulations were made on 4 November 2009.

On 8 June 2010, the Electoral Amendment (Electoral Participation) Bill 2010 was introduced into Parliament. The Bill introduces streamlined enrolment procedures whereby the VEC would have the power to enrol people on its own initiative based on information it has received. The Bill proposes legislation that:

- allows people who are not enrolled to enrol and vote at a voting centre, through completing a declaration form and providing a proof of identity;
- allows automatic enrolment of 18-year-olds;
- expands the availability of electronically assisted voting to a wider group of electors who are blind or have low vision to include those who cannot vote without assistance because of a motor impairment or insufficient language or literacy skills;
- abolishes the "three month rule", which uses the elector's principal place of residence in the three months before election day as a measure of the elector's entitlement to vote;
- makes it compulsory for groups of Upper House candidates to submit group voting tickets to the VEC;
- requires the VEC to make registered how-to-vote cards available on its website;
- relaxes authorisation requirements for letters and business cards; and
- where a postal vote envelope is postmarked the day after election day, requires the VEC to use the date of the witness' signature on the declaration envelope to determine to whether the vote should be admitted to the count.

At the time of this report, Parliament is considering the Bill.

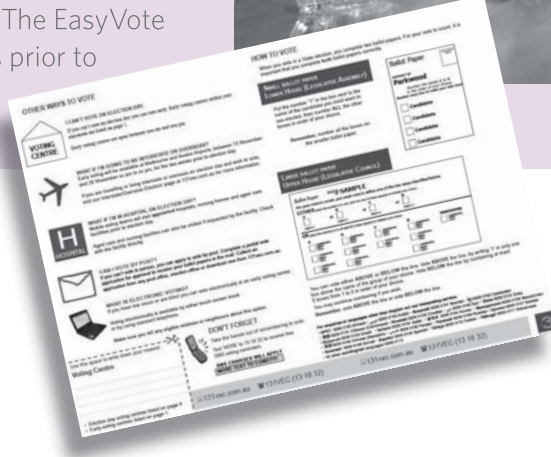
State election initiative

Redesigned EasyVote Guide

The VEC is redesigning the EasyVote Guide to provide more of the information voters need. The 2010 State election EasyVote Guide provides information about how, when and where to vote.

Early in 2010-11, the EasyVote Guide will undergo focus group testing with CALD, youth, experienced voters and other community groups to ensure it is easy to read, and provides the information that electors need.

Specific voting centre details will be included along with a punch out EasyVote Card with an identifier for quick roll mark off. The EasyVote Guide will be sent to all electors prior to election day.



Community education and communication

The VEC believes that wide community engagement in the democratic process is crucial for a healthy democracy. Low participation by specific groups in the community can leave them under represented and feeling disengaged with politics and the democratic process.

During 2009-10 the VEC's Communication, Education and Research Branch continued to identify these groups and to present electoral education, activities, programs and support that engages people with democracy.

The establishment of an Aboriginal Engagement Program, launch of the *Passport to Democracy* schools kit and development of the *All About Voting* civics resource for learners of English as a second language were highlights of our electoral engagement activities during 2009-10.

Electoral engagement

By participating in events such as the Chinese Lantern Festival, Home is Where the Heart Is and Parliament Open Day, the VEC actively engaged with the community during 2009-10, providing marketing devices, in-language electoral information, education programs and assistance with enrolment. The Communication, Education and Research Branch works with schools, culturally and linguistically diverse groups, Aboriginal communities, people with disabilities, people experiencing homelessness and people in key age groups across the community to engage them in the electoral process.

Aboriginal engagement

During 2009-10, the delivery of the VEC's community-based outreach and education program was enriched by the appointment of an Aboriginal Engagement Officer to work specifically with Aboriginal groups across Victoria. Under the banner of 'Yarn up - Be Solid - Vote', a range of exciting activities have been initiated including the establishment of an Aboriginal Advisory Group, initiation of a partnership with the newly established Korin Gamadji Indigenous Institute, cultural awareness sessions for VEC staff and a keynote presentation at the 2010 Wannik Student Leadership conference.

Young people

The 18-25 year old age group has lower enrolment and turnout rates than other age groups in Victoria. In response to this, the VEC works with schools, universities and youth organisations providing information, education programs and engagement activities to encourage young people to enrol and to vote.

Passport to Democracy

The network of schools offering *Passport to Democracy* is expanding across the State with the program being delivered in 29 schools, TAFEs and other educational settings across a total of 82 separate classes, reaching around 2,200 students. The appointment of a part-time officer specifically to coordinate the program has enabled the VEC to apply a strategic approach to marketing the program and coordinating VEC support officers to assist with implementing the program in schools.

Feedback indicates that student attitudes to participating democratic activities improve as a result of completing the course. The VEC will continue to support this valuable initiative with further training and support for outreach officers to assist teachers with delivery of the program.

Who Decides?

An interactive flash animation, *Who Decides?* was launched in March 2010. Bringing a local community setting to life, *Who Decides?* challenges participants to find out more about the different services they use, the connections to the three levels of government, and how people can have their say on the issues that affect them. *Who Decides?* was a popular feature at Parliament Open Day, and is available at vec.vic.gov.au.

CALD communities

All About Voting, a resource kit to support the integration of electoral education into the teaching of English as a second language, was developed in partnership with Adult Multicultural Education Services (AMES), the largest provider of English language lessons in Victoria, to promote democratic participation among citizens from culturally and linguistically diverse backgrounds. The kit has been distributed to 35 AMES sites that provide English lessons to people across Victoria. Feedback has been extremely positive.

People experiencing homelessness

The Community Education team has developed a strategy for the 2010 State election, building on its *Homeless not Voteless* initiative. A positive and practical approach will continue with visits to individual agencies, enrolment and voting sessions in day centres and crisis accommodation centres across Melbourne, increasing in the lead up to the election. Over the past year the focus has been on equipping homelessness workers with information about the electoral process. Information sessions have been provided to nearly 150 workers across 17 homelessness networks or agencies including Hanover, Salvation Army, St Mary's House of Welcome, the Living Room and Hume Region Homelessness Network.

People with disabilities

Over the past year the VEC's Electoral Access Advisory Group continued to meet, with representatives from the disability sector providing invaluable feedback on the VEC's work. A major disability initiative this year has been the development of the *Voting is for Everyone* resource, in partnership with Scope Victoria. This resource, targeted at people with disabilities, their families and carers, aims to dispel the myths around voting and disability. The resource will be launched in August 2010.

Parliament Open Day

In 2010, Parliament Open Day was an opportunity for the VEC to highlight the upcoming State election. Demonstration prototypes of the VEC's touchscreen voting module, which will be available for eligible electors at the 2010 State election, was on display, along with electoral education activities and the always-popular mock election. The enrolment look-up facility was available again this year, so that visitors could check and update their enrolment details and obtain information and enrolment forms.

State election initiative

Outreach, enrolment and voting sessions for Aboriginal, homeless, CALD and prisoner groups

The Community Education team has been expanded to include a community engagement officer, Aboriginal engagement officer, passport to democracy officer and a project officer.

This team will continue to conduct outreach, enrolment and voting sessions for Aboriginal, homeless, CALD and prisoner groups in the lead up to the State election to encourage increased participation among these groups, which have been identified as having generally lower participation rates.



State election initiative

Website redesign

The new VEC website has been designed to be easier to navigate and read. It incorporates features such as an *electoral look up* that enables electors to check which electorate they are in, and an *enrolment helper* to assist people to enrol or update their enrolment details.



Under current legislation, the enrolment form must be printed and signed before being submitted to the VEC.

In line with the VEC's sustainability goals, the *enrolment helper* application ensures that only the pages needed for the specific enrolment are printed, rather than the entire enrolment form and associated information.



State election initiative

Online voting centre lookup

Our online Voting Centre Lookup facility now uses Google maps™, which provides significantly higher functionality and is much easier to use.

An elector can enter their enrolment address to find the three nearest voting centres within their district, along with wheelchair accessibility information.

An elector who is away from home, can enter any address to find the closest voting centre, early voting centre or election office address and location.



Website

For many electors their first contact with the VEC is through its website. In June 2010, the VEC launched its new website, which was developed to make it easier to find information. Organised by the topics electors need most (enrolling, voting and standing for elections) every page of content has been reviewed and rewritten. The electoral process can be complicated, so every effort has been made to make the information as accessible as possible.

An updated glossary, site map and media centre along with accessibility information and in-language information can be accessed from every page. All the interactive functionality of the previous site has been retained, including the enrolment and candidate helpers and the online. The VEC believes its new website is the most useful and complete source of electoral information available to Victorians.

Electoral Education Network

After an inaugural meeting in May 2009, collaboration and dialogue between State and Territory electoral agencies, and the Australian and New Zealand Electoral Commissions, has continued with the establishment of an Electoral Education Network blog.

Position papers

A number of position and research papers were produced this year. These papers are available on the VEC's website and cover the following topics:

- Prisoners and Voting
- Electronically Assisted Voting
- The Postal Voting Process
- Joint Voting Centres
- Compulsory Enrolment
- Easy English Materials

Outlook, 2010-11

- Successful conduct of the 2010 State election, providing electoral services to over 3.5 million electors.
- Expansion of electronic voting solutions for groups with specific needs.
- State wide media and communication campaign and Election Roadshow.
- Contribute to Electoral Matters Committee inquiries and respond to reports and recommendations.
- Increased interaction with community groups to focus on the State election.
- Ensure educational materials and information are focussed on the 2010 State election to assist groups experiencing difficulty participating in the democratic process.
- Development and delivery of electoral education module to young people attending the REAL Camps at the newly established Korin Gamadji Indigenous Institute.

Our voters

What we aim to do

- Ensure the accuracy, completeness and integrity of the Victorian register of electors
- Increase ease of access to, and participation in, the electoral system

How we do it

- Increase enrolment accessibility and participation
- Encourage and assist eligible Victorians to enrol and maintain their enrolment
- Improve accessibility and clarity of electoral information
- Conduct research to better understand industry and community issues
- Implement activities that increase awareness of electoral matters
- Identify and incorporate opportunities to improve the effectiveness and efficiency of the enrolment process

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Enrolment

The VEC considers it very important to facilitate participation in the democratic process by all Victorians, and activities were undertaken throughout 2009-10 to support the objective of having all eligible Victorians enrolled. Key objectives for the VEC are to maintain the accuracy and security of the register of electors, and for the proportion of eligible electors enrolled to increase annually and to be higher than the national average. The VEC undertakes a range activities to keep the enrolment register current, and to ensure electors vote and vote correctly. At elections conducted during 2009-10, enrolment and turnout increased, while informality of voting decreased.

Register of electors

The VEC achieved its target of processing 100% of elector enrolment changes and new enrolments within set timeframes, ensuring that the register of electors is as up to date as possible.

The number of Victorians enrolled to vote increased by 16,535 to 3,504,969 in 2009-10. Using available data, it is estimated that 90.95% of eligible electors are enrolled; slightly more than the national figure of 89.69% and just over the VEC's target of at least 1% higher than the national average (see Figure 5). However, declining enrolments are of great concern to the VEC. It is little comfort that the VEC enrolment rate decreased by 1.72 percentage points, while the national decline was slightly larger, at 2.21 percentage points.

Youth enrolment

Victoria continues to have one of the highest youth enrolment rates in Australia. However, the number of young Victorians enrolled is, on average, 10% below that of the general eligible population. Figure 6 shows the extent to which Victorian young people aged 17 years and 18 to 25 years are represented on the electoral roll. This shows that since 2006-07, although Victorian figures are consistently higher than the national average, youth enrolment has fallen just below the VEC's target of at least two percentage points above the national average.

Electoral education focusing on youth participation is a key element of the VEC's Community Education Strategy 2007-12. At 30 June 2010, the estimated percentage of eligible 17-year-olds provisionally enrolled on the electoral register was 28.19%. *Passport to Democracy*, a school education program, is an effective way of encouraging interest in and knowledge about the democratic process in upper secondary students. A VEC presence at events involving young people and teachers is also part of the strategy.

Figure 5: Percentage of eligible electors enrolled in Victoria at 30 June

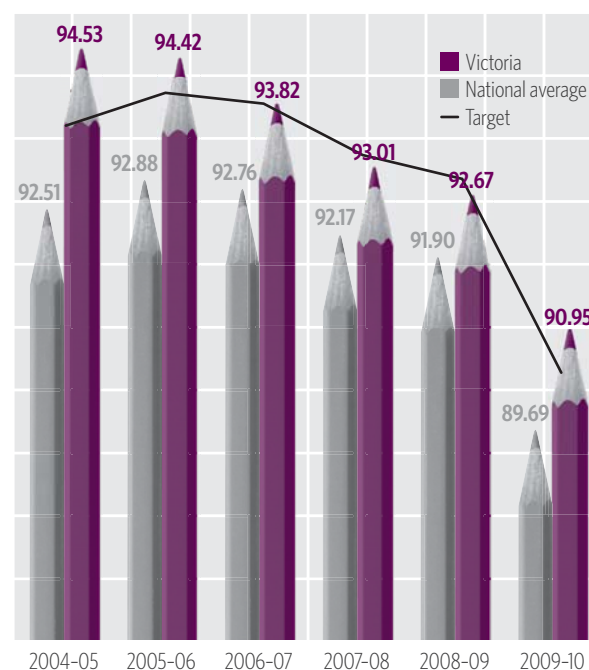


Figure 6: Youth enrolment 2005-06 to 2009-10

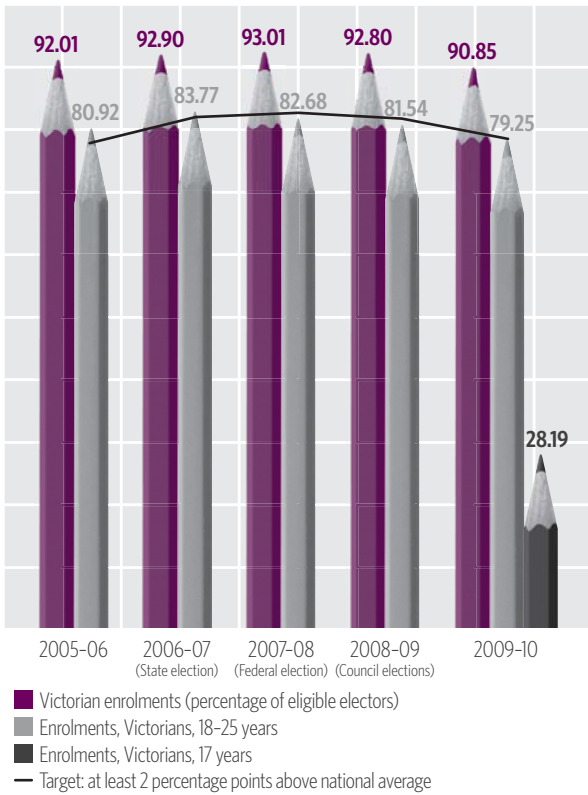
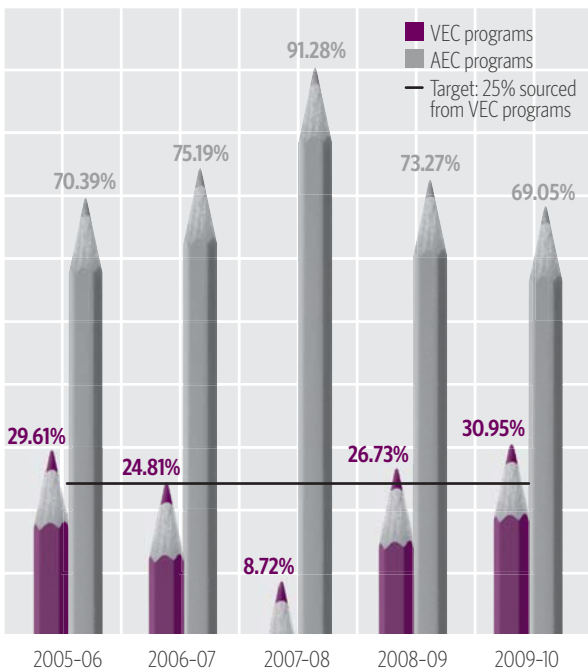


Figure 7: Enrolment changes sourced from continuous roll update programs, 2009-10



Continuous roll update

The VEC undertakes a number of continuous roll update (CRU) programs to assist electors to enrol on the register and to keep their enrolment details up-to-date.

Mail-out activities target potential electors using data provided by the Residential Tenancies Bond Authority, the Victorian Tertiary Admissions Centre and VicRoads. People who register or update their address details with one of these agencies, are sent an enrolment form if they are not already enrolled.

Victorians are eligible to enrol at 17 but cannot vote until they are 18. Data enabling the VEC to send a birthday card, with an enrolment form, to Victorians in the education system as they turn 17 years of age is provided by the Victorian Curriculum and Assessment Authority (VCAA). According to VEC tracking of enrolments, 15.9% of 17-year-olds who received a birthday card in 2009-10 enrolled as a result of this program. A further 3,627 students enrolled during 2009-10 as a result of receiving a birthday card in 2008-09.

Applications to Liquor Licensing Victoria for proof-of-age cards also act as electoral enrolment applications for State and local government elections. The VEC received 1,418 of these applications in 2009-10.

During 2009-10, enrolment forms were available at the VEC, on the VEC website, at local council offices, Australia Post offices, Centrelink and Australian Electoral Commission divisional offices. Enrolment forms were also available at Coles supermarkets until March 2010. Early in 2010 the management of Coles Supermarkets advised the VEC they would no longer be able to offer this service. The VEC thanks Coles and its employees for providing this valuable community service to the Victorian public for the past eight years.

The VEC's CRU activities generated 136,330 enrolment applications in 2009-10, amounting to 31% of total Victorian applications received. This is an excellent result, exceeding the VEC's target of 25% (see Figure 7).

Compulsory enrolment enforcement

Compulsory enrolment has been a feature of Victoria's electoral legislation since 1923. By law, eligible electors who do not enrol or keep their enrolment details current can be prosecuted and fined. The penalty associated with this offence is currently \$116, and upon successful prosecution a conviction may be recorded.

The VEC has traditionally taken the position of encouraging eligible electors to enrol and maintain their enrolment to protect their right to vote should an election (local, State or Federal) be called. If an elector is not on the register of electors at the "close of roll" for an election, they are ineligible to vote.

Each time an eligible elector moves residence, and within 21 days of being in their new abode for a month, they are required to update their enrolment. Most electors are aware that voting is compulsory. However, it is arguable whether the same can be said about enrolment.

At any one time, there may be up to 180,000 electors with their details out of date. Immediately prior to an election, this figure decreases due to all the advertising and publicity conducted to remind people to update their enrolment. In the last seven days prior to the close of rolls in 2006, some 36,500 people updated their enrolment details - yet 65,000 still tried to vote mistakenly believing that they had updated their details.

The VEC does not wish to raise revenue from the collection of fines for failing to enrol. Such revenue, if collected by the VEC, would be collected on behalf of the State, and forwarded to the Department of Treasury and Finance as consolidated revenue. Removal of an elector from the roll and subsequent prosecution is a last resort after a number of contacts have remained unanswered.

Given the declining rate of response to the CRU program, the concern at both a State and Federal Parliament level regarding declining enrolment and the consequent implications for the integrity of the register of electors, the VEC has commenced a number of initiatives to improve the enrolment rate. These include school programs, enrolment sessions for people experiencing homelessness and for those in adult disability day care centres.

In 2009-10, the VEC conducted a trial program targeting a group of electors who had not responded to a CRU mailout in March, but were still on the register of electors for what appeared to be their old address. The program involved a series of letters and notices including one advising that in certain circumstances, the VEC would commence legal action to enforce the compulsory enrolment provisions of the law. Based on the results of the trial, the VEC sees merit in taking a firmer line on compulsory enrolment.

State election initiative

Election Roadshow

To help maximise participation at the State election, including youth participation, the VEC's Election Roadshow will travel around Victoria to key locations in areas that have registered high levels of informal voting and low turnout at elections. The Roadshow will be equipped with online enrolment look-up and enrolment helper facilities, information in easy English and in other languages, and staff will provide assistance and give-aways full of electoral information.



Giveaways and marketing products have been selected for their durability and minimal environmental impact and have been sourced from companies with good sustainability credentials.



Turnout

Turnout is measured as the number of formal and informal votes received by the close of voting. The VEC provides an increasing number of services to electors to help ensure that all enrolled electors turn out to cast their vote. These include information services prior to, and on election day, as well as a variety of voting options and aids.

Turnout at by-elections

The average turnout rate for council by-elections held during 2009-10 was 74.60%, meeting the VEC's target of an increase year to year. It is an increase on the average turnout for the five-year period 2005-06 to 2009-10 (72.83%), and slightly more favourable than the average turnout rate for the local government general elections held in November 2008 (74.36%). All council by-election turnout rates are lower than the turnout of 86.02% at the Altona State District by-election in February 2010, and the November 2006 State election turnout rate of 92.73%. The turnout rate achieved for the Altona District by-election was the highest turnout for a State by-election since 2000.

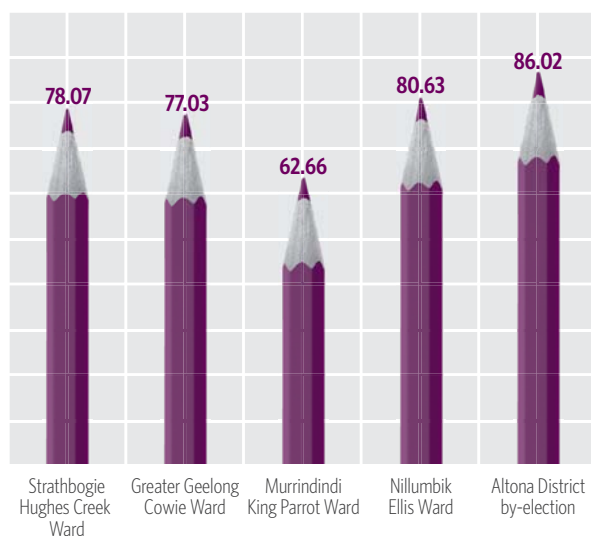
One of the main reasons for lower turnout rates for council elections and by-elections is the fact that voting is not compulsory for non-residents. Other factors include lower awareness of the election (due to less media attention and a lower rate of candidate activity); the perception that only property owners (as opposed to tenants) are required to vote in council elections and by-elections; and the fact that while voting is compulsory for residents over 70 years of age, these people are not fined if they do not vote.

Youth turnout at Altona District by-election

The VEC is committed to providing electoral education and voting information to all electors. The VEC's range of communication products and easy English publications is continually expanded and reviewed to ensure relevant and clear information is provided to assist electors to enrol and to cast a formal vote.

There were 5,056 electors in the 18-25 year old age group enrolled for the Altona District by-election. This represented 10.60% of the total enrolment. Of these, 82.48% voted, which is slightly higher than the overall turnout rate of 82.06%. If we assume, based on past youth enrolment figures, that around 18% of 18-25 year olds eligible to enrol were not enrolled at the time of the by-election, the estimated percentage of eligible 18-25 year olds, who voted at the by-election, is around 68%.

Figure 9: Turnout at council and State by-elections, 2009-10
(% of total enrolment)



Services for voters

Along with providing of accurate and accessible information, the VEC strives to ensure that voting is made as easy as possible for all electors, including electors with disabilities and those who are unable to attend a voting centre on election day.

In accordance with the VEC's Disability Action Plan, services provided to electors at the Altona District by-election included:

- large pencils for people with hand mobility impairment;
- provision of magnifying sheets for voters with low vision;
- wheelchair-height voting booths at each voting centre;
- chairs made available within the voting centre for those unable to queue or stand while waiting to vote; and
- staff trained to assist voters with mobility issues, requiring seating or having difficulty voting.

These services will be provided at the 2010 State election along with the services outlined below.

Accessible voting centres

The VEC endeavours to lease buildings and facilities that are accessible to people with disabilities, and provides equipment and aids at voting centres to meet voters' needs. The lack of fully accessible voting centres continues to be of concern to the VEC.

Every early voting and election day voting centre is rated according to its wheelchair accessibility, using an audit tool. The audit complies with relevant Australian Standards and addresses building access as well as the availability of accessible parking, and the VEC has been working with the Australian Electoral Commission to ensure that standardised ratings are applied.

For the Altona District by-election in February 2010, of the two early voting centres one (located within the District) was 'Fully Wheelchair Accessible', and the other was rated as 'Assisted Wheelchair Accessible'. Of the 14 election day voting centres in Altona District, three were 'Fully Wheelchair Accessible', and the remaining 11 were rated 'Assisted Wheelchair Accessible'.

All voting centres for the State election were booked in 2009. Election Managers commenced accessibility audits in March 2010, and almost all voting centres, established for the State election, had been classified at the time of this report. Accessibility ratings will be advertised along with voting centre addresses, and will be available on the VEC website.

