

"I VOTE"



Victorian Electoral Commission
Annual Report 2008-09

Statement of Recognition

The VEC acknowledges the members and elders of the Aboriginal communities and their forebears, who have been custodians and the traditional owners of this country for many centuries. Here and hereabouts the people of the Aboriginal clans have performed age old ceremonies of celebration, of initiation and renewal over millennia. We acknowledge their living culture and their unique role in the life of Victoria.

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About this report

This report is a summary of programs and initiatives designed to meet key objectives and indicators set out in our Corporate Plan 2007-2012. The report is designed for easy and clear reading. We printed 300 copies of this report on an Australian, environmentally friendly paper and 200 full electronic versions on CD. The report is available online at www.vec.vic.gov.au. Electronic and hard copies can be obtained by contacting the VEC.

Our theme "I Vote" highlights the VEC's efforts to provide accessible voting services for all voters during the 2008 Victorian local government elections; the biggest electoral event in Victoria's history.

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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 function

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

- *Electoral Act 2002:* establishes the Victorian Electoral Commission (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 54 of this annual report.

Letter to the Minister

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

October 2009

Dear Attorney

I am pleased to submit the annual report of the Victorian Electoral Commission for 2008-09 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 2008-09.

Yours sincerely



Steve Tully
Electoral Commissioner

Foreword by the Electoral Commissioner



"... activities in support of democracy for all Victorians will continue to be our central focus."

In January 1989, the State Electoral Office, now the Victorian Electoral Commission (VEC), became an independent statutory agency reporting to the Victorian Parliament. As the third Victorian Electoral Commissioner since the establishment of that position, I am pleased to say that, twenty years on, the VEC can be justifiably proud of its continued reputation for independence and integrity.

During 2009-10, as we prepare for the 2010 State election, the social, economic and environmental dimensions of our activities in support of democracy for all Victorians will continue to be our central focus.

The biggest electoral event ever undertaken in Victoria

The extensive planning and preparations that have been a focus for nearly two years culminated with the conduct of the 2008 local government elections for all 79 Victorian councils. This was the biggest electoral event in the State's history with 3,985,254 voters enrolled and 1,975 candidates standing for election to fill 631 vacancies. The VEC employed over 7,500 people, on a casual basis, as election officials during the election period. I wish councillors all the best in their roles as elected representatives for their communities.

Increased access to, and participation in, the electoral system

The right to vote is fundamental to Victorian democracy and much of the VEC's work involves assisting and motivating eligible Victorians to enrol and to vote. With 3,488,434 voters registered at 30 June 2009, and 92.67% of eligible electors in Victoria enrolled, indications are that the enrolment register is in reasonable order. The VEC looks forward to working with the Electoral Matters Committee on ways to increase this level further.

The VEC produced products and services for all voters including a range that were specifically developed to provide information, education and assistance to voters with specific needs.

There are good indications that the VEC's strategies, aimed at increasing ease of access to, and participation in, the electoral system, are taking effect. For local government elections, the average voter turnout increased to 74.36%, and the average rate of informal voting decreased to 4.98%.

All activities completed on schedule and within budget

Sound financial management of the VEC has once again resulted in a satisfactory report from the Auditor-General. Risk management assessment and subsequent planning have ensured that the VEC is being managed in a manner consistent with or exceeding government standards. An internal audit schedule, to examine a range of VEC practices, has been developed.

Opportunities and challenges ahead

Planning has commenced for the 2010 State election and VEC staff are now focused on this election and its associated opportunities and challenges. We will be investigating the expansion of electronic voting services for eligible voters, and looking for ways of providing voting services to defence personnel and Victorians who will be overseas at the time of the 2010 State election.

Assisted by two major research projects into voting and enrolment, the VEC will continue to build on its strong record of providing accessible election services to all sections of our community. The next 18 months will be a challenging and productive period for the organisation, and I am confident that the work we do in 2009-10 will help ensure the successful conduct of the State election in November 2010. We look forward to working with the Electoral Matters Committee raising and responding to matters under consideration, and with the Electoral Council of Australia exploring innovations in electoral processes.

Appreciation for contribution and commitment

During the year we recognised seven staff members – Glenda Frazer, John Marsicovetere, Roger Millar, Geoff Nott, Paul Strickland, Paul Thornton-Smith and Sandra Wood – for 20 years or more of meritorious service with the State Electoral Office and VEC. I congratulate and thank them for their ongoing contribution to the VEC.

I wish to acknowledge the contribution and commitment of all staff and associated personnel, who have continued to meet the electoral needs and expectations of Victoria's diverse community. I thank them for their efforts and assure them that their welfare remains an important focus. As we move from the planning stage to the development and provision of products and services for the 2010 State election, we will focus on ensuring that staff are supported, and are provided with opportunities for developing their professional knowledge and expertise.

My appreciation goes to our partner organisations, service providers and clients for their valued contribution to the success of our operations.

I am confident that the achievements of 2008-09 outlined in this report demonstrate how the VEC is moving closer to realising our vision of all Victorians participating in our democracy.

Steve Tully
Electoral Commissioner

Snapshot, 2008-09

The conduct of 79 local government elections was the major focus of 2008-09. Key features of VEC operations are detailed in this report. It is activities such as these that contribute to building and maintaining a healthy democracy.

This annual report is divided into five sections – Our core business, Our voters, Our people, Our Commission and the Audited financial statements. Highlights from these areas are featured below, with details presented in the sections that follow.

Figure 1: Snapshot 2004-05 to 2008-09

	2004-05	2005-06	2006-07	2007-08	2008-09	Performance against KPI
Enrolled electors at 30 June	3,337,946	3,323,719	3,403,962	3,466,557	3,488,434	
Eligible electors enrolled	94.53%	94.42%	93.82%	93.01%	92.67%	0.23 percentage points below target
Enrolment updates – total	542,033	430,413	1,096,896	774,453	(a)333,432	6.00 percentage points above target
Enrolment updates – from VEC initiatives	112,566	128,833	218,342	(b)44,394	179,581	1.70 percentage points above target
State elections	0	0	1	0	0	NA
State by-elections	0	0	0	3	0	NA
Local government elections	25	54	0	0	79	No MET applications upheld due to VEC error
Local government by-elections and countbacks	6	4	6	11	2	No MET applications upheld due to VEC error
Statutory and fee-for-service elections	18	6	49	13	16	No elections failed
Electoral representation reviews	30	0	7	31	0	NA
Electoral subdivision reviews	0	0	0	6	0	NA
Operating expenditure appropriation	\$17.0m	\$23.8m	\$36.0m	\$15.6m	\$30.0m	
Revenue paid to Consolidated Fund	\$5.3m	\$9.2m	\$0.9m	\$2.6m	\$15.8m	

(a) Previous years' figures included administrative amendments

(b) VEC initiatives were suspended for seven months from September 2007 to April 2008 due to Australian Electoral Commission (AEC) activities relating to the 2007 Federal Election

Our core business (page 6)

Highlights

- 79 local government elections for nearly four million electors
- 2 local government by-elections
- 9 statutory elections, by-elections and polls
- 7 fee-for-service elections and polls
- 9 local government election information booklets
- Compulsory voting enforcement for 77 elections
- Australian Sign Language (Auslan) DVD
- Information DVD – proportional representation
- Community engagement and education programs with schools, TAFEs, CALD groups and homelessness assistance networks

Outlook 2009-10

- Preparations for 2010 State election
- Recruitment of 15,000 election officials
- Further development of electronic voting solutions for voter groups with specific needs
- Contribute and respond to Electoral Matters Committee's inquiry issues
- Continue to work collaboratively with State and Territory Electoral Commissions
- Commence redevelopment of the computerised Election Management System
- Attend community and education events
- Develop educational materials and information to assist groups experiencing difficulty participating in the democratic process

Our voters (page 30)

Highlights

- 3,488,434 enrolled on State Register (30 June)
- 92.67% of eligible electors enrolled
- 333,432 total enrolment updates
- 26.7% of updates from VEC initiatives
- Voters rolls for 97 elections, by-elections and polls
- Maps for 85 elections, by-elections and polls
- Provision of enrolment information as required by legislation
- Geocoding of enrolment addresses across Victoria

Outlook 2009-10

- Maximise enrolment programs for 2010 State election
- Validation of enrolment data with spatially derived data to ensure that rolls for the 2010 State election will be of the highest possible quality
- Determination of voting centre locations for the 2010 State election using spatial and mapping data collected during the 2008 local government elections

Our people (page 42)

Highlights

- No days lost due to workplace injury
- 39.62 training hours per staff member
- Recruitment of 130 Senior Election Officials

Outlook 2009-10

- Provision of training related to identified needs and VEC directions
- Consultative review of 60 VEC policies according to schedule

Our Commission (page 50)

Highlights

- Receipt of funds, payment of expenses and maintenance of the VEC's operations within budget and according to legislation
- Risk management carried out according to Government standards

Outlook 2009-10

- Sound financial and risk management
- Implement privacy audit recommendations
- Internal audit program to continue
- New information management system VECentral to be rolled out across the VEC
- Investigation of potential new premises

Our core business

By delivering high quality electoral services, the VEC aims to provide Victorians with:

Information

about the democratic process

Opportunity

to participate fully in the democratic process

Facility

so that participation is easily accessible

The VEC works to identify the barriers to full participation and delivers information and education programs aimed at breaking down those barriers and increasing understanding of, and confidence in, the democratic process.

Objectives 2008-09

- Deliver high quality election services, in accordance with legislation
- Contribute to an informed and engaged community with regard to electoral matters

Highlights 2008-09

- 79 local government elections for nearly four million electors
- 2 local government by-elections
- 9 statutory elections, by-elections and polls
- 7 fee-for-service elections and polls
- 9 local government election information booklets
- Compulsory voting enforcement for 77 elections
- Australian Sign Language (Auslan) DVD
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Outlook 2009-10

- Preparations for 2010 State election
- Recruitment of 15,000 election officials
- Further development of electronic voting solutions for voter groups with specific needs
- Contribute and respond to Electoral Matters Committee inquiry issues
- Continue to work collaboratively with State and Territory Electoral Commissions
- Commence redevelopment of the computerised Election Management System
- Attend community and education events
- Develop educational materials and information to assist groups experiencing difficulty participating in the democratic process

Inside this section

Local government elections

Local government by-elections and countbacks

Statutory and fee-for-service elections

State elections and by-elections

Services to other electoral agencies

Research

Community Engagement and Education

Electoral Council of Australia

State and Territory Electoral Commissions

Electoral Matters Committee

Register of political parties

New and proposed legislation



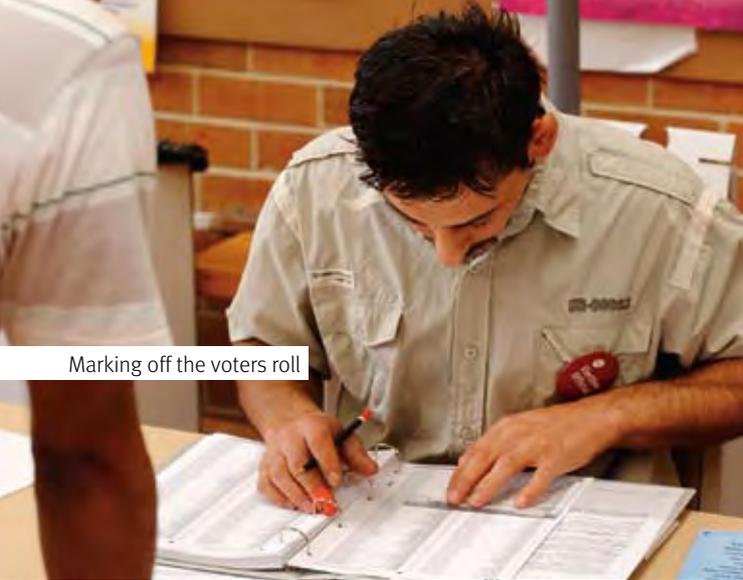
MADDIE
22 | STUDENT/MUSICIAN
EARLY VOTING

"I was performing interstate on election day, but I knew I had to vote. When my EasyVote card arrived in the mail, I found out about early voting. Before I hit the road, I went to an early voting centre in my municipality, filled out a form and voted. I got to have my say and play my gigs. The VEC made it really easy."

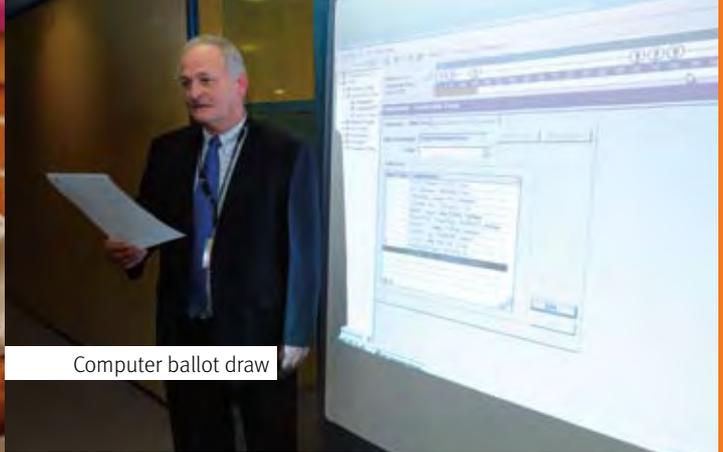
2008 local government election timetable

	Postal elections	Attendance elections	
Exhibition roll date	Thursday 21 August	Thursday 21 August	100 days before election day, the roll goes on public exhibition within the municipality.
Public inspection of exhibition roll	Monday 29 September to Friday 3 October	Monday 29 September to Friday 3 October	During the enrolment phase, 4,263 enrolment forms were downloaded from the VEC website.
Entitlement date	Friday 3 October	Friday 3 October	For council elections, the voters roll comprises voters from the State electoral roll, as well as voters who have council entitlement to vote.
Certification of voters roll	Thursday 23 October	Thursday 23 October	There were 3,985,254 enrolled voters at the close of rolls.
Opening of nominations	Thursday 23 October	Thursday 23 October	56% of candidates nominated using the online Candidate Helper
Close of nominations	Tuesday 28 October (12.00 noon)	Tuesday 28 October (12.00 noon)	1,975 candidates nominated for election.
Ballot draw			New legislation allowed the conduct of electronic ballot draws for the first time at these elections.
Last day for lodgement of candidate statements and photos	Wednesday 29 October (4.00 pm)		61% of the 1,542 candidate statements were completed online.
Last day for lodgement of indication of preferences	Friday 31 October (4.00 pm)		23% of candidate's indications of preferences were completed online.
Opening of postal voting (attendance)		Wednesday 29 October	
First day for registration of how-to-vote cards (attendance)		Wednesday 29 October	
Opening of early voting (attendance)		Wednesday 29 October	

	Postal elections	Attendance elections	
Dispatch of ballot packs	Tuesday 11 November Wednesday 12 November Thursday 13 November		Over 3,000,000 ballot packs were mailed to voters over a three day period. Advertisements were placed in local newspapers.
Mailout of EasyVote Cards		Friday 14 November	Over 800,000 EasyVote cards were mailed to voters in attendance elections.
Dispatch of uncontested leaflets	Tuesday 11 November Wednesday 12 November Thursday 13 November	Tuesday 11 November Wednesday 12 November Thursday 13 November	Nearly 260,000 uncontested election leaflets were mailed to voters in wards where an election was uncontested.
Last day for registration of how-to-vote cards (attendance)		Friday 21 November (12.00 noon)	627 how-to-vote cards were registered. Registered how-to-vote cards are able to be distributed within 400m of voting centres on election day.
Close of postal voting applications (attendance)		Thursday 27 November (12.00 noon)	
Close of early voting (attendance)		Friday 28 November	
Close of voting (postal)	Friday 28 November (6.00 pm)		2,268,556 votes were cast in 70 postal elections (includes the Melbourne City Council leadership and councillor elections).
Election day	Saturday 29 November	Saturday 29 November (8.00 am to 6.00 pm)	558,557 votes were cast in 9 attendance elections.
Counting begins	Sunday 30 November	Sunday 30 November	Voter turnout was 74.68% (76.44% for postal elections and 70.03% for attendance elections).
Declaration of result (general date)	Sunday 30 November	Sunday 30 November	The results for all 79 elections were declared within 4 days.



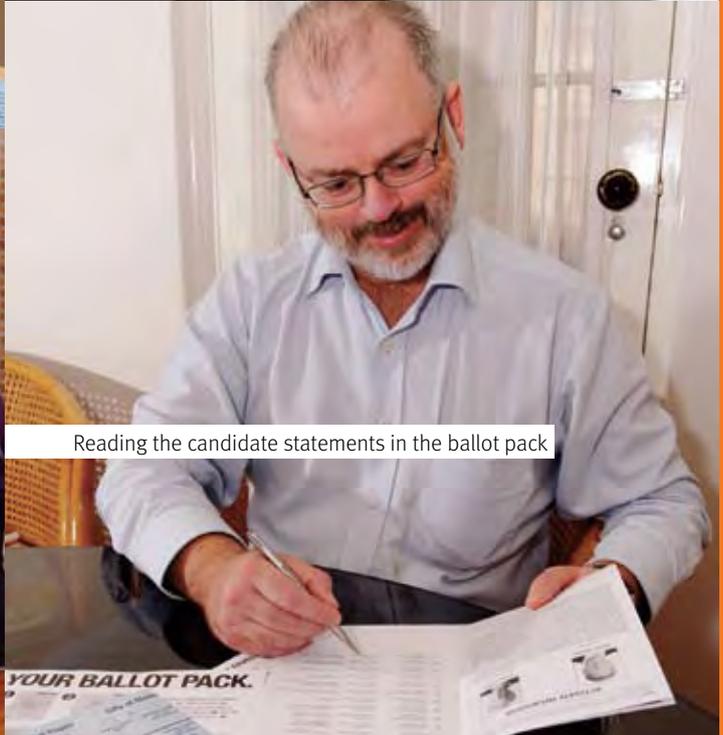
Marking of the voters roll



Computer ballot draw



Election Day



Reading the candidate statements in the ballot pack



Counting begins



Receiving the ballot pack



Postal Vote

Local government elections

The Local Government (Electoral) Regulations 2005 (LGR) make detailed provisions for the conduct of local government elections. The introduction of the *Local Government (Democratic) Reform Act 2003* (s.31 (1)) aligned the timing of all local government elections to coincide for the first time in November 2008 and every four years thereafter.

The VEC conducted 79 local government elections in November 2008. Nine councils chose to conduct their elections by attendance election, while the 69 of the remaining 70 councils conducted postal elections. The VEC conducted elections in 247 wards and unsubdivided municipalities, and provided services to voters in 50 uncontested wards and unsubdivided municipalities. While pre-election services were provided for the Northern Grampians Shire, no election was required because the number of nominations was equal to the number of vacancies. There were no nominations for the Goldsmith Ward election for the Pyrenees Shire Council, resulting in a failed election. A by-election was held early in 2009 to fill this vacancy.

Final reports on each election were sent to council Chief Executive Officers in February 2009. The reports included a certified record of ballot papers and declarations printed, issued, used, spoiled and returned as required by the legislation. Comprehensive details and statistics regarding election arrangements and outcomes were also included in the reports.

The VEC provided election services for 79 councils, including conducting 69 postal elections and 9 attendance elections in November 2008.

Election offices

The VEC established 79 election offices in three configurations for the conduct of the 2008 local government elections:

- 1 stand-alone: fully resourced election offices allocated to one local government election (38);
- 2 hub: fully resourced election offices that shared resources and some functions with one or more satellite offices from neighbouring municipalities (16); and
- 3 satellite: generally located in council premises and were the point of contact for candidates and in-person enquiries from the public (25).

Each configuration involved differing equipment, staffing, hardware and software requirements and individual procedures for each configuration.

While the hub/satellite configuration is generally more complex for the VEC to administer, the resource costs are considerably reduced because staff, computer equipment and other infrastructure costs are shared.

Services for candidates

The VEC organised one or more information sessions for prospective candidates for each of the 79 Victorian municipalities (93 sessions in total) specifically targeting the election process. These information sessions were conducted by the appointed Returning Officers for each election, and were held close to the opening of nominations. The VEC's Returning Officers also attended 70 information sessions held by the Municipal Association of Victoria for prospective councillors, providing information on the electoral process.

Prospective candidates were provided with more information online including a video explaining the working of proportional representation, which was viewed approximately 950 times during the election period.

Figure 2: Choice of election method over time

Local government elections	2002	2003	2004	2005	2008
Postal elections	18 (82%)	47 (87%)	22 (88%)	48 (89%)	70 (89%)
Attendance elections	4 (18%)	7 (13%)	3 (12%)	6 (11%)	9 (11%)

VEC initiative: EMSLite

The VEC's Election Management System (EMS) was used by staff to administer and manage elections. Returning Officers at larger election offices are provided with EMS via an EMS server, and computers and printers established as an office network and linked back to the VEC's central servers.

To service smaller election offices without the need for large scale equipment, the VEC developed EMSLite, which enabled access to the critical areas of EMS while minimising costs to smaller councils. EMSLite consisted of a laptop with a wireless connection that allowed the user to access a limited subset of EMS information and functions via a web-based application. EMSLite was used at satellite offices, removing the need for the VEC to provide large-scale hardware at these locations.

VEC initiative: Candidate Helper

With a large number of candidates expected to nominate, the Candidate Helper was developed for candidates to complete nomination details online. Once candidates had submitted their details online, a barcode was issued and a printable form created. Nomination forms and the nomination fee were then lodged at the Election Office by the candidate or their representative. Approximately 56% of candidates (1,113) completed their nomination using the Candidate Helper.

Of the 1,542 candidate statements submitted (including those from the City of Melbourne) 943 were completed online (61%), along with 359 indications of preferences (23%).



VEC initiative: Services for people who are blind or have low vision

The VEC liaised with Vision Australia and Blind Citizens Australia to provide information about the VEC's 'opt-in' program for Braille or large print ballot papers for the 2008 council elections, along with important dates on CD and in Braille, to people registered on their databases. Information in large-print and MP3 audio files were available on the VEC website. A radio advertising campaign ran on 3AW and 3RPH (Radio for the Print Handicapped) from 28 September 2008 to 11 October 2008. Vision Australia assisted the VEC in the provision of a closed-circuit television monitor (CCTV) to magnify printed material at each attendance election office. Three CCTVs were also made available for Melbourne City Council electors.

A total of 173 people registered for the "opt in" service for the provision of large print and Braille ballot products – 25 for a Braille ballot pack and 148 for a large print ballot pack. Feedback received by the VEC was very positive.

VEC initiative: Information DVD – Australian Sign Language

Following feedback received from the Electoral Access and Advisory Group (EAAG), the VEC produced an Australian Sign Language (Auslan) DVD for the 2008 local government elections explaining voting and enrolling entitlements, nomination procedures and voting procedures.





VEC initiative: Ballot paper scanning project

Three of the 45 computer counts were conducted as part of the electronic ballot paper scanning project.

Feedback from candidates and scrutineers has been encouraging. The VEC will now look at developing this technology further for use during other elections. The VEC would like to thank Glen Eira, Stonnington and Yarra City Councils for agreeing to take part in the pilot.

How the process works:

- All obviously informal (e.g. blank) ballot papers are removed.
- All remaining ballot papers are scanned and preferences captured.
- The resulting image is analysed for formality.
- Election officials perform a check of every ballot paper to ensure the accuracy of the computerised analysis of numerals.
- The formality rules for the election are applied and any potentially informal votes are identified and flagged.
- All flagged ballot papers are examined for formality by election officials.
- Multiple screens enabled scrutineers to observe the checking process at all stages, and provision was made for scrutineers to query any decision and request the Returning Officer to perform a further formality check.