Voting centre maps

District maps, showing voting centres within and on the fringe of the district, will be available in voting centres to assist with directing electors, who live in adjoining electorates, to a voting centre in the district in which they live.

Multi-language instructions

Voting instructions in 19 languages, plus English, will be available in voting compartments at all voting centres.

Braille ballot papers

The VEC will liaise with Vision Australia and Blind Citizens Australia to provide election information on CD and in Braille, and to offer an 'opt in' service to provide Braille ballot material to members of the community registered as blind or with a vision impairment.

Electronically assisted voting

The electronically assisted voting module that was developed for the 2006 State election has been enhanced in response to findings from that election and the 2007 Australian Federal election. Recommendations and suggestions in the Electoral Matters Committee's 2008 report have also been considered, including building the capacity for electronic voting to be offered to other select categories of voters. Legislative change will be required to enable these categories of voters to vote electronically, and this may be passed prior to the election. The VEC has expanded electronically assisted voting with telephone voting, and is also exploring ways to provide electronically assisted voting in more locations across Victoria and to Victorians overseas (see below).

Voting before election day

The VEC provides early and postal voting services to electors who are unable to vote on election day.

Armed services personnel serving overseas

The VEC will despatch postal votes to armed services personnel stationed overseas to coincide with Defence Services flights out of and in to Australia.

Voting in the Antarctic

The VEC will continue to work with staff from the Australian Antarctic Division in order to ensure that 'Antarctic electors' employed in Antarctica during the 2010 State election are able to vote.

Voting interstate or overseas

The VEC will establish early voting facilities at interstate and overseas locations including in the United Kingdom and the United States of America. The largest overseas centre is in London and procedures will be reviewed to address issues that were raised following the 2006 State election. For the 2010 State election, the VEC will pilot electronically assisted voting in London, Manchester and Edinburgh.

State election initiative

Improved and expanded electronic voting facilities

The VEC will provide an enhanced electronic voting system in all districts across Victoria, for voters who are blind or have low vision.

The electronic voting system has been developed taking into account evaluation of electronic voting at the 2006 Victorian State election and the 2007 Australian Federal election. The recommendations of the Electoral Matters Committee were also considered.

In 2010, Victorians in England and Scotland will be able to access an electronic voting system developed specifically for this election.



Enforcement of compulsory voting

After the conduct of elections, by-elections and polls in which voting is compulsory, the VEC carries out compulsory voting enforcement where legislated, and when a council contracts the VEC to do so. In order to conduct compulsory voting follow-up for councils, the Chief Executive Officer must appoint a VEC staff member as the prosecution officer.

Three stages of enforcement (or non-voter follow-up) are managed by the VEC.

1. Dispatch of Apparent Failure to Vote Notices to those electors who appear not to have voted in an election. Apparent non-voters have 28 days from the date of the notice to provide a valid excuse for failing to vote.
2. Follow-up (by Infringement Notice) of electors who did not respond, or who provided an invalid response to the Apparent Failure to Vote Notice. A penalty amount is applied (currently set at \$58.00). Non-voters have 42 days to respond to the Infringement Notice by either submitting a valid response or by making the penalty payment.

3. A Penalty Reminder Notice is sent to those who do not respond to the Infringement Notice. An amount for prescribed costs is added to the original penalty amount.

Where the VEC conducts non-voter follow-up for State elections by-elections or Liquor Licensing Polls, a final non-voter file is lodged with the Infringements Court for further action. In 2009-10, the VEC conducted follow-up for the Altona District by-election and for six liquor licensing polls.

Where non-voter follow-up is conducted on behalf of a council, the VEC provides a final non-voter list and an Infringements Court file. The council makes a decision about further follow-up. The VEC conducted non-voter follow-up for Greater Geelong City Council, Cowie ward by-election, and payments collected were transferred to the council at the end of the infringements stage. The VEC was not appointed to conduct non-voter follow-up for the Strathbogie Shire Council, Hughes Creek Ward or the Murrindindi Shire, King Parrot Ward by-elections, but provided non-voter lists to both councils with 116 and 333 records respectively.

Appendix 4 provides details of all non-voter follow-up and compulsory voting enforcement conducted during 2009-10.

State election initiative

Electronic roll mark-off at early voting and selected voting centres

After a successful pilot at the Altona District by-election, the VEC will implement electronic roll marking at early voting and selected voting centres.



Election officials will access the roll via a link to the VEC database, and use a simple search screen to mark electors off the roll. The roll will be automatically updated centrally.

Streets lists will also be available in electronic format at voting centres where electronic roll mark-off is used. This will provide faster results and reduce printing requirements.



Follow-up of multiple voting

Electors who are issued Early Votes, Postal Votes or Absent Votes at elections and by-elections are recorded in VEC Election Management System (EMS) during the course of the election. These electors are marked off the roll along with all electors who vote on election day.

Prior to the generation of a non-voter list, a multiple voter report is generated, listing each voter who appears to have voted more than once at the election. The VEC examines the multiple voter report to determine if any elector has been identified as an apparent multiple voter due to an administrative error. A final list of apparent multiple voters is generated and follow-up is carried out.

At the generation of the multiple voter mail-out file for the Altona District by-election, there were 90 electors who appeared to have voted more than once.

The VEC wrote to each apparent multiple voter seeking an explanation as to where and how they voted. The VEC considered the responses, along with the evidence provided in support of the response. The VEC considered that these electors had made genuine mistakes and issued a caution, also advising that if the elector voted more than once at future elections prosecution action would be taken. Two further letters were sent to apparent multiple voters who did not respond to the VEC communication. The final notice process is continuing.

Figure 10: Apparent multiple voter follow-up, Altona District by-election

Notice	Number of Notices	Claimed voted once	Admitted voting twice	Return to sender	No response
1st notice	90	57	15	1	17
2nd notice	17	5	5	0	7
Final notice	7	2	1	0	4

Informal voting

A vote is declared informal when an elector does not complete their ballot paper according to the instructions, and their voting intention is not clear. Ballot papers that do not comply with the formality rules are not admitted to the count.

The informality rate for the Altona District by-election was 4.96% – a decrease on the informality rate for that District at the 2006 State election (6.11%). This is also less the average informality rate for the three most recent State by-elections, conducted in 2007-08 (6.85%).

The average informality rate for council by-elections conducted in 2009-10 is 4.08%, which is higher than the average for by-elections conducted in the past five years (3.24%). Notably, the highest informality rate for 2009-10 by-elections was 6.22% at the Greater Geelong, Cowie Ward by-election. In contrast, at the Nillumbik, Ellis Ward election, there were 12 candidates and an informality rate of 2.93%.

The VEC aims to increase electors' understanding of how to cast a formal vote and, in response to recommendations from the Electoral Matters Committee report on its inquiry into voter participation and informal voting, the VEC has implemented a number of programs to increase voter turnout and decrease the rate of informal voting.

The VEC's advertising and communication campaigns help ensure that Victorians are provided with voting information in accessible formats. Advertisements will be placed prominently at regular intervals prior to the State election, in a variety of mainstream, community and ethnic media, and leaflets and posters will be distributed where appropriate. Information will be made available in languages other than English, and telephone interpreter services are provided all year round. VEC electoral education programs also aim to provide Victorians with motivation to vote.

State election initiative

In-language instructions in voting compartments

To assist electors to cast a formal vote, diagrams and voting instructions in 19 languages plus English will be printed onto cardboard voting compartments for the 2010 State election.



This will also eliminate the need to print an oversupply of the multi-language information pamphlets that have previously been available at all voting centres.



Mapping and roll services

Mapping services

As part of the process of ensuring the integrity of the Victorian register of electors, the Mapping Team conducts validation checks using spatial information to determine the accuracy of the coding assigned by the Australian Electoral Commission (AEC) to new addresses. A total of 62,857 records were checked in 2009-10 and 834 inconsistencies were identified and reported to the AEC.

In 2009-10, the VEC's Mapping Team worked on a number of significant projects for the 2010 State election including the production of voting centre planning maps and an online voting centre look-up facility.

Significant progress has been made on the hundreds of maps required for the State election including maps of Lower House districts and Upper House regions, voting centre locality maps for a variety of purposes including election administration by the VEC, and for use by electors, candidates, the media and electoral commentators.

Other projects included an assessment of the VEC's Electoral Boundaries Mapping System (the tool used to model boundaries during local government electoral representation reviews and State re-divisions), and geo-coding the addresses on the Victorian register of electors. Ninety percent of addresses on the register have been geo-coded to the required level of accuracy. The supply of maps available to the general public was maintained, and more refined district maps were made available on the new VEC website.

The VEC records inconsistencies with address information, identified during enrolment processing, in the Department of Sustainability and Environment's Notification and Editing Service. This contributes to the accuracy of Victoria's authoritative spatial datasets. The VEC logged 68 transactions in 2009-10.

Candidate maps, advertisement maps and voting centre maps were provided for State and local council by-elections. Reference maps were prepared for Liquor Licensing Victoria of the Dry Area boundaries in the City of Boroondara and Whitehorse. These maps differentiated between the area in Boroondara, which is an active poll zone, and the area in the City of Whitehorse, which has more limited requirements for licensing polls.

Roll products and services

The compilation of rolls and the production of roll products for elections, by-elections and polls conducted by the VEC, is carried out by the Electoral Enrolment Branch. This includes state and local government elections and Liquor Licensing Polls. The VEC's Roll Products and Services Team also prepares extracts of data for the provision of electoral information access granted under s.34 of the *Electoral Act 2002*. Details about the privacy of enrolment information can be found on page 48.

After the resignation of the member for Altona District, the roll of electors was prepared for the by-election in February 2010 in a very short time frame of three days. Boundaries for the five liquor licensing polls conducted in 2009-10 were determined in conjunction with the Office of Liquor Licensing in Victoria. Details pertaining to the relevant properties and electors were then extracted from the State roll database to compile the rolls for these polls.

Council voters rolls are compiled from a State roll extract for the municipality (88% of voters), combined with a ratepayer extract from the municipality (12% of voters). The process of combining the two datasets involves complex checking processes to try to ensure that voters in the State roll extract are not duplicated in the council data. Voters rolls were produced for the local government by-elections and liquor licensing polls that were conducted during 2009-10.

Rolls for commercial elections conducted in 2010 were prepared from the particular organisation's member lists using a computer program (roll creation applet) developed by the VEC.

Outlook, 2010-11

- State election electoral education campaign focusing on enrolment and casting a formal vote.
- Quality control tools and checking will be further improved to ensure that rolls for the State election in November 2010 will be of the highest possible quality.
- Significant numbers of enrolment applications are expected to be received in the run-up to the State election. Staffing numbers will be increased to ensure prompt and timely processing.
- Procedures and processes for on-the-day enrolment will be developed for the 2010 State election.
- A process to automatically enrol school students when they turn 18 will be developed in time for the State election. In 2011 the VEC will be investigating other data sources to determine if they can be used to automatically enrol electors.

Our people

What we aim to do

- Position the VEC as a highly preferred employer
- Provide highly valued learning and development and career opportunities

How we do it

- Attract and retain a workforce which is reflective of the diversity within the community
- Foster a healthy, safe, diverse and sustainable working environment
- Foster a culture that motivates and engages employees
- Provide highly valued learning, development and career opportunities

Inside this section

- Human resource management 33
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- Staff services and conditions 39
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Human resource management

The VEC strives to foster workplace diversity, demonstrating its commitment to an inclusive work environment through policy and procedures that reflect the values of the organisation.

During 2009-10 human resource management at the VEC focused on strengthening the overall occupational health and safety of the staff. This included presenting training to develop conflict competence, cultural safety and privacy awareness. As part of a Consultative Committee initiative, Health Week, all staff were offered workplace health checks.

During Health Week, a number of activities were offered to staff, including speakers from Beyond Blue, the Heart and Diabetes Foundations, introductory yoga and Pilates sessions, talks on nutrition, stress and time management workshops, CPR and automated defibrillator courses. A number of informal activities were organised to raise health awareness and stress management as we move into a very busy election year.

Recruitment

Individual differences are recognised and valued within the workplace, and the principles of merit and equity ensure that organisational functions are delivered fairly, without discrimination or harassment. Employment decisions relating to appointment, promotion and career development are based on the competency and skill of the person selected.

The recruitment process is carried out with the highest regard to merit and equity, and with regard to the skills required or desirable for successful applicants. In some cases, this meant having specialised knowledge and experience in a specific technical area, in others, the ability to speak a second language or knowledge of, or experience with people with cultural and linguistically diverse backgrounds.

Figure 11: Staff profile at 30 June 2006-10

(Includes Specialist technical staff. Does not include statutorily appointed officers)

	Ongoing			Fixed term and casual		Total
	Number (Headcount)	Full-time (Headcount)	Part-time (Headcount)	FTE	FTE	
2010	59	47	12	54.9	21.6	76.5
2009	60	52	8	52.5	19.6	72.1
2008	63	54	9	54.7	19.3	74
2007	58	51	7	46.9	16.1	63
2006	47	40	7	39.8	37.7	77.5

Figure 12: Staff profile at 30 June 2010

(Includes Specialist Technical Staff. Does not include statutorily appointed officers)

	Ongoing		Fixed term and casual	
	Number (Headcount)	FTE	FTE	Totals
Gender				
Male	25	24.3	7.7	32.0
Female	34	30.6	13.9	44.5
				76.5
Age				
Under 25	0	0.0	1.0	1.0
25-34	9	9.0	8.4	17.4
35-44	11	10.0	4.8	14.8
45-54	16	14.4	2.7	17.1
55-64	21	19.7	4.6	24.3
Over 64	2	1.8	0.1	1.9
				76.5
Classification				
STS	1	1.0	0.0	1.0
VPS Grade 1	0	0.0	0.8	0.8
VPS Grade 2	12	9.7	5.1	14.8
VPS Grade 3	16	16.0	10.6	20.6
VPS Grade 4	10	9.4	4.1	13.5
VPS Grade 5	15	13.8	1.0	14.8
VPS Grade 6	5	5.0	0.0	5.0
Total	59	54.9	21.6	76.5

Employment exemptions

In 2009-10, the VEC was granted an exemption from provisions of the *Equal Opportunity Act 1984* to enable it to ask applicants for disclosure of specific political activities that could compromise the perceived independence of the organisation. The exemption was granted for three years from October 2009, and covers election officials, VEC staff, contractors and members of the audit committee. It applies to new applications and is not retrospective. The disclosure of political activities will not always preclude the applicant from employment, but will assist with determining appropriate project allocation.

The VEC was granted a second exemption from provisions of the *Equal Opportunity Act 1995* to enable it to employ Aboriginal-identifying applicants for the role of Aboriginal Engagement Officer. The exemption was granted for three years from January 2010. Copies of both VCAT decisions are available from the VEC and on the VEC website.

Figure 13: Number of staff by gender at 30 June, 2006-10

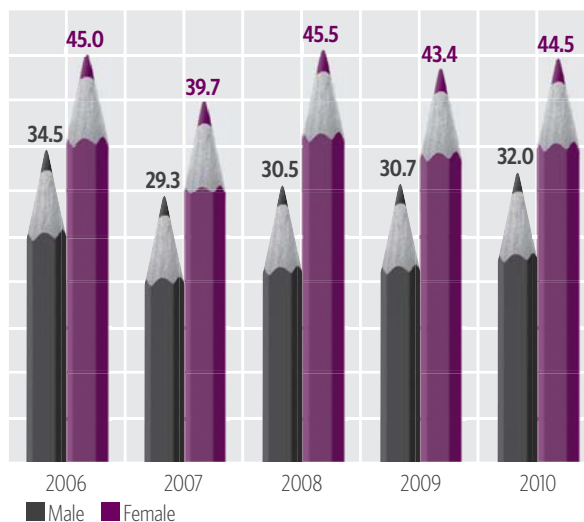
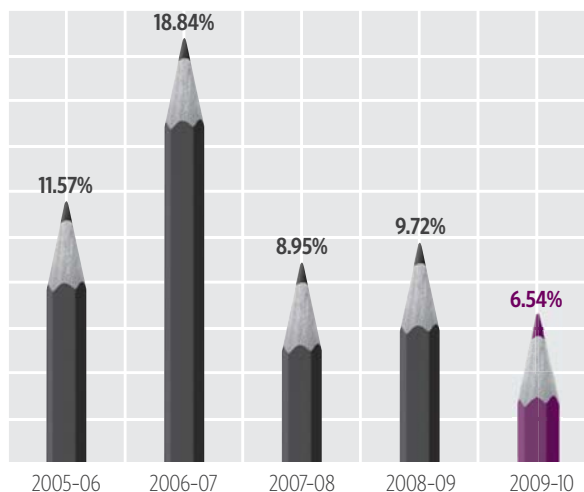


Figure 14: Staff turnover, 2005-06 to 2009-10



Staffing for 2010 State election

In October 2009, orientation training commenced for 130 newly-recruited Senior Election Officials. Training for 197 Senior Election Officials who had been appointed as Election Managers or Assistant Election Managers for the 2010 State election, or who were being trained as emergencies, commenced in March 2010. A further 17,000 casual staff will be recruited to work as election officials at the 2010 State Election, and an on-line expression of interest facility has been developed to accommodate the large numbers of applicants. As it has in the past, the VEC will strive to attract, and employ in suitable positions, people with fluency in a foreign language, those who identify themselves as having an Aboriginal heritage and people who identify themselves as having a disability.

State election initiative

Online registration of expression of interest for employment as an election official

Around 17,000 casual staff will be recruited to work as election officials at the 2010 State Election.

An on-line expression of interest facility has been developed to accommodate the large numbers of applicants. The VEC has received around 11,000 registrations since the online facility was launched.



In line with the VEC's sustainability goals, this reduces the need for paper applications.



Employment Diversity

The VEC's aim is to recruit and support personnel who represent the diversity of the Victorian community. Practices recognise and value individual differences within the workplace. Adherence to the principles of merit and equity ensure that organisational functions are delivered in a fair and equitable manner, and that employees and stakeholders are not subject to discrimination or harassment.

The VEC has an inclusive employment policy, but faces limitations related to the low accessibility rating of head office premises, which limits the VEC's capacity to employ people with certain disabilities or needs. Where practicable, the VEC makes adjustments for staff with specific needs. The VEC is currently investigating options for new premises and has ensured that a full accessibility rating is a mandatory requirement.

The VEC recognises cultural and religious diversity in employment practices and policies where appropriate, and in an informal manner with staff-initiated celebrations arranged and supported usually in conjunction with staff meetings or special morning teas. This year the VEC celebrated Harmony Week by holding three separate events to celebrate diversity in culture, beliefs and ability among its staff.

A more formal aspect of this recognition of diversity was a series of cultural awareness sessions specifically related to Aboriginals and Torres Strait Islanders residing in Victoria, presented by the newly appointed Aboriginal Engagement Officer in order to strengthen organisational cultural safety.

Other initiatives that have been implemented include:

- Membership of the selection panel for the recruitment of the Australian Electoral Commission's (AEC) Victorian Aboriginal Field Officer.
- Adoption of the new VPS Aboriginal employment strategy that includes:
 - a promotional program to encourage expressions of interest from the Koori community to perform Election Official roles during the 2010 State Election;
 - involvement in the Department of Justice Koori Statewide "job fairs" in partnership with the AEC;
 - attendance by Election Managers at "Koori job fairs" to answer questions and assist with lodging expressions of interest; and
 - engaging the Department of Justice Koori Recruitment and Youth Initiatives Officer to join the VEC's new Aboriginal Advisory Group.
- Advertising VEC vacancies through Workfocus, the National Disability Recruitment Coordinator who:
 - promotes and lists VEC vacancies on its employment portal, which is accessible by Disability Employment Services nationally; and
 - promotes the online employment registration facility to all Disability Employment Services in Victoria.

Knowledge capital

Along with formal and informal qualifications, VEC staff have a wide range of and high level knowledge and skills relating to electoral activity. This “knowledge capital” is highly valued by the VEC not only because it helps ensure the achievement of corporate objectives, but because it is passed between staff to ensure continual professional growth and capacity in this specialised field. The VEC ensures that staff have a variety of training opportunities, and the opportunity to gain election experience at other electoral agencies whenever possible (see staff secondments on page 13).

Performance management

The VEC adheres to the VPS Agreement 2006, Extended and Varied Version 2009, maintaining a performance management and progression system that aligns individual performance objectives with the VEC’s strategic direction. Each employee’s performance is assessed annually and reviewed half-yearly against individual and corporate objectives and outcomes.

The VEC believes that it has a responsibility to foster and maintain a culture that provides the right balance of challenge, satisfaction and achievement, and endeavours to provide a good mix of motivators, goals, encouragement and reward.

Training

As part of the performance management process, data relating to staff skills and experience is collected and, working with managers, staff match their skills, knowledge and learning goals with corporate objectives to which they can contribute. This overall picture of current knowledge capital enables managers to make informed decisions about staffing and project allocation, and to form teams which will assist with professional learning and leadership growth.

The Human Resources Manager uses the information to present a professional development plan that provides targeted development opportunities in response to identified needs. In this way, the VEC ensures growth in staff skills and knowledge, staff are supported to achieve their own performance goals as well as the corporate objectives, and succession planning is addressed.

The VEC builds on the skills and knowledge of the staff, identifying opportunities for training and professional development on both an individual and organisation-wide basis. Organisation-wide training addresses areas of identified need, contributing to the achievement of organisational objectives and supporting staff in their personal and professional development.

During 2009-10, training that focused on raising awareness of various personality types and communication styles, and effective communication skills was offered to all staff. As a response to our internal privacy audit, all staff were required to complete information privacy awareness training to ensure that the handling of personal information continues to be carried out in compliance with current legislation and guidelines.

Online training for election officials was developed and implemented, reducing the reliance on paper-based course materials and making access to training easier. Other training made available online during 2009-10 covered corporate induction, occupational health and safety and emergency response management.

Staff were also offered the opportunity to complete fire warden, first aid and defibrillator training.

During 2009-10, the VEC provided an average of 6.98 days of formal training per full-time equivalent (FTE). VEC staff also undertook informal learning opportunities, including workshops and a variety of network meetings. As a result of improved recording processes introduced in 2009-10, the training program is more directly tracked to corporate objectives and strategies.

State election initiative

Online training for election officials

Our intensive onsite training will be complemented by an online training program, which will be accessed by 170 Election Managers and Assistant Election Managers and around 17,000 other election officials.

All Election Managers and Assistant Election Managers will have satisfactorily completed at least nine training days plus 24 hours of home study activities.



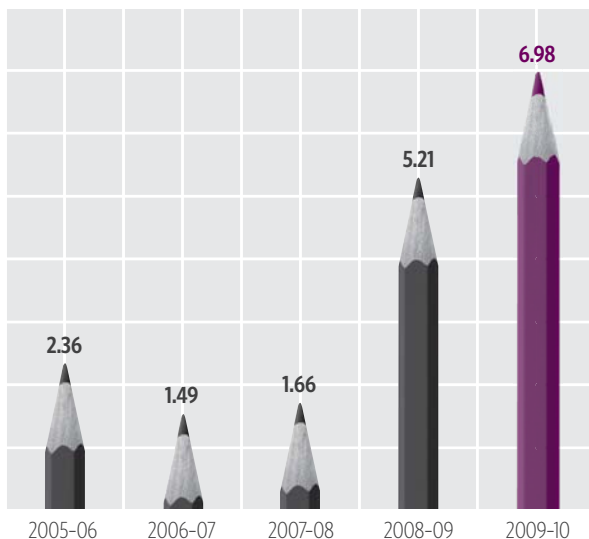
Newly-recruited Senior Election Officials (SEOs) completed an additional four training days plus home study in 2009.

The online training program supports the VEC's sustainability goals by eliminating paperwork, decreasing travel and reducing accommodation costs.



Figure 15: Training days per FTE, 2005-06 to 2009-10

Note: Figures for core staff only, excludes training for election officials.



Occupational health and safety

The VEC continued its commitment to Occupational Health and Safety (OHS) compliance as well as general staff health and well being during 2009–10. Quarterly workplace inspections by VEC health and safety representatives continued with the aim of identifying and eliminating hazards, thereby preventing and reducing injuries. Regular clearing and tidying of work areas was organised and available staff were encouraged to participate. OHS policies, procedures and action plans are subject to ongoing review by the Consultative Committee and Management Group.

Occupational health and safety audit

An OHS audit was conducted in 2009–10 and the VEC has developed an action plan to address areas that were identified as requiring attention. Implementation of the action plan commenced in 2009–10 and will continue in 2010–11.

Hazards, incidents and injuries

During 2009–10, the VEC received nine incident notifications, three hazard notifications, and two claims for compensation (see Figures 16–18). One lost time injury was incurred by the VEC during 2009–10, resulting in 27 days of lost time. This injury occurred off-site, and the VEC has introduced new procedures to minimise the risk of any similar incidents. While the VEC’s target is no lost time injuries, the VEC believes that its ongoing focus on occupational health and safety training

and practices, and responsiveness to incidents and injuries, contributes to a culture of safety in the organisation. The VEC responds promptly to notifications of potential hazards by staff in Near Miss Incident Reports.

Figure 16: Hazards, incidents and injuries reported, 2005–06 to 2009–10

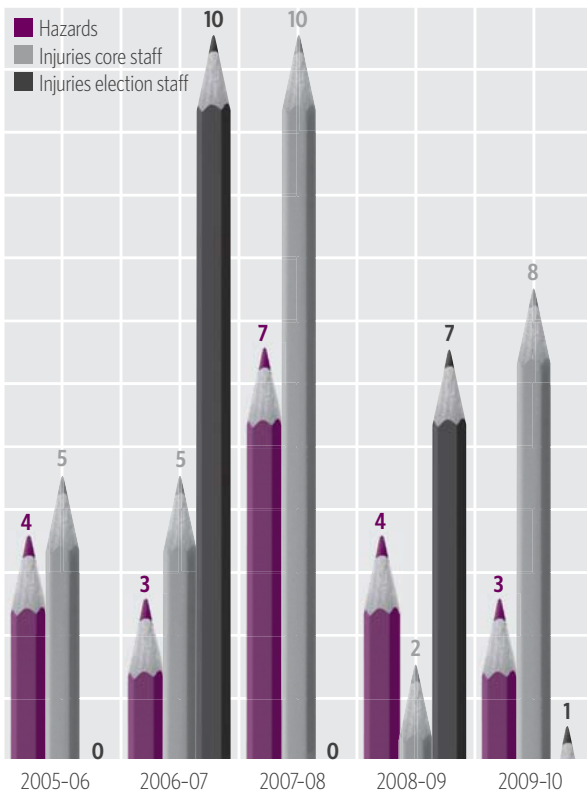


Figure 17: Days lost as a result of workplace-related injury, 2005–06 to 2009–10

(a) 2006–07 peak due to a high number of days lost for an injury that occurred at a previous workplace.

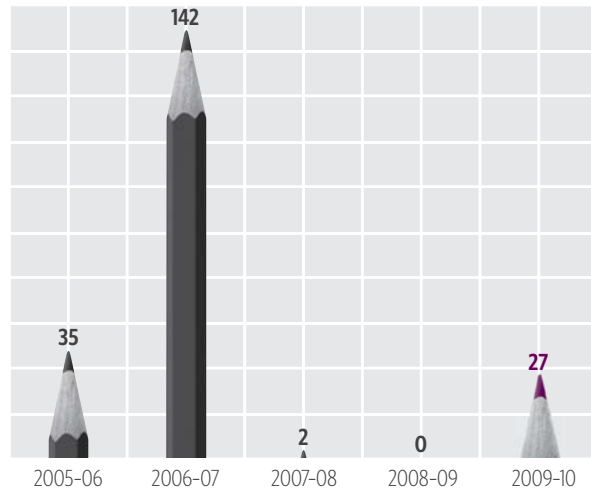
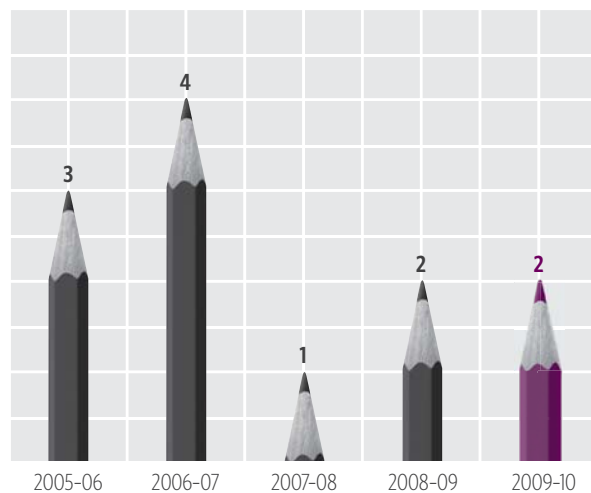


Figure 18: Claims for WorkCover or workers compensation, 2005–06 to 2009–10



Staff services and employment conditions

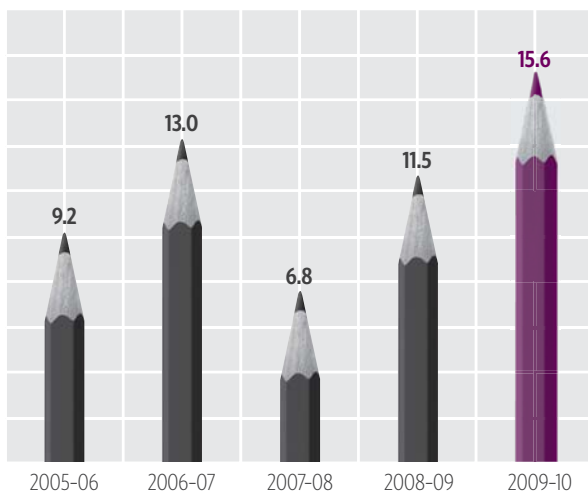
The Consultative Committee contributes to the VEC's culture and working environment by acting as a conduit for policy review, communication and decision-making. The Committee also actively supports the well-being of all employees by promoting staff initiatives such as staff social events, fund-raising and sustainability.

Flexible work arrangements

The VEC believes that flexibility in the workplace contributes to a supportive environment. VEC staff are able to access a variety of options available under the VEC's Flexible Work Arrangements Policy. This policy provides strategies to manage fluctuating work requirements, while providing a supportive environment especially during the busiest times.

During election time and at other busy times, staff at Victorian Public Service Grades 1-4 who work outside normal hours accrue flexi-time (Figure 19). A regularly reviewed and updated policy framework places limits on the number of hours that may be accrued. This helps ensure that the health of staff remains a priority even during the VEC's most demanding periods.

Figure 19: Accrued hours of flexi-time per FTE, VPS grades 1-4, 2005-06 to 2009-10



Grievances

Issue resolution processes relate to the maintenance of healthy and productive working relationships. The VEC is committed to ensuring that principles of merit and equity are applied throughout the VEC, and work-related complaints are resolved quickly, confidentially and without prejudice. No grievances were lodged during 2009-10.

Code of Conduct

Employees of the VEC are bound by the guidelines outlined in the *Code of Conduct for Victorian Public Sector Employees of Special Bodies*, which draws its values from the *Public Administration Act 2004*. The code provides guidance to staff in their conduct and is a measure by which the VEC expects to be perceived and, ultimately, judged. Staff are provided with a copy of the code and these values are included in the performance review documents and must be addressed as part of the review process.

Women's affairs

The VEC supports staff attendance at International Women's Day events. In 2009-10, the VEC sponsored a number of staff to attend the Institute of Public Administration Australia International Women's Day event. At this event, female VEC staff members who have been with the VEC for more than ten years were honoured for their contribution to public service. Our congratulations and thanks also go to these women for their ongoing contribution to the VEC: Betty Bunnett, Ruth Coulson, Janet Danby, Charmaine Greene, Glenda Frazer, Phillippa Heskett, Pauline King, Miria Kostiuik, Maureen Lococo, Sandra Lowth, Narelle Parsons, Liz Williams and Marilyn Yemm.

Counselling services

All VEC staff have access to a counselling service through the Department of Justice's Employee Assistance Program.

Outlook, 2010-11

- The VEC will participate in the VPS Graduate Recruitment and Development Scheme by hosting a graduate to complete a three-month placement at the VEC over the State election period.
- The VEC will continue to provide a corporate training program designed to provide staff with professional and personal development in line with both personal and organisational objectives.
- The VEC will continue its review and update of policies and implement new policies as required.
- The VEC's Human Resources Branch and Management Group will be emphasising good staff morale, work/life balance and implementation of stress management strategies in the forthcoming State election year.

Our Commission

What we aim to do

- Ensure the VEC's performance as a responsible and accountable corporate citizen

How we do it

- Compliance with legislative, statutory and governmental frameworks
- Provide quality corporate reporting, demonstrating accountability and transparency
- Demonstrate effective stewardship of resources
- Provide quality corporate support systems
- Implement information management systems to enhance communication, collaboration and knowledge management

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Governance

The VEC is the administrative agency through which the Electoral Commissioner's legislative obligations are exercised. The VEC is committed to ensuring that its policies and practices reflect good governance as well as complying with all relevant legislation. Adherence to the VEC's governance framework demonstrates accountability to stakeholders and ensures the vitality and impartiality of the electoral system, now and into the future. Staffing and work practices are determined by the *Public Administration Act 2004* and guided by the State Services Authority.

Governing legislation

The two pieces of legislation that set out the VEC's primary responsibilities are the *Constitution Act 1975* and the *Electoral Act 2002*.

In accordance with this legislation, the VEC conducts State and local government elections and by-elections, and certain statutory and fee-for-service elections. The VEC also provides advice to the Attorney-General and Parliament on electoral issues. Other legislation and regulations imposing certain duties on the Electoral Commissioner are listed below.

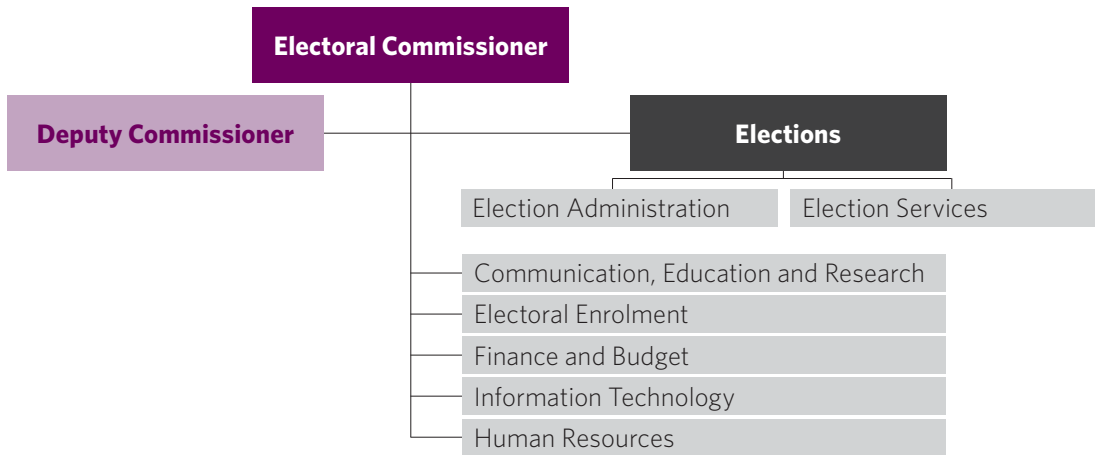
Legislation

- *Agricultural Industry Development Act 1990*
- *Charter of Human Rights and Responsibilities Act 2006*
- *City of Melbourne Act 2001*
- *Education and Training Reform Act 2006*
- *Electoral Boundaries Commission Act 1982*
- *Essential Services Act 1958*
- *Freedom of Information Act 1982*
- *Health Services Act 1988*
- *Information Privacy Act 2002*
- *Infringements Act 2006*
- *Juries Act 2000*
- *Legal Profession Act 2004*
- *Liquor Control Reform Act 1998*
- *Local Government Act 1989*
- *Local Government (Democratic) Reform Act 2003*
- *Local Government Amendment (Elections) Act 2008*
- *Local Government Amendment (Conflicting Duties) Act 2009*
- *Monetary Units Act 2004*
- *Senate Elections Act 1958*
- *Shop Trading Reform Act 1996*
- *Vital State Projects Act 1976*

Regulations

- *Agricultural Industry Development (Polls) Regulations 2001*
- *City of Melbourne (Elections) Regulations 2001*
- *Electoral Regulations 2002*
- *Health Services (Community Health Centre Elections) Regulations 2001*
- *Infringements (Reporting and Prescribed Details) Regulations 2006*
- *Legal Profession (Board Election) Regulations 2006*
- *Liquor Control Reform Regulations 1999*
- *Local Government (Electoral) Regulations 2005*
- *Shop Trading Reform (Polls) Regulations 1996*
- *Victorian Institute of Teaching (Elections) Regulations 2002*

Figure 20: Organisational structure



Management Group

The VEC Management Group includes the Electoral Commissioner, Deputy Electoral Commissioner and managers as detailed below. The Management Group directs the strategic activities of the VEC, meeting fortnightly at a minimum to ensure collaboration across all branches. Minutes of Management Group meetings and those of other committees and teams are made available to all staff to aid transparency of decision-making and good communication.

Electoral Commissioner - Steve Tully

The Electoral Commissioner is appointed by the Governor in Council and holds office for a period of 10 years. The Electoral Commissioner is ultimately responsible for the administration of the enrolment process and the conduct of parliamentary elections and referendums in Victoria.

The Electoral Commissioner is assisted by the Deputy Commissioner and executive services staff who have responsibility for:

- information privacy and freedom of information; and
- corporate planning and reporting.

Steve Tully commenced his appointment as Victoria’s Electoral Commissioner on 24 January 2005. Having commenced his career in the South Australian Premier’s Department in 1972, Steve went on to hold positions in the South Australian Department of Agriculture, the Public Service Board, the Department for Local Government and the Arts, as well as in the Mental Health Service of South Australia as the Chief Operating Officer.

Steve joined the VEC from his previous position as South Australia’s Electoral Commissioner, a position he held from 1997 to 2005, after holding the position of South Australia’s Deputy Electoral Commissioner from 1996.

As the Victorian Electoral Commissioner, Steve has led the VEC through the 2006 State parliamentary election, 78 electoral representation reviews, 54 council elections in 2005 and the conduct of local elections for all 79 Victorian councils, simultaneously for the first time, in 2008.

Driving the VEC’s pursuit of innovation and excellence is Steve’s belief in the provision of high quality, accessible electoral services and education tailored to meet the needs of all Victorian electors.

Deputy Electoral Commissioner - Liz Williams

Liz works closely with the Electoral Commissioner in the management and administration of the VEC. Commencing as a Returning Officer in 1992, Liz moved to an ongoing full-time appointment in 1996 and was appointed Deputy Electoral Commissioner in 2005. Liz also manages the Election Administration Branch.

Liz Williams has significant electoral experience gained in various roles held during the numerous State, local and non-government elections that have been conducted since starting with the VEC.

Liz believes that efficient and inclusive election administration and processes are integral to full democratic participation. Liz and her team undertake large-scale recruitment and training projects, providing information and support for Returning Officers and their staff. Liz's team also manages substantial election contracts with local government, statutory and fee-for-service clients.

Elections Branch

Election Administration Branch Manager - Liz Williams (Deputy Commissioner)

Responsible for the planning and conduct of State, local council and commercial elections, the Elections Branch is divided into two sub-branches, Election Administration and Election Services. Elections Branch:

- promotes the VEC's local council election services and tendering to conduct local council elections;
- recruits, trains and assesses election managers and election officials;
- develops election manuals and handbooks;
- acquires and resources election offices, early voting centres and voting centres; and
- develops and implements election management systems.

Election Services Manager - Glenda Frazer

Glenda Frazer is responsible for major large scale operations for the VEC and is the State election program manager. She believes thorough planning and preparation enables voters to experience trouble-free elections. She and her team aim to provide accessible and well-equipped voting centres and election offices, and to ensure that voting materials are accurate, easily understood and available on time. Glenda and her team are focused on the efficient and effective delivery of election services.

Glenda commenced with the VEC in 1988 as a Returning Officer at three State elections and one local government election. She moved to a full-time position in 1995. Glenda has extensive knowledge of the conduct of elections with significant experience in the application of information technology to elections.

Communication, Education and Research Branch Manager - Sue Lang

The Communication, Education & Research Branch provides information and education services to stakeholders about key electoral events. This includes:

- the development and implementation of communication strategies at elections;
- the delivery of information services to stakeholders;
- the development of strategies to promote and encourage electoral enrolment and involvement;
- the provision of electoral education services;
- the provision of advice on electoral legislation and strategic matters; and
- the provision of research services and information for the VEC.

Sue joined the VEC in 2006 after spending much of her career in senior communication roles within the metropolitan water industry, local government, statutory authorities and State Government. She has particular experience in major public awareness programs.

Sue believes that communication is becoming increasingly important as the cultural conscience of the organisation, affecting both internal and external stakeholders. Sue and her team aim to effectively communicate electoral information and education to the many diverse groups throughout Victoria.

Electoral Enrolment Branch

Manager - Paul Strickland

In addition to maintaining an up-to-date and accurate electoral roll, the Electoral Enrolment Branch:

- implements electoral enrolment programs;
- conducts electoral representation reviews for local councils and supports electoral boundary work by the Electoral Boundaries Commission;
- produces electoral rolls and other roll products; and
- provides advice on electoral enrolment matters.

Paul has comprehensive experience and expertise in election operations gained during more than 25 years with the VEC. He joined the management team in 2005, and is responsible for the preparation and provision of accurate electoral rolls and mapping data.

Paul views the integrity of the Enrolment Register as paramount. He and his team make sure that electors' personal details are accurate, up-to-date and securely stored. Employing a variety of administrative, technological and mapping skills, the Electoral Enrolment Branch works to ensure that Victorian electors have fair and equitable representation.

Finance and Budget Branch

Manager – David Clarke CPA

The Finance and Budget Branch:

- maintains the financial management systems of the VEC;
- manages the VEC's budget and expenditure; and
- provides payroll services for the VEC.

David joined the VEC in 2004, coming from local government, after 20 years service with various councils and in the private sector.

David views sound budgeting and accounting as crucial to good business and to maintaining Victorians' confidence in the VEC. David and his team ensure that the organisation complies with all financial and auditing requirements. The Finance and Budget Branch also manages payroll services for core VEC staff and up to 17,000 casual employees over election periods.

Information Technology Branch

Manager – Simon Hancock

Providing information technology expertise and support across the VEC, both at Head Office and throughout the State, the Information Technology Branch:

- provides a stable and reliable technology environment for the VEC;
- plans, sets up and supports the technology used during the conduct of all elections;
- maintains and enhances the VEC's enterprise software;
- maintains and administers the VEC's corporate databases; and
- manages the technology environment for the VEC.

Simon commenced at the VEC in 2000 and has managed the Information Technology (IT) Branch since 2003. Prior to working at the VEC, Simon worked for a number of information technology companies providing project management and technical consultancy over a range of industry settings.

Simon considers that the provision of excellent IT services is vital for the success of all VEC operations. Simon's team provides hardware and software support for everyday VEC activities, providing extremely high volume support during election periods.

Human Resources Branch

Manager – Gill Kelly

Gill commenced with the VEC in 2000 in the position of human resources manager. Gill has significant experience in people management initiatives.

Gill believes that people must be supported and motivated, as well as being provided with a safe and enjoyable working environment. Gill consults with various VEC representative groups to develop and implement performance management, learning and development, occupational health and safety and employee relations programs.

Human Resources Advisor, June 2009 to April 2010 – Tania Kyriakou

Tania was on internal secondment as human resources advisor until April 2010. Tania has been at the VEC for nine years, working on a range of projects including resourcing, overseas and interstate postal voting, mail house operations, compulsory voting enforcement and has now been seconded to the role of Mapping Team Leader. Tania believes that a safe, supportive and positive environment, that provides challenges and opportunities for staff to develop and grow, is critical to business success.

Consultation groups, committees and teams

A number of consultation groups, committees and teams assist the Management Group with developing and implementing strategies and policies, providing expertise and promoting staff consultation.

These include:

- Elections Planning Group: tracks and monitors the implementation of elections across the VEC;
- Consultative Committee: provides a mechanism for communication flow between management and employees on major people management issues and incorporates the Occupational Health and Safety Committee;
- Information Management Steering Committee: develops strategies to enhance communication, collaboration and knowledge management within the VEC;
- Information Technology Steering Committee: sets directions and strategies to address the VEC's technology needs; and
- ResourceSmart team: oversees the implementation of the VEC's Environmental Management Strategy.

Accountability and transparency

The VEC has both legislated and organisational processes in place to ensure transparency and accountability to the Victorian public. These include internal and external auditing, regular reporting to stakeholders including Parliament, Government and the public, and tabling of audited financial statements as part of this report.

Annual Financial Statements and Audit Committee

The primary objective of the Audit Committee is to assist the Electoral Commissioner in fulfilling the VEC's responsibilities and to add value to the accounting, operational practices, controls and risk strategies of the Commission.

This involves overseeing:

- financial performance and reporting including the financial statements and;
- the scope of work, performance and independence of the internal and external audit and monitoring;
- VEC compliance with the Financial Management Compliance Framework including financial policies and procedures and the Victorian Government Risk Management Framework including the attestation by the Electoral Commissioner in the Annual Report; and
- matters of accountability and internal control.

In 2009-10 the Committee comprised:

- Mr Robert Yeo (Chairman), Consultant;
- Ms Elizabeth Reeves, accountant and senior election official; and
- Mr David Fahey, accountant (appointed March 2010).

The Committee held four formal meetings during the year, with other informal meetings and discussions between committee members, the Electoral Commissioner and Manager of Finance and Budget on various issues and outcomes. The internal and external auditors attended meetings as required.

During the year, the term of appointment for the internal audit function expired, and expressions of interest were sought, with WHK Horwarth being replaced by HLB Mann Judd in January 2010. The Auditor General also advised that HLB Mann Judd was replaced by DFK Collins Pty Ltd as his agent.

Various matters were considered and discussed at the meetings including:

1. Financial Report
 - Review the financial statements and audit management letter, and follow-up action taken in relation to outcomes raised.
 - Receive and review the Auditor General's audit program
2. Oversee the Internal Audit function and initiate and review outcomes of audits conducted for:
 - Fringe Benefits Tax
 - File registry and records

- Privacy
- Review of Occupational Health and Safety
- Trust fund management
- Payroll and Human Resources
- Travel procedures
- VicRoads
- Credit card
- Financial Management Compliance and Risk Management Framework
- Creditors and probity
- Asset and inventory management

Financial Management Compliance Framework, incorporating the Risk Management Framework

The Financial Management Compliance Framework has been developed to provide the Minister for Finance an assurance that Victorian Public Service entities have implemented the appropriate systems to ensure compliance with the Directions to provide for effective, efficient and responsible financial management of public resources.

The Directions requirements are summarised as follows:

- Financial management governance and oversight, which includes financial code of conduct; financial governance including the establishment of an Audit Committee; financial risk management; authorisations; internal and external audit.
- Financial management structure, systems, policies and procedures, which includes roles and responsibilities of the financial management team; policies and procedures; managing outsourced services; information technology management, operations, development and change; and education and training.
- Financial management reporting, which includes internal and external reporting; reporting requirements for Financial Statements and Report of Operations in accordance with part 7 of the *Financial Management Act 1994*; performance management and evaluation; financial management compliance obligations, tax compliance, purchasing cards and thefts and losses compliance.

The Risk Management Framework provides for a minimum risk management standard across public sector entities, and the Electoral Commissioner is responsible for the development and implementation of the framework and processes to ensure that risks are being managed in a consistent manner.

An attestation by the Electoral Commissioner certifying that the VEC has risk management processes in place consistent with the Australian/New Zealand Risk Management Standard is included in the annual report (see page Appendix 10).

Both frameworks are audited by the internal auditor, and reviewed by the Audit Committee. The VEC is compliant with the Directions.

Corporate planning and reporting

The *VEC Corporate Plan 2007–2012* underwent a minor review in 2009 to redefine objectives, strategies and targets. The plan provides the basis for operations, and a comprehensive program of reporting to stakeholders also supports our goals of accountability and transparency. The VEC reports against the plan in its annual report, and the plan is central to staff performance planning and review. Staff training is linked to corporate objectives and strategies as well as to organisational and professional needs.

The VEC has an extensive reporting program including election reports, local government activity reports and annual reports. The VEC received a third consecutive silver award for its 2008–09 Annual Report at the Australasian Reporting Awards.

Quarterly reporting of progress, achievements and obstacles at branch and project level enables more targeted approaches to task and resource allocation across the VEC. The reviewed corporate plan is available at vec.vic.gov.au.

Disclosure index

This report has been prepared in accordance with all relevant legislation. A disclosure index identifying the VEC's compliance with statutory disclosure requirements can be found on page 109.

Municipal Electoral Tribunal

The *Local Government Act 1989* (s.45) provides for a candidate in the election, or ten voters who dispute the validity of the election, to apply for an inquiry into the election by a Municipal Electoral Tribunal (MET). Applications must be lodged within 14 days of the declaration of the result of an election. Section 48(2) of the *Local Government Act 1989* allows a person whose interests are affected by a MET decision to apply to the Victorian Civil and Administrative Tribunal (VCAT) for a review of the decision. No applications were lodged with the MET during 2009–10.