Counting arrangements

Proportional representation counting alone took place in 49 municipalities. In 15 municipalities, counting was by the preferential method alone, and a combination of preferential and proportional representation counts took place for 14 municipalities.

Full manual counts were conducted in four of the nine municipalities in which attendance elections were conducted, and in 29 of the municipalities in which postal elections were conducted. All manual counts were conducted within the municipality in which the election was held.

Computer counts were conducted for elections in unsubdivided municipalities and wards with multi-councillor vacancies (where a proportional representation count is required). Computer counts were conducted at 20 venues for five attendance elections and 40 postal elections. Two of the computer count centres utilised the VEC's new ballot paper scanning technology (see page 14). For the Melbourne City Council election, a computer count was conducted for the Leadership Team (preferential count) and for the election of councillors (proportional representation count). Almost 800 data entry operators were employed by the VEC for the conduct of the computer counts.

Details of the local government elections, including participation rates, can be found at Appendix 8.

Recounts

Recounts were conducted in ten municipalities. The *Local Government Act 1989* (Sch 3 Cl 13) states that the Returning Officer, if he or she thinks fit, or at the written request of a candidate, may conduct a recount of votes at any time before a candidate has been declared as elected. Nine recounts were conducted, under this clause, before the result had been declared. A recount for the Moyne Shire Council was conducted as a result of an application to the Municipal Electoral Tribunal.

State-wide advertising

The alignment of local government elections for all 79 councils in 2008 provided an opportunity for their promotion as a major electoral event for all Victorian voters.

The State-wide campaign was structured on a relatively even spread of advertising activity around the two major phases of enrolment (from mid to late September 2008) and voting (from mid to late November 2008). It involved advertising in State-wide press (*The Age*, *Herald Sun* and *Weekly Times*); ethnic press; on regional television (WIN TV, Southern Cross and Prime); and on metropolitan, regional and ethnic radio.

All State-wide press advertising included a telephone enquiry number, a text telephone (TTY) number for speech or hearing-impaired voters, the VEC website address and telephone numbers for the multi-language information and interpreting service operated through VITS Language Link.

Council communication campaigns

The VEC provided each council with a comprehensive communication campaign developed to meet legislative requirements and increase voter awareness and participation in the elections. Communication officers were appointed to coordinate the development and placement of advertising, development and distribution of media releases, and preparation of election information for the VEC's website.

Around 950 statutory advertisements were placed for the 79 local government elections.

Voter notice – EasyVote cards

Each elector in attendance elections (except General Postal Voters) received a personally addressed EasyVote card that contained their entitlement address, a map of their ward, details of where to vote, postal and early voting arrangements, election enquiry telephone numbers and, for those councils that had requested it, telephone numbers for the VITS Language Link service and a one sentence translation in up to six languages selected by these councils.

Uncontested election leaflets

In the past, uncontested election leaflets were offered to councils as an optional substitute for the ballot pack in uncontested postal ward elections and the EasyVote card in uncontested attendance ward elections. The VEC's view is that the placement of an advertisement as notification of an uncontested election is insufficient for subdivided municipalities. Voter confusion was considered to be more likely given the increased statewide advertising activity, which could not provide detail about uncontested elections. The VEC therefore presented the uncontested election leaflet as a mandatory product to all subdivided councils for the 2008 local government elections where one or more ward was uncontested.

No uncontested election leaflets were mailed to voters in the Northern Grampians Shire because all four elections were uncontested. The VEC and Northern Grampians Shire Council believed that Shire-wide advertising was more appropriate. Voters in Goldsmith Ward, in the Pyrenees Shire, received an alternative notice advising of those circumstances (failed election due to lack of candidates).

VEC website

The internet is a major source of information for electors, candidates and media for the local council elections, and in 2008 enabled candidates to populate their nomination form online. During the council election period, the VEC's website is a combination of municipality-specific pages and pages with information of a general nature relating to all councils.

The VEC's webpages were regularly updated throughout the election period as information became available or changed (e.g. as enrolment closed or nominations opened and closed). During the nomination period, candidate nominations were updated to the website at least once a day, and candidate statements were available for all contested postal elections.

During the results period, the results pages were updated 53 times, with the successful candidates for all elections published on the website by Monday, 1 December. Significant numbers of people accessed the VEC's website, with over 1,000,000 page views between 22 September and 15 December.

Results for all 79 municipalities were declared within four days of election day.

Over 800,000 EasyVote cards were mailed for the 2008 local government elections.

Nearly 260,000 uncontested election leaflets were mailed for 44 uncontested elections.

Media relations

Media releases formed an important part of the communication campaign, assisting journalists by providing factual and accurate information for election reporting.

The VEC conducted two media briefing sessions – one covering the Melbourne City Council elections, the other dealing with council elections generally. A detailed Media Information Kit was supplied, and was emailed to journalists who were unable to attend the briefing.

A series of six media releases were supplied to local press and radio journalists throughout the election period. In addition, five statewide media releases were distributed to over 100 media contacts, including journalists representing *The Age*, *Herald Sun* and *Weekly Times*; ABC and commercial radio; and regional and metropolitan television broadcasters. Media releases were also distributed to over 60 community radio broadcasters.

Tailored radio media releases and MP3 audio grabs featuring either the Electoral Commissioner or the Deputy Electoral Commissioner were sent to regional and metropolitan commercial radio stations. This radio media campaign generated more than 100 news items between late September and election day.

The summary results progress page was viewed by over 40,000 individual visitors in the three days following the close of voting. The online media releases and advisories were also much used, with over 7,400 unique views during the election period.

Communication services for voters with special language needs

The VITS Language Link telephone interpreting and multi-language information service operated throughout the election period. The VEC engaged ethnic media specialists to translate two media releases for distribution to 69 ethnic publications in 17 languages. Information on enrolment and voting in the 2008 local government elections was also available to download in 19 languages on the VEC website.



From September to November 2008, a total of 8,241 calls were made to the VITS Language Link service. Of these, 6,179 callers obtained the information required from the pre-recorded message in their language while 2,062 required the assistance of an interpreter.

Telephone enquiry services

Returning Officers provided a telephone enquiry service at their election office from Tuesday, 22 October to the close of voting. Typically calls related to voting entitlement and compulsory voting, roll queries, ballot pack despatch and non-receipt of ballot packs, overseas or interstate voters, requests for a postal vote, and inquiries about where to vote (both early and on election day). The election office telephone enquiry services were linked to the VEC's overflow call centre, which also answered calls to the VEC's 13 18 32 telephone number. The VEC operated a TTY (telephone typewriter) service to enable people with speech and hearing impairment to access the VEC enquiry service and enquiries were also received via email.

Between Monday, 22 September and Friday, 5 December 2008, over 164,800 calls were received through the VEC telephone enquiry service, over 29,000 calls were answered at the VEC's overflow call centre and 1,277 emails were received and responded to by VEC communication staff.

Multi-language voting instructions

The VEC provided an option to councils to make multi-language voting instructions available to their electors.

For postal elections, the VEC produced step-by-step how to vote instructions in 23 languages. One sentence translations, directing people to the VITS Language Link telephone number, were included for languages that could not be accommodated this way.

For attendance elections, the VEC produced two-step 'how to vote' instructions in 24 languages. The attendance election voting instructions were printed on a large format poster that was adhered to the inner facing panel of each voting compartment.

Information DVD: Auslan

Following feedback received from the VEC's Electoral Access Advisory Group (EAAG), the VEC produced an Auslan DVD for the 2008 local government elections. Signed by an Auslan interpreter and with optional subtitles, the DVD contained information explaining voting and enrolling entitlements, nomination procedures and voting procedures. This resource was promoted through online and print newsletters, word-of-mouth and networks for the hearing-impaired.

Available free of charge by contacting the Victorian Electoral Commission, the DVD could also be viewed on the VEC website.

Requests for 80 copies of the Auslan information DVD were received from the public, community centres and care workers. Additional copies were requested by Victorian Council of Deaf People, VicDeaf, Department of Human Services and the Deaf Education Network. The DVD was viewed 29 times on the VEC website.

Information DVD: Proportional Representation

Changes to a number of council structures following the conduct of Electoral Representation Reviews meant that some councils experienced the proportional representation counting system for the first time at these elections.

In order to assist candidates, council staff and other interested parties to understand the principles and application of proportional representation, the VEC developed a 10 minute DVD illustrating how this counting system works. The DVD was made available to all candidates and mailed to interested parties on request. The content of the DVD was also available on the VEC website and was viewed 950 times during the election period.

Easy English information booklets

The VEC developed information booklets in Easy English format (with assistance from Scope Victoria) so that people with low English literacy, and learning and cognitive disabilities could access information about local government elections.

The VEC's Easy English booklets were very well received and, in response to requests, the VEC distributed around 2,880 booklets for postal elections and 2,150 booklets for attendance elections.

Election information booklet series

The VEC developed a series of nine information booklets to provide candidates, media and other interested parties with election information easily accessible from the VEC website and available in hard copy. The nine booklets were:

- Structural Overview and Key Dates
- Roll Preparation
- Vote Counting Systems
- Electoral Advertising and Campaign Material
- New Initiatives
- Ballot Paper Scanning
- Counting Arrangements
- Ballot Paper Tracking – Postal Elections
- Ballot Paper Tracking – Attendance Elections

Election information packs

Election specific information packs were sent to more than 800 community and government organisations across Victoria, including Indigenous groups, migrant resource centres, culturally and linguistically diverse (CALD) community groups, aged care providers, community legal centres, community information centres, youth organisations and disability groups. Election specific resource packs were also sent to all 128 Victorian Members of Parliament and all 79 local councils.

The Age education supplement

The VEC sponsored the production of *The Age* education supplement, 'Act Local – Understanding local government', and around 203,800 copies were distributed with *The Age* on Monday, 27 October 2008. A teacher guide 'Act Local' was made available for download on *The Age* website, and 1,855 unique visitors to the site were registered on the day of release. Copies of the supplement were distributed in November 2008 at Parliament House Open Day and at Comview (Commercial Studies teachers' conference).

Information leaflets for carers

Leaflets containing enrolment and voting advice for families and carers of people with a cognitive impairment were distributed with the assistance of Carers Victoria, which published information on the local government elections in its newsletters.

Complaints

Complaints in relation to local government elections fall into two categories — those relating to the administration of the election to which the VEC responds on behalf of the Returning Officer, and those relating to the *Local Government Act 1989*, which are dealt with by Local Government Victoria (LGV).

The VEC reviewed its complaints handling and related procedures to ensure that complaints were handled efficiently. A total of 223 complaints were received by the VEC, 137 of which were referred directly to LGV. The 24 hour response-time target was met for 98% of the complaints received by the VEC.

The VEC believes that its activity in relation to the provision of information to candidates, councils and voters has contributed to an overall decrease in complaints since the last local government elections.

VEC initiative: Postal election fraud prevention

In the past, there have been isolated allegations that postal elections in Victoria are open to postal voting fraud. While acknowledging that there may be legislative and administrative measures that could further protect the integrity of postal voting, the VEC believes that postal voting fraud has never been a problem in Victoria. Nevertheless, with 70 of the State's 79 municipalities conducting postal elections in November 2008, the VEC implemented a number of fraud detection and prevention measures.

The VEC worked with Crime Stoppers and a radio and print advertisement campaign coincided with the mail-out of ballot packs. Security personnel were hired to conduct 1,160 hours of observation around housing estates with bulk letterboxes in inner-city Melbourne. As a result of its fraud prevention initiative, the VEC is satisfied that no evidence has been discovered by, or presented to, the VEC to support allegations of abuse of the postal voting system in Victoria.



KHANG
29 | PHOTOGRAPHY ASSISTANT
MULTI-LANGUAGE LEAFLET,
VITS LANGUAGE LINK

“I voted for the first time in Australia in November 2008. I rang the number on the leaflet and, with the help of an interpreter; I asked questions about voting so that I could do it properly. I used the pictures and instructions on the leaflet to show one of my friends how to vote correctly. I was proud to vote in my new country – and I’m looking forward to voting in the State election in 2010.”

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.

Over the past 12 months, the VEC has conducted two by-elections to fill two extraordinary vacancies arising in councils. Turnout for local government by-elections since 2004-05 is included in Figure 4. No countbacks were conducted during 2008-09. By-election and countback activity was less during 2008-09 due to the conduct of general elections for all Victorian councils in November 2008.

The by-elections were conducted in accordance with legislative requirements. The VEC believes that it has achieved its target to provide value for money election services. The average cost per voter for a postal by-election was \$7.81.

(Note: Costs do not include any compulsory voting services a council may have appointed the VEC to undertake on its behalf. See Our voters, page 30)

Figure 3: Council by-elections and countbacks 2008-09

Election	Election date	Voting method	Voters on the roll	Turnout	Informality rate
Moorabool Shire Council By-Election	26/07/2008	Postal	3125	70.43%	2.73%
Pyrenees Shire Council By-Election	7/03/2009	Postal	1379	Uncontested	

Figure 4: Average participation rates at council by-elections, 2004-05 to 2008-09

Year	Council	Ward/Riding/ Council	Election type	% Turnout
2008-09	Pyrenees	Goldsmith	Uncontested	NA
2008-09	Moorabool	Bungal	Postal	70.43
2007-08	Central Goldfields	Maryborough	Postal	79.01
2007-08	Greater Geelong	Deakin	Postal	77.64
2007-08	Ballarat	Alfredton	Postal	75.45
2007-08	Ballarat	Learmonth	Postal	77.32
2007-08	Pyrenees	Warrenmang	Postal	73.51
2007-08	Colac Otway	Otway	Postal	70.40
2007-08	Mornington Peninsula	Truemans	Postal	66.37
2007-08	Maribyrnong	Stony Creek	Attendance	62.01
2007-08	Boroondara	Cotham	Postal	69.09
2006-07	Latrobe	Galbraith	Postal	69.34
2006-07	Baw Baw	Tarago	Postal	75.87
2006-07	Moonee Valley	Debney	Postal	60.82
2005-06	Hepburn	Cameron	Postal	77.65
2005-06	Corangamite	Central	Postal	80.42
2004-05	Macedon Ranges	Barringo	Postal	71.51
2004-05	Knox	Scott	Postal	81.03
2004-05	Whitehorse	Central	Postal	73.67
2004-05	Macedon Ranges	Mt William	Attendance	61.16
2004-05	Wodonga	Wodonga	Postal	75.73
2004-05	Yarriambiack	Hopetoun	Uncontested	NA
			Average	72.42

Statutory and fee-for-service elections

Under Victorian legislation, the VEC is required to conduct certain elections and polls.

Statutory elections include those for boards of management of community health centres under the *Health Services Act 1988* and Liquor Licensing Polls under the *Liquor Control Reform Act 1998*. 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 six statutory polls, two statutory by-elections, one statutory election, four fee-for-service polls and three fee-for-service elections during 2008-09 (see Figures 5 and 6). All statutory and fee-for-service elections and polls were conducted on schedule and within budget.

Figure 5: Statutory elections, by-elections and polls, 2008-09

Election	Election date	Voting method	Voters	Vacancies	Candidates	Type
Gippsland Lakes CHC By-Election	2/07/2008	Postal	210	1	1	By-election
Fresh Tomato Growers Industry Development Poll	28/07/2008	Postal	36	NA	NA	Poll
Balwyn (Sophias) Liquor Licensing Poll	4/08/2008	Postal	1848	NA	NA	Poll
Balwyn (Tre Gusti Cafe) Liquor Licensing Poll	25/08/2008	Postal	1675	NA	NA	Poll
Balwyn (Narai Thai) Liquor Licensing Poll	13/10/2008	Postal	1828	NA	NA	Poll
Murray Valley Wine Grape Poll	16/10/2008	Postal	1099	NA	NA	Poll
Victorian Institute of Teaching Council Elections	16/10/2008	Postal	76908	11	12	Election
Community Health Centre BoM By-Elections	8/12/2008	Postal	346	4	6	By-election
Balwyn North (Dunyazad) Liquor Licensing Poll	16/02/2009	Postal	1636	NA	NA	Poll

Figure 6: Fee-for-service elections and polls, 2008-09

Election	Election date	Voting method	Voters	Vacancies	Candidates	Count method	Type
Parks Victoria Enterprise Agreement Ballot	24/07/2008	Postal	1026	NA	NA	Yes/No	Poll
University of Melbourne Postgraduate Association Elections	26/09/2008	Postal	13000	18	20	Optional preferential	Election
Police Association Credit Co-operative Limited Directors Election	30/09/2008	Postal	69313	3	7	First past post	Election
The Arts Centre EDA 2004 Variation Ballot (2009)	5/03/2009	Postal	605	NA	NA	Yes/No	Poll
Victorian Canine Association Committee Elections	13/03/2009	Postal	18334	4	19	Proportional representation	Election
Parks Victoria 2008 Agreement Variation Ballot	25/06/2009	Postal	1122	NA	NA	Yes/No	Poll
Victorian Public Service Agreement 2009 Ballot	26/06/2009	Postal	33209	NA	NA	Yes/No	Poll

State elections

Planning for the 2010 Victorian State election to be held in November 2010 is well underway. 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.

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. No State by-elections were conducted during 2008-09.

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 2008-09 can be found on page 126 of this annual report.

Electoral divisions, local government

In accordance with legislation all electoral representation reviews and subdivision reviews were completed at least six months prior to the local government elections. The VEC has presented a report on the conduct of representation and subdivision reviews 2004-08 to the Minister for Local Government.

Services to other electoral agencies

As part of its core business responsibilities, the VEC provides services to other electoral agencies in Australian states and territories, and to the Australian Electoral Commission. Commencing in March 2009 the VEC assisted the Tasmanian Electoral Commission in the provision of roll scanning for the 2009 Tasmanian Legislative Council elections for the Derwent, Mersey and Windermere Divisions. The VEC produced the scannable rolls for use in voting centres on election day and after election day the marked rolls were returned to the VEC for scanning and production of lists of those electors who voted at the elections.

Figure 7: Services provided by the VEC to other electoral agencies, 2008-09

Election date	State/Territory/Country	Election	Number of votes
9 August 2008	Northern Territory	Territory elections	48
6 September 2008	Western Australia	State election & Daylight Saving Referendum	378
18 October 2008	Australian Capital Territory	Legislative Assembly election	85
18 October 2008	New South Wales	Cabramatta State by-election Lakemba State by-election Port Macquarie State by-election Ryde State by-election	Nil 1 Nil 1
25 October 2008	Northern Territory	Shire elections	Nil
8 November 2008	New Zealand	General election	594
7 January 2009	South Australia	Frome House of Assembly by-election	Nil
21 March 2009	Queensland	State general election	769
2 May 2009	Tasmania	Derwent Legislative Council elections Mersey Legislative Council election Windermere Legislative Council election	Nil
16 May 2009	Western Australia	Daylight Saving referendum Fremantle by-election	399 20
13 June 2009	New Zealand	Mount Albert by-election	3

During 2008-09 the VEC released 13 staff on secondment to electoral agencies around Australia for short periods to provide assistance and expertise at federal, state and territory electoral events. In April 2008, Glenda Frazer, the manager of Election Administration at the VEC, was appointed as Chair of the central vote count observation team for the New South Wales Electoral Commission (NSWEC) local government elections held in

September 2008. Two additional team members were appointed from other New South Wales government organisations. The team was established as a group of observers independent from the NSWEC to attest to the thoroughness and appropriateness of arrangements planned and implemented in connection with the central vote count. A copy of the observation team's report on the central vote count can be found on the NSWEC website.

Figure 8: Secondments of VEC staff to other Australian electoral agencies, 2008-09

Dates	Agency	Election	Number of staff
August – September 2008	Western Australian Electoral Commission	2008 State General Election	2
September 2008	New South Wales Electoral Commission	Local government elections	2
July – September 2008	Northern Territory Electoral Commission	Northern Territory Elections	6
April – May 2009	Western Australian Electoral Commission	Daylight Saving Referendum	3

Research

The VEC places considerable importance on identifying low participation groups, and researching ways of providing information about electoral matters to these groups, and more generally to Victorians of all ages and backgrounds. Developing education and information programs designed to inform and engage specific groups, as well as the broader community, is an important part of achieving this aim. Increased accessibility to enrolment and voting is also an important focus.

During 2008-09, the VEC completed the following major research projects:

- the identification of barriers to enrolment and voting for Victorians with a disability; and
- the identification of barriers to enrolment and voting for the Chinese and Vietnamese communities.

The VEC gained valuable information from this research, and is acting on recommendations in preparation for the 2010 State election.

A key recommendation from the disability research was to maintain and extend electronic voting, which currently enables electors with vision impairment to cast a secret, independent vote. Other recommendations included encouraging and assisting aged care facilities to include enrolment forms and information in their welcome packs for new residents, and to provide fuller information where appropriate on access to voting centres.

The Chinese and Vietnamese research revealed that members of these communities have a positive attitude to participation in the electoral system, but that many are confused about updating their enrolment and about how to vote correctly. The VEC will focus on providing information in-language to these communities. Electors who are not proficient in English may also benefit from electronic voting.

The VEC is now commencing research into prisoners and voting. Prisoners serving a sentence of less than five years are entitled to enrol and vote, but currently less than a third of eligible prisoners are enrolled.



KENNY CLIENT/VOLUNTEER SPECIAL ENROLMENT AND VOTING SESSIONS

"I enrolled to vote at a special enrolment session run by the VEC in 2006. I have voted in three elections since then. For the council elections in 2008, I voted at an early voting session for people experiencing homelessness, at St Mary's House of Welcome. Voting is important to me and the VEC makes it easier."

Community education

During 2008-09, a range of innovative school and community-based education initiatives were implemented. The Community Education team built strong partnerships to support the delivery of a year-round, community-based outreach and education program aimed at increasing public understanding of, and involvement in, the democratic process.

The VEC's Community Education projects are:

- based on sound evidence, responding directly where possible to VEC and external research findings;
- designed specifically for groups that have been identified as under-represented in the electoral process, who face barriers to participation or who might not be reached by mainstream communications; and
- focused on both the delivery of in-depth education about Australian democracy, and the provision of essential and accessible electoral information.

Passport to Democracy

Sincere thanks go to the teachers, schools and students who were involved in the Passport to Democracy course as a pilot program. Thanks also to the young people who shared their amazing stories of inspiration and action for the Passport to Democracy DVD.

Pilot course delivered in **five schools** across **16 different classes** involving over **400 students**.

Almost two thirds of participants say that they are **more likely to vote** as a result of the program.

Over **300 teacher packs** distributed at conferences.

PASSPORT TO DEMOCRACY

Supporting active citizenship

A fully-resourced, short program to help students make the connection between politics and issues that are important to them.

Aimed at Year 9 and 10 students • mapped to VELS and VCAL • FREE suitcase with teacher guide, student workbooks, DVD and election materials • FREE in-class assistance and professional development available.

"Passport to Democracy gave participating students a better understanding of the democratic process, their role in shaping society, and helped to demystify political processes and institutions."
Sue Cossedge, Strathmore Secondary College



For a sample pack visit www.passporttodemocracy.edublogs.org or call 13 18 32 

Adult Multicultural Education Services

This year the VEC has formed a partnership with the Adult Multicultural Education Services (AMES) to promote democratic participation among citizens from culturally and linguistically diverse backgrounds. Working with the VEC, AMES has developed a resource kit to support the integration of electoral education into the teaching of English as a second language. The kit includes a teacher guide, student resources, sample ballot materials, and a DVD case study of a new citizen's experience of enrolment and voting in Australia.

Do-it-Yourself Democracy Kit

The VEC contributed to the Office for Youth's Do-It-Yourself Democracy Kit, which can be found on www.youthcentral.vic.gov.au. The kit aims to increase young people's capacity to engage with government by providing information about democratic decision making processes and systems in Australia.

Parliament Open Day

In 2009, Parliament Open Day was held in March rather than October. The VEC was again able to use this event to showcase its Community Education and Engagement Program during 2008-09.

Parliament Open Day is always a busy event and on both days, the VEC provided an enrolment look-up facility, electoral education activities and a mock election.

A new product, Electoral Snakes and Ladders was a popular feature of the 2009 Parliament Open Day.

"Imagine letting a stranger choose which songs should go on your MP3 player. You wouldn't have any say in the music you listen to! It's the same if you don't vote – you are letting other people decide for you, and you might not find the outcome easy on your ears."



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 2008-09. The ECA considers best practice and innovations in activities such as the maintenance of electoral rolls, the operation of new electoral legislation and the management of elections. During 2008-09, 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;
- participation trends in enrolment and voting; and
- training requirements for electoral officials.

The main focus, which will continue into 2009-10, is related to the Federal Government's commitment to a program aimed at harmonising electoral processes in Australia. During the year the Council welcomed Mr Ed Killesteyn to the forum. Mr Killesteyn will chair the Council in his capacity as Electoral Commissioner (Australian Electoral Commission).

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 2008-09 included:

- Study – on-line training for election officials;
- Feasibility study – electronic roll marking;
- The establishment of an Electoral Educators' Network; and
- Consideration of Smart Electoral Enrolment options.

Proposed projects for 2009-10 include:

- Local Government elections seminar;
- Performance measurement and reporting;
- Continued work on Smart Electoral Enrolment and electronic roll marking initiatives;
- Continuation of the Electoral Educators' Network; and
- Continued collaboration regarding training of 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.

The powers and responsibilities of the EMC are determined by the *Parliamentary Committees Act 2003*. The functions of the EMC, as defined by section 9A, are, if so required or permitted under this Act, to inquire into, consider and report to the Parliament on any proposal, matter or thing concerned with:

- (a) the conduct of parliamentary elections and referendums in Victoria;
- (b) the conduct of elections of Councillors under the *Local Government Act 1989*; and
- (c) the administration of, or practices associated with, the *Electoral Act 2002* and any other law relating to electoral matters.

The EMC makes recommendations, and does not have legislative or regulatory powers. It is the Minister's responsibility to address the Committee's recommendations or findings.

The VEC responded to the issues raised in the EMC's report on the inquiry into the conduct of the 2006 State election tabled by the EMC in June 2008. The Government response to the report was released in December 2008.

The EMC conducted an inquiry into voter participation and informal voting. Following its initial submission on 27 June 2008, the VEC made two supplementary submissions to the EMC, appeared before the Committee on 24 July 2008 and 4 May 2009, and provided further information as requested. The EMC's report was due by the end of July 2009.

The EMC's report on its inquiry into political donations and disclosure was published in April 2009. In April 2009, the EMC commenced an inquiry into the 2008 Kororoit District by-election, focussing on the legislation relating to misleading and deceptive advertising.

Register of political parties

The *Electoral Act 2002* 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.

The VEC's activities in 2008-09 focussed on the re-registration of the political parties. Under section 58A of the *Electoral Act 2002*, registered political parties had to apply for re-registration between 27 August and 27 October 2008. Ten of the eleven registered political parties did so. The Australian Democrats did not submit an application, and had to be de-registered. The VEC audited party memberships as part of its processing of the applications for re-registration. In accordance with its normal practice, the VEC permitted parties to provide supplementary lists of members where the number of "Yes" responses to the VEC's mail-out was within reach of the threshold of 500 members. By February 2009, the VEC was satisfied that all ten applying parties were eligible for re-registration.

The VEC encountered some difficulties in handling the application of the Democratic Labor Party (DLP). There was a dispute within the party about who was the party secretary. The VEC had no wish to become involved in an internal party dispute, but was obliged to make a decision because applications for re-registration have to be made by the party secretary. After consideration, the VEC recognised the new secretary as the party secretary, returned the longstanding secretary's application for re-registration, and received and processed an application by the new secretary. After writing to the people on a supplementary list of members, the VEC was satisfied that the DLP had sufficient members, and re-registered the party on 19 December 2008. On 18 December 2008, the VEC had changed the registered officer of the DLP to the new secretary. The longstanding secretary of the DLP has applied to the Victorian Civil and Administrative Tribunal (VCAT), disputing the VEC's decisions on the party secretary and registered officer. A directions hearing took place at VCAT on 26 June 2009, and a hearing is scheduled for November 2009.

Following the Kororoit District by-election in June 2008, the VEC was obliged to review the registration of the Citizens Electoral Council, which had obtained 1.36% of the first preference votes in the by-election. The party objected to the method of the review, but provided the information requested. Following an audit of the membership, the Electoral Commissioner was satisfied that the party had sufficient members. The party's registration was confirmed on 11 September 2008. Given the result of the review, the Electoral Commissioner did not consider it necessary to audit the party's membership when it applied for re-registration in October 2008.

The National Party changed its abbreviated name to "The Nationals" during 2007-09, and also changed its address. Family First changed its registered officer twice during the period.

See Appendix 6 for the details of registered political parties.

Ombudsman's Report

On 7 May 2009, the Ombudsman's Report of an investigation into the alleged improper conduct of councillors at Brimbank City Council was tabled in Parliament. The Report stated that a councillor had obtained enrolment information from the Australian Labor Party (ALP), in apparent contravention of the *Electoral Act 2002* (the Act). The VEC had provided this information to the ALP. The Ombudsman recommended that the VEC investigate possible breaches of the Act by the ALP; consider how other registered political parties and MPs were using the VEC electoral information; and amend its correspondence to MPs and registered political parties to ensure they are regularly made aware of the permitted uses for electoral information under the Act, including the definition of 'election', which excludes local council elections.

The VEC followed the Ombudsman's recommendations, writing to MPs and registered political parties, and amending its regular correspondence to draw attention to the fact that enrolment information provided by the VEC could not be used for local government election purposes. The VEC also commenced an investigation into possible breaches of the Act by the ALP.

New and proposed legislation

The introduction of the *Local Government (Democratic) Reform Act 2003* (s.31 (1)) aligned the timing of all local government elections to coincide for the first time in November 2008 and every four years thereafter. As discussed earlier in this report, the VEC conducted elections for all 79 Victorian councils in November 2008.

In its *Report of Local Government Activities 2005-06*, the VEC made certain recommendations in relation to the legislation governing local government elections. In Spring 2008 the Victorian Parliament passed the *Local Government Amendment (Elections) Act 2008* (LGAEA) amending the LGA and a number of these recommendations were adopted. Many of the amendments contained in the LGAEA related to changes in terminology in the legislation to reduce anomalies and provide clarification. Other major amendments made by the LGAEA related to:

- the dates for close of nominations;
- additional nomination requirements for candidates;
- electronic ballot draw; and
- misleading and deceptive election material.

For the 2008 local government elections the VEC highlighted all relevant changes in legislation to candidates at information sessions and in the Candidate Handbook.

Our voters

Objectives 2008-09

- Increase new and maintain existing enrolments
- Maintain the accuracy and security of the enrolment register
- Increase voter participation

Highlights 2008-09

- 3,488,434 enrolled on State Register (30 June)
- 92.67% of eligible electors enrolled
- 333,432 total enrolment updates
- 26.7% of updates from VEC initiatives
- Voters rolls for 97 elections, by-elections and polls
- Maps for 85 elections, by-elections and polls
- Provision of enrolment information as required by legislation
- Geocoding of enrolment addresses across Victoria

Outlook 2009-10

- Maximise enrolment programs for 2010 State election
- Validation of enrolment data with spatially derived data to ensure that rolls for the 2010 State election will be of the highest possible quality
- Determination of voting centre locations for the 2010 State election using spatial and mapping data collected during the 2008 local government elections

Inside this section

- Enrolment register
- Enrolment
- Continuous Roll Update
- Roll products and services
- Mapping services
- Participation
- Accessibility to voting services
- Services for voters with special needs
- Voter turn-out and informal voting rates
- Youth participation
- Enforcement of compulsory voting
- Privacy of enrolment information
- Mandatory provision of enrolment information
- Discretionary provision of enrolment information



NADIA
43 | METROACCESS OFFICER,
WITH AXEL, SEEING EYE DOG

“As a Braille ballot pack user, I was able to cast my vote secretly and independently for the first time in my life. I congratulate the VEC on this initiative and will certainly take up this option when it is offered again.”

Enrolment Register

The VEC is entrusted with the maintenance and security of the Enrolment Register – a valuable resource for democracy in Victoria. A key objective for the VEC is to maintain the accuracy and security of the Enrolment Register.

The number of Victorians enrolled to vote increased by 0.63% to 3,488,434 in 2008-09. Using available data, the VEC estimates that 92.67% of eligible electors are enrolled; slightly higher than the national figure of 91.90%.

Enrolment

The VEC considers it very important to facilitate participation in the democratic process by all Victorians, and a number of activities are undertaken through the year to support the goal of having all eligible Victorians enrolled.

There were 85,758 new enrolments and 18,580 reinstatements to the enrolment register in 2008-09.

Continuous Roll Update

The VEC undertakes a number of continuous roll update (CRU) programs, consisting of both mail-out and non-mail-out activities, to assist electors to enrol and update their enrolment.

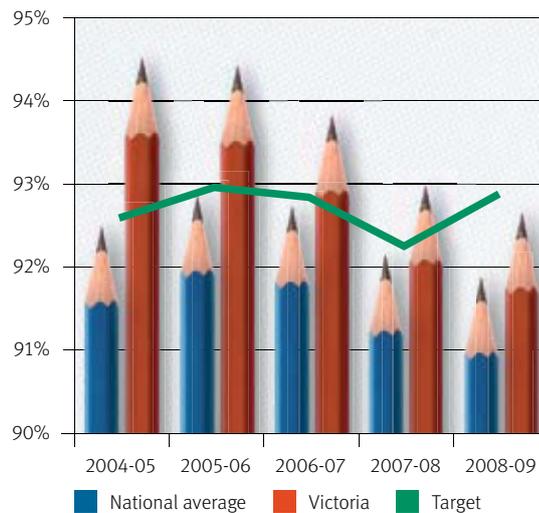
The VEC's mail-out activities target potential electors using data provided by the Residential Tenancies Bond Authority, the Victorian Tertiary Admissions Centre and VicRoads. People that register or update their address details with one of these agencies are sent an enrolment form if they are not already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

Data is also provided by the Victorian Curriculum and Assessment Authority (VCAA) 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. Victorians are eligible to enrol at 17 but cannot vote until they are 18. According to VEC tracking of enrolments, 15.7% of 17 year olds (9,175) who received a birthday card in 2008-09 enrolled as a result of this program. A further 4,198 students enrolled during 2008-09 as a result of receiving a birthday card in 2007-08. In 2008-09, data from the 2008 local government elections was used to issue enrolment applications to electors who had indicated that their enrolment details had changed.

Enrolment forms are available at the VEC, on the VEC's website, at local council offices, Coles supermarkets, Australia Post offices, Centrelink and Australian Electoral Commission divisional offices. Applications to Liquor Licensing Victoria for proof-of-age cards act as electoral enrolment applications for State and local government elections. The VEC received 1,411 of these applications in 2008-09.

The VEC's CRU activities generated 89,120 enrolment applications in 2008-09. This amounted to 26.7% of total Victorian applications received. This was an excellent result, exceeding the VEC's target of 25%.

Figure 9: Percentage of eligible electors enrolled in Victoria at 30 June



A total of 333,432 enrolment changes were processed by the VEC during 2008-09.

Figure 10: Enrolment changes sourced from continuous roll update programs, 2008-09
(target: 25% sourced from VEC activities)

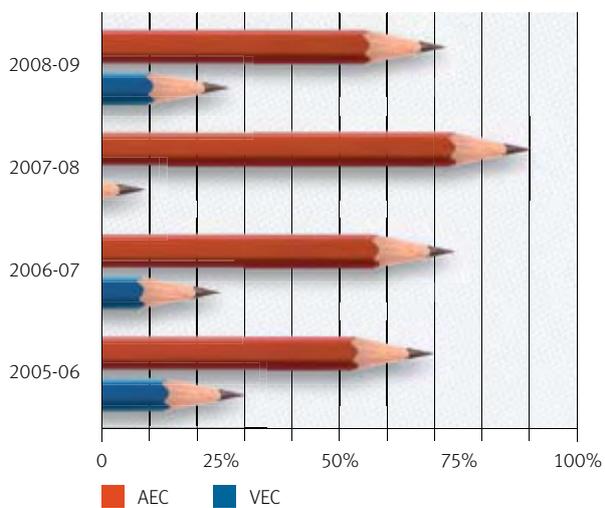
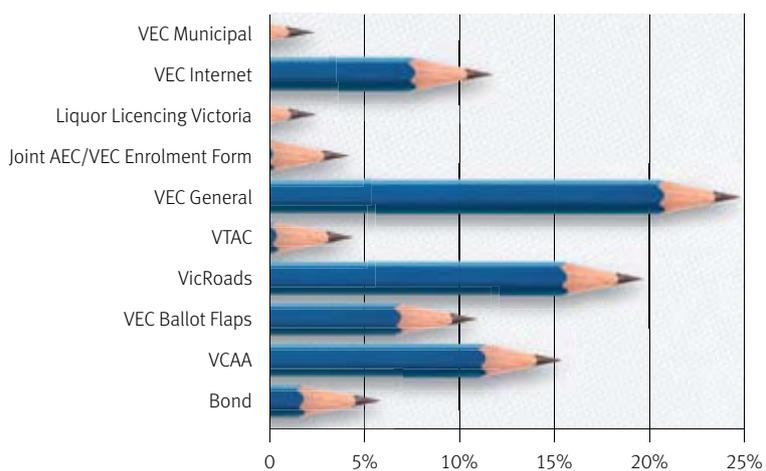


Figure 11: Breakdown of enrolment applications received, 2008-09





VEC initiative: Data matching project

The VEC initiated a project to match entire data extracts from council databases with the State roll database. All councils participated and 65.2% of council records provided date of birth information for the 2008 elections; a significant increase on past elections. The number of duplicates on the final rolls was also reduced to around 0.1% of the total CEO (Chief Executive Officer) list electors.

Because council software focuses on property details and rates collection rather than on voters roll functionality, the VEC took a different approach for 2008, developing software that provided improvements in two areas. New VEC software was used to create an update file from two council roll extracts, resulting in a significant increase in roll quality. Other new software enabled expanded automation of the matching processes by taking advantage of the (new) date of birth field. This enabled the VEC to process data from all 79 councils meeting the very tight timeframe without sacrificing data quality.



Roll products and services

The Electoral Enrolment Branch is responsible for the compilation of rolls and the production of roll products for elections, by-elections and polls conducted by the VEC. This includes State and local government elections and also Liquor Licensing Polls. Appropriate boundaries for the four Liquor Licensing polls conducted in 2008-09 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.

Preparation of the voters rolls for the 2008 local government elections was a major project that ran from May 2008 until the end of October 2008. It followed intensive work with all councils, in the preceding two years, aimed at improving the quality of council data. This collaboration resulted in consistently higher quality data from councils than for previous local government elections. Extensive improvements were also made to the software systems used by the VEC to ensure that the voters rolls for all 79 councils could be prepared within the very limited timeframe allowed by the legislation. Late changes to the *Local Government Act 1989* came into effect in August 2008, necessitating further changes to the systems.

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 put on public exhibition from Monday 29 September until entitlement day on Friday 3 October, to allow people to check and if necessary, correct their enrolment details. Updated rolls were then produced for certification by the councils' Chief Executive Officers on Thursday 23 October. The certified rolls were used to produce all the products required to conduct the 2008 local government elections. A similar process was followed to produce a new roll for the Moorabool Shire Council, Bungal Ward by-election, held on 26 July 2008.

The by-election held on 7 March 2009 for the Goldsmith Ward in Pyrenees Shire Council, resulted from the failed election in November 2008. A new roll was not prepared, as Schedule 2 Clause 10 (4A) of the *Local Government Act 1989* specifies that the voters roll certified for the general election is used for a by-election resulting from a failed election. This by-election was uncontested.

During the enrolment phase of the 2008 local government elections, 4,263 enrolment forms were downloaded from the VEC website.

A total of 3,985,254 electors were enrolled at the close of rolls for the 2008 Victorian local government elections.





ROBERT
58 | COORDINATOR OF THE
NATIONAL MS ADVOCATES PROGRAM
ACCESSIBILITY OPTIONS

“The VEC’s concern for people with disabilities means that I am able to vote unaided. VEC staff are trained to be aware of any accessibility issues I might have and the lower voting screens mean that I am able to vote sitting in my chair with little if any discomfort.”



Mapping services

After electoral representation reviews and subdivision reviews were completed, spatial data coding services supported address recoding in the VEC's Enrolment Register.

Maps produced for the 2008 municipal elections included:

- maps showing voting centres (planning and final) for nine municipalities holding attendance elections;
- ward maps for every ward (postal elections) – over 300 maps;
- municipal maps for every council for advertising, Candidate Kits, Display Rolls and election offices and in web format – over 450 maps; and
- State-wide, municipality maps (showing postal and attendance elections) to assist planning, Helpdesk and Call Centre.

The VEC produced specialised electoral maps for the public, local government candidates, research students, Members of Parliament, the Department of Defence, Melbourne Water, the Australian Labour Party and the Department of Transport. In response to request from an MLC Office, a new map style was developed for State electoral regions, which includes more detailed information and federal boundaries. Geocoding of elector information in bushfire affected areas was conducted to assist Victoria Police.

After participating in a pilot project in 2007-08, the VEC is now registered as a contributor to the accuracy of VicMap data via the Notification and Editing Service. The accuracy of the Victorian Enrolment Register was supported by spatial validation checks of address coding provided by the Australian Electoral Commission.

Participation

The VEC uses three measures to determine participation in the electoral system:

- enrolment: the degree to which those who are eligible enrol to vote;
- turn-out: the degree to which those who are enrolled vote in elections; and
- informal voting: the degree to which those who vote cast an informal vote.

When combined, these measures indicate participation in the electoral system. However, the factors affecting each of these measures vary, as do the ways to improve participation rates.

The VEC is committed to providing electoral education, and assistance with voting information, to low participation groups, and to community groups who contact the VEC requesting assistance. The VEC's range of communication products and Easy English publications is continually expanded and reviewed to ensure relevant and clear information is provided.

Accessibility of voting services

The VEC strives to ensure that voting is made as easy as possible for all voters. This means ensuring that equipment and aids that are provided at voting centres are useful and fulfil voters' needs, as well as making efforts to lease buildings and facilities that are accessible to people with disabilities. The lack of "fully accessible" voting centres is of ongoing concern to the VEC. Because the VEC does not own property reserved specifically for voting centres, it is reliant on leasing properties that meet most of its criteria, e.g. space requirements, proximity to public transport and availability for a very short-term lease. Most voting centres are located in public buildings such as schools, town halls and community centres, which were built prior to accessibility standards being incorporated into building guidelines.

The VEC established 212 election day voting centres for the nine attendance elections. In addition, the VEC established at least one early voting centre in each municipality to operate between 9:00 am and 5:00 pm each weekday from October 29. Where a council requested additional early voting facilities and hours, these were provided. A postal voting service was also provided for attendance elections.

The VEC reviewed the accessibility audit tool used at previous elections, making updates to the document based on new accessibility requirements. The VEC was able to provide at least one fully wheelchair-accessible venue in each municipality, with a total of 52 fully wheelchair-accessible venues across the nine attendance elections. Of the remaining venues, 113 were classified as "wheelchair access with assistance" and 51 had no wheelchair access.

The VEC established 212 election day voting centres for the nine attendance elections.

Figure 12: Number of postal and early votes at attendance elections

Total number of votes at attendance elections	Number of postal votes (including general postal votes)	Number of early votes
558,557	29,781 (5.33%)	98,643 (17.66%)

Voter turnout and informal voting rates

The VEC’s advertising and communication campaigns help ensure that Victorians are provided with voting information in accessible formats. Advertisements are placed prominently at regular intervals prior to election events, in a variety of mainstream, community and ethnic media, and leaflets and posters are distributed where appropriate. Information is 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.

Voter turnout is measured as the number of formal and informal votes received by the close of voting. In the City of Melbourne voting is compulsory for all people on the roll. In all other municipalities, voting is compulsory for residents under 70 years of age, and is encouraged for non-residents and those over 70. The disparity between attendance and postal elections in relation to the rate of voter turnout and the incidence of informal voting has been a consistent feature over time (see table below).

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. For local government elections, for a ballot paper to be considered formal, the voter must complete an unbroken sequence of preferences commencing with 1 (full preferential voting). Ballot papers that do not comply with the formality rules are not admitted to the count.



Figure 13: Voter turnout and informal voting rates over time

Local government elections	2002	2003	2004	2005	2008
% Voter turnout – postal elections (a)	73.78	76.42	75.07	75.66	75.96
% Voter turnout – attendance elections	64.62	71.16	55.65	72.80	70.03
% Informal vote – postal elections (a)	2.77	3.29	3.37	3.64	3.75
% Informal vote – attendance elections	7.44	8.86	10.43	9.33	9.90

(a) 2008 figure excludes Melbourne City Council leadership team.

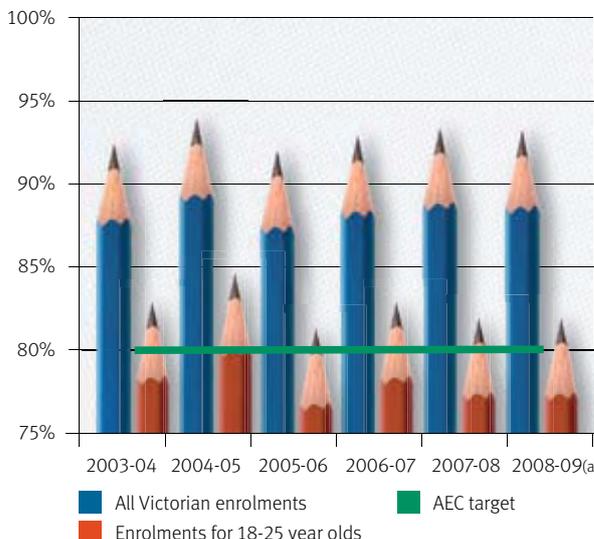
Youth participation

While Victoria has one of the highest youth enrolment rates in Australia the number of young Victorians enrolled is, on average, 10% below that of the general eligible population. The following graph shows the extent to which Victorian young people are under-represented on the electoral roll.

Analysis of the 2002 and 2006 State elections suggest the following trends in voter turnout.

- Voter turnout is higher for 18-19 year olds, compared to 25-29 year olds. Turnout steadily increases as people near their 40s and 50s.
- In 2006 the turnout for 18-19 year olds was 8% higher than that for 25-29 year olds. Turnout for 18-19 year olds was equivalent to that for 40-44 year olds.
- One in four of all eligible (i.e. both enrolled and not enrolled) 18-24 year olds did not vote in the 2006 State election.

Figure 14: Youth enrolment participation in Victoria



(a) To 31 March 2009

Sources: Australian Electoral Commission, Roll Management reports 1, 2 and 3 (July 2009).