At the time of the 2008–09 Annual report two applications resulting from the 2008 local government elections were awaiting decisions. These matters were heard in 2009 and the VEC reports that neither the conduct of the VEC nor that of any Returning Officer was impugned in any of the decisions.

Victorian Civil and Administrative Tribunal

Section 48 of the *Local Government Act 1989* provides that a person whose interests are affected by a decision of a Municipal Electoral Tribunal (MET) may apply to the Victorian Civil and Administrative Tribunal (VCAT) for a review of the decision. Another matter that went before VCAT and subsequently to the Supreme Court concerned political party registration and has been detailed on page 15. An appeal hearing is scheduled for later in 2010.

The VEC applied for, and was granted, two Equal Opportunity exemptions during 2009–10 (see page 34).

Pecuniary interest declaration

The Electoral Commissioner, Mr Steve Tully, and the Deputy Electoral Commissioner, Ms Liz Williams, and all VEC managers have completed declarations of pecuniary interests.

Contracts and consultancies

There were eight contracts approved by the Accredited Purchasing Unit during 2009–10.

Details of Accredited Purchasing Unit contracts approved during 2009–10 can be found at Appendix 6 and consultancies over and under \$100,000 can be found in Appendix 7.

Whistleblowers protection

The VEC provides information to staff on the provisions of the *Whistleblowers Protection Act 2001* and has established structures for receiving and considering disclosures in accordance with the legislation. There were no disclosures during 2009–10.

The VEC's procedures under the *Whistleblowers Protection Act 2001* are detailed on the VEC's website.

Stewardship of resources

Additional information available on request

Information relating to the 2009-10 reporting period to be made available to Ministers, Members of Parliament and the public on request (subject to the provisions of the *Freedom of Information Act 1982*, if applicable) is available on request from the VEC and includes:

- details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary;
- details of publications produced by the VEC about itself, and where these can be obtained;
- the VEC's Environmental Management Strategy;
- details of changes in prices, fees, charges, rates and levies charged by the VEC;
- details of any major external reviews carried out in respect of the operation of the VEC;
- details of major research and development activities undertaken by the VEC that are not otherwise covered in this report;
- details of overseas visits undertaken, including a summary of the objectives and outcomes of each visit;
- details of assessments and measures undertaken to improve the occupational health and safety of employees not otherwise detailed in this report; and
- a general statement on industrial relations within the VEC and details of time lost through industrial accidents and disputes.

Identifying and managing risk

The Victorian Government Risk Management Framework provides for a minimum risk management standard across public sector entities, and the Electoral Commissioner is responsible for the development and implementation of the framework and processes to ensure that risks are being managed in a consistent manner.

Risk management is built into annual corporate planning and reporting processes, the risk package is audited and reviewed by the Audit Committee and an attestation by the Electoral Commissioner being included in the annual report. The VEC conducts assessments to identify other organisational risks, evaluates risk controls in place and develops new controls where required.

Risks are rated according to their hazard potential across operational and non-operational activities. Risk ratings are presented to the Audit Committee according to its charter. This Committee then determines whether the identified risks have adequate controls in place, and whether a periodic review of those controls is required.

At an operational level, the VEC developed comprehensive risk management plans for all electoral events. These were discussed and analysed at branch level during the planning phase and cover election management, infrastructure, communication, recruitment and information technology. Risk management is also addressed at senior management level and in staff meetings.

Legal and compliance issues associated with occupational health and safety are managed through the VEC's Consultative Committee, which meets every month. The Audit Committee recommends new (or amendments to existing) policies and procedures, and considers the method by which information is provided to employees. See Appendix 10 for the VEC attestation of compliance with the Australian and New Zealand Risk Management Standard.

Information and records management

The VEC has responsibility for election materials and other documents that must be stored and kept for the future. The VEC has directed considerable effort to training staff in records management, and updating and maintaining its document control, filing and archiving.

During 2009-10, the systematic upgrade of document filing, archiving, retention and destruction continued, and four training sessions conducted by an officer from the Public Records Office of Victoria were provided to ensure staff are aware of their responsibilities in relation to records management.

Freedom of information

The *Freedom of Information Act 1982* gives Victorians the right to access certain classes of documents held by government agencies. Staff were reminded of their obligations under the *Freedom of Information Act 1982* and staff memorandums relating to registration, retention and storage of documents were regularly issued.

No FOI applications were received in 2009-10.

Information privacy

The VEC collects and handles personal information in relation to both the Victorian public and VEC staff in order to fulfil its functions under the *Electoral Act 2002*. The VEC's policies regarding management of personal information comply with the *Information Privacy Act 2002* (IPA) and are set out in its Privacy Policy, which is available at vec.vic.gov.au or at the VEC.

The VEC reviewed and updated its booklet *Electoral Enrolment Information: Collection and Disclosure Practices*. The booklet is available at vec.vic.gov.au.

During 2009-10, the VEC Privacy Awareness Officer attended privacy network meetings on a regular basis and relevant information was disseminated to staff. Implementation of the recommendations contained in the 2008-09 audit report of privacy practices at the VEC continued. Almost all staff completed privacy awareness training. Privacy awareness activity will continue during 2010-11, to ensure that VEC staff continue to implement information privacy procedures.

No complaints about the VEC in relation to information privacy were received by the VEC or the Privacy Commissioner of Victoria during 2009-10.

Privacy of enrolment information

The register of electors contains personal enrolment information, including name, address, date of birth and gender. Protecting the privacy of electors' personal enrolment information is of fundamental importance to the VEC, and information is only disclosed according to legislation.

Mandatory provision of enrolment information

The *Electoral Act 2002* stipulates that electoral information must be provided as follows:

- the list of Victorian electors (names and addresses only) excluding silent electors, must be made available for public inspection at the offices of the VEC and updated every six months. Information can only be searched by name.
- the latest print of any electoral roll produced for an election (which contains name and address details only) must be made available for public inspection, free of charge, at locations and during times determined by the VEC.
- enrolment information, excluding silent electors, must be provided a number of times each year (and at the time of an election) to registered political parties, Members of Parliament and election candidates for permitted purposes.

Enrolment information is also provided under other legislation as follows:

- to the Juries Commission under section 19 of the *Juries Act 2000* to enable people to be called for jury duty (silent electors are included in this process). Jury rolls are prepared as requested by the Juries Commission for any of the 14 jury districts. A total of 49 jury rolls were provided under this legislation during 2009-10; and
- under section 21 of the *Local Government Act 1989*, enrolment information must be provided to municipal councils for elections.

Discretionary provision of enrolment information

Under section 34 of the *Electoral Act 2002*, the VEC has the discretion to release enrolment information to other individuals or organisations under exceptional circumstances. Strict conditions apply to the provision of information and severe penalties are enforced in cases of non-compliance or misuse of enrolment information.

During 2009-10, the VEC received five requests for access to enrolment information from individuals or organisations, approving two and declining two, which were from private individuals seeking information about specific electors. One application is for a renewal of an existing agreement, and is ongoing at the time of this report. A number of other queries were received, and either did not result in an application, or the information requested was not held by the VEC.

See Appendix 9 for a list of organisations and individuals to which the VEC has provided enrolment information, under section 34 of the *Electoral Act 2002*.

Sustainability

In 2009-10, the VEC continued its commitment to reduce the negative impact of its operations on the environment with ongoing communication and information programs to encourage continued positive behaviour changes, and a focus on achieving WasteWise accreditation early in 2010-11.

The VEC ResourceSmart team supported the organisation in implementing its environmental management strategy with the "Dunny Digest" proving to be a very effective method of communicating key messages, achievements and actions. Across the organisation activities and projects have been analysed to identify opportunities for implementation of sustainability actions and data collection for benchmarking.

The nature of the VEC's tenancy and base building components are relevant to its sustainability performance. Existing single-flush toilets, centralised air conditioning and shared water metering present difficulties in assessing changes in environmental impact. However, observed behaviour and the strengthening of a growing culture of sustainability provide tangible, if not measurable, evidence of change.

A key activity of the VEC ResourceSmart team during 2009-10 has been to identify projects in which sustainability actions are included, and to assist with the development of data collection strategies. A number of the key election initiatives highlighted in this report have excellent credentials as sustainability actions and contribute to the VEC's sustainability objective, and are identified in this report.

As part of the WasteWise accreditation process, the VEC carried out a rubbish audit in June 2010. The results were pleasing overall, and will inform the development of a waste management action plan.

Figures for energy consumption at the VEC’s head office have presented a challenge due to the raw figures indicating an increase in consumption, despite the efforts of the staff to increase sustainability practices. The method of measuring relies on either floor space (which is static) and full-time equivalence (FTE) of staff. The VEC believes that neither of these measures accurately reflects the VEC’s cycle of activity, which involves the presence on the site, of a fluctuating number of contracted staff, and particularly long hours worked during election periods.

This year, along with energy consumption per FTE, we present data using monthly headcount figures. These figures indicate that energy consumption is 4.21% less than in 2006-07, rather than the 4.49% increase shown when measuring FTE only. Since 2010-11 is a State election year (as was 2006-07), next year’s figures will provide an opportunity to also compare our performance against a comparable benchmark year.

Figure 21: Breakdown of rubbish in VEC waste bins at rubbish audit, June 2010

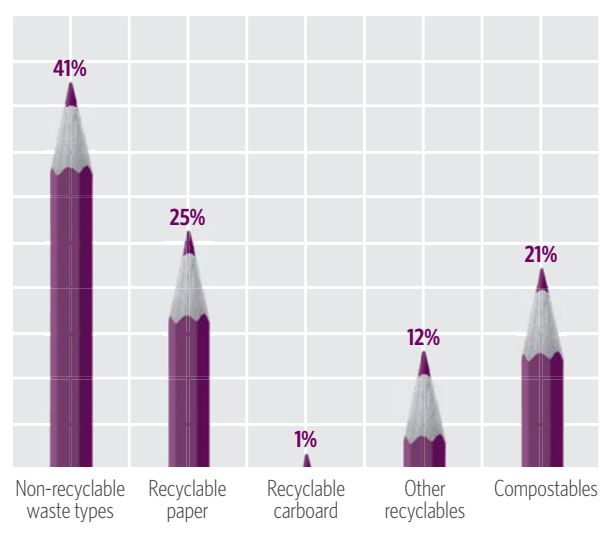
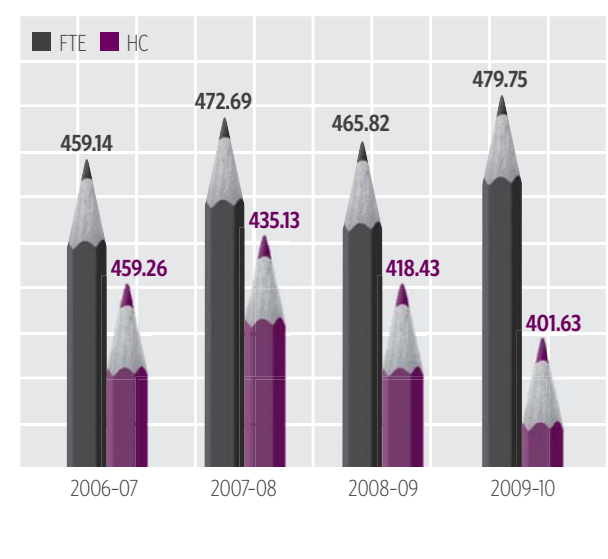


Figure 22: Energy consumption at VEC head office per FTE and per head count, 2006-07 to 2009-10



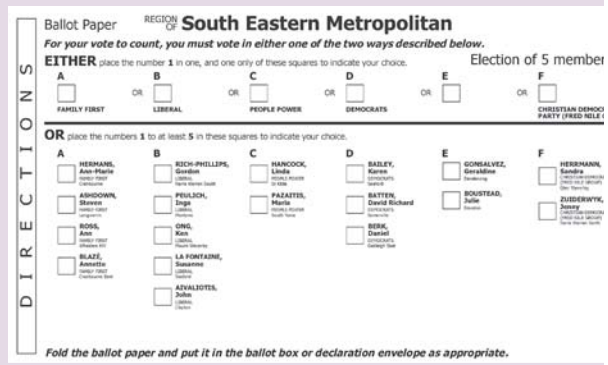
State election initiative

The creation of State ballot material has been fully automated so that so that the size of the ballot paper is determined by the content. Also, data is now drawn directly from the Election Management System.

State election work that used to take 30-40 staff up to 1.5 days can now be produced by a small team within a couple of hours.



This reduces paper use and ensures accuracy, reducing staff requirements and the time taken to create print-ready artwork.



Financial management report

This report does not form part of the audited financial statements

The VEC's financial year in review

The annual expenditure of the VEC fluctuates due to the cyclical nature of conducting State elections, local government elections, State and local government by-elections, electoral representation reviews and fee-for-service elections.

This can be seen in the amount of Special Appropriation provided by the State Government to fund the activities of the VEC.

Year	Appropriation	Election activity
2005-06	\$23.812 million	By-elections, fee-for-service
2006-07	\$36.019 million	State election, by-elections, fee-for-service
2007-08	\$15.604 million	By-elections, fee-for-service
2008-09	\$29.984 million	Local government, by-elections, fee-for-service
2009-10	\$19.250 million	By-elections, fee-for-service

The VEC's appropriation decreased in 2009-10 due to there being no major elections. A substantial increase is expected in 2010-11 due to conducting the State election.

The VEC's financial statements are prepared in accordance with the State Government reporting requirements, which report all expenditure on the outputs described below, and revenue from special appropriation from the State Government.

Revenue from charges for local government elections and by-elections, fee-for-service elections, representation reviews, State election fines, and all other fees and charges, as well as expenditure, assets and liabilities relating to candidates deposits and Council election fines, are not included in the VEC Operating Statement and Balance Sheet. It is included as a note to the accounts - Note 3 'Administered (non controlled) items'. All revenue is collected by the VEC on behalf of the State, and is forwarded to the Department of Treasury and Finance as consolidated revenue. However, receipts from local government election fines and forfeited candidate deposits are collected by the VEC on behalf of local government, and is remitted to the appropriate Council.

Revenue and Expenses

Internally, the VEC monitors its expenditure and fees and charges based on election outputs.

A description of the Commission's outputs performed during the year ended 30 June 2010, and the objectives of these outputs are summarised below.

Core services

The ongoing services provided by the VEC including roll maintenance, education, research, administration, training and development of election officials.

State elections and by-elections

Preparation and conduct of State elections and by-elections

Local government elections and by-elections

Preparation and conduct of council elections, by-elections and count backs

Fee-for-service elections

Preparation and conduct of fee-for-service elections

Representation reviews

Preparation and conduct of electoral representation reviews of councils

In the following schedules, the expenditure for 09-10 has been allocated according to the election outputs described above. Except for Core, only marginal expenses are costed to each output. Marginal expenses are described as the additional expenses incurred by the VEC to conduct the electoral activity. For the expenditure outlined in Figure 23, a comparison to the amount recouped from fees, fines and charges (including accruals) is included in Figure 24.

Figure 23: Controlled revenue and expenses for the year ended 30 June 2010

	Core services	State elections and by-elections	Local government elections	Local government by-elections	Fee-for-service elections	Electoral representation reviews
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income						
Income from State Government	16,053	2,591	444	104	58	
Expenses						
Employee benefits	6,494	987	255	39	1	-
Depreciation and amortisation	1,696					
Finance costs						
Supplies and services	8,510	1,604	189	65	57	-
Equipment lease						
Total expenses	16,700	2,591	444	104	58	-

Figure 24: Cost after recouping from fees, fines and charges (including accruals)

	Core services	State and by-elections	Local government elections	Local government by-elections	Fee-for-service elections	Electoral Representation reviews
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income						
Fees, fines and charges	-	217	114	190	113	-
Total expenses	16,700	2,591	444	104	58	-
Net cost after recouping from fees fines and charges	(16,700)	(2,374)	(330)	86	55	-

The above analysis shows that marginal costs are recouped from fees and charges for Local government by-elections, and Fee-for-service elections.

Core services and the State election are majority funded from State Government appropriation.

Assets

The current assets of the VEC include receivables, prepayments of expenditure, and inventory. Sufficient inventory is kept to enable minor elections to occur, with the purchases substantially increasing during a major election.

The non-current assets of the VEC include plant and equipment, and computer software developed for the Electoral rolls and conducting of elections.

Liabilities

Except for the provisions for employee annual leave and long service leave, the liabilities of the VEC are small. They include payables for goods and services, motor vehicle finance leases, and bank balance.

The increase in liabilities is in employee provisions for annual leave and long service leave.

Equity

The equity of the VEC is split into contributed capital and accumulated loss. The contributed capital represents the amount of funding contributed by the Government of Victoria for the purchase and development of VEC non-current assets. The accumulated loss represents the accumulated result from continuing operations of the VEC.

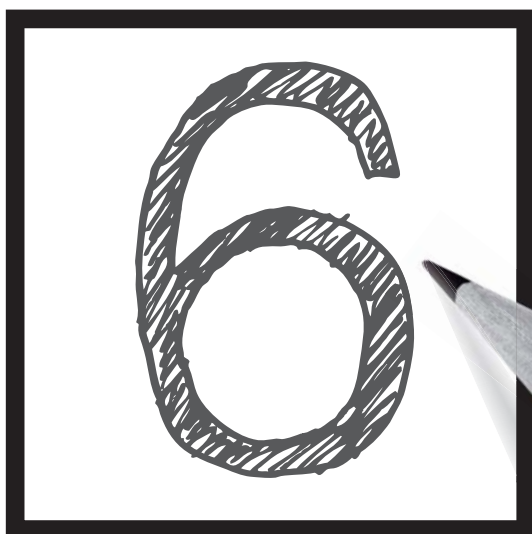
Outlook, 2010-11

- The VEC will continue to conduct all activities according to governing legislation, regulations and guidelines.
- The VEC will continue to work diligently to ensure sound financial and risk management, directing effort to providing high quality, value for money electoral services to Victorians.
- The VEC will develop and implement a waste management action plan as part of the WasteWise accreditation process.
- Implementation of internal audit schedule will continue.

Audited financial statements for the financial year ended 30 June 2010

Inside this section

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- Operating statement 54
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- Statement of changes in equity 56
- Cash flow statement 57
- Notes to the financial statements 58
- Electoral Commissioner and
Accountable officer's declaration 94
- Auditor-General's report 95



Comprehensive operating statement

for the financial year ended 30 June 2010

	Notes	2010 \$'000	2009 \$'000
Continuing operations			
Income from transactions			
Revenue from government	1F,4,22	19,250	29,984
Total income from transactions		19,250	29,984
Expenses from transactions			
Employee expenses	1G,5	7,888	12,867
Supplies and services	1G,5	10,178	16,636
Depreciation and amortisation	1G,5	1,696	1,661
Interest expense	1G,5	6	7
Capital asset charge	5(d)	129	129
Other operating expenses (i)	5	-	10
Total expenses from transactions		19,897	31,310
Net result from transactions (net operating balance)		(647)	(1,326)
Other economic flows included in net result			
Other gains / (losses) from other economic flows	6	-	-
Total other economic flows included in net result		-	-
Net result from continuing operations		(647)	(1,326)
Net result from discontinued operations		-	-
Net result	21b	(647)	(1,326)
Other economic flows - other non-owner changes in equity			
Other		-	-
Total other economic flows - other non-owner changes in equity		-	-
Comprehensive result		(647)	(1,326)

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

Notes: (i) Other operating expenses include bad debts expense from transactions that are mutually agreed - refer to definition of "transactions" in note 29

Balance sheet

as at 30 June 2010

	Notes	2010 \$'000	2009 \$'000
Assets			
Financial assets			
Cash and deposits	1J,21	2	2
Receivables	1J,7	426	647
Other financial assets	12	632	371
Total financial assets		1,060	1,020
Non-financial assets			
Inventories	1K,9	1,737	886
Non-financial assets classified as held-for-sale	8(a)	-	29
Property, plant and equipment	1K,10	755	1,016
Intangible assets	1K,11	4,200	5,342
Total non-financial assets		6,692	7,273
Total assets		7,752	8,293
Liabilities			
Payables	1L,13	287	503
Liabilities directly associated with assets classified as held-for-sale	8(a)	-	29
Borrowings	1M,14	63	83
Provisions	1L,15	1,492	1,447
Total liabilities		1,842	2,062
Net assets		5,910	6,231
Equity			
Accumulated surplus/(deficit)		(15,110)	(14,463)
Contributed capital	1N	21,020	20,694
Net worth		5,910	6,231
Commitments for expenditure	18		
Contingent liabilities and contingent assets	19		

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

Statement of changes in equity

for the financial year ended 30 June 2010

	Notes	Equity at	Changes due to		Equity at
		1 July 2009	Total comprehensive -result	Transactions with owners in their capacity as owners	30 June 2010
		\$'000	\$'000	\$'000	\$'000
2010					
Accumulated surplus / (deficit)	21(b)	(14,463)	(647)	-	(15,110)
Adjustments due to change in accounting policy		-	-	-	-
		(14,463)	(647)	-	(15,110)
Contributions by owners					
Capital appropriations	22	20,694	-	326	21,020
		20,694	-	326	21,020
Total equity at end of the financial year		6,231	(647)	326	5,910
2009					
Accumulated surplus / (deficit)	21(b)	(13,137)	(1,326)	-	(14,463)
Adjustments due to change in accounting policy		-	-	-	-
		(13,137)	(1,326)	-	(14,463)
Contributions by owners					
Capital appropriations	22	20,492	-	202	20,694
		20,492	-	202	20,694
Total equity at end of the financial year		7,355	(1,326)	202	6,231

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

Cash flow statement

for the financial year ended 30 June 2010

	Notes	2010 \$'000	2009 \$'000
Cash flows from operating activities			
Receipts			
Receipts from Government		19,250	29,984
Goods and Services Tax recovered from the ATO		801	1,460
Total receipts		20,051	31,444
Payments			
Payments to suppliers and employees		(19,113)	(29,848)
Goods and Services Tax paid to the ATO		(801)	(1,460)
Capital asset charge payments		(129)	(129)
Interest and other costs of finance paid		(6)	(7)
Total payments		(20,049)	(31,444)
Net cash flows from / (used in) operating activities	21(b)	2	-
Cash flows from investing activities			
Payments for non-financial assets	22	(326)	(202)
Proceeds from sale of non-financial assets		-	-
Net cash flows from / (used in) investing activities		(326)	(202)
Cash flows from financing activities			
Owner contributions by State Government		309	174
Repayment of finance leases		17	28
Net cash flows from / (used in) financing activities		326	202
Net increase / (decrease) in cash and cash equivalents		2	-
Cash and cash equivalents at the beginning of the financial year		(1)	(1)
Cash and cash equivalents at the end of the financial year	21(a)	1	(1)

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

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Note 1. Summary of significant accounting policies

The annual financial statements represent the audited general purpose financial statements for the Victorian Electoral Commission.

To gain a better understanding of the terminology used in this report, a glossary of terms can be found in Note 29.

(A) Statement of compliance

The financial statements have been prepared in accordance with the *Financial Management Act 1994* and applicable Australian Accounting Standards, including Interpretations (AASs). AASs include Australian equivalents to International Financial Reporting Standards.

Where applicable, those paragraphs of the AASs applicable to not-for-profit entities have been applied.

The annual financial statements were authorised for issue by the Commissioner of the Victorian Electoral Commission on 18 August 2010.

(B) Basis of accounting preparation and measurement

The accrual basis of accounting has been applied 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.

These financial statements are presented in Australian dollars, the functional and presentation currency of the Commission

In the application of AASs, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstance, the results of which form the basis of making the judgements. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision, and future periods if the revision affects both current and future periods. Judgements made by management in the application of AASs that have significant effects on the financial statements and estimates, with a risk of material adjustments in the subsequent reporting period, are disclosed throughout the notes to the financial statements.

The report has been prepared in accordance with the historical cost convention.

Historical cost is based on the fair values of the consideration given in exchange for assets.

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

Note 1. Summary of significant accounting policies (continued)

The accounting policies set out below have been applied in preparing the financial statements for the year ended 30 June 2010 and the comparative information presented for the year ended 30 June 2009.

(C) Reporting entity

The financial statements cover the Victorian Electoral Commission as an individual reporting entity. The Commission is a government department of the State of Victoria, established pursuant to an order made by the Premier under the *Electoral Act 2002*. Its principal address is:

Level 8, 505 Little Collins street
Melbourne VIC 3000

The Commission is an administrative agency acting on behalf of the Crown.

The financial statements include all the controlled activities of the Victorian Electoral Commission.