Enforcement of compulsory voting

After the conduct of elections and by-elections in which voting is compulsory, the VEC carries out compulsory voting enforcement. 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 appeared 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 \$57.00). 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 Infringement Court for further action. Where non-voter follow-up has been conducted on behalf of a local council, the VEC provides the council with a final non-voter list and Infringements Court file. The council makes a decision on further follow-up.

The VEC has undertaken compulsory voting enforcement for a number of elections during 2008-09 including the Kororoit State by-election. Its biggest challenge has been to conduct compulsory voting enforcement for 70 of the 79 local councils that held elections in November 2008. The project commenced in late December 2008, and is anticipated to be completed at the end of August 2009. See Appendix 7 for details of enforcement of compulsory voting for 2008-09.

Over 370,000 notices were mailed to apparent non-voters during February and March 2009. Up to 70 casual staff members were appointed each day during the eight-month project to manage telephone enquiries, payments and responses received via mail.

Privacy of enrolment information

The register of Victorian electors contains personal enrolment information, including name, address, date of birth and gender. The confidence of electors in the privacy and integrity of the register is essential as it creates an environment conducive to eligible Victorians registering and updating their enrolment, and maintains public confidence in the electoral system more generally. Protecting the privacy of electors' personal enrolment information is, therefore, 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 specified enrolment information must be made available to individuals and organisations. Severe penalties apply if this information is misused. In response to the Ombudsman's report on the Brimbank City Council, the VEC has reviewed the advice that accompanies the provision of enrolment information to remind recipients of the legislated restrictions and highlight associated penalties.

Electoral information must be provided as follows:

- The list of Victorian electors (names and addresses only) 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.
- Under section 33 of the *Electoral Act 2002*, 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. Permitted uses of the information include any purpose in connection with a State parliamentary election, and monitoring the accuracy of information on the roll. Members of Parliament may also use this information to exercise their functions on behalf of their constituents. During an election, at the request of a candidate, the VEC must provide a copy of the electoral roll for the electorate the candidate is contesting. This information can only be used for the purposes of that election.

Enrolment information is also provided under other legislation as follows:

- Enrolment information must be provided 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 56 jury rolls were provided under this legislation during 2008-09.
- The *Liquor Control Reform Act 1998* requires that voters rolls are prepared to poll the neighbourhood of applicants for liquor licences in areas defined as “dry areas”. Four such rolls were prepared after neighbourhood boundaries were established.
- Under section 21 of the *Local Government Act 1989*, enrolment information must be provided to municipal councils for elections.
- Under section 24 of the *Local Government Act 1989*, enrolment information must be provided to candidates for campaigning purposes. All rolls provided to candidates must be destroyed or returned to the Chief Executive Officer of the relevant council. State enrolled electors were provided for all 79 council elections held in November 2008, and for the Moorabool Shire Council, Bungal Ward by-election on 26 July 2008. The by-election held on 7 March 2009 for the Goldsmith Ward in Pyrenees Shire Council, resulted from the failed election in November 2008. A new roll was not prepared, as Schedule 2, Clause 10 (4A) of the *Local Government Act 1989* specifies that the voters roll certified for the general election is used for a by-election resulting from a failed election.

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. Before any information can be released, the VEC must consult with the Victorian Privacy Commissioner and determine that the public interest in providing the requested information outweighs the public interest in protecting the privacy of that information.

During 2008-09, the VEC received nine requests for access to enrolment information from individuals or organisations. Enrolment information was accessed 6,069 times by Victoria Police through a secure online look-up facility established in 2005-06.

The VEC has provided enrolment information, under section 34 of the *Electoral Act 2002*, on an ad-hoc or regular basis to the following organisations:

- Cardinia City Council;
- Banyule City Council;
- Loddon Shire Council;
- The Cancer Council Victoria;
- 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; and
- Victoria Police – Bushfire Unaccounted Persons Coordination Centre.

Strict conditions apply to the provision of information and severe penalties are enforced in cases of non-compliance or misuse of enrolment information. As a result of consultation with the Victorian Privacy Commissioner, the VEC modified the agreement template it uses when granting access to enrolment information under section 34 of the *Electoral Act 2002* to strengthen data security and destruction conditions, and privacy training requirements imposed on organisations that are granted access to enrolment information.

Our people

Attracting and retaining staff that are reflective of Victoria's diverse community, are highly motivated and are engaged in their careers is vital to the VEC's ongoing viability. The VEC has made a considerable effort to ensure people are not only attracted to work at the VEC, but are able to build skills and continue their careers with the organisation.

Objectives 2008-09

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

Highlights 2008-09

- No days lost due to workplace injury
- Provided an average of 39.62 training hours per staff member
- Recruitment of 130 Senior Election Officials

Outlook 2009-10

- Provision of training related to identified needs and VEC directions
- Consultative review of 60 VEC policies according to schedule

Inside this section

- Staffing profiles
- Human resource management
- Recruitment
- Employment exemption
- Staffing for the 2008 local government elections
- Diversity
- Knowledge capital
- Training
- Performance management
- Code of Conduct
- Flexible work arrangements
- Grievances
- Staff services
- Women's affairs
- Workplace diversity
- Occupational health and safety



VAL
76 | RETIRED
POSTAL VOTING

“I applied to do a postal vote so I wouldn’t have to worry about getting to a voting centre on election day. The postman delivered my ballot pack, and I had plenty of time to consider who I wanted to vote for. I sent in my completed ballot paper in the return envelope. It was very convenient. I’ve decided to register as a General Postal Voter for all elections.”

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 2008-09 human resource management at the VEC focused on encouraging staff to undertake training and professional development related to organisational objectives and their areas of responsibility. To enrich learning and development, staff were also encouraged to develop and foster relationships with other Victorian Public Service agencies. As part of its focus on developing a conflict competent workplace, the VEC has been actively participating in the State Services Commission's Taking the Heat Out of Workplace Issues program.



Figure 15: Staff profile under Part 3 of the *Public Administration Act 2004*

	Ongoing Employees (includes Specialist Technical Staff and Executive Officers)			Fixed Term & Casual		Total FTE
	Number (Headcount)	Full Time (Headcount)	Part Time (Headcount)	FTE	FTE	
2009	60	52	8	54.5	19.6	74.1
2008	63	54	9	56.7	19.3	76
2007	58	51	7	48.9	16.1	65
2006	47	40	7	41.8	37.7	79.5
2005	figures unavailable			37.6	34.4	72

Figure 15: Staff profile under Part 3 of the *Public Administration Act 2004* (continued)

June 2009 (includes Specialist Technical Staff and Executive Officers)

	Ongoing		Fixed Term & Casual	
	Number (Headcount)	FTE	FTE	Totals
Gender				
Male	26	25.5	5.2	30.7
Female	34	31.0	12.4	43.4
				74.1
Age				
Under 25	0	0.0	0.0	0.0
25-34	11	10.4	8.0	18.4
35-44	10	10.0	2.0	12.0
45-54	18	16.6	3.1	19.7
55-64	19	17.7	3.4	21.1
Over 64	2	1.8	1.1	2.9
				74.1
Classification				
EO 1	0	0.0	0.0	
EO 2	1	1.0	0.0	1.0
EO 3	1	1.0	0.0	1.0
STS	1	1.0	0.0	1.0
VPS Grade 1	0	0.0	0.8	0.8
VPS Grade 2	12	9.5	6.0	15.5
VPS Grade 3	16	16.0	4.5	20.5
VPS Grade 4	8	7.6	3.3	10.9
VPS Grade 5	16	15.4	3.0	18.4
VPS Grade 6	5	5.0	0.0	5.0
Total	60			74.1

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 the ability to speak a second language, in others, knowledge of, or experience with people with culturally and linguistically diverse backgrounds.

Employment exemption

In 1995, the VEC obtained an exemption under the *Equal Opportunity Act 1984* to allow it to employ only people who were not engaged in political activities. This enables the VEC to advertise and appoint suitable, politically-impartial staff. The exemption applies to the appointment of people working during State and local government elections, including Election Managers and election officials. In 2009-10, the VEC will seek to expand this exemption to the recruitment of core staff.

Staffing for the 2008 local government elections

During 2008-09, all VEC core staff were assigned to local government election projects along with regular ongoing tasks. For the three month election period, 79 Returning Officers and 69 Deputy Returning Officers were employed, along with nearly 7,500 casual staff. To ensure consistent service and advice on procedural matters, Returning Officers were supported by 11 Election Support Officers located at VEC head office. People wishing to work in election offices on a casual basis could choose to register their interest online, and approximately 1,700 people registered for work this way.

The VEC made an effort to employ a diverse range of people to work in election offices and voting centres during the 2008 local government elections. Employment included 743 people with fluency in a foreign language, 17 who identified themselves as having an Indigenous heritage and 43 people who identified themselves as having a disability.

Staffing for the 2010 State election

The VEC has commenced recruitment for the 2010 State election, recruiting 130 Senior Election Officials who will commence training in October 2009. A further 15,000 casual staff will be recruited during 2009-10 to work as election officials at the 2010 State election.

Diversity

The VEC recognises cultural and religious diversity in an informal manner with staff-initiated celebrations arranged and supported, usually in conjunction with staff meetings or special morning teas.

In 2008-09 the VEC supported the Asylum Seekers Resource Centre by using its catering service for the provision of corporate catering where appropriate. The VEC also hosted two tables at the Department of Premier and Cabinet's Australia Day lunch.

The VEC has an inclusive employment policy. It faces limitations relating 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 will ensure that a full accessibility rating is a requirement.

Knowledge capital

The VEC values the knowledge capital of its staff and the contribution of their wide range of skills, knowledge and capacity for ideas to the VEC's activities.

As part of the performance management process, data relating to the VEC's knowledge capital is collected via LYNX the online component of performance planning and development. Working with managers, staff match their skills and knowledge with corporate objectives to which they can contribute. This provides an overall picture of current knowledge capital and enables the Human Resources Coordinator to present a professional development plan that provides targeted development opportunities in response to identified needs. In this way, staff are supported to achieve their performance goals, the VEC ensures growth in its corporate knowledge capital and succession planning is addressed.

Training

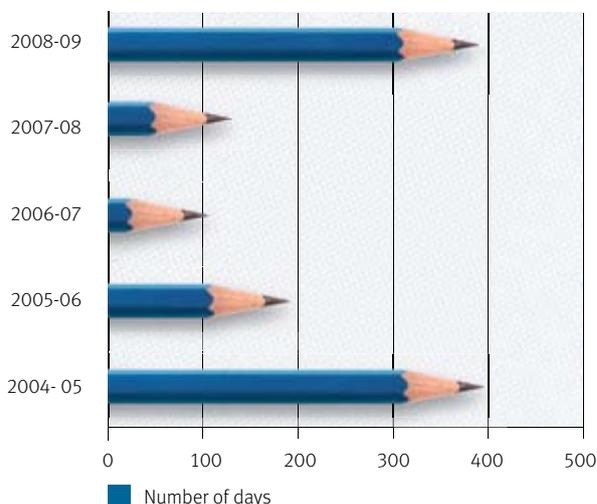
During the first part of 2008-09, VEC human resource management focused on the development of strategies to ensure that staff could cope well with the challenges presented by the high activity levels and long hours associated with the conduct of the 2008 local government elections. An online e-learning solution for occupational health and safety was implemented for head office staff and election officials. A corporate induction module has been developed and will be implemented in 2009-10.

A second focus was developed in response to the findings of the 2008 People Matters survey. While the 2008 survey responses were very positive, the VEC decided to proactively respond to slight decreases recorded in relation to strategy and direction, listening to staff, and procedures for resolving grievances. The VEC has implemented an organisation-wide training program, *In the Driver's Seat*, aimed at developing skills to recognise different work styles and personal values, and identify how these impact on workplace relationships. The program focuses on building resilience, negotiation skills and interpersonal and communication skills. Individual coaching was offered to staff to support the group training. *In the Driver's Seat* training will continue into 2009-10.

During 2008-09 all staff were also offered the opportunity to complete First Aid, cardio-pulmonary resuscitation training and defibrillator training. These opportunities were taken up widely, with 18 people completing training in one or more of these areas.

Organisation-wide training addressed other areas of identified need, contributed to the achievement of organisational objectives and supported staff in their personal and professional development.

Figure 16: Average training days per FTE, 2004-5 to 2008-09



The VEC provided an average of 39.62 hours of formal training per FTE (full time equivalent) over 2008-09. VEC staff also undertook informal learning opportunities, including workshops and a variety of network meetings. During 2008-09, the VEC developed new processes to ensure that training was more accurately recorded. A renewed focus on the provision of targeted training helped ensure that staff who may be reluctant to take up training opportunities were encouraged and motivated to do so.

Performance management

The VEC's capacity to achieve its corporate objectives is reliant on its people having the knowledge, skills and ability to implement the supporting strategies and actions. The VEC has focused on identifying existing skills and knowledge as well as identifying opportunities for staff training and professional development. The VEC adheres to the Victorian Public Service Agreement 2006 and maintains a performance management and progression system that aligns individual performance objectives to the VEC's strategic direction. Each employee's performance is assessed annually and reviewed mid-cycle against 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. The VEC endeavours to provide a good mix of motivators, goals, encouragement and rewards.

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.

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, working outside normal hours, accrue flexi-time. 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.

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 2008-09.

Staff services

All VEC staff have access to a counselling service through the Department of Justice's Employee Assistance Program. In 2009, staff were also offered conflict coaching as part of the corporate training program in conflict management. 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.

Women's affairs

The VEC provides funds to support staff attendance at International Women's Day events. In 2008-09, the VEC again hosted two tables at the Institute of Public Administration Australia International Women's Day dinner.

Workplace 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.

Figure 17: Number of staff by gender at 30 June, 2005-09

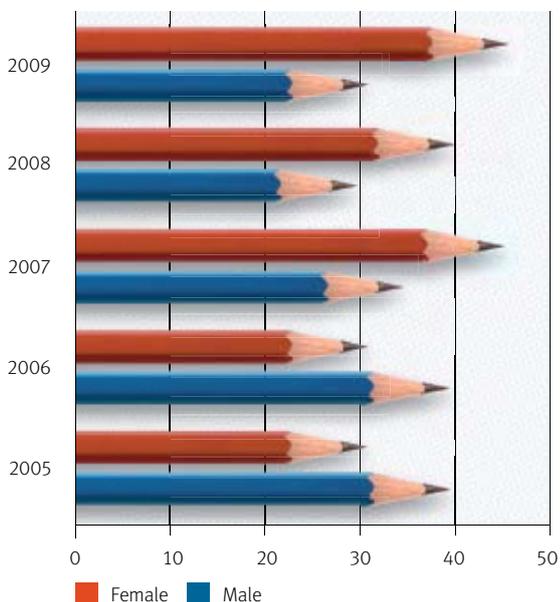


Figure 18: Recruitment (FTE), 2004-05 to 2008-09

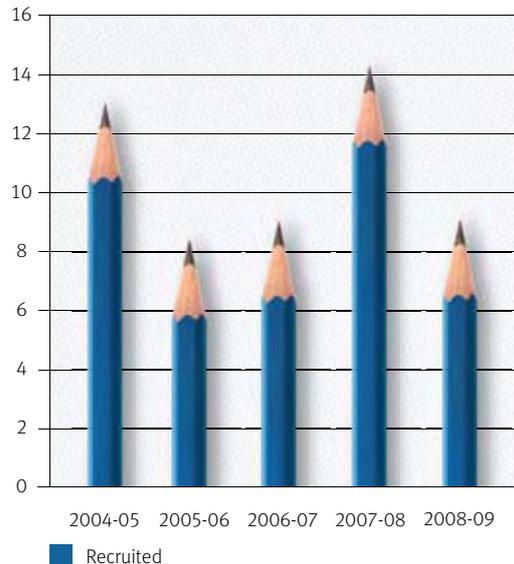


Figure 19: Staff turnover, 2004-05 to 2008-09

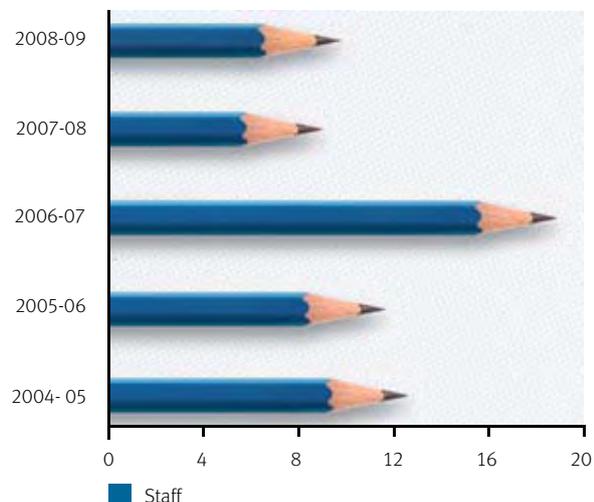
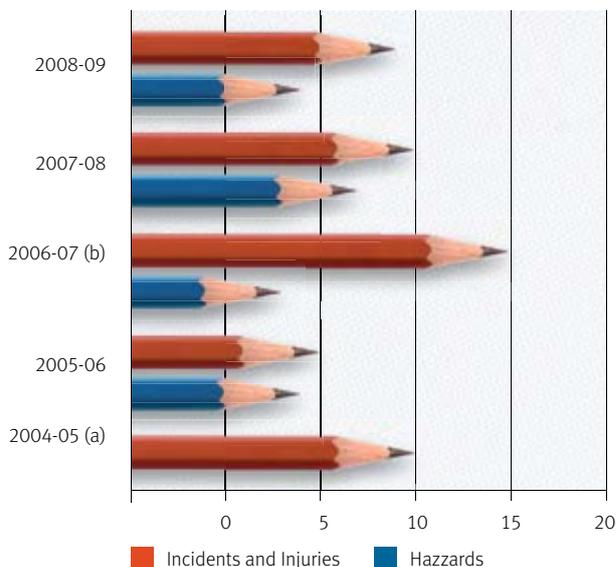


Figure 20: Hazards, incidents and injuries reported, 2004-05 to 2008-09



(a) 2004-05 hazard figures unavailable
(b) Peak relates to increased staff numbers for 2006 State election

Figure 22: Claims for WorkCover or workers compensation, 2004-05 to 2008-09

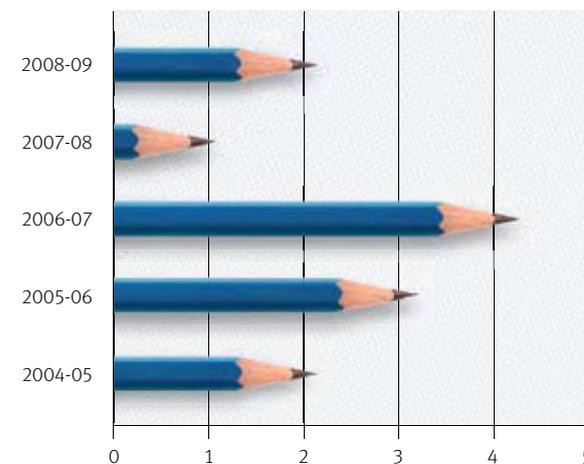
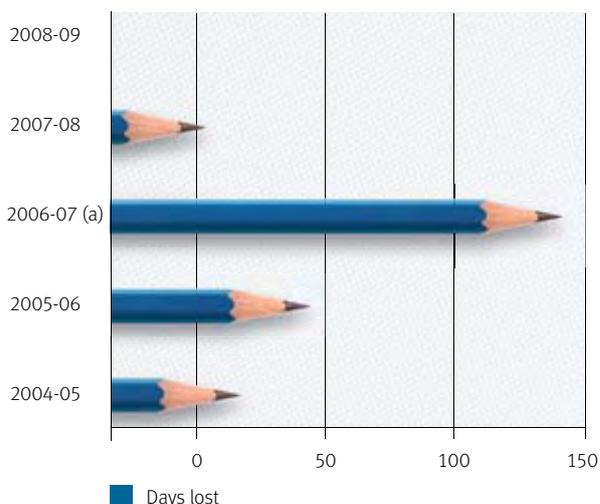
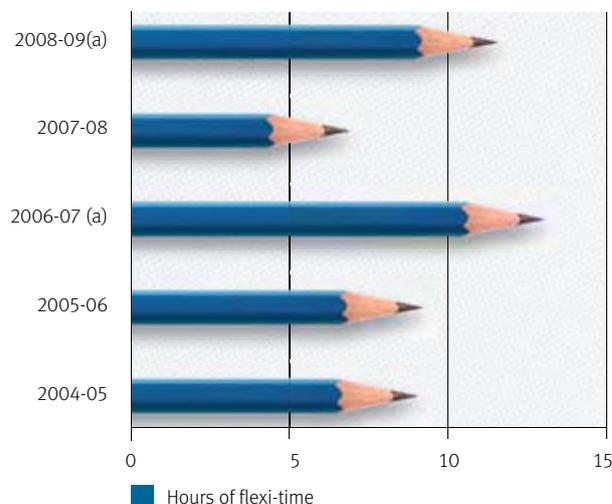


Figure 21: Days lost as a result of workplace-related injury, 2004-05 to 2008-09



(a) 2006-07 peak due to one of the injuries that occurred resulting in high number of days lost for an injury that occurred at a previous workplace

Figure 23: Accrued hours of flexi-time per FTE, VPS grades 1-4, 2004-5 to 2008-09



(a) Peaks coincide with increased staff numbers for 2006 State election and 2008 local government elections

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 2008-09. A systematic OHS management program was implemented to create a safer work environment for all, meet legal obligations, prevent injuries and illnesses, and reduce hazards. This included quarterly workplace inspections by VEC health and safety representatives to identify and eliminate 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. OHS training was a key focus evidenced by the online training modules presented to head office staff and election officials. OHS information sessions were conducted for contractors and Senior Election Officials prior to the 2008 local government elections.

There were no lost time injuries at the VEC during 2008-09. The VEC believes that this commendable result is largely attributable to the considerable focus on occupational health and safety training and practices during the past two years. The VEC has also responded promptly to notifications of potential hazards by staff in Near Miss Incident Reports. During 2008-09, the VEC received nine incident notifications, four hazard notifications, and no claims for compensation.

Our Commission

Objectives 2008-09

- Ensure the receipt of funds, payment of expenses and maintenance of the VEC's operations is within budget and according to legislation
- Ensure risk management procedures are carried out according to Government standards

Highlights

- Receipt of funds, payment of expenses and maintenance of the VEC's operations within budget and according to legislation
- Risk management carried out according to Government standards

Outlook 2009-10

- Sound financial and risk management
- Implement privacy audit recommendations
- Internal audit program to continue
- New information management system VECentral to be rolled out across the VEC
- Investigation of potential new premises

Inside this section

- Organisational structure
- Management Group and consultation groups
- Governance
- Governing legislation
- Audit Committee
- Corporate planning and reporting
- Environmental Management System
- Freedom of Information
- Identifying and managing risk
- Information and records management
- Information privacy
- Information Technology
- Municipal Electoral Tribunal
- Pecuniary interest declaration
- Victorian Civil and Administrative Tribunal
- Whistleblowers protection
- Additional information available on request

Good governance and sound management are key objectives of the Victorian Electoral Commission. The Victorian people's confidence in the Commission is of paramount importance. The VEC works hard to ensure all its processes are open and transparent, and that public resources are managed responsibly, according to legislation.

- In 2008-09, the VEC once again achieved an unqualified report from the Victorian Auditor General indicating its excellent financial management.
- The VEC received a silver award in the 2008 Australian Reporting Awards for its 2007-08 annual report.
- No complaints in relation to information privacy or Freedom of Information were received by the VEC during 2008-09.

Management, consultation and advisory groups

The VEC Management Group, which includes the Electoral Commissioner, Deputy Electoral Commissioner, branch managers and the Human Resources Manager, directs the strategic activities of the VEC. The Management Group meets 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.

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.

Management Group



Electoral Commissioner

1 Steve Tully

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 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 voters.

Deputy Electoral Commissioner Elections, Election Administration

2 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. She has significant electoral experience gained in various roles held during the numerous State, local and non-government elections that have been conducted since her commencement 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, Election Services

3 Glenda Frazer

Glenda commenced with the VEC in 1988 as a Returning Officer for 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.

Glenda 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.

Electoral Enrolment

4 Paul Strickland

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

5 David Clarke CPA

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 14,000 casual employees over election periods.



Information Technology

6 Simon Hancock

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

Communication, Education and Research

7 Sue Lang

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.

Human Resources

8 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.

9 Tania Kyriakou

Tania has been on secondment as Human Resources Advisor since January 2009, while Gill is on maternity leave. Tania has been at the VEC for eight years, working on a range of projects including resourcing, overseas and interstate postal voting, mail house operations, compulsory voting enforcement and, more recently, as a Mapping and Boundaries Officer.

Tania believes that it's important for staff to work in a safe, supportive and positive environment that provides challenges and opportunities for staff to develop and grow.

Organisational Structure

Electoral Commissioner

The Electoral Commissioner is appointed by the Governor-in-Council for a ten-year term. The Electoral Commissioner's chief responsibility is to conduct elections impartially and in accordance with legislation. Under the *Electoral Act 2002*, the Electoral Commissioner is independent of the Government and reports directly to Parliament. By virtue of section 16(1)(f) of the *Public Administration Act 2004*, the Electoral Commissioner has all the functions of a department head in relation to officers and employees of the VEC.

The Electoral Commissioner is supported in his work by six key business areas.

Deputy Commissioner

Elections Branch

Election Administration and Election Services

Divided into two areas - Election Administration and Election Services, Elections Branch is responsible for planning, resourcing and conducting parliamentary, council, commercial and community elections.

Electoral Enrolment Branch

Electoral Enrolment Branch provides advice on electoral enrolment matters and maintains an up-to-date and accurate electoral enrolment register.

The Branch also implements electoral enrolment programs and produces maps, electoral rolls and other roll products as required.

Finance and Budget Branch

Finance and Budget Branch maintains the VEC's financial management systems, manages budget and expenditure; and provides payroll services for the VEC. The Finance and Budget Branch also coordinates the audit and risk management programs.

Communication, Education and Research Branch

Communication, Education and Research Branch develops and implements communication, engagement and education strategies, delivering information and education to stakeholders such as voters, candidates, councils and the State Government. The Branch also provides research, corporate planning and reporting, privacy and Freedom of Information, political party registration and research services.

Information Technology Branch

Information Technology Branch manages the technology environment for the VEC, providing a stable and reliable technology environment. IT Branch maintains and enhances the VEC's enterprise software and plan, setup and support the technology used during the conduct of elections.

The Branch also maintains and administers the VEC's corporate databases.

Human Resources

The Human Resources area manages the training and performance review processes and occupational health and safety issues at organisational and individual levels. Human Resources works with the Electoral Commissioner and the VEC Consultative Committee on policy development, implementation and review.

Governance

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	Regulations
<i>Agricultural Industry Development Act 1990</i>	Agricultural Industry Development (Polls) Regulations 2001
<i>Charter of Human Rights and Responsibilities Act 2006</i>	City of Melbourne (Elections) Regulations 2001
<i>City of Melbourne Act 2001</i>	Electoral Regulations 2002
<i>Education and Training Reform Act 2006</i>	Health Services (Community Health Centre Elections) Regulations 2001
<i>Electoral Boundaries Commission Act 1982</i>	Infringements (Reporting and Prescribed Details) Regulations 2006
<i>Essential Services Act 1958</i>	Legal Profession (Board Election) Regulations 2006
<i>Freedom of Information Act 1982</i>	Liquor Control Reform Regulations 1999
<i>Health Services Act 1988</i>	Local Government (Electoral) Regulations 2005
<i>Information Privacy Act 2002</i>	Shop Trading Reform (Polls) Regulations 1996
<i>Infringements Act 2006</i>	Victorian Institute of Teaching (Elections) Regulations 2002
<i>Juries Act 2000</i>	
<i>Legal Profession Act 2004</i>	
<i>Liquor Control Reform Act 1998</i>	
<i>Local Government Act 1989</i>	
<i>Local Government (Democratic) Reform Act 2003</i>	
<i>Senate Elections Act 1958</i>	
<i>Shop Trading Reform Act 1996</i>	
<i>Vital State Projects Act 1976</i>	

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;
- overseeing the scope of work, performance and independence of the internal and external audit;
- monitoring VEC compliance with the Financial Management Compliance Framework including financial policies and procedures;
- monitoring VEC compliance with 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 2008-09, the Audit Committee comprised:

- Mr Robert Yeo (Chairman), consultant;
- Ms Elizabeth Reeves, accountant and Senior Election Official;
- Ms Lynda Rogers, Department of Treasury and Finance (resigned March 2009).

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

Various matters were considered and discussed at these meetings, including:

- 1 Financial Report
 - Review the financial statements and audit management letter, and follow up action taken in relation to points raised.
 - Receive and review the Auditor General's audit program.
- 2 Oversee the Internal Audit function and initiate and review audits conducted for:
 - fringe benefits tax;
 - governance;
 - advertising procedures;
 - trust fund management;
 - asset and inventory management;
 - travel procedures;
 - VicRoads;
 - credit card;
 - Financial Management Compliance Framework; and
 - Victorian Government Risk Management Framework.
- 3 Review the Audit Committee charter, amending the composition of members of the Audit Committee to include members with a broad range of skills, and expanding the package of information for new members.

Corporate planning and reporting

The *VEC Corporate Plan 2007-2012* provides the basis for operations, and a comprehensive program of reporting to stakeholders. The VEC reports against the plan by way of the annual report, and the plan is central to staff performance planning and review.

Implementation of the Corporate Plan continued in 2008-09, with VEC branches planning and reporting against agreed objectives and strategies. Corporate objectives, strategies and actions were incorporated into staff performance plans. Staff developed personal action plans that articulated organisational and personal goals and performance indicators. Staff training is linked to corporate objectives and strategies as well as to organisational and professional needs.

Quarterly reporting of progress, achievements and obstacles at branch and project level has enabled more targeted approaches to task and resource allocation across the VEC.

During 2008-09, the Corporate Plan was reviewed and responses from staff incorporated into an updated plan that will guide the VEC forward to the completion of the five-year cycle.

Environmental Management Strategy

In 2008-09, the VEC continued its commitment to reduce the negative impact of its operations on the environment. ResourceSmart agencies must commence reporting on office-based consumption after the second full financial year following the completion of the ResourceSmart Government Workshop program. For the VEC, a pilot agency, this means the 2009-10 financial year. In recognition of the efforts made

by VEC personnel to support the sustainability objective by attending training, presenting information and adopting more sustainable practices, the VEC has elected to report on energy consumption in this annual report.

Freedom of Information (FOI)

The *Freedom of Information Act 1982* gives Victorians the right to access certain classes of documents held by government agencies. During 2008-09, the VEC received two FOI requests. One was not granted, the other was partially granted. 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 complaints relating to FOI compliance were received by the VEC during 2008-09.

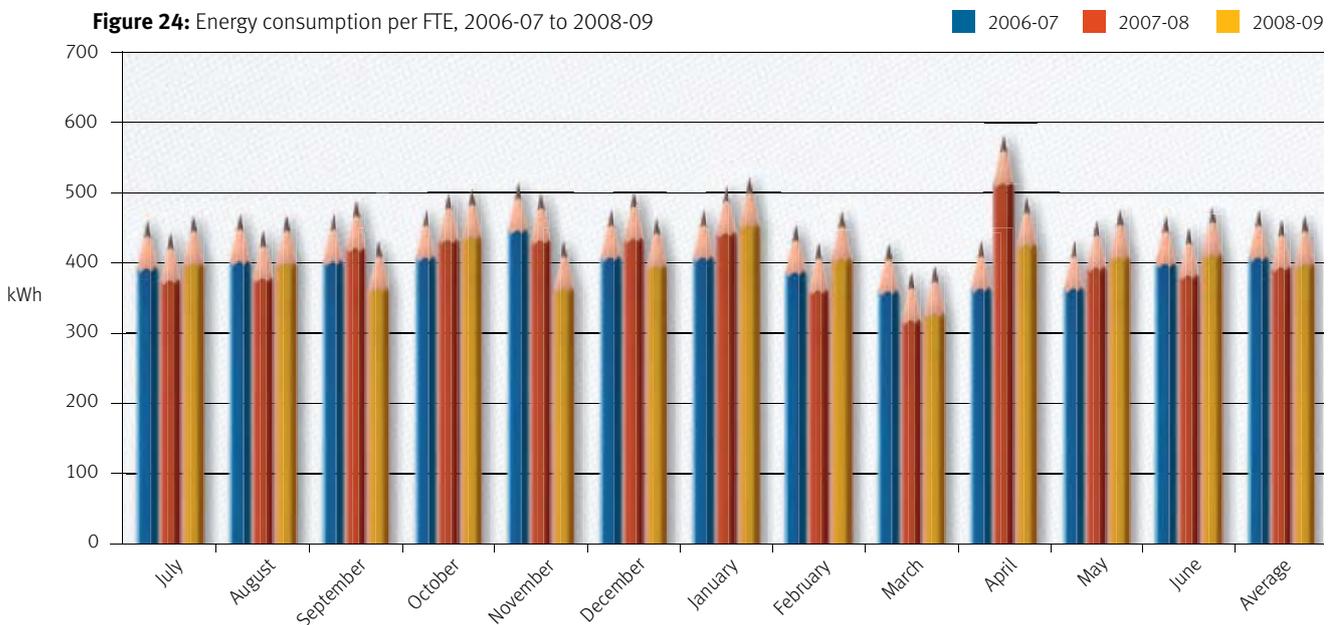
Financial Management Compliance Framework

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

The Standing 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.

Figure 24: Energy consumption per FTE, 2006-07 to 2008-09



- 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*; performance management and evaluation; financial management compliance obligations, tax compliance, purchasing cards and thefts and losses compliance.

The framework is audited and reviewed by the Audit Committee, and the VEC is fully compliant with the Directions.

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 also develops comprehensive risk management plans for all electoral events. These are discussed and analysed at branch level during the planning phase for an electoral event 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.

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 updating and maintaining its document control, filing and archiving, and the review of its destruction schedule to ensure that all documents within its care and control are correctly managed.

During 2008-09, the systematic upgrade of document filing, archiving, retention and destruction was continued including:

- improving TRIM Compulsory Fields;
- improved formatting, including barcode design;
- assigning administration and VEC disposal schedules to all files; and
- introducing a electronic scanning audit system.

Other projects completed include archiving and destruction according to schedules.

Information privacy

The *Information Privacy Act 2002* works to promote responsible and transparent handling of personal information in the public sector, to promote awareness of responsible personal information handling practices and to balance the public interest in the free flow of information with that of protecting the privacy of personal information.

The VEC collects and handles substantial amounts of personal information in relation to both the Victorian public and VEC staff only in order to fulfil its functions under the *Electoral Act 2002*. The VEC's policies regarding management of personal information are set out in its Privacy Policy, available at www.vec.vic.gov.au or at the VEC.

During 2008-09, an external audit of privacy practices at the VEC was conducted. Implementation of the recommendations contained in the auditor's report has commenced and will continue during 2009-10.

All VEC staff sign confidentiality agreements and receive relevant information during induction training. During 2008-09, the VEC Privacy Awareness Officer attended privacy network meetings on a regular basis and relevant information was disseminated to staff. A privacy awareness training program has commenced, and will continue during 2009-10, to ensure that VEC staff are aware of information privacy procedures.

Under the IPA, individuals are entitled to access and request correction to any personal information about them held by the VEC. Upon receiving such a request, the VEC follows the FOI processes laid down in the *Freedom of Information Act 1982*.

No complaints about the VEC in relation to information privacy were received by the VEC or the Privacy Commissioner of Victoria during 2008-09.

Figure 25: Personal information collected, used and disclosed by the VEC

Category	What is collected	Use	Disclosure
Enrolment and voting	Name, address, date of birth and proof of identity details	Maintenance of the register of electors, preparation of voters rolls, voting procedures	Limited by <i>Electoral Act 2002</i> (see also page 40)
Political party registration	Name and address of party members	Registration of political parties	Not disclosed by the VEC apart from registered officers' details (see Appendix 6)
Candidate	Name, address and election contact details	Nomination of candidates for election and subsequent administration of elections	Name and election contact details are disclosed as part of the election process
Human resources	Name, address, date of birth and other details related to employment	Employment of full-time and temporary staff	Not disclosed, except for human resource management purposes
Business	Contact details	Business	Not disclosed, except for business purposes
Other	Various	Various, e.g. submissions, complaints, applications for access to enrolment information and general enquiries	Not disclosed, except under relevant legislation

Information technology

The provision of secure, stable and accessible information technology (IT) infrastructure is critical to the success of the VEC's core business. VEC operations, including election services and the security of the personal data of electors, rely on well-managed and well-supported enterprise software and hardware that is capable of performing the tasks required. Also critical to the organisation's success is a reliable, up-to-date website.

IT infrastructure has been stable and secure and there have been no security breaches. Servers and services have been available during normal business hours and no major service outages have occurred.

The VEC databases have been maintained in line with VEC business requirements. There were no data integrity issues during 2008-09. Enrolment Register (ER) and Election Management System (EMS) database support has been provided, with all ER and EMS production problems resolved in accordance with business priorities. The Information Technology Branch operates an IT Help Desk for day-to-day support for around 80 users at VEC head office.

Enhancements that were made to the enrolment register and roll creation software to improve the municipal voters roll processing were very successful.

The development of an IT disaster recovery plan and IT risk management plan to meet the VEC's overall business requirements will be completed in 2009-10. A company has been engaged to provide a report outlining advice and to provide support for the development of the VEC's five-year IT Strategy Plan. A complete redevelopment of the EMS will commence in 2009-10. This is a major project for the IT Branch in collaboration with other branches across the VEC.

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.

Following the 2008 local government elections, twelve applications were lodged with the MET.

At the time of publication of this report:

- five applications had been withdrawn;
- one application was struck out;
- one recount had been conducted – changed result for one vacancy in an unsubdivided municipality
- three applications were dismissed; and
- two applications are awaiting decisions.

The VEC was initially named as the respondent in all of the applications, although only eight impugned the conduct of the VEC. At the directions hearing for Latrobe, orders were made removing the VEC as respondent and being added as *amicus curiae* to the proceedings. 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. There was one VCAT hearing arising from a MET decision relating to the 2008 local government elections. The VEC was found not to have been at fault.

Pecuniary interest declaration

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

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 complaints during 2008-09.

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

Additional information available on request

Information relating to the 2008-09 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) 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.

The information is available on request from:

Corporate Planning and Reporting Officer
Victorian Electoral Commission
Level 8, 505 Little Collins Street
Melbourne Vic 3000
Telephone: (03) 9299 0520
Email: info@vec.vic.gov.au

Report of operations

This section is not part of the audited financial statements

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
2003-04	\$15.136 million	Local government, by-elections, fee-for-service
2004-05	\$16.995 million	Local government, by-elections, fee-for-service
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

The VEC's appropriation increased in 2008-09 due to the conduct of 79 local government elections. A substantial decrease is expected in 2009-10, due to there being no major electoral activity scheduled.

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 is 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 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 2009, and the objectives of these outputs are summarised below.

- 1 Core services – the ongoing services provided by the VEC including roll maintenance, education, research, administration, training and development of election officials.
- 2 State elections and by-elections – preparation and conduct of the state elections and by-elections.
- 3 Local government elections and by-elections – preparation and conduct of Council elections, by-elections and count backs.
- 4 Fee-for-service elections – preparation and conduct of fee-for-service elections
- 5 Representation reviews – preparation and conduct of Electoral Representation Reviews.

In the following schedules, the expenditure for 2009 has been allocated according to the election outputs described above. Except for core services, 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.

Report of operations

Table 1: Controlled revenue and expenses for the year ended 30 June 2009

	Core services \$'000	State elections and by-elections \$'000	Local government elections \$'000	Local government by-elections \$'000	Fee-for-service elections \$'000	Electoral representation reviews \$'000
Income						
State Government	13,794	363	15,599	17	167	44
Expenses						
Employee benefits	5,831	68	6,628	6	12	38
Depreciation and amortisation	1,661					
Finance costs	7					
Supplies and services	7,611	295	8,971	11	155	6
Equipment lease	10					
Total expenses	15,120	363	15,599	17	167	44

Report of operations

For the expenditure detailed in table 2, a comparison to the amount recouped from fees, fines and charges (including accruals) is detailed in the table below.

Table 2: Net amount recouped from fees, fines and charges for the year ended 30 June 2009

	Core services \$'000	State elections and by-elections \$'000	Local government elections \$'000	Local government by-elections \$'000	Fee-for-service elections \$'000	Electoral representation reviews \$'000
Income from fees, fines and charges	243	194	16,331	22	202	–
Total expenses	15,120	363	15,599	17	167	44
Net amount recouped from fees, fines and charges	(14,877)	(131)	732	5	35	(44)

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

For the November 2008 local government elections, inventory purchases and prepayments for rent and advertising placement occurred in the year ended 30 June 2008, with the income recognised in the year ended 30 June 2009. 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 management of the electoral rolls and conduct 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.

Comprehensive operating statement

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

	Notes	2009 \$'000	2008 \$'000
Continuing operations			
Income from transactions			
Special appropriations (via grant funding – Department of Justice)	1H,4,22	29,984	15,604
Total income from transactions		29,984	15,604
Expenses from transactions			
Employee benefits	1I,5	12,867	6,605
Supplies and services	1I,5	16,636	8,896
Depreciation and amortisation	1I,5	1,661	1,675
Interest expense	1I,5	7	5
Capital asset charge	5	129	129
Other operating expenses (a)	5	10	32
Total expenses from transactions		31,310	17,342
Net result from transactions (net operating balance)		(1,326)	(1,738)
Other economic flows included in net result			
Other	6	–	–
Total other economic flows included in net result		–	–
Net result from continuing operations		(1,326)	(1,738)
Net result from discontinued operations		–	–
Net result	21b	(1,326)	(1,738)
Other economic flows – other non-owner changes in equity			
Other		–	–
Total other economic flows – other non-owner changes in equity		–	–
Comprehensive result		(1,326)	(1,738)

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

Notes: (a) [Other operating expenses include bad debts from transactions – refer definition of 'transactions']

Balance sheet

AS AT 30 JUNE 2009

	Notes	2009 \$'000	2008 \$'000
Assets			
Financial assets			
Cash and deposits	1L,21	2	1
Receivables	1L,7	647	212
Other financial assets	9	371	186
Total financial assets		1,020	399
Non-financial assets			
Inventories	1M,8	886	1,012
Non-financial assets classified as held for sale	11	29	20
Property, plant and equipment	1M,10	1,016	1,338
Intangible assets	1M,12	5,342	6,484
Total non-financial assets		7,273	8,854
Total assets		8,293	9,253
Liabilities			
Payables	1N,13	503	511
Liabilities directly associated with non-current assets classified as held for sale	11	29	20
Interest bearing liabilities	1L,1N,14	83	85
Provisions	1N,15	1,447	1,282
Total liabilities		2,062	1,898
Net assets		6,231	7,355
Equity			
Accumulated surplus/(deficit)		(14,463)	(13,137)
Contributed capital	1Q	20,694	20,492
Total equity		6,231	7,355
Commitments for expenditure	18		
Contingent liabilities and contingent assets	19		

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

Statement of changes in equity

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

	Notes	Equity at 1 July 2008	Total comprehensive result	Transactions with owners in their capacity as owners	Equity at 30 June 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 financial year		7,355	(1,326)	202	6,231
	Notes	Equity at 1 July 2007	Total comprehensive result	Transactions with owners in their capacity as owners	Equity at 30 June 2008
Accumulated surplus/(deficit)	21(b)	(11,399)	(1,738)	–	(13,137)
Adjustments due to change in accounting policy	–	–	–	–	–
		(11,399)	(1,738)	–	(13,137)
Contributions by owners					
Capital appropriations	22	19,980	–	512	20,492
		19,980	–	512	20,492
Total equity at end of financial year		8,581	(1,738)	512	7,355

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

Cash flow statement

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

	Notes	2009 \$'000	2008 \$'000
Cash flows from operating activities			
Receipts			
Receipts from Government		29,984	15,603
Goods and Services tax recovered from the ATO		1,460	944
Total receipts		31,444	16,547
Payments			
Payments to suppliers and employees		(29,848)	(15,467)
Goods and Services tax paid to the ATO		(1,460)	(944)
Capital asset charge		(129)	(129)
Interest and other costs of finance paid		(7)	(5)
Total payments		(31,444)	(16,545)
Net cash flows from / (used in) operating activities	21(b)	–	2
Cash flows from investing activities			
Payments for non-financial assets	22	(202)	(512)
Proceeds from sale of non-financial assets		–	–
Net cash flows from / (used in) investing activities		(202)	(512)
Cash flows from financing activities			
Owner contributions by State Government		174	491
Repayment of finance leases		28	21
Net cash flows from / (used in) financing activities		202	512
Net increase / (decrease) in cash and cash equivalents		–	2
Cash and cash equivalents at the beginning of the financial year		(1)	(3)
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.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

- Note 1 Summary of accounting policies
- Note 2 Departmental (controlled) outputs
- Note 3 Administered (non-controlled) items
- Note 4 Income from transactions
- Note 5 Expenses from transactions
- Note 6 Other economic flows included in net result
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Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

Note 1. Summary of accounting policies

(A) Statement of compliance

The financial report is a general purpose financial report which has been prepared on an accrual basis in accordance with the *Financial Management Act 1994*, and applicable Australian Accounting Standards and Interpretations (AASs). AASs include Australian equivalents to International Financial Reporting Standards.

In complying AASs, the Victorian Electoral Commission (the Commission) has, where relevant, applied those paragraphs applicable to not-for-profit entities.

(B) Basis of preparation

The financial statements have been prepared on a historical cost basis. Cost is based on the fair values of the consideration given in exchange for assets.

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.

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.

The accounting policies set out below have been applied in preparing the financial statements for the year ended 30 June 2009 and the comparative information presented for the year ended 30 June 2008.

(C) Scope and presentation of financial statements

Early adoption of AASB 101 (September 2007)

As a result of a state wide policy to improve consistency in public sector reporting, the Commission has revised the presentation of its complete set of financial statements to align with the AASB 1049 presentation format, used in the Financial Report for the State and the general government sector. In addition, the VEC has also early adopted the September 2007 version of AASB 101.

In keeping with AASB 101 (September 2007) this complete set of financial statements includes the following changes:

- (a) the notion of:
 - ‘a complete set of financial statements’ rather than using ‘financial report’
 - ‘changes in equity’ rather than ‘movements in equity’; and
 - ‘transactions with owners in their capacity as owners’ rather than ‘transactions with owners as owners’
- (b) references to equity holders as owner.

Some of the changes applied to the financial statements and notes as a result alignment to AASB 1049 that are allowable under the AASB 101 (September 2007) include the following:

- extended operating statement incorporating non-owner changes in equity, which is now referred to as comprehensive operating statement;
- items being presented by liquidity order in the balance sheet;
- the inclusion of a limited number of Government Finance Statistics (GFS) classifications, such as income or expenses from transactions, and other economic flows; and
- a glossary of terms included in the notes explaining certain terms, including GFS terms adopted.