A description of the nature of the Commission's operations and its principal activities is included in the report of operations which does not form part of these financial statements.

Objectives and funding

The Commission's objective is to provide election services to State and Local Government, as well as conducting various Fee-for-service elections.

The Commission is funded by accrual-based parliamentary appropriations for the provision of outputs. It provides on a Fee-for-service basis election services for Local Government and Commercial elections. The fees charges for these services are determined by prevailing market forces.

Outputs of the Commission

Information about the Commission's output activities, and the expenses, income, assets and liabilities which are reliably attributable to those output activities, is set out in the output activities schedule (Note 2). Information about expenses, income, assets and liabilities administered by the Commission are given in the schedule of administered expenses and revenues and the schedule of administered assets and liabilities (see Note 3).

(D) Basis of consolidation

The financial statements of the Commission incorporate assets and liabilities of the Commission as at 30 June 2010, and the income and expenses for the reporting period.

The financial statements exclude bodies that are not controlled by the Commission and therefore are not consolidated. Bodies and activities that are administered are also not controlled and not consolidated.

Administered items

The Commission administers but does not control certain resources on behalf of the Crown. It is accountable for the transactions involving those administered resources, but does not have the discretion to deploy the resources for achievement of the Commission's objectives. For these resources, the Commission acts only on behalf of the Crown. Administered resources are accounted for using the accrual basis of accounting.

Transactions and balances relating to these administered resources are not recognised as Commission income, expenses, assets or liabilities within the body of the financial statements, but are disclosed in note 3. Except as otherwise disclosed, administered items are accounted for on the same basis and using the same accounting policies as for Commission items.

Specific financial disclosures related to administered items can be found in Note 3.

Funds held in trust

The Commission has responsibility for transactions and balances relating to trust funds on behalf of third parties external to the Victorian Government. Income, expenses, assets and liabilities managed on behalf of third parties are not recognised in these financial statements as they are managed on a fiduciary and custodial basis, and therefore are not controlled by the Commission or the Victorian Government. These transactions and balances are reported in the note 3.

(E) Scope and presentation of financial statements

Comprehensive operating statement

Income and expenses in the comprehensive operating statement are classified according to whether or not they arise from 'transactions' or 'other economic flows'. This classification is consistent with the whole of government reporting format and is allowed under AASB 101 *Presentation of financial statements*.

Transactions' and 'other economic flows' are defined by the *Australian system of government finance statistics: concepts, sources and methods 2005* Cat. No. 5514.0 published by the Australian Bureau of Statistics.

Transactions' are those economic flows that are considered to arise as a result of policy decisions, usually interactions between two entities by mutual agreement. Transactions also include flows within an entity, such as depreciation where the owner is simultaneously acting as the owner of the depreciating asset and as the consumer of the service provided by the asset. Taxation is regarded as mutually agreed interactions between the Government and taxpayers. Transactions can be in kind (e.g. Assets provided/given free of charge or for nominal consideration) or where the final consideration is cash.

Notes to the financial statements

for the financial year ended 30 June 2010

Note 1. Summary of significant accounting policies (continued)

Other economic flows¹ are changes arising from market re-measurements. They include gains and losses from disposals, revaluations and impairments of non-current physical and intangible assets; actuarial gains and losses arising from defined benefit superannuation plans; fair value changes of financial instruments and agricultural assets; and depletion of natural assets (non-produced) from their use or removal.

The net result is equivalent to profit or loss derived in accordance with AASs.

Balance sheet

Assets and liabilities are presented in liquidity order with assets aggregated into, financial assets and non-financial assets.

Current and non-current assets and liabilities (those expected to be recovered or settled beyond 12 months) are disclosed in the notes, where relevant.

Statement of changes in equity

The statement of changes in equity presents reconciliation of each non-owner and owner equity opening balance at the beginning of the reporting period to the closing balance at the end of the reporting period. It also shows separately changes due to amounts recognised in the comprehensive result and amounts recognised in other comprehensive income related to other non-owner changes in equity.

Cash flow statement

The cash flow statement classifies flows by operating, investing and financing activities in accordance with AASB 107 *Cash Flow Statements*. There were no significant changes due to alignment of the Commission's financial statement presentation formats to AASB 1049.

(F) Income from transactions

Income is recognised to the extent that it is probable that the economic benefits will flow to the entity and the income can be reliably measured.

Revenue from government

Government income becomes controlled and is recognised by the Commission when it is appropriated from the Consolidated Fund by the Victorian Parliament via the Department of Justice, and applied for the purposes defined under the *Electoral Act 2002*.

Where applicable, amounts disclosed as income are net of returns, allowances, and duties and taxes. All amounts of revenue over which the Commission does not have control are disclosed as administered income in the schedule of administered income and expenses (see note 3).

(G) Expenses from transactions

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

Employee expenses

Employee expenses include superannuation expenses which are reported differently depending upon whether employees are members of defined benefit or defined contribution plans. In relation to defined contribution (i.e. Accumulation) superannuation plans, the associated expense is simply the employer contributions that are paid or payable in respect of employees who are members of these plans during the reporting period. Employer superannuation expenses in relation to employees who are members of defined benefit superannuation plans are described below.

Superannuation – State superannuation defined benefit plans

The amount recognised in the comprehensive operating statement in relation to employer contributions for members of defined benefit superannuation plans is simply the employer contributions that are paid or payable to these plans during the reporting period. The level of these contributions will vary depending upon the relevant rules of each plan, and is based upon actuarial advice.

The Department of Treasury and Finance (DTF) in their Annual Financial Statements, recognise on behalf of the State as the sponsoring employer, the net defined benefit cost related to the members of these plans. Refer to DTF's Annual Financial Statements for more detailed disclosures in relation to these plans.

The amount recognised in the comprehensive operating statement in respect of defined benefit superannuation plans represents the accrual of benefits during the reporting period. Note 16 provides further details.

Depreciation and amortisation

All plant and equipment and other non-current physical assets (excluding items under operating leases) that have a limited useful life are depreciated. Depreciation is generally calculated on a straight-line basis, at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life.

Leasehold improvements are depreciated over the period of the lease or estimated useful life, whichever is the shorter, using the straight-line method. The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period. The following are typical estimated useful lives for the different asset classes for both current and prior years:

Asset class	Useful life
Leasehold Improvements	Term of lease
Leased motor vehicles	3 years
Plant & equipment	2 - 10 years
Furniture & fittings	5 - 14 years
Computer equipment	2 - 3 years

Note 1. Summary of significant accounting policies (continued)

Intangible produced assets with finite useful lives are amortised as an expense from transactions on a systematic (typically straight-line) basis over the asset's useful life. Amortisation begins when the asset is available for use, that is, when it is in the location and condition necessary for it to be capable of operating in the manner intended by management. Amortisation of an intangible non-produced asset with a finite useful life is not classified as a transaction and is included in the net result as an other economic flow. The amortisation period and the amortisation method for an intangible asset with a finite useful life are reviewed at least at the end of each annual reporting period.

Intangible assets with indefinite useful lives are not amortised. However, all intangible assets are assessed for impairment annually as outlined in Note 1 (H).

Interest expense

Interest expenses are recognised as expenses in the period in which they are incurred. Refer to glossary of terms in note 29 for an explanation of interest expense items.

Capital asset charge

The capital asset charge is calculated on the budgeted carrying amount of applicable non-current physical assets.

Other operating expenses

Other operating expenses generally represent the day to day running costs incurred in normal operations.

Supplies and services

Supplies and services expenses are recognised as an expense in the reporting period in which they are incurred. The carrying amounts of any inventories held for distribution are expensed when distributed.

Bad and doubtful debts

Bad and doubtful debts are assessed on a regular basis. Those bad debts considered as written off by mutual consent are classified as a transaction expense. Those written off unilaterally are classified as other economic flows (refer to Note 1 (J) *Financial assets – Impairment of financial assets*).

(H) Other economic flows included in the net result

Other economic flows measure the change in volume or value of assets or liabilities that do not result from transactions. These include:

Net gain/(loss) on non-financial assets

Net gain/(loss) on non-financial assets and liabilities includes realised and unrealised gains and losses as follows:

Disposal of non-financial assets

Any gain or loss on the sale of non-financial assets is recognised at the date that control of the asset is passed to the buyer and is determined after deducting from the proceeds the carrying value of the asset at that time.

Impairment of non-financial assets

Intangible assets with indefinite useful lives (and intangible assets not yet available for use) are tested annually for impairment (i.e. as to whether their carrying value exceeds their recoverable amount, and so require write-downs) and whenever there is an indication that the asset may be impaired. All other assets are assessed annually for indications of impairment, except for inventories.

If there is an indication of impairment, the assets concerned are tested as to whether their carrying value exceeds their possible recoverable amount. Where an asset's carrying value exceeds its recoverable amount, the difference is written off as an other economic flow, except to the extent that the write-down can be debited to an asset revaluation surplus amount applicable to that class of asset.

It is deemed that, in the event of the loss of an asset, the future economic benefits arising from the use of the asset will be replaced unless a specific decision to the contrary has been made. The recoverable amount for most assets is measured at the higher of depreciated replacement cost and fair value less costs to sell. Recoverable amount for assets held primarily to generate net cash inflows is measured at the higher of the present value of future cash flows expected to be obtained from the asset and fair value less costs to sell.

(I) Administered income

Taxes, fines and regulatory fees

The Commission does not gain control over assets arising from taxes, fines and regulatory fees, consequently no income is recognised in the Commission's financial statements.

The Commission collects these amounts on behalf of the Crown. Accordingly, the amounts are disclosed as income in the schedule of Administered Items (see Note 3).

(J) Financial assets

Cash and deposits

Cash and deposits, including cash equivalents, comprise cash on hand and cash at bank.

For cash flow statement presentation purposes, cash and cash equivalents includes bank overdrafts, which are included as borrowings on the balance sheet.

Notes to the financial statements

for the financial year ended 30 June 2010

Note 1. Summary of significant accounting policies (continued)

Receivables

Receivables consist predominantly of amounts owing from the Victorian Government, debtors in relation to goods and services and GST input tax credits recoverable. Amounts owing from the Victorian Government, taxes and other statutory receivables are not classified as financial instruments.

Receivables are recognised initially at fair value and subsequently measured at amortised cost, using the effective interest rate method, less an allowance for impairment.

A provision for doubtful receivables is made when there is objective evidence that the debts may not be collected and bad debts are written off when identified (refer below *Impairment of financial assets*).

Impairment of financial assets

The Commission assesses at the end of each reporting period whether there is objective evidence that a financial asset or group of financial assets is impaired. All financial assets, except those measured at fair value through profit or loss, are subject to annual review for impairment.

Bad and doubtful debts for financial assets are assessed on a regular basis. Those bad debts considered as written off by mutual consent are classified as a transaction expense. The bad debts not written off by mutual consent and allowance for doubtful receivables are classified as 'other economic flows'.

In assessing impairment of statutory (non-contractual) financial assets which are not financial instruments, the Commission applies professional judgement in assessing materiality and using estimates, averages and computational shortcuts in accordance with AASB 136 *Impairment of assets*.

(K) Non-Financial assets

Inventories

Inventories include goods and other property for distribution at zero or nominal cost, or for consumption in the ordinary course of business operations.

Inventories held for distribution are measured at cost, adjusted for any loss of service potential.

Bases used in assessing loss of service potential for inventories held for distribution include current replacement cost and technical or functional obsolescence. Technical obsolescence occurs when an item still functions for some or all of the tasks it was originally acquired to do, but no longer matches existing technologies. Functional obsolescence occurs when an item no longer functions the way it did when it was first acquired.

Plant and equipment

All non-current physical assets are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment.

The fair value of plant, equipment and vehicles, is normally determined by reference to the asset's depreciated replacement cost. For plant, equipment and vehicles, existing depreciated historical cost is generally a reasonable proxy for depreciated replacement cost because of the short lives of the asset concerned.

Leasehold improvements

The cost of leasehold improvements is capitalised as an asset and depreciated over the remaining term of the lease or the estimated useful life of the improvements, whichever is the shorter.

Revaluations of non-current physical assets

Non-current physical assets are measured at fair value in accordance with FRD 103D issued by the Minister for Finance.

The Commission controls plant and equipment, furniture and fittings, motor vehicles, and leasehold improvements which are measured at cost, and are not subject to revaluation.

Intangible assets

Intangible assets are initially recognised at cost. Subsequently, intangible assets with finite useful lives are carried at cost less accumulated amortisation and accumulated impairment losses. Costs incurred subsequent to initial acquisition are capitalised when it is expected that additional future economic benefits will flow to the Commission.

Costs associated with the development of computer software relating to the Election Management and Roll Management system totalling \$0.5 million or more are capitalised and amortised on a straight line basis over twelve years (three State election periods) being the period in which the related benefits are expected to be realised. Costs associated with the acquisition or development of computer software which are less than \$0.5 million are charged as expenses in the period as incurred.

Other non-financial assets

Prepayments

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Impairment of non-financial assets

Refer to Note 1 (H) *Other economic flows included in net result*.

(L) Liabilities

Payables

Payables consist predominantly of accounts payable and other sundry liabilities. Accounts payable represent liabilities for goods and services provided to the Commission prior to the end of the financial year that are unpaid, and arise when the Commission becomes obliged to make future payments in respect of the purchase of those goods and services.

Note 1. Summary of significant accounting policies (continued)

Other liabilities included in payables mainly consist of goods and services tax payable.

Payables are initially measured at fair value, being the cost of the goods and services, and subsequently measured at amortised cost.

Provisions

Provisions are recognised when the Commission has a present obligation, the future sacrifice of economic benefits is probable, and the amount of the provision can be measured reliably.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the end of the reporting period, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows.

Employee benefits

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered to the reporting date.

(i) Wages and salaries and annual leave

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

Those liabilities that are not expected to be settled within 12 months 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.

(ii) Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Current liability – unconditional LSL is disclosed in the notes to the financial statements as a current liability even where the Commission does not expect to settle the liability within 12 months because it will not have the unconditional right to defer the settlement of the entitlement should an employee take leave within 12 months:

The components of this current LSL are measured at:

- nominal value – component that the Commission expects to settle within 12 months; and
- present value – component that the Commission does not expect to settle within 12 months.

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

This non-current LSL liability is measured at present value. Any gain or loss following revaluation of the present value of non-current LSL liability is recognised as a transaction, except to the extent that a gain or loss arises due to changes in bond interest rates for which it is then recognised as an other economic flow (refer to Note 1 (H) *Other economic flows included in net result*).

(iii) Termination benefits

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

Employee benefits on-costs

Employee benefits on-costs such as payroll tax, workers compensation and superannuation are recognised separately from the provision for employee benefits.

(M) Leases

A lease is a right to use an asset for an agreed period of time in exchange for payment.

Leases are classified at their inception as either operating or finance leases based on the economic substance of the agreement so as to reflect the risks and rewards incidental to ownership. Leases of property, plant and equipment are classified as finance infrastructure leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership from the lessor to the lessee. All other leases are classified as operating leases.

Finance leases

Commission as lessee

At the commencement of the lease term, finance leases are initially recognised as assets and liabilities at amounts equal to the fair value of the lease property or, if lower, the present value of the minimum lease payment, each determined at the inception of the lease. The lease asset is depreciated over the shorter of the estimated useful life of the asset or the term of the lease.

Notes to the financial statements

for the financial year ended 30 June 2010

Note 1. Summary of significant accounting policies (continued)

Minimum finance lease payments are apportioned between reduction of the outstanding lease liability, and periodic finance expense which is calculated using the interest rate implicit in the lease and charged directly to the comprehensive operating statement. Contingent rentals associated with finance leases are recognised as an expense in the period in which they are incurred.

Operating leases

Commission as lessee

Operating lease payments, including any contingent rentals, are recognised as an expense in the comprehensive operating statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset. The leased asset is not recognised in the balance sheet.

All incentives for the agreement of a new or renewed operating lease are recognised as an integral part of the net consideration agreed for the use of the leased asset, irrespective of the incentive's nature or form or the timing of payments.

In the event that lease incentives are received to enter into operating leases, the aggregate cost of incentives are recognised as a reduction of rental expense over the lease term on a straight-line basis, unless another systematic basis is more representative of the time pattern in which economic benefits from the leased asset are consumed.

(N) Equity

Contributions by owners

Additions to net assets which have been designated as contributions by owners are recognised as contributed capital. Other transfers that are in the nature of contributions or distributions have also been designated as contributions by owners.

(O) Commitments

Commitments are disclosed at their nominal value and inclusive of the goods and services tax (GST) payable.

(P) Contingent assets and contingent liabilities

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.

(Q) Accounting for the Goods and Services Tax (GST)

Income, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the taxation authority, are presented as operating cash flows.

(R) Events after reporting date

Assets, liabilities, income or expenses arise from past transactions or other past events. Where the transactions result from an agreement between the Commission and other parties, the transactions are only recognised when the agreement is irrevocable at or before the end of the reporting period. Adjustments are made to amounts recognised in the financial statements for events which occur after the reporting period and before the date the financial statements are authorised for issue, where those events provide information about conditions which existed in the reporting period. Note disclosure is made about events between the reporting period and the date the financial statements are authorised for issue where the events relate to condition which arose after the reporting period and which may have a material impact on the results of subsequent reporting periods.

(S) Rounding of amounts

Amounts in the financial statements have been rounded to the nearest thousand dollars, unless otherwise stated. Figures in the financial statements may not equate due to rounding.

(T) AASs issued that are not yet effective

Certain new AASs have been published that are not mandatory for the 30 June 2010 reporting period. DTF assesses the impact of these new standards and advises the Commission of their applicability and early adoption where applicable.

As at 30 June 2010, the following standards and interpretations (applicable to departments) had been issued but were not mandatory for financial year ending 30 June 2010. The Commission has not early adopted these standards.

Note 1. Summary of significant accounting policies (continued)

Standard/ Interpretation	Summary	Applicable for annual reporting periods beginning or ending on	Impact on VEC financial statements
AASB 9 Financial instruments	This standard simplifies requirements for the classification and measurement of financial assets resulting from Phase 1 of the IASB's project to replace IAS 39 <i>Financial instruments: recognition and measurement</i> (AASB 139 <i>financial instruments: recognition and measurement</i>).	Beginning 1 Jan 2013	Detail of impact is still being assessed.
AASB 124 Related party disclosures (Dec 2009)	Government related entities have been granted partial exemption with certain disclosure requirements.	Beginning 1 Jan 2011	Preliminary assessment suggests that impact is insignificant. However, the Commission is still assessing the detailed impact and whether to early adopt.
AASB 2009-5 Further Amendments to Australian Accounting Standards arising from the annual improvements project [AASB 5, 8, 101, 107, 117, 118, 136 & 139]	Some amendments will result in accounting changes for presentation, recognition or measurement purposes, while other amendments will relate to terminology and editorial changes	Beginning 1 Jan 2010	Terminology and editorial changes. Impact minor.
AASB 2009-11 Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 and 1038 and Interpretations 10 and 12]	This gives effect to consequential changes arising from the issuance of AASB 9.	Beginning 1 Jan 2013	Detail of impact is still being assessed.
AASB 2009-14 Amendments to Australian Interpretation - Prepayments of a minimum funding requirement [AASB Interpretation 14]	Amendment to Interpretation 14 arising from the issuance of <i>Prepayments of a minimum funding requirement</i>	Beginning 1 Jan 2011	Expected to have no significant impact.
Erratum <i>General Terminology changes</i>	Editorial amendments to a range of Australian Accounting Standards and Interpretations	Beginning 1 Jan 2010	Terminology and editorial changes. Impact minor.
AASB 1053 Application of Different Tiers of Australian Accounting Standards	This standard establishes a differential financial reporting framework consisting of two tiers of reporting requirements for preparing general purpose financial statements	Beginning 1 July 2013	The impact of this Standard may affect disclosures in the financial reports of certain types of entities [public sector entities (except whole of government and general government sector)] where reduced disclosure requirements may apply. The Standard does not affect the operating result or financial position

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Note 2. Departmental (controlled) outputs

A description of Departmental outputs performed during the year ended 30 June 2010, and the objectives of these outputs, are summarised below.

Election Services

Description of output

Maintaining the electoral enrolment register, conducting State elections, local government elections, statutory elections, commercial and community elections, and boundary reviews.

Provision of electoral research and communication and education services.

Objectives

Inform Victorians and engage them in actively participating in the democratic process.

Refer to "Comprehensive operating statement" and "Balance sheet" for the controlled income and expenses for the year ended 30 June 2010.

Note 3. Administered (non-controlled) items

In addition to the specific Commission operations which are included in the financial statements (balance sheet, comprehensive operating statement and cash flow statement), the Commission administers or manages activities and resources on behalf of the State and Local Government. The transactions relating to these activities are reported as administered items in this note. Administered transactions give rise to income, expenses, assets and liabilities and are determined on an accrual basis.

Administered income include taxes, fees and fines and candidate deposits. Administered assets include government income earned but yet to be collected. Administered liabilities include government expenses incurred but yet to be paid. Both the controlled Commission financial statement and these administered items are consolidated into the financial statements of the State.

	State		Local Government	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Administered income from transactions				
Sales of goods and services	653	16,790	-	-
Fines	217	205	2,606	4,886
Candidates deposits	3	-	6	496
Electoral entitlements	53	43	-	-
Total administered income from transactions	926	17,038	2,612	5,382
Administered expenses from transactions				
Payments into the Consolidated Fund	2,767	15,400	-	-
Payments to Local Government	-	-	2,606	4,886
Payments made on behalf of the State	3	46	6	-
Payments made on behalf of Local Government	53	-	-	496
Total administered expenses from transactions	2,823	15,446	2,612	5,382
Total administered net result from transactions (net operating balance)	(1,897)	1,592	-	-
Administered financial assets				
Bank	20	2	14	1,457
Receivables	136	2,644	-	-
Total administered financial assets	156	2,646	14	1,457
Administered liabilities				
Candidates deposits	-	-	-	-
Compulsory voting fines	20	2	4	1,457
Creditors and accruals	28	640	10	-
Total administered liabilities	48	642	14	1,457
Total administered net assets	108	2,004	-	-

Notes to the financial statements

for the financial year ended 30 June 2010

Note 4. Income from transactions

	2010 \$'000	2009 \$'000
(a) Revenue from government		
Revenue from government for continuing operations	19,250	29,984
Total revenue from government	19,250	29,984
(b) Other income		
Other	-	-
Total other income	-	-

Note 5. Expenses from transactions

	2010 \$'000	2009 \$'000
(a) Employee benefits		
Post employment benefits		
Defined contribution superannuation expense	614	881
Termination benefits	-	-
Salaries, wages and long service leave	7,274	11,986
Total employee expenses	7,888	12,867
(b) Depreciation and amortisation		
Depreciation of plant, equipment and vehicles	554	519
Amortisation expense	1,142	1,142
Total depreciation and amortisation	1,696	1,661
(c) Interest expense		
Interest on finance leases	6	7
Total interest expense	6	7
(d) Other operating expenses		
Supplies and services		
Purchase of supplies and consumables	3,535	10,490
Purchase of services	6,187	5,569
Maintenance	315	435
Capital asset charge	129	129
Other	141	142
Total supplies and services	10,307	16,765
Operating lease rental expenses:		
Minimum lease payments	-	10
Total operating lease rental expenses	-	10
Total other operating expenses	10,307	16,775

Note 6. Other economic flows included in net result

	2010 \$'000	2009 \$'000
(a) Net gain/(loss) on non-financial assets		
Net gain/(loss) on disposal of physical assets	-	-
Total net gain/(loss) on non-financial assets	-	-
(b) Net gain(loss) on financial instruments		
Other	-	-
Total net gain/(loss) on financial instruments	-	-
(c) Other gains/(losses) from other economic flows		
Other	-	-
Total other gains/(losses) from other economic flows	-	-

Note 7. Receivables

	2010 \$'000	2009 \$'000
Current receivables		
Statutory		
Amounts owing from Victorian Government (i)	28	640
GST input tax credit recoverable	398	-
Other receivables	-	7
Total current receivables	426	647
Non-current receivables		
Statutory		
Other receivables	-	-
Total non-current receivables	-	-
Total receivables	426	647

Notes: (i) The amounts recognised from Victorian Government represent funding for all commitments incurred through the appropriations and are drawn from the consolidated fund as the commitments fall due. [Appropriations are amounts owed by Victorian Government as legislated in the Appropriations Act. Due to the existence of a legislative instrument, the appropriation receivable to an entity is statutory in nature, and hence not within the scope of financial instrument standards.]

Notes to the financial statements

for the financial year ended 30 June 2010

Note 8. Non-current assets classified as held for sale and directly associated liabilities

	2010 \$'000	2009 \$'000
(a) Non-current assets classified as held for sale		
Non-current assets		
Leased motor vehicles	-	29
Total non-current assets classified as held for sale	-	29
(b) Liabilities directly associated with assets classified as held for sale		
Liabilities of leased motor vehicles	-	29
Total liabilities directly associated with assets classified as held for sale	-	29

Note 9. Inventories

	2010 \$'000	2009 \$'000
Current inventories		
Supplies and consumables		
At cost	1,737	886
Total inventories	1,737	886

Note 10. Property, plant and equipment

Table 10.1: Classification by 'Purpose Group' - carrying amounts (i)

	Public Administration	
	2010 \$'000	2009 \$'000
Nature-based classification		
Plant, equipment and vehicles at fair value	706	905
Leasehold Improvements	49	111
Assets under construction at cost	-	-
Net carrying amount of PPE	755	1,016

Notes: (i) Plant and equipment are classified primarily by the 'purpose' for which the assets are used, according to one of six 'purpose groups' based upon government purpose classifications (GPC). All assets within a purpose group are further sub categorised according to the asset's 'nature', with each sub category being classified as a separate class of asset for financial reporting purposes.

Note 10. Property, plant and equipment (continued)

Table 10.2: Gross carrying amounts and accumulated depreciation

	Gross carrying amount		Accumulated depreciation		Net carrying amount	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Nature-based classification						
Plant, equipment and vehicles at fair value	2,957	2,702	(2,251)	(1,797)	706	905
Leasehold Improvements	358	358	(309)	(247)	49	111
Assets under construction at cost	-	-	-	-	-	-
Net carrying amount of PPE	3,315	3,060	(2,560)	(2,044)	755	1,016

Table 10.3: Classification by 'Public Administration' Purpose Group – Movements in carrying amounts

	Plant, equipment and vehicles at fair value		Leasehold improvements		Assets under construction at cost		Total	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Opening balance	905	1,164	111	174	-	-	1,016	1,338
Additions	309	234	-	-	-	-	309	234
Disposals	(16)	(37)	-	-	-	-	(16)	(37)
Depreciation/amortisation expense (note 5)	(492)	(456)	(62)	(63)	-	-	(554)	(519)
Closing balance	706	905	49	111	-	-	755	1,016

Note: (i) Fair value assessments have been performed for all classes of assets within this purpose group and the decision was made that movements were not material (less than or equal to 10 per cent) for a full revaluation. The next scheduled full revaluation for this purpose group will be conducted in 2012.

The following useful lives of assets are used in the calculation of depreciation:

Leasehold Improvements	Term of lease
Leased motor vehicles	3 years
Plant & equipment	2 to 10 years
Furniture & fittings	5 to 14 years
Computer equipment	2 to 3 years

Table 10.3: Aggregate depreciation recognised as an expense during the year

	2010 \$'000	2009 \$'000
Leasehold Improvements	63	63
Plant, equipment and vehicles at fair value	473	428
Leased plant and equipment	18	28
	554	519

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Note 11. Intangible assets

	Capitalised software development	
	2010 \$'000	2009 \$'000
Gross carrying amount		
Opening balance	13,684	13,684
Additions from internal developments	-	-
Closing balance	13,684	13,684
Accumulated amortisation and impairment		
Opening balance	(8,342)	(7,200)
Amortisation expense (i)	(1,142)	(1,142)
Impairment losses charged to net result	-	-
Closing balance	(9,484)	(8,342)
Net book value at the end of the financial year	4,200	5,342

Note: (i) Amortisation expense is included in the line item 'depreciation and amortisation expense' in the comprehensive operating statement.

Significant intangible assets

The Commission has capitalised software development expenditure for the development of its election management and electoral rolls development. The carrying amount of the capitalised software development expenditure of \$4.2 million (2009: \$5.3 million) will be fully amortised in 2011 for the election management development, and 2015 for the electoral rolls development.

Note 12. Other non-financial assets

	2010 \$'000	2009 \$'000
Current other assets		
Prepayments	632	371
Total current other assets	632	371
Non-current other assets		
Other	-	-
Total non-current other assets	-	-
Total other assets	632	371

Note 13. Payables

	2010 \$'000	2009 \$'000
Current payables		
Contractual		
Employee benefits	134	303
Supplies and services (i)	153	72
	287	375
Statutory		
Taxes payable	-	128
Total current payables	287	503
Non-current payables		
Contractual		
Other payables	-	-
Total non-current payables	-	-
Total payables	287	503

Note: (i) The average credit period is 30 days. No interest is charged on payables.

(a) Maturity analysis of contractual payables

Please refer to table 20.5 in Note 20 for the maturity analysis of contractual payables.

(b) Nature and extent of risk arising from contractual payables

Please refer to Note 20 for the nature and extent of risks arising from contractual payables.

Note 14. Borrowings

	2010 \$'000	2009 \$'000
Current borrowings		
Lease liabilities (i) (Note 17)	49	18
Bank overdraft	1	3
Total current borrowings	50	21
Non-current borrowings		
Lease liabilities (i) (Note 17)	13	62
Total non-current borrowings	13	62
Total borrowings	63	83

Note: (i) Secured by the assets leased. Finance leases are effectively secured as the rights to the leased assets revert to the lessor in the event of default.

(a) Maturity analysis of borrowings

Please refer to table 20.5 in Note 20 for the maturity analysis of borrowings.

(c) Defaults and breaches

During the current and prior year, there were no defaults and breaches of any of the loans.

(b) Nature and extent of risk arising from borrowings

Please refer to Note 20 for the nature and extent of risks arising from borrowings

Notes to the financial statements

for the financial year ended 30 June 2010

Note 15. Provisions

	2010 \$'000	2009 \$'000
Current provisions		
(i) Employee benefits (Note 1 (L)) – annual leave		
(ii) Unconditional and expected to be settled within 12 months	409	513
(iii) Unconditional and expected to be settled after 12 months	-	-
(i) Employee benefits (Note 1 (L)) – long service leave		
(ii) Unconditional and expected to be settled within 12 months	653	601
(iii) Unconditional and expected to be settled after 12 months	-	-
	1,062	1,114
Provisions related to employee benefit on-costs		
(ii) Unconditional and expected to be settled within 12 months	171	171
(iii) Unconditional and expected to be settled after 12 months	-	-
	171	171
Total current provisions	1,233	1,285
Non-current provisions		
(i) Employee benefits (i) (Note 1 (L))	224	140
Employee benefit on-costs	35	22
Total non-current provisions	259	162
Total provisions	1,492	1,447
(a) Employee benefits and related on-costs (i)		
Current employee benefits		
Annual leave entitlements	409	513
Long service leave entitlements	653	601
Non-current employee benefits		
Long service leave entitlements	224	140
Total employee benefits	1,286	1,254
Current on-costs	171	171
Non-current on-costs	35	22
Total on-costs	206	193
Total employee benefits and related on-costs	1,492	1,447

Note: (i) Provisions for employee benefits consist of amounts for annual leave and long service leave accrued by employees, not including on-costs.
(ii) The amounts disclosed are nominal amounts.
(iii) The amounts disclosed are discounted to present values.

Note 15. Provisions (continued)

(b) Movement in provisions	Employee Benefits	On-costs
	2010 \$'000	2010 \$'000
Opening balance	1,254	193
Additional provisions recognised	548	93
Reductions arising from payments / other sacrifices of future economic benefits	(516)	(80)
Closing balance	1,286	206
Current	1,062	171
Non-current	224	35
	1,286	206

Note 16. Superannuation

Employees of the Commission are entitled to receive superannuation benefits and the Commission contributes to both defined benefit and defined contribution plans. The defined benefit plan(s) provides benefits based on years of service and final average salary.

The Commission does not recognise any defined benefit liability in respect of the plan(s) because the entity has no legal or constructive obligation to pay future benefits relating to its employees; its only obligation is to pay superannuation

contributions as they fall due. The Department of Treasury and Finance recognises and discloses the State's defined benefit liabilities in its financial statements.

However, superannuation contributions paid or payable for the reporting period are included as part of employee benefits in the comprehensive operating statement of the Commission. The name, details and amounts expended in relation to the major employee superannuation funds and contributions made by the Commission are as follows:

	Paid Contribution for the Year		Contribution Outstanding at year End	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Defined benefit plans:				
State Superannuation Fund - revised and new	83	80	6	-
Defined contribution plans:				
Australian Super	13	21	1	-
AGEST	3	24	-	-
Colonial First State	26	31	1	-
HESTA	25	28	1	-
MLC	13	16	-	-
Unisuper	13	8	1	-
Vicsuper	383	566	16	-
Other	51	107	4	-
Total	610	881	30	-

Notes: (i) The bases for determining the level of contributions is determined by the various actuaries of the superannuation plans.

(ii) The above amounts were measured as at 30 June of each year, or in the case of employer contribution plans they relate to the years ended 30 June.

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Note 17. Leases

Disclosures for lessees - finance leases

Leasing arrangements

Finance leases relate to motor vehicles leased through the Department of Justice. The Commission has options to purchase the vehicles for a nominal amount at the conclusion of the lease agreements.

	Minimum future lease payments (i)		Present value of minimum future lease payments	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Other finance lease liabilities payable				
Not longer than one year	52	52	50	50
Longer than one year and not longer than five years	14	67	13	64
Longer than five years	-	-	-	-
Minimum future lease payments	66	119	63	114
Less future finance charges	4	10	3	9
Present value of minimum lease payments	62	109	60	105
Included in the financial statements as:				
Current borrowings lease liabilities (Note 1M)			49	47
Non-current borrowings lease liabilities (Note 1M)			13	62
			62	109

Note: (i) Minimum future lease payments include the aggregate of all lease payments and any guaranteed residual.

Disclosure for lessees-operating leases

Leasing arrangements

Operating leases relate to office and warehouse facilities with lease terms between one to two years. All operating lease contracts contain market review clauses in the event that the Commission exercises its option to renew. The Commission does not have an option to purchase the leased asset at the expiry of the lease period.

	2010 \$'000	2009 \$'000
Other non-cancellable operating lease payables		
Not longer than one year	1,135	1,179
Longer than one year and not longer than five years	919	1,923
Longer than five years	-	-
	2,054	3,102

(a) Maturity analysis of finance lease liabilities

Please refer to Table 20.4 in note 20 for the ageing analysis of finance lease liabilities.

(b) Nature and extent of risk arising finance lease liabilities

Please refer to Note 20 for the nature and extent of risks arising from finance lease liabilities.

Note 18. Commitments for expenditure

The following commitments have not been recognised as liabilities in the financial statements:

(a) Commitments are payable as follows

	2010 \$'000	2009 \$'000
(i) Capital expenditure commitments		
Intangible assets		
Payable:		
Not longer than one year	-	-
Longer than one year and not longer than five years	-	-
Longer than five years	-	-
Total capital expenditure commitments	-	-
(ii) Other expenditure commitments		
Outsourcing commitments (i)		
Payable:		
Not longer than one year	4,069	2,139
Longer than one year and not longer than five years	-	-
Longer than five years	-	-
Total other expenditure commitments	4,069	2,139
Total commitments for expenditure (inclusive of GST)	4,069	2,139
Less GST recoverable from the Australian Taxation Office	(203)	(194)
Total commitments for expenditure (exclusive of GST)	3,866	1,945

Notes: (i) Commitments under outsourcing contracts for joint electoral roll procedure at the end of the reporting period.
(ii) All amounts shown in the commitments note are nominal amounts inclusive of GST.
(iii) Finance lease and non-cancellable operating lease commitments are disclosed on Note 17.

Note 19. Contingent assets and contingent liabilities

	2010 \$'000	2009 \$'000
Contingent liabilities		
Court proceedings (i)	-	-
	-	-

Notes: (i) A contingent liability exists for legal action in relation to Electoral Act decisions, Municipal Electoral Tribunals, and offences.
However, as at 30 June 2010, there is no reliable estimate of the liability.
(ii) There were no contingent assets as at 30 June 2010.

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for the financial year ended 30 June 2010

Note 20. Financial instruments

(a) Financial risk management objectives and policies

The Commission's principal financial instruments comprise of:

- cash assets
- receivables (excluding statutory receivables)
- payables (excluding statutory payables)
- finance lease payables
- borrowings

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, with respect to each class of financial asset, financial liability and equity instrument above are disclosed in note 1 to the financial statements.

The main purpose in holding financial instruments is to prudentially manage the Commission's financial risks within the Government policy parameters.

The carrying amounts of the Commission's contractual financial assets and financial liabilities by category are in table 20.1 below.

Table 20.1 Categorisation of financial instruments

	(\$ thousand)					
	Contractual financial assets/liabilities designated at fair value through profit/loss	Contractual financial assets/liabilities held-for-trading at fair value through profit/loss	Contractual financial assets - loans and receivables	Contractual financial assets available-for-sale	Contractual financial liabilities at amortised cost	Total
2010						
Contractual financial assets						
Cash and deposits	-	-	2	-	-	2
Receivables (i)						
Sale of goods and services	-	-	-	-	-	-
Total contractual financial assets	-	-	2	-	-	2
Contractual financial liabilities						
Payables (i)						
Supplies and services	-	-	287	-	-	287
Amounts payable to government and agencies	-	-	-	-	-	-
Borrowings:						
Lease liabilities	-	-	63	-	-	63
Total contractual financial liabilities	-	-	350	-	-	350

Note (i) The total amount disclosed here exclude statutory amounts (e.g. amounts owing from Victorian Government and GST input tax credit recoverable, and taxes payable)

Note 20. Financial instruments (continued)

Table 20.1 Categorisation of financial instruments (continued)

	(\$ thousand)					
	Contractual financial assets/liabilities designated at fair value through profit/loss	Contractual financial assets/liabilities held-for-trading at fair value through profit/loss	Contractual financial assets - loans and receivables	Contractual financial assets available -for-sale	Contractual financial liabilities at amortised cost	Total
2009						
Contractual financial assets						
Cash and deposits	-	-	2	-	-	2
Receivables (i)						
Sale of goods and services	-	-	7	-	-	7
Total contractual financial assets	-	-	9	-	-	9
Contractual financial liabilities						
Payables (i)						
Supplies and services	-	-	375	-	-	375
Amounts payable to government and agencies	-	-	-	-	-	-
Borrowings:						
Lease liabilities	-	-	111	-	-	111
Total contractual financial liabilities	-	-	486	-	-	486

Note (i) The total amount disclosed here exclude statutory amounts (e.g. amounts owing from Victorian Government and GST input tax credit recoverable, and taxes payable)

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Note 20. Financial instruments (continued)

Table 20.2 Net holding gain/(loss) on financial instruments by category

	(\$ thousand)				
	Net holding gain/ (loss)	Total interest income/ (expense)	Fee income/ (expense)	Impairment loss	Total
2010					
Contractual financial assets					
Financial assets designated at fair value through profit/loss	-	-	-	-	-
Financial assets - loans and receivables	-	-	-	-	-
Financial assets available-for-sale recognised in net result	-	-	-	-	-
Total contractual financial assets	-	-	-	-	-
Contractual financial liabilities					
Financial liabilities at amortised cost	-	-	-	-	-
Financial liabilities designated at fair value through profit/loss	-	-	-	-	-
Total contractual financial liabilities	-	-	-	-	-

	(\$ thousand)				
	Net holding gain/ (loss)	Total interest income/ (expense)	Fee income/ (expense)	Impairment loss	Total
2009					
Contractual financial assets					
Financial assets designated at fair value through profit/loss	-	-	-	-	-
Financial assets - loans and receivables	-	-	-	-	-
Financial assets available-for-sale recognised in net result	-	-	-	-	-
Total contractual financial assets	-	-	-	-	-
Contractual financial liabilities					
Financial liabilities at amortised cost	-	-	-	-	-
Financial liabilities designated at fair value through profit/loss	-	-	-	-	-
Total contractual financial liabilities	-	-	-	-	-

Note 20. Financial instruments (continued)

The net holding gains or losses disclosed above are determined as follows:

- For cash and cash equivalents, loans or receivables and available-for-sale financial assets, the net gain or loss is calculated by taking the interest income, plus or minus foreign exchange gains or losses arising from revaluation of the financial assets, and minus any impairment recognised in the net result;
- For financial liabilities measured at amortised cost, the net gain or loss is calculated by taking the interest expense, plus or minus foreign exchange gains or losses arising from the revaluation of financial liabilities measured at amortised cost; and
- For financial assets and liabilities that are held-for-trading or designated at fair value through profit or loss, the net gain or loss is calculated by taking the movement in the fair value of the financial asset or liability.

(b) Credit risk

Credit risk arises from the contractual financial assets of the Commission, which comprise cash and deposits, non-statutory receivables and available for sale contractual financial assets. The Commission's exposure to credit risk arises from the potential default of counter party on their

contractual obligations resulting in financial loss to the Commission. Credit risk is measured at fair value and is monitored on a regular basis.

Credit risk associated with the Commission's contractual financial assets is minimal because the main debtor is the Victorian Government. For debtors other than the government, it is the Commission's policy to only deal with entities with high credit ratings of a minimum BBB rating and to obtain sufficient collateral or credit enhancements where appropriate.

In addition, the Commission does not engage in hedging for its contractual financial assets and mainly obtains contractual financial assets that are on fixed interest, except for cash assets, which are mainly cash at bank. As with the policy for debtors, the Commission's policy is to deal with banks with high credit ratings.

Provision of impairment for contractual financial assets is calculated based on past experience, and current and expected changes in client credit ratings.

Except as otherwise detailed in the following table, the carrying amount of contractual financial assets recorded in the financial statements, net of any allowances for losses, represents the Commission's maximum exposure to credit risk without taking account of the value of any collateral obtained.

Table 20.3 Credit quality of contractual financial assets that are neither past due nor impaired

	(\$ thousand)				
	Financial institutions (AAA credit rating)	Government agencies (AAA credit rating)	Government agencies (BBB credit rating)	Other (min BBB credit rating)	Total
2010					
Cash and cash equivalents	-	-	-	-	-
Receivables (i)	-	-	-	-	-
Other financial assets	-	-	-	-	-
Total contractual financial assets	-	-	-	-	-
2009					
Cash and cash equivalents	-	-	-	-	-
Receivables (i)	7	-	-	-	7
Other financial assets	-	-	-	-	-
Total contractual financial assets	7	-	-	-	7

Note: (i) The total amounts disclosed here exclude statutory amounts (e.g. Amounts owing from Victorian Government and GST input tax credit recoverable)

Notes to the financial statements

for the financial year ended 30 June 2010

Note 20. Financial instruments (continued)

Contractual financial assets that are either past due or impaired

Currently the Commission does not hold any collateral as security nor credit enhancements relating to any of its financial assets.

There are no financial assets that have had their terms renegotiated so as to prevent them from being past due or impaired, and they are stated at the carrying amounts as indicated. The following table discloses the ageing only of contractual financial assets that are past due but not impaired:

Table 20.4 Ageing analysis of contractual financial assets

	(\$ thousand)						
	Carrying amount	Not past due and not impaired	Past due but not impaired				Impaired financial assets
			less than 1 month	1-3 months	3 months -1 year	1-5 years	
2010							
Receivables (i)							
Other receivables	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
2009							
Receivables (i)							
Other receivables	7	7	-	-	-	-	-
Total	7	7	-	-	-	-	-

Note: (i) The carrying amounts disclosed here exclude statutory amounts (e.g. Amounts owing from Victorian Government and GST input tax credit recoverable)

(c) Liquidity risk

Liquidity risk is the risk that the Commission would be unable to meet its financial obligations as and when they fall due.

The Commission operates under the Government fair payments policy of settling financial obligations within 30 days and in the event of a dispute, making payments within 30 days from the date of resolution.

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

The Commission's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The following table discloses the contractual maturity analysis for the Commission's contractual financial liabilities:

Note 20. Financial instruments (continued)

Table 20.5 Maturity analysis of contractual financial liabilities (ii)

	(\$ thousand)						
	Carrying amount	Nominal Amount	Maturity dates				
			less than 1 month	1-3 months	3 months -1 year	1-5 years	5+ years
2010							
Payables (i)							
Supplies and services	-	-	-	-	-	-	-
Amounts payable to government and agencies	-	-	-	-	-	-	-
Other payables	287	287	287	-	-	-	-
Borrowings							
Bank overdrafts	1	1	1	-	-	-	-
Lease liabilities	62	66	2	4	46	14	-
Advances from government	-	-	-	-	-	-	-
Total	350	354	290	4	46	14	-
2009							
Payables (i)							
Supplies and services	-	-	-	-	-	-	-
Amounts payable to government and agencies	-	-	-	-	-	-	-
Other payables	375	375	375	-	-	-	-
Borrowings							
Bank overdrafts	3	3	3	-	-	-	-
Lease liabilities	108	118	31	6	15	66	-
Advances from government	-	-	-	-	-	-	-
Total	486	496	409	6	15	66	-

Note: (i) The carrying amounts disclosed exclude statutory amounts (e.g. GST payables).
(ii) Maturity analysis is presented using the contractual undiscounted cash flows.

(d) Market risk

The Commission's exposures to market risk are primarily through interest rate risk, foreign currency risk and equity price risks. Objectives, policies and processes used to manage each of these risks are disclosed below.

Foreign currency risk

The Commission is exposed to foreign currency risk mainly through its payables relating to purchases of supplies and consumables from overseas. This is because of a limited amount of transactions denominated in foreign currencies and a relatively short timeframe between commitment and settlement.

Based on past and current assessment of economic outlook, it is deemed unnecessary for the Commission to enter into any hedging arrangements to manage the risk.

The Commission's sensitivity to foreign currency movements is set out in the Table 20.7.

Interest rate risk

Fair value interest rate risk is the risk that the fair value of a financial instrument will fluctuate because of changes in market interest rates. The Commission does not hold any interest bearing financial instruments that are measured at fair value, therefore has nil exposure to fair value interest rate risk.

Notes to the financial statements

for the financial year ended 30 June 2010

Note 20. Financial instruments (continued)

Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Commission has minimal exposure to cash flow interest rate risks through its cash and bank overdrafts that are at a floating rate.

The Commission manages this risk by mainly undertaking fixed rate or non-interest bearing financial instruments

with relatively even maturity profiles, with only insignificant amounts of financial instruments at floating rate. The Commission's exposure to interest rate risk is limited to finance leases.

The carrying amounts of financial assets and financial liabilities that are exposed to interest rates are set out in Table 20.6. In addition, the Commission's sensitivity to interest rate risk is set out in the Table 20.7.

Table 20.6: Interest rate exposure of financial instruments

	Weighted average interest rate %	Carrying amount	Interest rate exposure		
			Fixed interest rate	Variable interest rate	Non-interest bearing
(\$ thousand)					
2010					
Financial assets					
Cash and deposits	-	2	-	-	2
Receivables (i)					
Other receivables	-	-	-	-	-
Total financial assets		-	-	-	-
Financial liabilities					
Payables (i)					
Other payables at amortised cost	-	287	-	-	287
Borrowings					
Finance lease liabilities	7.58	62	62	-	-
Bank overdraft	-	1			
Total financial liabilities		350	62	-	287
2009					
Financial assets					
Cash and deposits	-	2	-	-	2
Receivables (i)					
Other receivables	-	7	-	-	7
Total financial assets		9	-	-	9
Financial liabilities					
Payables (i)					
Other payables at amortised cost	-	375	-	-	375
Borrowings					
Finance lease liabilities	7.58	108	108	-	-
Bank overdraft	-	3			
Total financial liabilities		486	108	-	375

Note: (1) The carrying amounts disclosed here exclude statutory amounts (e.g. Amounts owing from Victorian Government, GST input tax credit recoverable, and GST payables).

Note 20. Financial instruments (continued)

Sensitivity disclosure analysis

The Commission's sensitivity to market risk is determined based on the observed range of actual historical data for the preceding five year period, with all variables other than the primary risk variable held constant. The following movements are 'reasonably possible' over the next 12 months:

- A movement of 200 basic points up and down (2009: 150 down and 100 up) in market interest rates (AUD);
- Proportional exchange rate movement of 5 per cent down (2009: 10 per cent, depreciation of AUD) and 15 per cent up (2009: 10 per cent, appreciation of AUD) against the USD, from the year-end rate of 0.90 (2009: 0.90); and

- a movement of 10 per cent up and down (2009: 10 per cent) for the top ASX 200 index.

Table 20.7 in the following pages discloses the impact on the Commission's net result and equity for each category of financial instrument held by the Commission at year-end as presented to key management personnel, if the above movements were to occur.