Comprehensive operating statement

The comprehensive operating statement includes items previously included in the statement of changes in equity.

Income and expenses in the comprehensive operating statement are separated into either ‘transactions’ or ‘other economic flows’.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

Balance sheet

Items of assets and liabilities in the balance sheet are:

- ranked in liquidity order;
- aggregated into financial and non-financial assets;
- classified according to GFS terminology, but retain measurement and disclosure rules under existing accounting standards applicable to the Commission; and
- current versus non-current assets and liabilities 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 year to the closing balance at the end of the year, showing separately movements due to amounts recognised in the comprehensive result and amounts recognised in equity related to transactions with owners in their capacity as owners.

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.

(D) 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 1989*. 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 Governments, 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).

(E) Administered activities

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 revenues, 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

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

Other trust activities on behalf of parties external to the Victorian Government

The Commission has responsibility for transactions and balances relating to trust funds on behalf of third parties external to the Victorian Government. Revenues, other 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.

(F) 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 balance date. Adjustments are made to amounts recognised in the financial statements for events which occur after the reporting date and before the date the statements are authorised for issue, where those events provide information about conditions which existed at the reporting date. Note disclosure is made about events between the reporting date and the date the statements are authorised for issue where the events relate to condition which arose after the reporting date and which may have a material impact on the results of subsequent years.

(G) 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.

Commitments and contingent assets or liabilities are presented on a gross basis.

(H) Income from transactions

All income received by the Commission is generally required to be paid into the Consolidated Fund.

Income becomes controlled and is recognised by the Commission when it is appropriated from the Consolidated Fund by the Victorian Parliament and applied to the purposes defined under relevant *Appropriations Act*.

Amounts disclosed as revenue are, where applicable, 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).

(I) Expenses from transactions

Employee benefits

Expenses for employee benefits are recognised when incurred, except for contributions in respect of defined benefit plans.

Superannuation – Defined benefit plans

The amount charged to the comprehensive operating statement in respect of defined benefit superannuation plans represents the contributions made by the Commission to the superannuation plan in respect to the current services of current Commission staff. Superannuation contributions are made to the plans based on the relevant rules of each plan.

The Department of Treasury and Finance centrally recognises the defined benefit liability or surplus of most Victorian government employees in such funds.

Depreciation and amortisation

Depreciation is provided on property, plant and equipment. Depreciation is generally calculated on a straight line basis so as to write off the net cost or other revalued amount of each asset over its expected useful life to its estimated residual value. 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. Note 10 provides details on the estimated useful lives that are used in the calculation of depreciation on property, plant and equipment.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

Intangible assets with finite useful lives are amortised 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. 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. In addition, an assessment is made at each reporting date to determine whether there are indicators that the intangible asset concerned is impaired. If so, the assets concerned are tested as to whether their carrying value exceeds their recoverable amount.

Intangible assets with indefinite useful lives are not amortised, but are tested for impairment annually or whenever there is an indication that the asset may be impaired. The useful lives of intangible assets that are not being amortised are reviewed each period to determine whether events and circumstances continue to support an indefinite useful life assessment for that asset.

Interest expense

Interest expenses are recognised as expenses in the period in which they are incurred.

Capital asset charge

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

Other operating expenses

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.

(j) Other economic flows included in net result

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

Net gain/(loss) on non-financial assets

Net gain/(loss) on non-financial assets and liabilities includes realised and unrealised gains and losses from impairments and disposals of all physical assets and intangible assets.

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 reserve 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.

Impairment of financial assets

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. The allowance for doubtful receivables and bad debts not written off by mutual consent are adjusted as 'other economic flows'.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

(K) 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).

(L) Financial assets

Cash and deposits

Cash and deposits, including cash equivalents, comprise cash on hand and cash at bank. For the cash flow statement presentation purposes, cash and cash equivalents includes bank overdrafts, which are included as interest bearing liabilities on the balance sheet.

Receivables

Receivables consist predominantly of debtors in relation to goods and services, and GST input tax credits recoverable.

Receivables are recognised initially at fair value and subsequently measured at amortised cost, using the effective interest rate method, less any accumulated 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.

Leases

Leases of plant and equipment are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

Commission as lessee

Finance leases are 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.

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

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.

(M) Non-Financial assets

Inventories

Inventories include goods and other property held either for sale or for distribution at no or nominal cost in the ordinary course of business operations.

Inventories held for distribution are measured at cost, adjusted for any loss of service potential. All other inventories, are measured at the lower of cost and net realisable value.

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

Plant, equipment and vehicles are measured at cost less accumulated depreciation and impairment.

Revaluations of non-current physical assets

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.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

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 a twelve year (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.

(N) Liabilities

Payables

Payables represent liabilities for goods and services provided to the Commission that are unpaid at the end of the financial year. Payables are initially measured at fair value, being the cost of the goods and services, and then subsequently measured at amortised cost.

Interest bearing liabilities

Interest bearing liabilities are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs.

Subsequent to initial recognition, interest bearing liabilities are measured at amortised cost with any difference between the initial recognised amount and the redemption value being recognised in profit and loss over the period of the interest bearing liability using the effective interest rate method.

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 reporting date, 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

(i) Wages and salaries, annual leave and sick leave

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

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:

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

The non-current LSL liability is measured at present value.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

(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 balance sheet date are discounted to present value.

Employee benefits on-costs

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

(O) Commitments

Commitments are disclosed at their nominal value and inclusive of the 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) 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.

(R) Functional and presentation currency

The functional currency of the Commission is the Australian dollar, which has also been identified as the presentation currency of the Commission.

(S) Rounding of amounts

Amounts in the financial report have been rounded to the nearest thousand dollars, unless otherwise stated.

(T) New accounting standards and interpretations

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2009 reporting period. The Department of Treasury and Finance assesses the impact of these new standards and advises departments and other entities of their applicability and early adoption where applicable.

As advised in Note 1(c) the commission has early adopted the September 2007 version of AASB 101.

As at 30 June 2009, the following standards and interpretations (applicable to departments) had been issued but were not mandatory for financial year ending 30 June 2009. The Commission has not, and does not intend to, adopt these standards early.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

Standard / Interpretation	Summary	Applicable for annual reporting periods beginning or ending on	Impact on VEC financial statements
AASB 8 <i>Operating Segments</i>	Supersedes AASB 114 <i>Segment Reporting</i>	Beginning 1 Jan 2009	Not applicable
AASB 2007-3 <i>Amendments to Australian Accounting Standards arising from AASB 8 (AASB 5, AASB 6, AASB 102, AASB 107, AASB 119, AASB 127, AASB 134, AASB 136, AASB 1023 and AASB 1038)</i>	An accompanying amending standard, also introduced consequential amendments into other Standards	Beginning 1 Jan 2009	Impact expected to be insignificant
AASB 123 <i>Borrowing Costs</i>	Option to expense borrowing cost related to a quantifying asset had been removed. Entities are now required to capitalise borrowing costs relevant to qualifying assets. In February 2009, the AASB decided that not-for-profit public sector entities could continue to expense borrowing costs attributable to qualifying assets pending the outcome of various IPSASB/AASB projects	Beginning 1 Jan 2009	The Commission continues to expense borrowing costs
AASB 2007-6 <i>Amendments to Australian Accounting Standards arising from AASB 123 (AASB 1, AASB 101, AASB 107, AASB 111, AASB 116 & AASB 138 and Interpretation 1 & 12)</i>	An accompanying amending standard, also introduced consequential amendments into other Standards	Beginning 1 Jan 2009	Same as AASB 123 above
AASB 2007-10 <i>Further Amendments to Australian Accounting Standards arising from AASB 101</i>	This Amending Standard changes the term 'general purpose financial report' to 'general purpose financial statements' and the term 'financial report' to 'financial statements'	Beginning 1 Jan 2009	Impact is insignificant
AASB 2008-2 <i>Amendments to Australian Accounting Standards – Puttable Financial Instruments and Obligations arising on Liquidation (AASB 7, AASB 101, AASB 132, AASB 139 & Interpretation 2)</i>	This Amending Standard introduces an exception to the definition of financial liability to classify as equity instruments certain puttable financial instruments and certain instruments that impose on an entity an obligation to deliver to another party a pro rata share of the net assets of the entity only on liquidation of the entity	Beginning 1 Jan 2009	Not applicable to not-for-profit entities
AASB 2008-3 <i>Amendments to Australian Accounting Standards arising from AASB 3 & AASB 127 (AASB 1, 2, 4, 5, 7, 101, 107, 112, 114, 116, 121, 128, 131, 132, 133, 134, 136, 137, 138 & 139 and Interpretations 9 & 107)</i>	This Standard gives affect to consequential changes arising from revised AASB 3 and amended AASB 127. The Prefaces to those Standards summarise the main requirements of those Standards	Beginning 1 Jul 2009	Impact expected to be insignificant

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FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

Standard / Interpretation	Summary	Applicable for annual reporting periods beginning or ending on	Impact on VEC financial statements
AASB 2008-5 Amendments to Australian Accounting Standards arising from the Annual Improvements Project (AASBs 5, 7, 101, 102, 107, 108, 110, 116, 118, 119, 120, 123, 127, 128, 129, 131, 132, 134, 136, 138, 139, 140, 141, 1023 & 1038)	A suite of amendments to existing standards following issuance of IASB Standard Improvements to IFRS in May 2008. Some amendments result in accounting changes for presentation, recognition and measurement purposes	Beginning 1 Jan 2009	Impact is being evaluated
AASB 2008-6 Further Amendments to Australian Accounting Standards arising from the Annual Improvements project (AASB 1 & AASB 5)	The amendments require all the assets and liabilities of a for-sale subsidiary's to be classified as held for sale and clarify the disclosures required when the subsidiary is part of a disposal group that meets the definition of a discontinued operation	Beginning 1 Jul 2009	Impact is expected to be insignificant
AASB 2008-9 Amendments to AASB 1049 for Consistency with AASB 101	Amendments to AASB 1049 for consistency with AASB 101 (September 2007) version	Beginning 1 Jan 2009	Not applicable to sector entities except for certain presentation formats
AASB 2009-2 Amendments to Australian Accounting Standards – Improving Disclosures about Financial Instruments (AASB 4, AASB 7, AASB 1023 & AASB 1038)	Requires enhanced disclosures about fair value and measurement and liquidity risk	Beginning 1 Jan 2009	Impact is expected to be insignificant
AASB 2009-4 Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 2 and AASB 138 and AASB Interpretations 9 & 16]	Various consequential amendments to existing standards as a result of IASB's Annual Improvement's project	Beginning 1 Jul 2009	Impact is expected to be insignificant
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	Impact is being evaluated
AASB 2009-6 Amendments to Australian Accounting Standards	This standard makes numerous editorial amendments as a consequence of the issuance in September 2007 of a revised AASB 101. For example, the term 'revaluation reserve' is changed to 'revaluation surplus'	Operative for periods beginning on or after 1 Jan 2009 that end on or after 30 Jun 2009	Impact is expected to be insignificant
AASB 2009-7 Amendments to Australian Accounting Standards [AASB 5, 7, 107, 112, 136 & 139 and Interpretation 17]	A suite of amendments as a result of editorial corrections by the AASB and by the IASB, some of which relate to correcting errors made in AASB 2008-12	Beginning 1 Jul 2009	Impact is being evaluated

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

(U) Prospective accounting changes

Service concessions

In December 2007, the Australian Accounting Standards Board (AASB) decided that:

- (a) the requirements of Interpretation 12 are not obligatory for public sector grantors; however
- (b) grantors are required to consider Interpretation 12 when developing their accounting policy under the hierarchy for selecting accounting policies set out in AASB 108 *Accounting policies, Changes in Accounting Estimates and Errors*.

The AASB did not decide on a preferred accounting policy for grantors, as the International Public Sector Accounting Standards Board (IPSASB) currently has a project looking at accounting for service concessions from an international public sector perspective. The IPSASB is expected to issue an Exposure Draft in May 2009, and a new IPSASB standard is expected around early 2010. Any Australian public sector standard is therefore unlikely before 2010-11.

A result of the above and the continuing uncertainty and lack of applicable accounting guidance on the recognition and measurement by the State of assets arising from some service concession arrangements, there has been no change in policy and those assets are currently not recognised.

Borrowing costs

In May 2007, the AASB agreed on amendments to AASB 123 *Borrowing Costs* in respect of both for-profit entities and not-for-profit entities for application to annual reporting periods beginning on or after 1 January 2009. These amendments removed the option of recognising borrowing costs immediately as an expense, to the extent that they are directly attributable to the acquisition, construction or production of a qualifying asset.

In 2008, the IPSASB considered whether to withdraw the expensing option and proposed in Exposure Draft 35 *Borrowing Costs*, retention of the expense option. The IPSASB timetable is to issue a standard at its May 2009 meeting. In February 2009, the AASB decided to extend the option to expense borrowing cost attributable to qualifying assets for another two years while AASB continues to observe developments from IPSASB. This extension is applicable to not-for-profit public sector entities only. Pending resolution of this matter, the State is continuing with its existing policy of expensing borrowing costs in the period in which they are incurred.

2. Departmental (controlled) outputs

A description of Departmental outputs performed during the year ended 30 June 2009, 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 2009.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

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 incomes earned but yet to be collected. Administered liabilities include government expenses incurred but yet to be paid. Although presented here as administered items, they are consolidated and presented within the financial results of the whole of government and general government sector.

	2009 \$'000	2008 \$'000	2009 \$'000	2008 \$'000
	State		Local Government	
Administered income from transactions				
Fees	16,790	1,606	–	–
Fines	205	782	4,886	95
Candidates deposits	–	9	496	10
Electoral entitlements	43	79	–	–
Total administered income from transactions	17,038	2,476	5,382	105
Administered expenses from transactions				
Payments into the Consolidated Fund	15,400	2,575	–	–
Payments to Local Government	–	–	4,886	102
Payments made on behalf of the State	46	79	–	–
Payments made on behalf of Local Government	–	–	496	14
Total administered expenses from transactions	15,446	2,654	5,382	116
Total administered net result from transactions (net operating balance)	1,592	(178)	–	(11)
Administered financial assets				
Bank	2	3	1,457	–
Receivables	2,644	490	–	–
Total administered financial assets	2,646	493	1,457	–
Administered liabilities				
Candidates deposits	–	3	–	–
Compulsory voting fines	2	–	1,457	–
Creditors and accruals	640	78	–	–
Total administered liabilities	642	81	1,457	–
Total administered net assets	2,004	412	–	–

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

4. Income from transactions

	2009 \$'000	2008 \$'000
(a) Revenue from Government		
Special appropriations for continuing operations (via grant funding – Department of Justice)	29,984	15,604
(b) Other revenue		
Other	–	–
	29,984	15,604

5. Expenses from transactions

	2009 \$'000	2008 \$'000
(a) Employee benefits		
Post employment benefits		
– Defined contribution superannuation plans	881	530
Termination benefits	–	–
Salaries, wages and long service leave	11,986	6,075
Total employee benefits	12,867	6,605
(b) Depreciation and amortisation		
Depreciation of non-current assets	519	533
Amortisation of non-current physical and intangible assets	1,142	1,142
Total depreciation and amortisation	1,661	1,675
(c) Interest expense		
Finance lease costs	7	5
Total interest expense from financial liabilities at fair value through P/L	7	5
Total interest expense	7	5

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

5. Expenses from transactions (continued)

	2009 \$'000	2008 \$'000
(d) Other operating expenses		
Supplies and services		
– Purchase of supplies and consumables	10,490	2,325
– Purchase of services	5,569	6,264
– Maintenance	435	144
– Capital asset charge	129	129
– Other	142	163
Total supplies and services	16,765	9,025
Operating lease rental expenses:		
– Minimum lease payments	10	32
Total operating lease rental expenses	10	32
Total other operating expenses	16,775	9,057

6. Other economic flows included in net result

	2009 \$'000	2008 \$'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 and liabilities	–	–
(b) Net gain(loss) on financial instruments and statutory		
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	–	–

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

7. Receivables

	2009 \$'000	2008 \$'000
Current receivables		
Statutory		
Amounts owing from Victorian Government (a)	640	78
GST input tax credit recoverable	–	73
Other	7	61
Total current receivables	647	212
Non-current receivables		
Statutory		
Other	–	–
Total non-current receivables	–	–
Total receivables	647	212

Notes:

(a) 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 legislative instrument, 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 2009

8. Inventories

	2009 \$'000	2008 \$'000
Current inventories		
Supplies and consumables		
At cost	886	1,012
Total inventories	886	1,012

9. Other assets

	2009 \$'000	2008 \$'000
Current other assets		
Prepayments	371	186
Total current other assets	371	186
Non-current other assets		
Prepayments	–	–
Total non-current other assets	–	–
Total other assets	371	186

10. Property, plant and equipment

	Public safety and environment	
	2009 \$'000	2009 \$'000
10.1: Classification by 'Purpose Group' (a) – carrying amounts		
Nature-based classification		
Plant, equipment and vehicles at fair value	2,702	2,553
Less: accumulated depreciation	(1,798)	(1,389)
Leasehold Improvements	358	358
Less: accumulated depreciation	(246)	(184)
Work in Progress	–	–
Net carrying amount of PPE	1,016	1,338

Notes:

(a) 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.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

10. Property, plant and equipment (continued)

10.2: Classification by 'Public Safety and Environment' Purpose Group – Movements in carrying amounts

	<i>Plant, and vehicles at cost</i>		<i>Leasehold improvements</i>		<i>Work in progress</i>		<i>Total</i>	
	2009 \$'000	2008 \$'000	2009 \$'000	2008 \$'000	2009 \$'000	2008 \$'000	2009 \$'000	2008 \$'000
Opening balance	1,164	1,116	174	237	–	–	1,338	1,353
Additions	234	563	–	–	–	–	234	563
Disposals	(37)	(44)	–	–	–	–	(37)	(44)
Depreciation/amortisation expense (note 5)	(456)	(471)	(63)	(63)	–	–	(519)	(534)
Closing balance	905	1,164	111	174	–	–	1,016	1,338

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

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

	2009 \$'000	2008 \$'000
Leasehold Improvements	63	63
Plant, equipment and vehicles	428	448
Leased plant and equipment	28	23
	519	534

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

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

(a) Non-current assets classified as held for sale

	2009 \$'000	2008 \$'000
Non-current assets		
Leased motor vehicles	29	20
Total non-current assets classified as held for sale	29	20

(b) Liabilities directly associated with assets classified as held for sale

Liabilities of leased motor vehicles	29	20
Total liabilities directly associated with assets classified as held for sale	29	20

12. Intangible assets

	Capitalised software development	
	2009 \$'000	2008 \$'000
Gross carrying amount		
Opening balance	13,684	13,684
Additions from internal developments	–	–
Impairment losses charged to net result	–	–
Closing balance	13,684	13,684
Accumulated amortisation and impairment		
Opening balance	(7,200)	(6,058)
Amortisation expense (a)	(1,142)	(1,142)
Impairment losses charged to net result	–	–
Closing balance	(8,342)	(7,200)
Net book value at the end of the financial year	5,342	6,484

Note:

(a) 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 \$5.3 million (2008: \$6.5 million) will be fully amortised in 2010.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

13. Payables

	2009 \$'000	2008 \$'000
Current payables		
Contractual		
Employee benefits	303	262
Supplies and services (a)	72	249
GST payable	128	–
Total current payables	503	511
Non-current payables		
Contractual		
Other	–	–
Total non-current payables	–	–
Total payables	503	511

Note:

(a) The average credit period is 30 days. No interest is charged on payables.

(a) Maturity analysis of contractual payables

Please refer to table 20.4 in Note 20 for the ageing 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.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

14. Interest bearing liabilities

	2009 \$'000	2008 \$'000
Current interest bearing liabilities		
Finance lease liabilities (a) (Note 17)	18	29
Bank overdraft	3	2
Total current interest bearing liabilities	21	31
Non-current interest bearing liabilities		
Finance lease liabilities (a) (Note 17)	62	54
Total non-current interest bearing liabilities	62	54
Total interest bearing liabilities	83	85

Note:

(a) Secured by the asset 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 interest bearing liabilities

Please refer to table 20.4 in Note 20 for the maturity analysis of interest bearing liabilities.

(b) Nature and extent of risk arising from interest bearing liabilities

Please refer to Note 20 for the nature and extent of risks arising from interest bearing liabilities

(c) Defaults and breaches

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

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

15. Provisions

	2009 \$'000	2008 \$'000
Current provisions		
Employee benefits (a) (Note 1 (l))		
Unconditional and expected to be settled within 12 months (c)	513	477
Unconditional and expected to be settled after 12 months (d)	601	505
	1,114	982
Provisions related to employee benefit on-costs		
Unconditional and expected to be settled within 12 months (c)	79	74
Unconditional and expected to be settled after 12 months (d)	92	78
Total current provisions	1,285	1,134
Non-current provisions		
Employee benefits (a) (Note 1 (l))	140	128
Provisions related to employee benefit on-costs	22	20
Onerous lease contracts (b) (Note 17)	–	–
Total non-current provisions	162	148
Total provisions	1,447	1,282
(a) Employee benefits and related on-costs (a)		
Current employee benefits		
Annual leave entitlements	513	441
Unconditional long service leave entitlements	601	541
Non-current employee benefits		
Conditional long service leave entitlements	140	128
Total employee benefits	1,254	1,110
Current on-costs	171	152
Non-current on-costs	22	20
Total on-costs	193	172
Total employee benefits and related on-costs	1,447	1,282

Note:

(a) Provisions for employee benefits consist of amounts for annual leave and long service leave accrued by employees, not including on-costs.

(b) The provision for onerous lease contracts represents the present value of the future lease payments that the Commission is presently obliged to make in respect of onerous lease contracts under non-cancellable operating lease agreements, less revenue expected to be earned on the lease including estimated sub-lease revenue, where applicable.

(c) The amounts disclosed are nominal amounts.

(d) The amounts disclosed are discounted to present values.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

15. Provisions (continued)

(b) Movement in provisions

	On-costs 2009 \$'000
Opening balance	172
Additional provisions recognised	21
Reductions arising from payments / other sacrifices of future economic benefits	–
Closing balance	193
Current	171
Non-current	22
	193

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

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 and details of the major employee superannuation funds and contributions made by the Commission are as follows:

	Paid Contribution for the Year		Contribution Outstanding at year End	
	2009 \$'000	2008 \$'000	2009 \$'000	2008 \$'000
Defined benefit plans:				
Government Superannuation Office	80	93	–	–
Defined contribution plans:				
AGEST	24	2	–	–
Colonial First State	31	32	–	–
Health Super	7	4	–	–
HESTA	28	15	–	–
Hostplus	8	7	–	–
MLC	16	19	–	–
Unisuper	8	2	–	–
Vicsuper	566	352	–	–
Vision Super	6	1	–	–
Other	107	3	–	–
Total	881	530	–	–

Notes:

(a) The bases for contributions are determined by the various schemes.

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

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

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 (a)		Present value of minimum future lease payments	
	2009 \$'000	2008 \$'000	2009 \$'000	2008 \$'000
Finance lease liabilities payable				
Not longer than 1 year	52	54	50	52
Longer than 1 year and not longer than 5 years	67	59	64	57
Longer than 5 years	–	–	–	–
Minimum future lease payments	119	113	114	109
Less future finance charges	10	10	9	9
Present value of minimum lease payments	109	103	105	100
Included in the financial statements as:				
Current interest bearing liabilities			18	29
Liabilities directly associated with non-current assets classified as held for sale			29	20
Non-current interest bearing liabilities			62	54
			109	103

Note:

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

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

17. Leases (continued)

Disclosures for lessees-finance leases

Leasing arrangements

Operating leases relate to office and warehouse facilities with lease terms between two to four 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.