Table 20.7: Market risk exposure - foreign exchange

	(\$ thousand)				
	Carrying amount	Foreign exchange			
		-5 % Net result	Available-for-sale revaluation surplus	+15 % Net result	Available-for-sale revaluation surplus
2010					
Contractual financial assets					
Cash and deposits	2	-	-	-	-
Receivables (i)	-	-	-	-	-
Total impact	2	-	-	-	-
Contractual financial liabilities					
Payables (i)	287	-	-	-	-
Borrowings	62	-	-	-	-
Bank overdraft	1	-	-	-	-
Total impact	350	-	-	-	-
2009					
Contractual financial assets					
Cash and deposits	2	-	-	-	-
Receivables (i)	7	-	-	-	-
Total impact	9	-	-	-	-
Contractual financial liabilities					
Payables (i)	375	-	-	-	-
Borrowings	108	-	-	-	-
Bank overdraft	3	-	-	-	-
Total impact	486	-	-	-	-

Notes: (i) The carrying amounts disclosed here exclude statutory amounts (e.g. Amounts owing from the Victorian Government, GST input tax credit recoverable, and GST).

Notes to the financial statements

for the financial year ended 30 June 2010

Note 20. Financial instruments (continued)

Table 20.7: Market risk exposure - interest rate

	(\$ thousand)				
	Carrying amount	Interest rate			
		-200 basis points		+200 basis points	
		-2 %		+2%	
	Net result	Available-for-sale revaluation surplus	Net result	Available-for-sale revaluation surplus	
2010					
Contractual financial assets					
Cash and deposits	2	-	-	-	-
Other contractual financial assets	-	-	-	-	-
Total impact	2	-	-	-	-
Contractual financial liabilities					
Borrowings	62	-	-	-	-
Bank overdraft	1	-	-	-	-
Total impact	63	-	-	-	-
2009					
		-150 basis points		+100 basis points	
Contractual financial assets					
Cash and deposits	2	-	-	-	-
Other contractual financial assets	7	-	-	-	-
Total impact	9	-	-	-	-
Contractual financial liabilities					
Borrowings	108	-	-	-	-
Bank overdraft	3	-	-	-	-
Total impact	111	-	-	-	-

Table 20.7: Market risk exposure - other price

	(\$ thousand)				
	Carrying amount	Other price			
		-1 %		+1%	
		Net result	Available-for-sale revaluation surplus	Net result	Available-for-sale revaluation surplus
2010					
Contractual financial assets					
Other contractual financial assets	-	-	-	-	-
Total impact	-	-	-	-	-
2009					
Contractual financial assets					
Other contractual financial assets	-	-	-	-	-
Total impact	-	-	-	-	-

Note 20. Financial instruments (continued)

(e) Fair value

The fair values and net fair values of financial instrument assets and liabilities are determined as follows:

- the fair value of financial instrument assets and liabilities with standard terms and conditions and traded in active liquid markets are determined with reference to quoted market prices; and
- the fair value of other financial instrument assets and liabilities are determined in accordance with generally accepted pricing models based on discounted cash flow analysis.

The Commission considers that the carrying amount of financial instrument assets and liabilities recorded in the financial statements to be a fair approximation of their fair values, because of the short-term nature of the financial instruments and the expectation that they will be paid in full.

The following table shows that the fair values of most of the contractual financial assets and liabilities are the same as their carrying amounts:

Table 20.8: Comparison between carrying amount and fair value

	(\$ thousand)			
	Carrying amount	Fair value	Carrying amount	Fair value
	2010	2010	2009	2009
Contractual financial assets				
Cash and deposits	2	2	2	2
Receivables (i)				
Other receivables	-	-	7	7
Total contractual financial assets	2	2	9	9
Contractual financial liabilities				
Payables (i)				
Supplies and services	153	153	72	72
Amounts payable to government	-	-	-	-
Other payables	134	134	303	303
Borrowings				
Bank overdrafts	1	1	3	3
Lease liabilities	62	62	80	80
Advances from government	-	-	-	-
Total contractual financial liabilities	350	350	458	458

Note: (i) The carrying amounts disclosed here exclude statutory amounts (e.g. Amounts owing from Victorian Government, GST input tax credit recoverable, and GST payables).

Notes to the financial statements

for the financial year ended 30 June 2010

Note 20. Financial instruments (continued)

Table 20.9: Financial assets measured at fair value

	(\$ thousand)			
	Carrying amount as at 30 June 2010	Fair value measurement at end of reporting period using:		
		Level 1	Level 2	Level 3
2010				
Financial assets at fair value through profit or loss	-	-	-	-
Available-for-sale financial assets	-	-	-	-
Total	-	-	-	-
	Carrying amount as at 30 June 2009	Fair value measurement at end of reporting period using:		
		Level 1	Level 2	Level 3
2009				
Financial assets at fair value through profit or loss	-	-	-	-
Available-for-sale financial assets	-	-	-	-
Total	-	-	-	-

Note 21. Cash flow information

(a) Reconciliation of cash and cash equivalents

	(\$ thousand)	
	2010	2009
Total cash and deposits disclosed in the balance sheet (i)	2	2
Bank overdraft	(1)	(3)
Balance as per cash flow statement	1	(1)

Note: (i) Due to the State of Victoria's investment policy and government funding arrangements, the Commission does not hold a large cash reserve in its bank accounts. Cash received by the Commission from the generation of income is generally paid into the State's bank account, known as the public account. Similarly, any Commission expenditure, including those in the form of cheques drawn by the Commission for the payment of goods and services to its suppliers and creditors are made via the Public Account. The process is such that, the public account would remit to the Commission the cash required for the amount drawn on the cheques. This remittance by the public account occurs upon the presentation of the cheques by the Commission's suppliers or creditors.

The above funding arrangements often result in the Commission having a notional shortfall in the cash at bank required for payment of unrepresented cheques at the reporting date.

At 30 June 2010, cash at bank included the amount of a notional shortfall for the payment of unrepresented cheques of \$1,000 (2009 - \$3,000).

Note 21. Cash flow information (continued)

(b) Reconciliation of net result for the period to net cash flows from operating activities

	(\$ thousand)	
	2010	2009
Net result for the period	(647)	(1,326)
Non-cash movements:		
(Gain)/loss on sale or disposal of non-current assets	-	-
Depreciation and amortisation of non current assets	1,696	1,661
Movements in assets and liabilities		
(Increase)/decrease in receivables	221	(435)
(Increase)/decrease in inventories	(851)	126
(Increase)/decrease in other non-financial assets	(261)	(185)
Increase/(decrease) in payables	(216)	(6)
Increase/(decrease) in provisions	45	151
Increase/(decrease) in other liabilities	15	14
Net cash from/(used in) operating activities	2	-

Note 22. Summary of compliance with annual revenue from government

The following table discloses the details of the annual Parliamentary appropriations received by the Commission via the Department of Justice for the year. In accordance with accrual output-based management procedures provisions

of outputs' and 'additions to net assets' are disclosed as 'controlled' activities of the Commission. Administered transactions are those that are undertaken on behalf of the State over which the Commission has no control or discretion.

	Revenue from government (\$ thousand)	
	2010	2009
Controlled		
Provision for outputs	19,250	29,984
Additions to net assets	326	202
Administered		
Payments made on behalf of the State	53	43
Total	19,629	30,229

Note 23. Ex-gratia payments

The Commission made no ex-gratia payments during the reporting period. (2009 - Nil)

Notes to the financial statements

for the financial year ended 30 June 2010

Note 24. Trust account balances

(a) Trust Account Balances relating to trust accounts controlled and/or administered by the Commission

	(\$ thousand)	
	2010	2009
Cash and cash equivalents		
Administered trusts		
Candidates deposits State and Local Governments	4	-
Fines State and Local Governments	30	1,459
Total administered trusts	34	1,459

(b) Trust accounts opened and closed by the Commission during 2010

The Commission did not open or close any trust account during 2010.

Note 25. Responsible persons

In accordance with the Ministerial Directions issued by the Minister for Finance under the *Financial Management Act 1994*, the following disclosures are made regarding responsible persons for the reporting period.

Names

The persons who held the positions of Accountable Officers in the Commission are as follows:

Electoral Commissioner	Deputy Electoral Commissioner
Mr Steven Tully	Ms Liz Williams
1 July 2009 to 30 June 2010	1 July 2009 to 30 June 2010

Remuneration

Remuneration received or receivable by the Accountable Officers in connection with the management of the Commission during the reporting period was in the range:

\$240,000 - \$249,999 (\$230,000 - \$239,999 in 2009)
\$150,000 - \$159,999 (\$150,000 - \$159,999 in 2009)

Note 26. Remuneration of executives

There were no executive officers, other than accountable officers shown in Note 25, during the reporting period.

Note 27. Remuneration of auditors

	(\$ thousand)	
	2010	2009
Victorian Auditor General's Office		
Audit or review of the financial statements	17	16
	17	16

Note 28. Subsequent events

The Victorian Electoral Commission has no material or significant events occurring after the reporting date.

Note 29. Glossary of Terms

Comprehensive result

Total comprehensive result is the change in equity for the period other than changes arising from transactions with owners. It is the aggregate of net result and other non-owner changes in equity.

Capital asset charge

The capital asset charge represents the opportunity cost of capital invested in the non-current physical assets used in the provision of outputs.

Commitments

Commitments include those operating, capital and other outsourcing commitments arising from non-cancellable contractual or statutory sources.

Employee benefits expenses

Employee benefits expenses include all costs related to employment including wages and salaries, leave entitlements, redundancy payments, defined benefit superannuation plans and defined contribution superannuation plans.

Financial asset

A financial asset is any asset that is:

- (a) cash;
- (b) an equity instrument of another entity;
- (c) a contractual or statutory right:
 - to receive cash or another financial asset from another entity; or
 - to exchange financial assets or financial liabilities with another entity under conditions that are potentially favourable to the entity; or
- (d) a contract that will or may be settled in the entity's own equity instruments and is:
 - a non-derivative for which the entity is or may be obliged to receive a variable number of the entity's own equity instruments; or
 - a derivative that will or may be settled other than by the exchange of a fixed amount of cash or another financial asset for a fixed number of the entity's own equity instruments.

Financial instrument

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial assets or liabilities that are non contractual (such as statutory receivables or payables that arise as a result of statutory requirements imposed by governments) are not financial instruments.

Financial liability

A financial liability is any liability that is:

- (a) A contractual or statutory obligation:
 - (i) To deliver cash or another financial asset to another entity; or
 - (ii) To exchange financial assets or financial liabilities with another entity under conditions that are potentially unfavourable to the entity; or
- (b) A contract that will or may be settled in the entity's own equity instruments and is:
 - (i) A non-derivative for which the entity is or may be obliged to deliver a variable number of the entity's own equity instruments; or
 - (ii) A derivative that will or may be settled other than by the exchange of a fixed amount of cash or another financial asset for a fixed number of the entity's own equity instruments. For this purpose the entity's own equity instruments do not include instruments that are themselves contracts for the future receipt or delivery of the entity's own equity instruments.

Financial statements

Depending on the context of the sentence where the term 'financial statements' is used, it may include only the main financial statements (i.e. comprehensive operating statement, balance sheet, cash flow statements, and statements of changes in equity); or it may also be used to replace the old term 'financial report' under the revised AASB 101 (Sept 2007), which means it may include the main financial statements and the notes.

Intangible assets

Intangible assets represent identifiable non-monetary assets without physical substance.

Interest expense

Costs incurred in connection with the borrowing of funds, interest expenses include interest on the component of finance lease repayments.

Net result

Net result is a measure of financial performance of the operations for the period. It is the net result of items of income, gains and expenses (including losses) recognised for the period, excluding those that are classified as other non-owner changes in equity.

Notes to the financial statements

for the financial year ended 30 June 2010

Note 29. Glossary of Terms (continued)

Net result from transactions / net operating balance

Net result from transactions or net operating balance is a key fiscal aggregate and is income from transactions minus expenses from transactions. It is a summary measure of the ongoing sustainability of operations. It excludes gains and losses resulting from changes in price levels and other changes in the volume of assets. It is the component of the change in net worth that is due to transactions and can be attributed directly to government policies.

Non-financial assets

Non-financial assets are all assets that are not 'financial assets'.

Other economic flows

Other economic flows are changes in the volume or value of an asset or liability that do not result from transactions. It includes gains and losses from disposals, revaluations and impairments of non-current physical and intangible assets and fair value changes of financial instruments. In simple terms, other economic flows are changes arising from market re-measurements.

Payables

Includes short and long term trade debt and accounts payable, grants, taxes and interest payable.

Receivables

Includes short and long term trade credit and accounts receivable, grants, taxes and interest receivable.

Sales of goods and services

Refers to income from the direct provision of goods and services and includes fees and charges for services rendered, sales of goods and services, fees from regulatory services and work done as an agent for private enterprises. It also includes rental income under operating leases and on produced assets such as buildings and entertainment, but excludes rent income from the use of non-produced assets such as land. User charges includes sale of goods and services income.

Supplies and services

Supplies and services generally represent cost of goods sold and the day-to-day running costs, including maintenance costs, incurred in the normal operations of the Commission.

Transactions

Transactions are those economic flows that are considered to arise as a result of policy decisions, usually an interaction between two entities by mutual agreement. They also include flows within an entity such as depreciation where the owner is simultaneously acting as the owner of the depreciating asset and as the consumer of the service provided by the asset. Taxation is regarded as mutually agreed interactions between the government and taxpayers. Transactions can be in kind (e.g. assets provided/given free of charge or for nominal consideration) or where the final consideration is cash. In simple terms, transactions arise from the policy decisions of the government.

Accountable officer's and chief finance and accounting officer's declaration

We certify that the attached financial statements for the Victorian Electoral Commission have been prepared in accordance with Standing Direction 4.2 of the *Financial Management Act 1994*, applicable Financial Reporting Directions, Australian Accounting Standards, including interpretations, and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and notes forming part of the financial statements, presents fairly the financial transactions during the year ended 30 June 2010 and financial position of the Commission at 30 June 2010.

We are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

We authorise the attached financial statements for issue on 18 August 2010.



David Clarke

Manager Finance and Budget
Victorian Electoral Commission
Melbourne
18 August 2010



Steven Tully

Electoral Commissioner
Victorian Electoral
Commission
Melbourne
18 August 2010

Auditor-General's Report

VAGO

Victorian Auditor-General's Office

INDEPENDENT AUDITOR'S REPORT

To the Electoral Commissioner, Victorian Electoral Commission

The Financial Report

The accompanying financial report for the year ended 30 June 2010 of the Victorian Electoral Commission which comprises the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the accountable officer's and chief finance and accounting officer's declaration has been audited.

The Electoral Commissioner's Responsibility for the Financial Report

The Electoral Commissioner is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the financial reporting requirements of the *Financial Management Act 1994*. This responsibility includes:

- establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

As required by the *Audit Act 1994*, 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. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance 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 Electoral Commissioner, 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.

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Auditing in the Public Interest

VAGO

Victorian Auditor-General's Office

Independent Auditor's Report (continued)

Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial report published in both the annual report and on the website of the Victorian Electoral Commission for the year ended 30 June 2010. The Electoral Commissioner is responsible for the integrity of the web site. I have not been engaged to report on the integrity of the web site. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the Victorian Electoral Commission web site.


Independence

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

Auditor's Opinion

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Victorian Electoral Commission as at 30 June 2010 and its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations), and the financial reporting requirements of the *Financial Management Act 1994*.

MELBOURNE
23 August 2010


D D R Pearson
Auditor-General

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Auditing in the Public Interest

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Appendix 1

Council by-elections and countbacks, 2009-10

Figure 25: Council by-elections conducted, 2009-10

Municipality	Ward	Method	Election day	Voters roll	Voter turnout	Informal votes	Cost to council (\$ ex. GST)
Strathbogie Shire Council	Hughes Creek	Postal	19 Sept 2009	1,400	1,093 (78.07%)	32 (2.93%)	21,287.69
Greater Geelong City Council	Cowie	Postal	6 March 2010	13,342	10,277 (77.03%)	390 (3.79%)	50,753.51
Murrindindi Shire Council	King Parrot	Postal	6 March 2010	2,054	1,287 (62.66%)	80 (6.22%)	20,489.03
Nillumbik Shire Council	Ellis	Postal	12 June 2010	6,029	4,861 (80.63%)	165 (3.39%)	36,107.05

Figure 26: Council countbacks conducted, 2009-10

Council	Ward	Method	Where conducted	Countback date	Cost to council (\$ ex. GST)
Glen Eira	Tucker	Computer	VEC	19 October 2009	3,214.83
Wyndham	Chaffey	Computer	VEC	19 October 2009	3,526.83
Maroondah	Arrabri	Computer	Ringwood	27 January 2010	6,349.75
Mansfield	Mansfield	Manual	Mansfield	29 January 2010	1,575.31
Casey	Four Oaks	Computer	Narre Warren	15 March 2010	6,915.84
Mount Alexander	Castlemaine	Manual	Castlemaine	27 May 2010	1,831.01
Wyndham	Chaffey	Computer	VEC	7 June 2010	3,117.91
Baw Baw	Warragul	Manual	Warragul	16 June 2010	20,489.03

Appendix 2

Statutory and fee-for-service elections, by-elections and polls, 2009-10

Figure 27: Statutory elections, by-elections and polls, 2009-10

Election	Election date	Voting method	Voters
Balwyn (Stefan's) Liquor Licensing Poll	12 Oct 2009	Postal	1,814
Camberwell (Il Borgo) Liquor Licensing Poll	14 Sept 2009	Postal	1,776
Surrey Hills (Chefs Tandoor) Liquor Licensing Poll	17 Aug 2009	Postal	2,088
Camberwell (Bliss@1393) Liquor Licensing Poll	5 Mar 2010	Postal	1,715
Camberwell (La Casalinga) Liquor Licensing Poll	21 June 2010	Postal	715

Figure 28: Fee-for-service elections and polls, 2009-10

Election	Election date	Voting method	Voters	Vacancies	Candidates	Count method	Type
University of Melbourne Postgraduate Association (University Council)	25 Sept 2009	Postal	13,337	1	1	Preferential	Election
University of Melbourne Postgraduate Association (GSA Council)	25 Sept 2009	Postal	13,337	1	1	Preferential	Election
Legal Services Board (Advocates)	19 May 2010	Postal	1,799	1	3	Proportional Representation	Election
Legal Services Board (Non Advocates)	19 May 2010	Postal	13,915	2	3	Preferential	Election
Victorian Canine Association Committee (Committee Member)	12 Mar 2010	Postal	9,400	3	3	Proportional Representation	Election
Victorian Canine Association Committee (Committee Member)	12 Mar 2010	Postal	9,400	1	1	Proportional Representation	Election

Appendix 3

Report of the Electoral Boundaries Commission, 2009-10



Electoral Boundaries Commission

The Electoral Boundaries Commission (EBC) is constituted under the *Electoral Boundaries Commission Act 1982* (the Act) to divide Victoria into State parliamentary electorates. The EBC must establish and maintain electorates of approximately equal enrolment (that is, not varying by more than 10% from the average for each House of Parliament) for the conduct of parliamentary elections.

The members of the Electoral Boundaries Commission during 2009-10 were:

1. His Honour, Chief Judge Michael Rozenes QC, Chief Judge of the County Court (Chairman);
2. Mr Steve Tully, Electoral Commissioner; and
3. Mr John Tulloch, Surveyor-General.

The VEC provides administrative and technical support to the EBC and Dr Paul Thornton-Smith, of the VEC, is the secretary to the EBC.

On 23 June 2009, the EBC concluded that, on the basis of electoral enrolment statistics and the requirements of the Act, a redivision could not take place before the 2010 State election. During 2009-10, the EBC has conducted preliminary planning work for the redivision to commence in December 2012.

Electoral Boundaries Commission files are maintained at the VEC's head office at Level 8, 505 Little Collins Street, Melbourne, separate from the VEC registry.

Appendix 4

Enforcement of compulsory voting, 2009-10

Election name & election date	Stage	Mailout Date	Records	Penalties collected	Infringements Court lodge date	Number of records lodged
Balwyn North (Dunyazad)	1	12/03/09	219	N/A		
Liquor Licensing Poll	2	24/04/09	132	N/A		
	3	30/06/09	59	\$774.00	21/08/09	47
Surrey Hills (Chefs Tandoor)	1	27/08/09	334	N/A		
Liquor Licensing Poll	2	8/10/09	157	\$3,306.00		
	3	9/12/09	76	\$753.00	2/02/10	62
Camberwell (Il Borgo)	1	29/09/09	368	N/A		
Liquor Licensing Poll	2	17/11/09	173	\$2,958.00		
	3	21/01/09	98	\$1,101.00	17/05/10	71
Balwyn (Stefan's)	1	29/10/09	236	N/A		
Liquor Licensing Poll	2	22/12/09	136	\$2,436.00		
	3	17/02/09	70	\$806.00	23/04/10	48
Altona State District	1	22/03/10	4,567	N/A		
By-election	2	5/05/10	2,945	\$32,886.00		
	3	2/07/10	2,180	N/A	by 5/11/10	N/A
Greater Geelong Cowie Ward	1	6/04/10	1,378	N/A		
By-election	2	14/05/10	836	\$10,266.00		
	3	9/07/10	584	N/A	by 14/11/10	N/A
Camberwell (Buicks Cafe)	1	31/03/10	197	N/A		
Liquor Licensing Poll	2	11/05/10	111	\$2,610.00		
	3	6/07/10	60	N/A	by 11/11/10	N/A
Camberwell (Bliss@1393)	1	20/05/10	216	N/A		
Liquor Licensing Poll	2	30/06/10	101	N/A		
	3	26/08/10	N/A	N/A	by 30/12/10	N/A

Appendix 5

Victorian registered political parties at 30 June 2010

Political party	Registered Officer
Australian Labor Party – Victorian Branch Re-registered 5 November 2008	Mr Nicholas Reece State Secretary 360 King Street West Melbourne Vic 3003
Christian Democratic Party (Fred Nile Group) Re-registered 19 December 2008	Mr Spero Katos Registered Officer PO Box 99, Sandown Village Vic 3171
Citizens Electoral Council (Victorian Division) Re-registered 5 November 2008	Ms Gabrielle Marie Peut Registered Officer PO Box 376, Coburg Vic 3058
Country Alliance Re-registered 5 November 2008	Mr Russell William Bate Registered Officer PO Box 107, Jamieson Vic 3723
Democratic Labor Party (DLP) of Australia Re-registered 19 December 2008	Mr Kevin Butler Secretary PO Box 147, Belmont Vic 3216
Family First Party Victoria Inc. Re-registered 1 December 2008	Mr Joshua Reimer Registered Officer PO Box 4631, Knox City Wantirna South Vic 3152
Liberal Party of Australia – Victorian Division Re-registered 12 December 2008	Mr Tony Nutt State Director 104 Exhibition Street Melbourne Vic 3000
National Party of Australia – Victoria Re-registered 5 November 2008	Mr Luke O’Sullivan State Director Level 10, 140 Bourke Street Melbourne Vic 3000
Socialist Alliance (Victoria) Re-registered 5 February 2009	Mr Jody Betzien Registered Officer PO Box 12427 A’Beckett Street Melbourne Vic 8006
The Australian Greens – Victoria Re-registered 1 December 2008	Mr Gurmeet Sekhon Registered Officer GPO Box 4589, Melbourne Vic 3001

Appendix 6

Accredited Purchasing Unit approved contracts, 2009-10

APU reference number: 137/09-10

Title of contract: 2010 State Election Advertising Services
 Period of contract: March 2010 to December 2014
 Contractor details: Grey Global Group
 Contractor ABN: 57068231176
 Contract value approved: \$8,270,000 (incl. GST)

APU reference number: 253/09-10

Title of contract: 2010 State Election Telephone Enquiry Service
 Period of contract: 27 September 2010 to 1 December 2010
 Contractor details: ComputerShare Source 1
 Contractor ABN: 76 085 801 350
 Contract value approved: \$770,176

APU reference number: 074/09-10

Title of contract: 2010 State Election Tally Room
 Period of contract: 22 November 2010 to 28 November 2010
 Contractor details: Melbourne Stadiums Ltd (Etihad)
 Contractor ABN: ABN 37098476594
 Contract value approved: \$159,300

APU reference number: 168/09-10

Title of contract: Computerised Counting venue
 Period of contract: 29 November 2010 – 14 December 2010 (extended to 18 December)
 Contractor details: Melbourne Stadiums Limited/Etihad
 Contractor ABN: 92 003 435 345
 Contract value approved: \$145,000

APU reference number: 156/09-10

Title of contract: Contract for the Provision of Electronic Voting System for the 2010 State Election
 Period of contract: 1 January 2010 – 31 December 2010
 Contractor details: Hewlett-Packard Australia Pty Ltd
 Contractor ABN: 74 004 394 763
 Contract value approved: \$1,724,800 inc GST plus a \$110,000 inc GST contingency for a total cumulative amount of \$1,834,800 inc GST

APU reference number: 258/09-10

Title of contract: Agreement for the Supply of Touch-screen Kiosks
 Period of contract: 3 May 2010 – 1 December 2010
 Contractor details: TouchScreen Solutions Pty Ltd
 Contractor ABN: 48 105 801 349
 Contract value approved: Contract value approved: \$390,031 inc GST plus a 20% contingency of \$78,006.20 inc GST for a total cumulative amount of \$468,037.20 inc GST

APU reference number: RFT VEC2009AV

Title of contract: Agreement for the Provision of Audio Visual Services
 Period of contract: Four years with option of one further term of four years
 Contractor details: Kaleidio Pty Ltd
 241 Park Street, South Melbourne, Victoria 3205
 Contractor ABN: 69 149 152 449
 Contract value approved: Project (c) Digital storytelling project \$14,135 ex GST plus variation to contract of \$5,865
 Project (d) Miscellaneous filming requirements \$10,939 ex GST (per standard project as required)

Appendix 6

Accredited Purchasing Unit approved contracts, 2009-10 (continued)

APU reference number: RFT VEC2009AV

Title of contract:	Agreement for the Provision of Audio Visual Services
Period of contract:	Four years with option of one further term of four years
Contractor details:	Unreal Films 10 Tregony Place Camborne, Porirua, New Zealand 5026
Contractor ABN:	52 392 136 918
Contract value approved:	Project (a) Mobile Voting Training Video Project (b) Voting is for everyone \$34,090 ex GST Project (d) Miscellaneous filming requirements \$5,340 ex GST

APU reference number: DG/09/17682

Title of contract:	Supply of Cardboard Products
Period of contract:	27 April 2010 - 31 December 2013 with a possible extension until 31 December 2015
Contractor details:	Visy Board Pty Ltd
Contractor ABN:	58 005 787 913
Contract value approved:	\$1,066,776 with a possible extension until 31 December 2015 at a further cost of \$1,011,305

Appendix 7

Consultants engaged, 2009-10

Details of consultancy engagements over \$100,000

(\$ thousand)

Consultant	Purpose of consultancy	Start date	End date	Total approved project fee (excluding GST)	Expenditure 2009-10 (excluding GST)	Future expenditure (excluding GST)
NIL	NIL	NIL	NIL	NIL	NIL	NIL

Details of consultancies under \$100,000

In 2009-10, the total for the 15 consultancies engaged during the year, where the total fees payable to the consultants was less than \$100,000, was \$102,682.23 excluding GST.

Appendix 8

District and region enrolments at 30 June 2009

Electorate	Enrolment at close of roll - 2002 State Election	Variation from average enrolment	Enrolment at close of roll - 2006 State Election	Variation from average enrolment	Enrolment at 30 June 2009	Variation from average enrolment	Enrolment at 30 June 2010	Variation from average enrolment
Eastern Metropolitan								
Bayswater District	36,316	-0.74%	36,321	-4.70%	36,877	-6.97%	36,603	-8.10%
Box Hill District	37,475	+2.39%	37,970	-0.37%	38,551	-2.75%	38,608	-3.07%
Bulleen District	34,839	-4.85%	34,692	-8.97%	35,225	-11.14%	35,159	-11.73%
Doncaster District	35,426	-3.29%	35,524	-6.79%	36,446	-8.06%	36,337	-8.77%
Eltham District	37,879	+3.22%	38,242	+0.34%	38,995	-1.63%	39,000	-2.08%
Ferntree Gully District	38,626	+5.14%	40,994	+7.56%	43,296	9.22%	43,498	+9.21%
Forest Hill District	37,492	+2.38%	36,669	-3.79%	36,524	-7.86%	36,277	-8.92%
Kilsyth District	37,783	+3.21%	38,358	+0.65%	39,861	0.55%	39,991	+0.41%
Mitcham District	36,672	+0.09%	36,374	-4.56%	36,963	-6.76%	36,614	-8.07%
Scoresby District	37,667	+2.89%	38,226	+0.30%	39,055	-1.48%	38,881	-2.38%
Warrandyte District	39,069	+6.70%	39,590	+3.88%	40,832	3.00%	40,927	+2.76%
Total	409,244	+1.41%	412,960	-1.50%	422,625	-3.08%	421,895	-3.70%
Eastern Victoria								
Bass District	35,258	-3.97%	39,847	+4.55%	44,687	12.73%	46,801	+17.50%
Evelyn District	36,974	+0.86%	37,693	-1.10%	39,161	-1.21%	39,379	-1.13%
Gembrook District	34,586	-5.70%	38,722	+1.60%	41,371	4.36%	42,179	+5.90%
Gippsland East District	37,475	+2.09%	39,024	+2.39%	40,301	1.66%	40,548	+1.81%
Gippsland South District	36,510	-0.40%	37,314	-2.09%	38,398	-3.14%	38,553	-3.20%
Hastings District	37,635	+2.43%	39,913	+4.73%	42,703	7.72%	43,328	+8.79%
Monbulk District	36,119	-1.45%	36,262	-4.85%	37,339	-5.81%	37,250	-6.48%
Mornington District	34,532	-5.99%	36,934	-3.09%	38,836	-2.03%	39,191	-1.60%
Morwell District	36,042	-1.65%	36,667	-3.79%	37,772	-4.71%	37,811	-5.07%
Narracan District	37,315	+1.82%	38,846	+1.93%	40,692	2.65%	41,158	+3.34%
Nepean District	36,176	-1.15%	36,451	-4.36%	37,843	-4.54%	38,175	-4.15%
Total	398,622	-1.22%	417,673	-0.37%	439,103	0.70%	444,373	+1.43%
Northern Metropolitan								
Broadmeadows District	37,422	+2.53%	36,713	-3.67%	37,931	-4.31%	37,262	-6.45%
Brunswick District	37,972	+3.25%	39,734	+4.26%	40,882	3.13%	40,749	+2.31%
Bundoora District	35,029	-4.56%	35,354	-7.24%	36,322	-8.37%	36,176	-9.17%
Ivanhoe District	37,277	+1.46%	37,162	-2.49%	38,153	-3.75%	38,181	-4.14%
Melbourne District	33,859	-8.38%	38,853	+1.94%	41,227	4.00%	41,497	+4.19%
Mill Park District	35,926	-2.19%	38,365	+0.66%	40,313	1.70%	40,392	+1.41%
Northcote District	37,722	+2.90%	38,584	+1.24%	39,110	-1.34%	39,141	-1.73%
Preston District	38,208	+4.46%	37,858	-0.67%	38,407	-3.11%	38,054	-4.46%
Richmond District	37,052	+0.68%	38,941	+2.18%	40,278	1.61%	40,063	+0.59%
Thomastown District	38,102	+4.45%	36,458	-4.34%	37,038	-6.57%	36,735	-7.77%
Yan Yean District	34,895	-5.13%	41,083	+7.80%	47,903	20.84%	50,895	+27.78%
Total	403,464	-0.02%	419,105	-0.03%	437,564	0.35%	439,145	+0.23%

OUR YEAR

OUR CORE BUSINESS

OUR VOTERS

OUR PEOPLE

OUR COMMISSION

FINANCIAL STATEMENTS

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Appendix 8

District and region enrolments at 30 June 2009 (continued)

Electorate	Enrolment at close of roll - 2002 State Election	Variation from average enrolment	Enrolment at close of roll - 2006 State Election	Variation from average enrolment	Enrolment at 30 June 2009	Variation from average enrolment	Enrolment at 30 June 2010	Variation from average enrolment
Northern Victoria								
Benalla District	34,690	-5.44%	35,788	-6.10%	36,406	-8.16%	36,513	-8.33%
Benambra District	34,122	-7.29%	35,224	-7.58%	36,117	-8.89%	36,161	-9.21%
Bendigo East District	35,520	-3.60%	38,000	-0.29%	39,227	-1.04%	39,423	-1.02%
Bendigo West District	38,420	+4.43%	39,557	+3.79%	40,703	2.68%	40,791	+2.42%
Macedon District	39,152	+6.41%	42,700	+12.04%	45,982	16.00%	46,300	+16.25%
Mildura District	36,098	-1.68%	36,320	-4.70%	37,293	-5.92%	36,952	-7.22%
Murray Valley District	35,081	-4.52%	36,739	-3.60%	37,618	-5.10%	37,582	-5.64%
Rodney District	35,177	-4.09%	35,652	-6.45%	36,165	-8.77%	35,975	-9.68%
Seymour District	35,561	-3.25%	38,112	+0.00%	39,856	0.54%	40,064	+0.59%
Shepparton District	35,754	-2.47%	36,206	-5.00%	37,328	-5.83%	37,264	-6.44%
Swan Hill District	34,662	-5.50%	33,731	-11.50%	33,347	-15.88%	32,798	-17.65%
Total	394,237	-2.31%	408,029	-2.67%	420,042	-3.67%	419,823	-4.18%
Southern Metropolitan								
Albert Park District	38,726	+5.61%	43,926	+15.26%	45,242	14.13%	45342	+13.84%
Bentleigh District	36,801	+0.25%	37,250	-2.26%	38,294	-3.40%	38232	-4.01%
Brighton District	36,505	-0.42%	36,932	-3.10%	37,685	-4.93%	37687	-5.38%
Burwood District	37,923	+3.41%	38,284	+0.45%	38,639	-2.53%	38479	-3.39%
Caulfield District	36,314	-0.92%	36,491	-4.25%	37,180	-6.21%	37004	-7.09%
Hawthorn District	36,951	+0.65%	38,017	-0.25%	38,291	-3.41%	38248	-3.97%
Kew District	35,456	-3.23%	36,049	-5.41%	36,281	-8.48%	36270	-8.94%
Malvern District	36,655	-0.18%	37,452	-1.73%	37,731	-4.82%	37762	-5.19%
Oakleigh District	34,995	-4.16%	34,478	-9.54%	35,258	-11.06%	35430	-11.04%
Prahran District	36,856	+0.48%	38,332	+0.58%	38,768	-2.20%	38448	-3.47%
Sandringham District	36,083	-1.64%	36,376	-4.55%	37,252	-6.03%	37113	-6.82%
Total	403,265	-0.07%	413,587	-1.35%	420,621	-3.54%	420015	-4.13%
South East Metropolitan								
Carrum District	38,869	+5.88%	39,516	+3.68%	41,341	4.29%	41,292	+3.67%
Clayton District	34,674	-5.29%	33,398	-12.37%	34,024	-14.17%	33,853	-15.00%
Cranbourne District	34,009	-7.55%	40,541	+6.37%	45,104	13.78%	46,208	+16.02%
Dandenong District	35,517	-3.06%	34,489	-9.51%	35,807	-9.67%	35,460	-10.97%
Frankston District	36,523	+0.07%	35,465	-6.95%	36,016	-9.14%	35,688	-10.40%
Lyndhurst District	34,760	-5.11%	36,605	-3.95%	39,650	0.02%	40,693	+2.17%
Mordialloc District	37,617	+2.07%	39,249	+2.98%	40,789	2.90%	40,871	+2.62%
Mount Waverley District	36,752	+0.38%	36,604	-3.96%	37,131	-6.33%	36,778	-7.66%
Mulgrave District	34,337	-6.14%	33,982	-10.84%	34,930	-11.88%	34,829	-12.55%
Narre Warren North District	35,036	-4.53%	37,223	-2.33%	39,436	-0.52%	39,527	-0.76%
Narre Warren South District	37,578	+1.59%	45,871	+20.36%	50,132	26.47%	50,806	+27.56%
Total	395,672	-1.95%	412,943	-1.50%	434,360	-0.39%	436,005	-0.48%

Appendix 8

District and region enrolments at 30 June 2009 (continued)

Electorate	Enrolment at close of roll - 2002 State Election	Variation from average enrolment	Enrolment at close of roll - 2006 State Election	Variation from average enrolment	Enrolment at 30 June 2009	Variation from average enrolment	Enrolment at 30 June 2010	Variation from average enrolment
Western Metropolitan								
Altona District	35,773	-2.95%	41,888	+9.91%	46,719	17.86%	48,764	+22.43%
Derrimut District	34,611	-5.44%	35,906	-5.79%	38,825	-2.06%	39,902	+0.18%
Essendon District	37,369	+1.74%	37,601	-1.34%	38,950	-1.74%	38,800	-2.58%
Footscray District	37,412	+2.20%	37,293	-2.15%	39,646	0.01%	39,215	-1.54%
Keilor District	37,980	+2.94%	46,060	+20.85%	50,801	28.15%	51,912	+30.34%
Kororoit District	35,235	-3.98%	38,186	+0.19%	40,953	3.31%	41,690	+4.67%
Niddrie District	36,896	+0.88%	36,148	-5.15%	36,537	-7.83%	36,461	-8.46%
Pascoe Vale District	37,634	+2.62%	38,591	+1.26%	39,722	0.20%	39,848	+0.05%
Tarneit District	37,135	+1.23%	41,235	+8.19%	44,976	13.46%	46,085	+15.71%
Williamstown District	37,526	+2.65%	37,437	-1.77%	38,283	-3.43%	38,189	-4.12%
Yuroke District	35,943	-2.07%	41,502	+8.89%	46,085	16.26%	47,037	+18.10%
Total	403,514	-0.01%	431,847	+3.01%	461,497	5.83%	467,903	+6.80%
Western Victoria								
Ballarat East District	36,480	-0.94%	37,648	-1.22%	39,224	-1.05%	39,405	-1.06%
Ballarat West District	39,714	+8.20%	41,283	+8.32%	42,972	8.40%	42,949	+7.83%
Bellarine District	38,583	+4.93%	40,888	+7.28%	42,641	7.57%	43,212	+8.49%
Geelong District	38,480	+4.96%	39,307	+3.14%	39,524	-0.30%	39,389	-1.10%
Lara District	38,724	+5.46%	40,485	+6.23%	42,268	6.63%	42,791	+7.44%
Lowan District	38,381	+4.67%	38,181	+0.18%	38,425	-3.07%	38,127	-4.27%
Melton District	35,458	-3.23%	38,693	+1.52%	41,333	4.27%	42,199	+5.95%
Polwarth District	39,179	+6.58%	40,403	+6.01%	41,124	3.74%	41,310	+3.72%
Ripon District	36,044	-1.64%	36,473	-4.30%	36,994	-6.68%	37,170	-6.68%
South Barwon District	39,290	+7.14%	43,002	+12.83%	45,707	15.30%	46,639	+17.10%
South-West Coast District	40,115	+9.39%	41,338	+8.46%	42,410	6.99%	42,619	+7.00%
Total	420,448	+4.19%	437,701	+4.41%	452,622	0	455,810	+4.04%
Totals	3,228,466		3,353,845		3,488,434		3,504,969	
District Average	36,687		38,112		158,565		39,829	
Region Average	403,558		419,231		436,054		438,121	

Appendix 9

Organisations receiving enrolment information under Section 34, *Electoral Act 2002*

- BreastScreen Victoria
- The Victorian Cervical Cytology Registry, Papscreen Victoria
- Prostate Cancer Program
- State Revenue Office
- Victorian Adoption Network for Information and Self Help (VANISH);
- Medical Practitioners Board
- Victoria Police: Ethical Standards Department ; Records Services Division; Licensing Services Branch; State Intelligence Division; Major Fraud Investigation Service.
- These divisions of Victoria Police accessed enrolment information 5,316 times during 2009-10 via a secure online look-up facility established under a protocol in 2005-06
- Victoria Police - Bushfire Unaccounted Persons Coordination Centre
- Department of Justice, Strategic Communications Branch. (In this instance, the VEC enabled the mailout of fire ready information to electors in 52 designated high-risk areas without transferring any enrolment information to the applicant.)

Appendix 10

Attestation of compliance with the Australian/New Zealand risk management standard

I certify that the Victorian Electoral Commission has risk management processes in place consistent with the Australian/New Zealand Risk Management Standard (or equivalent designated standard) and an internal control system is in place that enables the executive to understand, manage and satisfactorily control risk exposures.

The Audit Committee verifies this assurance and that the risk profile of the Victorian Electoral Commission has been critically reviewed within the last 12 months.



Steven Tully

Electoral Commissioner
Victorian Electoral
Commission

Melbourne
18 August 2010

Glossary

Attendance election

In an attendance election most voting is conducted at voting centres on election day, although voters may vote at early voting centres or by pre-poll postal votes.

Accredited Purchasing Unit

Accredited Purchasing Units approve procurement processes up to each department's level of accreditation under delegated authority from the Victorian Government Purchasing Board.

Ballot

A method of secret voting.

By-election

A by-election is an election in a single electorate to fill a casual vacancy caused by the departure of a sitting Member of Parliament or local government councillor before the term expires.

Candidate

A candidate is an eligible elector who nominates for election.

Coding

Coding is the process of classifying information. In communications and computer systems, this involves implementing rules that are used to map the elements of one set onto the elements of another set, usually on a one-to-one basis.

Community of interest

The VEC defines a community of interest as a group of people who share a range of common concerns or aspirations. A community of interest may occur where people are linked with each other geographically (e.g. a town or valley) or economically, such as where people work in similar industries (e.g. tourism) or where people work in mutually-dependant industries (e.g. fruit growers, transporters and canners). A community of interest may also appear where people share a number of special needs because of similar circumstances (such as new immigrants who may have little English, require assistance with housing or need help finding employment).

Compulsory enrolment

All Australian citizens 18 years and over are required by law to enrol.

Compulsory voting

All enrolled electors must vote at State elections. All enrolled voters must vote at local government elections (except for those who are 70 or over, or non-residents).

Contested election

A contested election is an election where more candidates than the number of vacancies for the election have nominated by the close of nominations.

Continuous roll update (CRU)

The CRU process consists of a range of strategies to ensure that the electoral roll is continuously kept up-to-date by using internal and external data to direct roll review activities to targeted people and residences.

Councillor

An elected representative on a local government council.

Countback

Method of filling extraordinary vacancies in multi-member wards and unsubdivided municipalities in electorates where general election results were obtained using the proportional representation method. The votes of the vacating councillor are transferred to the previously unelected candidates to fill the vacancy.

District

One of the 88 Legislative Assembly electorates in Victoria. Each district elects one member and comprises approximately 39,000 electors.

Election

The choosing of representatives by the voters.

Election date

The date electors cast their votes.

Election Manager

A person appointed by the Electoral Commissioner to conduct an election for an electoral district or region.

Elector

A person whose name appears on the register of electors and who is entitled to vote in elections.

Electoral Commissioner

The statutory officer appointed by the Governor-in-Council with responsibility for the proper conduct of parliamentary, local government and statutory elections.

Electoral enrolment register

The VEC's database of all Victorian electors.

Electoral Matters Committee (EMC)

The EMC comprises seven Members of Parliament drawn from both Houses and is a Joint Investigatory Committee of the Parliament of Victoria. Its powers and responsibilities are determined by the *Parliamentary Committees Act 2003*. The EMC inquires into, considers and reports to the Parliament on any proposal, matter or thing concerned with the conduct of parliamentary elections and referendums in Victoria, the conduct of elections of councillors under the *Local Government Act 1989* and the administration of, or practices associated with, the *Electoral Act 2002* and any other law relating to electoral matters.

Electoral roll

A list of names of all the people who are entitled to vote in an election under relevant legislation.

Enrolment

The placement of a person's name and address on the electoral enrolment register. A person cannot vote at an election unless they are enrolled.

Enrolment information

The information about electors that is held by the VEC.

Entitlement date

To be eligible to vote at a council election, people must be on the State or local council voters roll 57 days before election day. This is called the "entitlement date".

Environmental Management Strategy (EnvMS)

The VEC's EnvMS is a program that is used to identify, manage and reduce the organisation's impact on the environment and guides the generation of reports on environmental performance progress. It provides a systematic and methodical approach to planning, implementing and reviewing the VEC's response to those impacts.

Extensible Markup Language (XML)

XML is a data format for structured document exchange.

General postal voter (GPV)

A voter who always has difficulty getting to a voting centre on election day can register as a GPV. GPVs include people who are infirm, prisoners, those in remote communities and people who are 70 or over. After the close of nominations for an election, GPVs are automatically sent postal ballot papers and certificate envelopes.

Geocoding

Geocoding is the process of assigning geographic identifiers (e.g. codes or geographic coordinates expressed as latitude-longitude) to map features and other data records, such as street addresses.

How-to-vote cards

Cards handed out to voters by party supporters at voting centres showing how a party or candidate would like voters to fill in their ballot papers. In Victoria, how-to-vote cards handed out within 400 metres of a voting centre on election day must be registered with the VEC.

Informal voting

A ballot paper that is either left blank or is incorrectly marked. These ballot papers are excluded from the count and, therefore, do not contribute to the election of a candidate.

Legislative Assembly (Lower House)

One of the two Houses in the Victorian State Parliament. There are 88 Members of the Legislative Assembly (MLAs), one from each electoral district. The party or coalition of parties that wins majority support in this House forms the Government.

Legislative Council (Upper House)

One of the two Houses in the Victorian State Parliament. There are 40 Members of the Legislative Council (MLCs), five from each region. The Legislative Council is often referred to as the "House of review".

Lost Time Injury (LTI)

An LTI is an occupational injury or illness that results in days away from work on any rostered shift subsequent to that on which the injury occurred. A fatality is also recorded as an LTI.

Marginal costs

Marginal costs include direct labour and associated on-costs, materials, equipment, mail processing, postage, advertising, printing, rent, utilities, insurance, IT equipment and software licences purchased especially for the specific activity.

Postal election

In an all-postal election, voting papers are posted to voters by the Returning Officer and a vote is made by completing a ballot paper and returning it to the Returning Officer in the reply-paid envelope provided.

Preferential voting

A vote for all candidates in order of preference. If no candidate has an absolute majority or first preference votes, preferences are distributed until one candidate has an absolute majority.

Proportional representation

A system of voting designed to elect representatives in proportion to the amount of support each has in the electorate.

Redivision

The redrawing of electoral boundaries to ensure that there are, as near as possible, equal numbers of voters in each electorate within Victoria.

Region

One of the eight Legislative Council electorates. Each region comprises approximately 430,000 electors and elects five Members.

Registered political party (RPP)

A political party that is registered under the *Electoral Act 2002*. A registered party must have at least 500 members who are Victorian electors and not members of another registered political party.

Senior Election Official

A trained electoral official who may be appointed to act as an Election Manager for a parliamentary election. Senior Election Officials may also be appointed to act as Returning Officers or Deputy Returning Officers for a local government election.

Victorian Electoral Commission (VEC)

The VEC is the independent statutory body that conducts State elections and certain statutory elections. The VEC may also conduct local council elections, commercial and community elections. The VEC also conducts boundary reviews, maintains the Victorian electoral enrolment register, conducts electoral research and provides education services.

Voter

A person whose name appears on the register of electors and who is entitled to vote in elections.

Voter participation

The percentage of enrolled electors who voted.

Voting centre

A place at which electors can vote in an election. The three types of voting centres that operate in State elections are early voting centres, mobile voting centres and election day voting centres.

Disclosure index

The annual report of the VEC is prepared in accordance with all relevant legislation. This index has been prepared to identify the VEC's compliance with statutory disclosure requirements.

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Feedback on this report is welcome

Please mark to the attention of:

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Five year statistics

	2005-06	2006-07	2007-08	2008-09	2009-10	Performance against KPI
Enrolled electors at 30 June	3,323,719	3,403,962	3,466,557	3,488,434	3,504,969	✓ 0.47% increase.
Eligible electors enrolled	94.42%	93.82%	93.01%	92.67%	90.85%	✓ 0.26 percentage points above target.
Enrolment updates - total	430,413	1,096,896	648,884	469,879	440,455	NA
Enrolment updates - from VEC initiatives	128,833	218,342	(a)44,394	179,581	136,330	✓ 30.95% 5.95 percentage points above target (25%).
State elections	0	1	0	0	0	✓ Preparations on schedule for 2010 election.
State by-elections	0	0	3	0	1	✓ Conducted within budget and in accordance with legislation.
Local government elections	54	0	0	79	0	NA
Local government by-elections and countbacks	4	6	11	2	12	✓ Conducted within budget and in accordance with legislation.
Statutory and fee-for-service elections	6	49	13	16	10	✓ No MET applications upheld due to VEC error.
Electoral representation reviews	0	7	31	0	0	✓ Conducted within budget and in accordance with legislation or rules.
Electoral subdivision reviews	0	0	6	0	0	✓ Preparations on schedule for 2011 reviews.
Total expenditure	\$25.0m	\$36.8m	\$15.6m	\$30.0m	\$19.25m	✓
Revenue paid to Consolidated Fund	\$8.8m	\$0.9m	\$2.6m	(b)\$15.8m	\$2.8m	✓

Victorian Electoral Commission

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Australasian Reporting Awards

2005-06 Bronze

2006-07 Silver

2007-08 Silver

2008-09 Silver

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