Non-cancellable operating leases	2009 \$'000	2008 \$'000
Not longer than one year	1,179	1,110
Longer than one year and not longer than five years	1,923	2,992
Longer than five years	–	–
3,102	3,102	4,102
In respect of non-cancellable operating leases the following liabilities have been recognised:		
Current		
Onerous lease contracts (Note 15)	–	–
Non-current		
Onerous lease contracts (Note 15)	–	–
–	–	–

(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.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

18. Commitments for expenditure

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

	2009 \$'000	2008 \$'000
(a) Other expenditure commitments		
Joint Electoral Enrolment Procedure		
Not longer than one year	2,139	2,119
Longer than one year and not longer than 5 years	–	–
Longer than 5 years	–	–
Total other expenditure commitments	2,139	2,119
(b) Lease commitments		
Finance lease liabilities and non-cancellable operating lease commitments are disclosed in Note 17 to the financial statements.		
Total commitments for expenditure (inclusive of GST)	2,139	2,119
Less GST recoverable from the Australian Taxation Office	(194)	(193)
Total commitments for expenditure (exclusive of GST)	1,945	1,926

All amounts shown in the commitments note are nominal amounts inclusive of GST.

19. Contingent assets and contingent liabilities

Contingent liabilities

Court proceedings (a)	–	–
	–	–

Notes:

(a) A contingent liability exists for legal action in relation to Electoral Act decisions, Municipal Electoral Tribunals, and offences. However, as at 30 June 2009, there is no reliable estimate of the liability.

(b) There were no contingent assets as at 30 June 2009.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

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
- bank overdraft

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 of each class of financial asset, financial liability and equity instrument 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 financial assets and financial liabilities by category are in table 20.1 below.

Table 20.1 Categorisation of financial instruments

	2009 \$'000	2008 \$'000
Financial assets		
Cash and deposits	2	1
Designated at fair value through profit or loss	–	–
Held-for-trading at fair value through profit or loss	–	–
Receivables	7	61
Total financial assets (a)	9	62
Financial liabilities		
Designated at fair value through profit or loss	–	–
Held-for-trading at fair value through profit or loss	–	–
Payables	375	511
Interest bearing liabilities	111	105
Total financial liabilities (b)	486	616

Notes:

(a) The total amount of financial assets disclosed here exclude statutory receivables (i.e. Amounts owing from Victorian Government and GST input tax credit recoverable)

(b) The total amount of financial liabilities disclosed here excludes statutory payables (i.e. Taxes payable)

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

20. Financial instruments (continued)

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

	2009 \$'000	2008 \$'000
Financial assets		
Cash and deposits	–	–
Designated at fair value through profit or loss	–	–
Held-for-trading at fair value through profit or loss	–	–
Receivables	–	–
	–	–
Financial liabilities		
Designated at fair value through profit or loss	–	–
Held-for-trading at fair value through profit or loss	–	–
Payables	–	–
Interest bearing liabilities	–	–
	–	–

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

- For cash and cash equivalents, loans or receivables, the net gain or loss is calculated by taking the interest revenue, 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.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

20. Financial instruments (continued)

(b) Credit risk

Credit risk arises from the financial assets of the Commission, which comprise cash and deposits and trade and other receivables. 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 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 financial assets and mainly obtains financial assets that are on fixed interest.

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

The carrying amount of financial assets recorded in the financial statements, net of any allowances for losses, represents the Commission's maximum exposure to credit risk.

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.

As at the reporting date, there is no event to indicate that any of the financial assets were impaired.

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 financial assets that are past due but not impaired:

Table 20.3 Ageing analysis of financial assets (a)
(\$ 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	
2009							
Receivables							
Other receivables	7	7	–	–	–	–	–
	7	7	–	–	–	–	–
2008							
Receivables							
Other receivables	61	61	–	–	–	–	–
	61	61	–	–	–	–	–

Note:

(a) Ageing analysis of financial assets must exclude the types of statutory financial assets (e.g. Amounts owing from Victorian Government and GST input tax credit recoverable)

(c) Liquidity risk

Liquidity risk arises when the Commission is unable to meet its financial obligations as they fall due. The Commission operates under the Government fair payment policy of settling obligations within 30 days and in the event of a dispute, make payments within 30 days from the date of resolution.

The Commission's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk. Cash for unexpected events is generally sourced from the Department of Treasury and Finance.

Maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the Balance Sheet.

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

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

20. Financial instruments (continued)

Table 20.4 Maturity analysis of financial liabilities

(\$ thousand)

	Carrying amount	Nominal Amount	Maturity dates (a)			
			less than 1 month	1-3 months	3 months - 1 year	1-5 years
2009						
Payables						
Other payables	375	375	375	–	–	–
Interest bearing liabilities						
Finance lease liabilities	108	118	31	6	15	66
Bank overdraft	3	3	3			
	486	496	409	6	15	66
2008						
Payables						
Other payables	511	511	511	–	–	–
Interest bearing liabilities						
Finance lease liabilities	103	113	35	4	16	58
Bank overdraft	2	2	2			
	616	626	548	4	16	58

Note:

(a) The amounts disclosed are the contractual undiscounted cash flows of each class of financial liabilities

(d) Market risk

The Commission's exposure to market risk are primarily through interest rate risk with only insignificant exposure to foreign currency and other price risks. Objectives, policies and processes used to manage each of these risks are disclosed in the paragraphs below.

Foreign currency risk

The Commission is exposed to insignificant foreign currency risk through its payables relating to purchases of supplies and consumables from overseas. This is because of a limited amount of purchases denominated in foreign currencies and a 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 exposure to foreign currency risk is set out in the Table 20.6.

Interest rate risk

The Commission's exposure to interest rate risk is limited to finance leases only, and is insignificant due to its policy to minimise risk by mainly undertaking fixed rate or non-interest bearing financial instruments with relatively even maturity profiles.

The carrying amounts of financial assets and financial liabilities that are exposed to interest rates are set out in Table 20.5. In addition, the Commission's sensitivity to interest rate risk is set out in the Table 20.6.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

20. Financial instruments (continued)

Table 20.5: Interest rate exposure of financial instruments

	Weighted average effective interest rate %	Carrying amount	Interest rate exposure		
			Fixed interest rate	Variable interest rate	Non-interest bearing
2009					
Cash and deposits					
– Bank deposits	–	2	–	–	2
Receivables					
– Other receivables at amortised cost	–	7	–	–	7
		9	–	–	9
Payables					
– Other payables at amortised cost	–	375	–	–	375
Interest bearing liabilities					
– Finance lease liabilities	7.58	108	108	–	–
– Bank overdraft	–	3	–	–	–
		486	108	–	375
2008					
Cash and deposits					
– Bank deposits	–	1	–	–	1
Receivables					
– Other receivables at amortised cost	–	61	–	–	61
		62	–	–	62
Payables					
– Other payables at amortised cost	–	511	–	–	511
Interest bearing liabilities					
– Finance lease liabilities	6.94	103	103	–	–
– Bank overdraft	–	2	–	–	–
		616	103	–	511

Sensitivity disclosure analysis

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

- A parallel shift of +2 per cent and -2 per cent in market interest rates (AUD); and
- Proportional exchange rate movement of -5 per cent (depreciation of AUD) and +15 per cent (appreciation of AUD) against the USD, from an example of year-end rate of 0.90 per cent.

Table 20.6 below discloses the impact on 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.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

20. Financial instruments (continued)

Table 20.6: Market risk exposure

(\$ thousand)

	Carrying amount	Foreign exchange risk		Interest rate risk				Other price risk					
		-5 per cent		+15 per cent		(-200 basis points)		(200 basis points)		-1 per cent		+1 per cent	
		Net result	Equity	Net result	Equity	Net result	Equity	Net result	Equity	Net result	Equity	Net result	Equity
2009													
Financial assets													
Cash and cash equivalents	2	-	-	-	-	-	-	-	-	-	-	-	-
Receivables	7	-	-	-	-	-	-	-	-	-	-	-	-
Financial liabilities													
Other payables	375	-	-	-	-	-	-	-	-	-	-	-	-
Finance lease liabilities	108	-	-	-	-	2	2	(2)	(2)	-	-	-	-
Bank overdraft	3	-	-	-	-	-	-	-	-	-	-	-	-
Total increase/(decrease)	495	-	-	-	-	2	2	(2)	(2)	-	-	-	-
2008													
Financial assets													
Cash and cash equivalents	1	-	-	-	-	-	-	-	-	-	-	-	-
Receivables	61	-	-	-	-	-	-	-	-	-	-	-	-
Financial liabilities													
Other payables	511	-	-	-	-	-	-	-	-	-	-	-	-
Finance lease liabilities	103	-	-	-	-	2	2	(2)	(2)	-	-	-	-
Bank overdraft	2	-	-	-	-	-	-	-	-	-	-	-	-
Total increase/(decrease)	678	-	-	-	-	2	2	(2)	(2)	-	-	-	-

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

20. Financial instruments (continued)

(e) Fair value

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

- the fair value of financial assets and financial 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 assets and financial 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 assets and financial 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 details the financial assets and financial liabilities, of which the fair values are not the same as their carrying amounts:

	Carrying amount		Fair value	
	2009	2008	2009	2008
Financial assets				
– Other	–	–	–	–
Financial liabilities				
– Other	–	–	–	–

21. Cash flow information

	2009 \$'000	2008 \$'000
(a) Reconciliation of cash and cash equivalents		
Total cash and cash equivalents disclosed in the balance sheet (a)	2	1
Bank overdraft	(3)	(2)
Balance as per cash flow statement	(1)	(1)

Notes:

(a) Due to the State of Victoria's investment policy and government funding arrangements, government departments generally do not hold a large cash reserve in their bank accounts. Cash received by the Commission from the generation of revenue 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 cash at bank required for payment of unrepresented cheques at the reporting date.

At 30 June 2009, cash at bank included the amount of a notional shortfall for the payment of unrepresented cheques of \$3,000 (2008 – \$2,000)

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

21. Cash flow information (continued)

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

	2009 \$'000	2008 \$'000
Net result for the period	(1,326)	(1,738)
Non-cash movements:		
(Gain)/loss on sale or disposal of non-current assets	–	2
Depreciation and amortisation of non current assets	1,661	1,675
Movements in assets and liabilities		
(Increase)/decrease in current receivables	(435)	(14)
(Increase)/decrease in current inventories	126	(212)
(Increase)/decrease in other current assets	(185)	26
(Decrease)/increase in current payables	(6)	198
(Decrease)/increase in current provisions	151	43
(Decrease)/increase in non-current provisions	14	22
	1,326	1,740
Net cash from/(used in) operating activities	–	2

22. Summary of compliance with special appropriations

The following table discloses the details of the annual special appropriations received by the Commission for the year. In accordance with accrual output-based management procedures 'Provision 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.

	Annual Appropriation	
	2009 \$'000	2008 \$'000
Controlled		
Provision for outputs	29,984	15,604
Additions to net assets	202	512
Administered		
Payments made on behalf of the State	43	79
Total	30,229	16,195

23. Ex-gratia payments

The Commission made no ex-gratia payments during the reporting period (2008 – Nil)

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

24. Trust account balances

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

	2009 \$'000	2008 \$'000
Cash and cash equivalents		
Administered Trusts		
Candidates deposits State and Local Governments	–	3
Fines State and Local Governments	1,459	–
Total Administered Trusts	1,459	3

(b) Trust Accounts opened and closed by the Commission during 2009

The Commission did not open or close any Trust Accounts during 2009.

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	Mr Steven Tully	1 July 2008 to 30 June 2009
Deputy Electoral Commissioner	Ms Liz Williams	1 July 2008 to 30 June 2009

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:

\$230,000 – \$239,999 (\$230,000 – \$239,999 in 2008)
 \$150,000 – \$159,999 (\$140,000 – \$149,999 in 2008)

26. Remuneration of executives

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

27. Remuneration of auditors

	2009 \$'000	2008 \$'000
Victorian Auditor General's Office		
Audit or review of the financial statements	16	15
	16	15

28. Subsequent events

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

29. Related party transactions

There are no related party transactions.

Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009

30. 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 and superannuation contributions.

Financial asset

A financial asset is any asset that is:

- (a) cash;
- (b) an equity instrument of another entity;
- (c) a contractual 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 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 revenue, gains and expenses (including losses) recognised for the period, excluding those that are classified as 'other non-owner changes in equity'.

Net result from transactions / net operating balance

Net result from transactions or net operating balance is a key fiscal aggregate and is revenue 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'.

30. Glossary of Terms (continued)

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 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 revenue 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, 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 revenue.

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 and other mandatory professional reporting requirements.

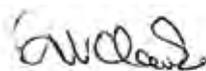
We further state that, in our opinion, the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and notes forming part of the financial statements, presents fairly the financial transactions during the year ended 30 June 2009 and financial position of the Commission at 30 June 2009.

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 11 August 2009.



Steve Tully
Electoral Commissioner
Victorian Electoral Commission
Melbourne
11 August 2009



David Clarke CPA
Manager, Finance and Budget
Victorian Electoral Commission
Melbourne
11 August 2009

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 2009 of the Victorian Electoral Commission which comprises the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and 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 of the Victorian Electoral Commission 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.

Level 24, 35 Collins Street, Melbourne Vic. 3000

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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 2009. The Electoral Commissioner of the Victorian Electoral Commission is responsible for the integrity of the website. I have not been engaged to report on the integrity of the website. 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 website.

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 2009 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 *Financial Management Act 1994*.

MELBOURNE
12 August 2009


D D R Pearson
Auditor-General

2

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Auditing In the Public Interest

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Appendix 1:

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 requirement.

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<i>Multicultural Victoria Act 2004</i>	NA

Appendix 2:

Accredited Purchasing Unit approved contracts 2008-09

There were four contracts approved by the Accredited Purchasing Unit during 2008-09.

APU reference number:	023/07-08
Title of contract::	Envelope Provision and Printing Services
Period of contract::	January 2008 – 30 June 2011 (with possible extension to 30 June 2013)
Contractor details:	PrintTMail Australia Pty Ltd
Contractor ABN:	31087942069
Contract value approved:	\$1,320,579.00 (incl. GST)
APU reference number:	023/07-08
Title of contract::	Envelope Provision and Printing Services
Period of contract::	January 2008 – 30 June 2011 (with possible extension to 30 June 2013)
Contractor details:	ES Wigg & Son Pty Ltd
Contractor ABN:	12007869865
Contract value approved:	\$521,772.00 (incl. GST)
APU reference number:	289/08-09
Title of contract::	Provision of Cartage & Courier Services to the VEC
Period of contract::	Signing of contract to 30 December 2013 (with possible extension to 31 December 2015)
Contractor details:	Toll Transport Pty Ltd
Contractor ABN:	31006604191
Contract value approved:	\$1,956,284.00 (incl. GST)
APU reference number:	295/08-09
Title of contract::	Provision of Ballot Material Printing Services
Period of contract::	19 June 2009 – 31 December 2013 (with possible extension to 31 December 2015)
Contractor details:	Geon Australia Pty Ltd
Contractor ABN:	73096088854
Contract value approved:	\$5,444,549.00 (incl. GST)

Appendix 3:

Consultants engaged, 2008-09

Consultancy engagements over \$100,000: Nil

Consultancy engagements under \$100,000

Details of consultancy engagements under \$100,000

Purpose	Amount
Website redevelopment	\$74,286
Corporate support	\$46,881
Software development	\$316,429
Research into barriers to voting and enrolment	\$630,893
Total	\$630,893

Appendix 4:

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.



Steve Tully
Electoral Commissioner
Victorian Electoral Commission
Melbourne
11 August 2009

Appendix 5:

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 2008	Variation from average enrolment	Enrolment at 30 June 2009	Variation from average enrolment
Eastern Metropolitan								
Bayswater District	36,316	-0.74%	36,321	-4.70%	36,987	-6.11%	36,877	-6.97%
Box Hill District	37,475	+2.39%	37,970	-0.37%	38,574	-2.08%	38,551	-2.75%
Bulleen District	34,839	-4.85%	34,692	-8.97%	35,120	-10.85%	35,225	-11.14%
Doncaster District	35,426	-3.29%	35,524	-6.79%	36,434	-7.51%	36,446	-8.06%
Eltham District	37,879	+3.22%	38,242	+0.34%	38,723	-1.70%	38,995	-1.63%
Ferntree Gully District	38,626	+5.14%	40,994	+7.56%	42,733	+8.48%	43,296	9.22%
Forest Hill District	37,492	+2.38%	36,669	-3.79%	36,788	-6.61%	36,524	-7.86%
Kilsyth District	37,783	+3.21%	38,358	+0.65%	39,574	+0.46%	39,861	0.55%
Mitcham District	36,672	+0.09%	36,374	-4.56%	37,033	-5.99%	36,963	-6.76%
Scoresby District	37,667	+2.89%	38,226	+0.30%	38,871	-1.33%	39,055	-1.48%
Warrandyte District	39,069	+6.70%	39,590	+3.88%	40,552	+2.94%	40,832	3.00%
Total	409,244	+1.41%	412,960	-1.50%	421,389	-2.75%	422,625	-3.08%
Eastern Victoria								
Bass District	35,258	-3.97%	39,847	+4.55%	42,977	+9.10%	44,687	12.73%
Evelyn District	36,974	+0.86%	37,693	-1.10%	38,724	-1.70%	39,161	-1.21%
Gembrook District	34,586	-5.70%	38,722	+1.60%	40,707	+3.34%	41,371	4.36%
Gippsland East District	37,475	+2.09%	39,024	+2.39%	40,072	+1.72%	40,301	1.66%
Gippsland South District	36,510	-0.40%	37,314	-2.09%	38,312	-2.74%	38,398	-3.14%
Hastings District	37,635	+2.43%	39,913	+4.73%	42,001	+6.62%	42,703	7.72%
Monbulk District	36,119	-1.45%	36,262	-4.85%	37,283	-5.36%	37,339	-5.81%
Mornington District	34,532	-5.99%	36,934	-3.09%	38,329	-2.70%	38,836	-2.03%
Morwell District	36,042	-1.65%	36,667	-3.79%	37,562	-4.65%	37,772	-4.71%
Narracan District	37,315	+1.82%	38,846	+1.93%	40,315	+2.34%	40,692	2.65%
Nepean District	36,176	-1.15%	36,451	-4.36%	37,583	-4.59%	37,843	-4.54%
Total	398,622	-1.22%	417,673	-0.37%	433,865	+0.13%	439,103	0.70%
Northern Metropolitan								
Broadmeadows District	37,422	+2.53%	36,713	-3.67%	37,690	-4.32%	37,931	-4.31%
Brunswick District	37,972	+3.25%	39,734	+4.26%	41,078	+4.28%	40,882	3.13%
Bundoora District	35,029	-4.56%	35,354	-7.24%	36,270	-7.93%	36,322	-8.37%
Ivanhoe District	37,277	+1.46%	37,162	-2.49%	38,061	-3.38%	38,153	-3.75%
Melbourne District	33,859	-8.38%	38,853	+1.94%	41,663	+5.76%	41,227	4.00%
Mill Park District	35,926	-2.19%	38,365	+0.66%	39,920	+1.34%	40,313	1.70%
Northcote District	37,722	+2.90%	38,584	+1.24%	39,545	+0.39%	39,110	-1.34%
Preston District	38,208	+4.46%	37,858	-0.67%	38,673	-1.83%	38,407	-3.11%
Richmond District	37,052	+0.68%	38,941	+2.18%	40,735	+3.41%	40,278	1.61%
Thomastown District	38,102	+4.45%	36,458	-4.34%	37,173	-5.64%	37,038	-6.57%
Yan Yean District	34,895	-5.13%	41,083	+7.80%	45,283	+14.95%	47,903	20.84%
Total	403,464	-0.02%	419,105	-0.03%	436,091	+0.64%	437,564	0.35%

Appendix 5:

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 2008	Variation from average enrolment	Enrolment at 30 June 2009	Variation from average enrolment
Northern Victoria								
Benalla District	34,690	-5.44%	35,788	-6.10%	36,131	-8.28%	36,406	-8.16%
Benambra District	34,122	-7.29%	35,224	-7.58%	36,001	-8.61%	36,117	-8.89%
Bendigo East District	35,520	-3.60%	38,000	-0.29%	38,924	-1.19%	39,227	-1.04%
Bendigo West District	38,420	+4.43%	39,557	+3.79%	40,307	+2.32%	40,703	2.68%
Macedon District	39,152	+6.41%	42,700	+12.04%	44,917	+14.02%	45,982	16.00%
Mildura District	36,098	-1.68%	36,320	-4.70%	37,050	-5.95%	37,293	-5.92%
Murray Valley District	35,081	-4.52%	36,739	-3.60%	37,555	-4.67%	37,618	-5.10%
Rodney District	35,177	-4.09%	35,652	-6.45%	36,088	-8.39%	36,165	-8.77%
Seymour District	35,561	-3.25%	38,112	+0.00%	39,595	+0.51%	39,856	0.54%
Shepparton District	35,754	-2.47%	36,206	-5.00%	37,094	-5.84%	37,328	-5.83%
Swan Hill District	34,662	-5.50%	33,731	-11.50%	33,566	-14.79%	33,347	-15.88%
Total	394,237	-2.31%	408,029	-2.67%	417,228	-3.71%	420,042	-3.67%
Southern Metropolitan								
Albert Park District	38,726	+5.61%	43,926	+15.26%	45,948	+16.64%	45,242	14.13%
Bentleigh District	36,801	+0.25%	37,250	-2.26%	38,181	-3.08%	38,294	-3.40%
Brighton District	36,505	-0.42%	36,932	-3.10%	37,770	-4.12%	37,685	-4.93%
Burwood District	37,923	+3.41%	38,284	+0.45%	38,845	-1.39%	38,639	-2.53%
Caulfield District	36,314	-0.92%	36,491	-4.25%	37,366	-5.15%	37,180	-6.21%
Hawthorn District	36,951	+0.65%	38,017	-0.25%	38,226	-2.96%	38,291	-3.41%
Kew District	35,456	-3.23%	36,049	-5.41%	36,154	-8.22%	36,281	-8.48%
Malvern District	36,655	-0.18%	37,452	-1.73%	38,093	-3.30%	37,731	-4.82%
Oakleigh District	34,995	-4.16%	34,478	-9.54%	35,398	-10.14%	35,258	-11.06%
Prahran District	36,856	+0.48%	38,332	+0.58%	39,619	+0.57%	38,768	-2.20%
Sandringham District	36,083	-1.64%	36,376	-4.55%	37,265	-5.40%	37,252	-6.03%
Total	403,265	-0.07%	413,587	-1.35%	422,865	-2.41%	420,621	-3.54%
South East Metropolitan								
Carrum District	38,869	+5.88%	39,516	+3.68%	41,139	+4.43%	41,341	4.29%
Clayton District	34,674	-5.29%	33,398	-12.37%	34,116	-13.40%	34,024	-14.17%
Cranbourne District	34,009	-7.55%	40,541	+6.37%	43,831	+11.27%	45,104	13.78%
Dandenong District	35,517	-3.06%	34,489	-9.51%	35,846	-9.00%	35,807	-9.67%
Frankston District	36,523	+0.07%	35,465	-6.95%	36,333	-7.77%	36,016	-9.14%
Lyndhurst District	34,760	-5.11%	36,605	-3.95%	39,003	-0.99%	39,650	0.02%
Mordialloc District	37,617	+2.07%	39,249	+2.98%	40,530	+2.89%	40,789	2.90%
Mount Waverley District	36,752	+0.38%	36,604	-3.96%	37,289	-5.34%	37,131	-6.33%
Mulgrave District	34,337	-6.14%	33,982	-10.84%	34,883	-11.45%	34,930	-11.88%
Narre Warren North District	35,036	-4.53%	37,223	-2.33%	38,975	-1.06%	39,436	-0.52%
Narre Warren South District	37,578	+1.59%	45,871	+20.36%	49,312	+25.18%	50,132	26.47%
Total	395,672	-1.95%	412,943	-1.50%	431,257	-0.48%	434,360	-0.39%

Appendix 5:

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 2008	Variation from average enrolment	Enrolment at 30 June 2009	Variation from average enrolment
Western Metropolitan								
Altona District	35,773	-2.95%	41,888	+9.91%	45,487	+15.47%	46,719	17.86%
Derrimut District	34,611	-5.44%	35,906	-5.79%	38,062	-3.38%	38,825	-2.06%
Essendon District	37,369	+1.74%	37,601	-1.34%	38,759	-1.61%	38,950	-1.74%
Footscray District	37,412	+2.20%	37,293	-2.15%	39,367	-0.07%	39,646	0.01%
Keilor District	37,980	+2.94%	46,060	+20.85%	49,555	+25.80%	50,801	28.15%
Kororoit District	35,235	-3.98%	38,186	+0.19%	40,643	+3.17%	40,953	3.31%
Niddrie District	36,896	+0.88%	36,148	-5.15%	36,578	-7.15%	36,537	-7.83%
Pascoe Vale District	37,634	+2.62%	38,591	+1.26%	39,731	+0.86%	39,722	0.20%
Tarneit District	37,135	+1.23%	41,235	+8.19%	44,246	+12.32%	44,976	13.46%
Williamstown District	37,526	+2.65%	37,437	-1.77%	38,203	-3.02%	38,283	-3.43%
Yuroke District	35,943	-2.07%	41,502	+8.89%	44,629	+13.29%	46,085	16.26%
Total	403,514	-0.01%	431,847	+3.01%	455,260	+5.06%	461,497	5.83%
Western Victoria								
Ballarat East District	36,480	-0.94%	37,648	-1.22%	38,738	-1.66%	39,224	-1.05%
Ballarat West District	39,714	+8.20%	41,283	+8.32%	42,527	+7.96%	42,972	8.40%
Bellarine District	38,583	+4.93%	40,888	+7.28%	42,078	+6.82%	42,641	7.57%
Geelong District	38,480	+4.96%	39,307	+3.14%	39,506	+0.29%	39,524	-0.30%
Lara District	38,724	+5.46%	40,485	+6.23%	42,073	+6.80%	42,268	6.63%
Lowan District	38,381	+4.67%	38,181	+0.18%	38,582	-2.06%	38,425	-3.07%
Melton District	35,458	-3.23%	38,693	+1.52%	40,484	+2.77%	41,333	4.27%
Polwarth District	39,179	+6.58%	40,403	+6.01%	40,799	+3.57%	41,124	3.74%
Ripon District	36,044	-1.64%	36,473	-4.30%	36,794	-6.60%	36,994	-6.68%
South Barwon District	39,290	+7.14%	43,002	+12.83%	44,913	+14.01%	45,707	15.30%
South-West Coast District	40,115	+9.39%	41,338	+8.46%	42,108	+6.89%	42,410	6.99%
Total	420,448	+4.19%	437,701	+4.41%	448,602	+3.53%	452,622	0
Totals	3,228,466		3,353,845		3,466,557		3,488,434	
District Average	36,687		38,112		39,393		158,565	
Region Average	403,558		419,231		433,320		436,054	

Appendix 6:

Victorian registered political parties, at 30 June 2009

Political Party	Registered Officer
Australian Labor Party – Victorian Branch Re-registered 5 November 2008	Mr Stephen Newnham State Secretary 360 King Street West Melbourne Vic 3003
Christian Democratic Party (Fred Nile Group) Re-registered 19 December 2008	Mr Spero Katos PO Box 99 Sandown Village Vic 3171
Citizens Electoral Council (Victorian Division) Re-registered 5 November 2008	Ms Gabrielle Marie Peut PO Box 376 Coburg Vic 3058
Country Alliance Re-registered 5 November 2008	Mr Russell William Bate PO Box 107 Jamieson Vic 3723
Democratic Labor Party (DLP) of Australia Re-registered 19 December 2008	Mr Mark Farrell Secretary 25 Ludwell Crescent Bentleigh East Vic 3165
Family First Party Victoria Inc. Re-registered 1 December 2008	Ms Miriam Rawson 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 Vic 8006
The Australian Greens – Victoria Re-registered 1 December 2008	Mr Gurmeet Sekhon GPO Box 4589 Melbourne Vic 3001

Appendix 7:

Enforcement of compulsory voting, 2008-09

Council	Event	Notice 1 17 Feb to 13 March (8 lodgements)	Notice 2 7 April to 27 April (6 lodgements)	Notice 3 2 June to 19 June (6 lodgements)	Status 30 June 2009
Alpine Shire Council	Municipal General Election	652	417	218	in progress
Ararat Rural City Council	Municipal General Election	527	335	221	in progress
Ballarat City Council	Municipal General Election	5,924	4,070	3,100	in progress
Banyule City Council	Municipal General Election	8,186	5,034	3,341	in progress
Bass Coast Shire Council	Municipal General Election	706	459	280	in progress
Baw Baw Shire Council	Municipal General Election	2,064	1,335	825	in progress
Bayside City Council	Municipal General Election	7,173	4,830	2,750	in progress
Benalla Rural City Council	Municipal General Election	803	535	339	in progress
Boroondara City Council	Municipal General Election	9,695	6,462	3,656	in progress
Brimbank City Council	Municipal General Election	11,049	7,470	5,401	in progress
Buloke Shire Council	Municipal General Election	145	86	56	in progress
Campaspe Shire Council	Municipal General Election	1,971	1,298	886	in progress
Cardinia Shire Council	Municipal General Election	4,726	3,297	2,173	in progress
Casey City Council	Municipal General Election	18,606	13,479	9,153	in progress
Colac Otway Shire Council	Municipal General Election	943	661	476	in progress
Corangamite Shire Council	Municipal General Election	530	334	188	in progress
Darebin City Council	Municipal General Election	11,891	8,838	6,270	in progress
East Gippsland Shire Council	Municipal General Election	2,475	1,667	1,023	in progress
Frankston City Council	Municipal General Election	11,392	8,274	5,789	in progress
Gannawarra Shire Council	Municipal General Election	442	279	181	in progress
Glen Eira City Council	Municipal General Election	9,156	5,619	3,593	in progress
Glenelg Shire Council	Municipal General Election	1,277	890	607	in progress
Greater Bendigo City Council	Municipal General Election	5,902	4,414	2,963	in progress
Greater Dandenong City Council	Municipal General Election	8,721	5,796	4,253	in progress
Greater Geelong City Council	Municipal General Election	11,795	8,554	5,575	in progress
Greater Shepparton City Council	Municipal General Election	3,265	2,388	1,752	in progress
Hepburn Shire Council	Municipal General Election	654	418	244	in progress
Hindmarsh Shire Council	Municipal General Election	70	36	17	in progress
Hobsons Bay City Council	Municipal General Election	6,062	3,647	2,590	in progress
Horsham Rural City Council	Municipal General Election	809	548	383	in progress
Hume City Council	Municipal General Election	11,664	8,918	6,315	in progress
Indigo Shire Council	Municipal General Election	854	564	327	in progress
Kingston City Council	Municipal General Election	10,788	7,507	4,744	in progress
Knox City Council	Municipal General Election	9,544	5,927	3,815	in progress
Latrobe City Council	Municipal General Election	4,926	3,848	2,680	in progress
Loddon Shire Council	Municipal General Election	134	97	69	in progress
Macedon Ranges Shire Council	Municipal General Election	2,486	1,672	991	in progress
Manningham City Council	Municipal General Election	6,817	4,684	2,615	in progress
Mansfield Shire Council	Municipal General Election	272	175	110	in progress
Maribyrnong City Council	Municipal General Election	6,810	4,842	3,555	in progress
Maroondah City Council	Municipal General Election	7,972	5,514	3,409	in progress
Melbourne City Council	Municipal General Election	17,388	13,354	8,098	in progress
Melton Shire Council	Municipal General Election	7,136	5,077	3,492	in progress
Mildura Rural City Council	Municipal General Election	2,650	2,011	1,517	in progress

Appendix 7:

Enforcement of compulsory voting, 2008-09 (continued)

Council	Event	Notice 1 17 Feb to 13 March (8 lodgements)	Notice 2 7 April to 27 April (6 lodgements)	Notice 3 2 June to 19 June (6 lodgements)	Status 30 June 2009
Mitchell Shire Council	Municipal General Election	2,248	1,582	1,090	in progress
Moira Shire Council	Municipal General Election	1,527	1,018	685	in progress
Monash City Council	Municipal General Election	9,532	6,849	4,294	in progress
Moonee Valley City Council	Municipal General Election	9,196	6,176	4,275	in progress
Moorabool Shire Council	Municipal General Election	1,570	1,116	750	in progress
Moreland City Council	Municipal General Election	11,774	7,910	5,738	in progress
Mornington Peninsula Shire Council	Municipal General Election	6,651	4,830	3,208	in progress
Mount Alexander Shire Council	Municipal General Election	966	604	379	in progress
Moyne Shire Council	Municipal General Election	647	469	282	in progress
Nillumbik Shire Council	Municipal General Election	3,762	2,617	1,526	in progress
Port Phillip City Council	Municipal General Election	11,914	7,758	5,613	in progress
South Gippsland Shire Council	Municipal General Election	1,603	1,066	667	in progress
Southern Grampians Shire Council	Municipal General Election	651	459	312	in progress
Stonnington City Council	Municipal General Election	10,688	8,085	5,112	in progress
Surf Coast Shire Council	Municipal General Election	1,870	1,287	780	in progress
Towong Shire Council	Municipal General Election	307	154	98	in progress
Wangaratta Rural City Council	Municipal General Election	1,769	1,198	798	in progress
Warrnambool City Council	Municipal General Election	1,916	1,412	978	in progress
Wellington Shire Council	Municipal General Election	3,018	2,254	1,374	in progress
West Wimmera Shire Council	Municipal General Election	153	115	55	in progress
Whitehorse City Council	Municipal General Election	9,477	6,729	3,848	in progress
Whittlesea City Council	Municipal General Election	9,032	6,649	4,580	in progress
Wodonga City Council	Municipal General Election	2,642	1,858	1,338	in progress
Wyndham City Council	Municipal General Election	9,487	7,145	4,930	in progress
Yarra City Council	Municipal General Election	13,221	8,084	5,753	in progress
Yarra Ranges Shire Council	Municipal General Election	9,239	6,528	4,097	in progress
Total Notices mailed		371,912	259,612	172,600	804,124

Election	Event	Notice 1	Notice 2	Notice 3	Status
Koroit State District By-election	State by-election	5,215	3,282	2,267	Lodged with Infringements Court
Moorabool Shire Council, Bungal Ward	Municipal By-election	461	200	117	Final Court File Provided to Council
Central Goldfields Shire Council, Maryborough Ward	Municipal By-election	Stage 1 and 2 completed in previous year		285	Final NV List Provided to Council
Balwyn (Narai Thai)	Liquor Licensing Poll	272	110	67	Lodged with Infringements Court
Balwyn (Sophias)	Liquor Licensing Poll	279	200	61	Lodged with Infringements Court
Balwyn North (Dunyazad)	Liquor Licensing Poll	219	132	59	In Progress
Balwyn (Tre Gusti Cafe)	Liquor Licensing Poll	194	109	47	Lodged with Infringements Court

Appendix 8:

Snapshot of results from the local government elections 2004, 2005 and 2008

		No. of Councillors	No. of Wards	No. nominations received	Average No. candidates/ election	Voter turnout (council level)	Informal votes (council level)	VotersNbr	Informal VotesNbr	VotesNbr
Year		No. of vacancies	No. of wards	No. of candidates	Average No. candidates/ election	% voter turnout	% informal votes	Voters in contested elections	No. informal votes	Votes
2008	All Councils (ex City of Melb leadership team)	629	275	1,953	8.53	74.68	4.99	3,704,057	138,015	2,766,310
2008	All Councils (inc City of Melb leadership team)	631	275	1,975	8.55	74.36	4.98	3,801,903	140,856	2,827,113
2008	Attendance	81	47	341	37.89	70.03	9.90	797,604	55,280	558,557
2008	Postal (ex City of Melb leadership team)	548	228	1,612	7.33	75.96	3.75	2,906,453	82,735	2,207,753
2008	Postal (inc City of Melb leadership team)	550	228	1,634	7.36	75.51	3.77	3,004,299	85,576	2,268,556

		No. of Councillors	No. of Wards	No. nominations received	Average No. candidates/ election	Voter turnout (council level)	Informal votes (council level)	VotersNbr	Informal VotesNbr	VotesNbr
Year	Melbourne City Council	No. of vacancies	No. of wards	No. of candidates	Average No. candidates/ election	% voter turnout	% informal votes	Voters in contested elections	No. informal votes	Votes
2008	Leadership team	2	0	22	22.00	62.14	4.67	97,846	2,841	60,803
2008	Councillors	7	0	32	32.00	62.26	2.64	97,846	1,608	60,923

		No. of Councillors	No. of Wards	No. nominations received	Average No. candidates/ election	Voter turnout (council level)	Informal votes (council level)	VotersNbr	Informal VotesNbr	VotesNbr
Year	Attendance Metropolitan	No. of vacancies	No. of wards	No. of candidates	Average No. candidates/ election	% voter turnout	% informal votes	Voters in contested elections	No. informal votes	Votes
2008	Banyule City Council	7	7	42	6.00	75.11	6.93	91,904	4,786	69,033
2008	Brimbank City Council	11	4	55	13.75	77.87	15.17	123,412	14,582	96,095
2008	Glen Eira City Council*	9	3	26	8.67	69.22	8.06	95,406	5,325	66,039
2008	Greater Dandenong City Council	11	4	40	10.00	71.90	10.09	91,593	6,643	65,859
2008	Hobsons Bay City Council*	7	7	37	5.29	73.11	7.57	62,165	3,439	45,447
2008	Knox City Council	9	9	31	3.44	76.37	6.37	99,487	4,843	75,974
2008	Moreland City Council	11	3	50	16.67	68.41	15.34	105,116	11,032	71,910
2008	Port Phillip City Council	7	7	38	5.43	51.29	6.63	64,944	2,208	33,309
2008	Yarra City Council	9	3	22	7.33	54.88	6.94	63,577	2,422	34,891

		No. of Councillors	No. of Wards	No. nominations received	Average No. candidates/ election	Voter turnout (council level)	Informal votes (council level)	VotersNbr	Informal VotesNbr	VotesNbr
Year	Postal Metropolitan	No. of vacancies	No. of wards	No. of candidates	Average No. candidates/ election	% voter turnout	% informal votes	Voters in contested elections	No. informal votes	Votes
2008	Bayside City Council	7	3	33	11.00	74.18	4.42	69,010	2,264	51,191
2008	Boroondara City Council	10	10	32	3.20	74.16	2.70	96,040	1,922	71,228
2008	Casey City Council	11	6	52	8.67	74.84	3.93	153,374	4,513	114,792
2008	Darebin City Council	9	3	48	16.00	72.76	6.18	98,694	4,438	71,805
2008	Frankston City Council	9	3	29	9.67	71.88	4.02	90,848	2,624	65,305
2008	Hume City Council	9	4	46	11.50	76.58	3.43	105,504	2,774	80,795
2008	Kingston City Council	9	3	53	17.67	74.62	6.47	108,591	5,245	81,031
2008	Manningham City Council	9	3	40	13.33	79.19	4.94	85,881	3,362	68,013
2008	Maribyrnong City Council*	7	7	38	5.43	66.89	2.51	50,375	845	33,696
2008	Maroondah City Council	9	3	36	12.00	75.87	4.71	78,139	2,791	59,285
2008	Monash City Council	11	4	43	10.75	78.84	3.70	119,575	3,492	94,271
2008	Moonee Valley City Council*	9	3	19	6.33	73.62	2.95	81,330	1,766	59,874
2008	Nillumbik Shire Council	7	7	57	8.14	80.88	2.48	45,374	910	36,698
2008	Stonnington City Council	9	3	36	12.00	65.10	5.05	76,004	2,498	49,475
2008	Whitehorse City Council	10	5	33	6.60	77.43	3.05	111,639	2,639	86,445
2008	Whittlesea City Council	9	3	32	10.67	79.46	3.51	96,638	2,694	76,789
2008	Wyndham City Council	9	3	22	7.33	73.89	2.91	86,495	1,857	63,915

*= Election method changed from previous

**= In Goldsmith Ward, no nominations were received, so there was no election for Goldsmith Ward. There will be a by-election to fill the vacancy in March 2009.

N/A = Uncontested election

For reporting consistency purposes, figures for voter turnout include all ballot papers admitted to the count, and do not include envelopes rejected without being opened. Accordingly, they do not reflect total participation.

Appendix 8:

Snapshot of results from the local government elections 2004, 2005 and 2008 (continued)

		No. of Councillors	No. nominations received	Voter turnout (council level)	Informal votes (council level)	VotersNbr	VotesNbr			
2004	2005	No. of vacancies	No. of candidates	% voter turnout	% informal votes	Voters in contested elections	Votes	change in % voter turnout	change in % informal votes	
		All Councils (ex City of Melb leadership team)	633	2,047	73.89	4.60	3,568,633	2,636,760	0.80	0.38
		All Councils (inc City of Melb leadership team)	635	2,089	73.59	4.68	3,644,497	2,682,101	0.77	0.30
		Attendance	79	328	67.59	9.84	730,728	493,890	2.44	0.05
		Postal (ex City of Melb leadership team)	554	1,719	75.51	3.50	2,837,905	2,142,870	0.45	0.25
		Postal (inc City of Melb leadership team)	556	1,761	75.10	3.61	2,913,769	2,188,211	0.41	0.16
		No. of Councillors	No. nominations received	Voter turnout (council level)	Informal votes (council level)	VotersNbr	VotesNbr			
2004	2005	No. of vacancies	No. of candidates	% voter turnout	% informal votes	Voters in contested elections	Votes	change in % voter turnout	change in % informal votes	
		Melbourne City Council								
2004		Leadership team	2	42	65.10	8.20	75864	45341	-2.96	-3.53
2004		Councillors	7	65	65.51	4.23	75864	49699	-3.25	-1.59
		No. of Councillors	No. nominations received	Voter turnout (council level)	Informal votes (council level)	VotersNbr	VotesNbr			
2004	2005	No. of vacancies	No. of candidates	% voter turnout	% informal votes	Voters in contested elections	Votes	change in % voter turnout	change in % informal votes	
		Attendance Metropolitan								
2005		Banyule City Council	7	39	72.74	6.84	90,223	65,632	2.37	0.09
2005		Brimbank City Council	11	50	79.96	16.17	116,393	93,066	-2.09	-1.00
2005*		Glen Eira City Council*	9	61	70.83	8.97	95,178	67,414	-1.61	-0.91
2005		Greater Dandenong City Council	11	47	70.39	7.83	73,393	51,664	1.51	2.26
2005*		Hobsons Bay City Council*	7	31	75.43	2.16	63,408	47,828	-2.32	5.41
2005		Knox City Council	9	44	76.26	6.83	107,541	82,010	0.11	-0.46
2004		Moreland City Council	11	30	64.04	13.90	106,270	68,058	4.37	1.44
2004		Port Phillip City Council	7	23	45.35	5.39	68,285	30,964	5.94	1.24
2004		Yarra City Council	9	27	52.59	7.94	61,407	32,292	2.29	-1.00
		No. of Councillors	No. nominations received	Voter turnout (council level)	Informal votes (council level)	VotersNbr	VotesNbr			
2004	2005	No. of vacancies	No. of candidates	% voter turnout	% informal votes	Voters in contested elections	Votes	change in % voter turnout	change in % informal votes	
		Postal Metropolitan								
2005		Bayside City Council	9	35	74.53	2.56	52,089	38,824	-0.35	1.86
2004		Boroondara City Council	10	45	73.71	2.82	110,711	81,600	0.45	-0.12
2005		Casey City Council	11	44	74.32	3.65	137,859	102,460	0.52	0.28
2004		Darebin City Council	9	70	73.03	3.41	99,170	72,425	-0.27	2.77
2005		Frankston City Council	9	31	70.65	4.84	85,816	60,627	1.23	-0.82
2004		Hume City Council	9	40	74.81	3.79	99,119	74,152	1.77	-0.36
2005		Kingston City Council	7	50	74.32	3.28	105,498	78,406	0.30	3.19
2005		Manningham City Council	8	24	78.49	3.11	85,549	67,148	0.70	1.83
2005*		Maribyrnong City Council*	7	40	65.84	8.01	48,420	31,881	1.05	-5.50
2005		Maroondah City Council	7	31	75.33	3.12	65,359	49,232	0.54	1.59
2005		Monash City Council	11	45	77.92	4.42	119,466	93,093	0.92	-0.72
2005*		Moonee Valley City Council*	7	28	65.18	8.30	58,796	38,323	8.44	-5.35
2004		Nillumbik Shire Council	9	114	81.43	3.59	44,291	36,064	-0.55	-1.11
2004		Stonnington City Council	9	31	65.31	4.77	77,467	50,594	-0.21	0.28
2005		Whitehorse City Council	10	42	76.09	3.36	111,722	85,005	1.34	-0.31
2005		Whittlesea City Council	9	22	78.63	2.99	88,266	69,405	0.83	0.52
2005		Wyndham City Council	9	24	72.93	3.48	75,362	54,964	0.96	-0.57

*= Election method changed from previous

**= In Goldsmith Ward, no nominations were received, so there was no election for Goldsmith Ward. There will be a by-election to fill the vacancy in March 2009.

N/A = Uncontested election

For reporting consistency purposes, figures for voter turnout include all ballot papers admitted to the count, and do not include envelopes rejected without being opened. Accordingly, they do not reflect total participation.

Appendix 8:

Snapshot of results from the local government elections 2004, 2005 and 2008 (continued)

Year	Postal Regional and Outer Metropolitan	No. of Councillors	No. of Wards	No. nominations received	Average # candidates/ election	Voter turnout (council level) % voter turnout	Informal votes (council level) % informal votes	VotersNbr	Informal VotesNbr	VotesNbr
Year	Postal Regional and Outer Metropolitan	No. r of vacancies	No. of wards	No. of candidates	Average # candidates/ election	% voter turnout	% informal votes	Voters in contested elections	No. informal votes	Votes
2008	Alpine Shire Council	7	0	15	15.00	78.47	4.67	11,224	411	8,808
2008	Ararat Rural City Council	7	0	12	12.00	81.77	3.16	9,053	234	7,403
2008	Ballarat City Council	9	3	40	13.33	79.53	3.84	67,624	2,065	53,783
2008	Bass Coast Shire Council	7	7	17	2.43	76.12	2.13	16,613	269	12,645
2008	Baw Baw Shire Council	9	4	25	6.25	81.89	2.01	31,042	511	25,420
2008	Benalla Rural City Council	7	0	14	14.00	81.79	2.92	11,265	269	9,214
2008	Borough of Queenscliffe	5	0	9	9.00	78.12	1.34	4,196	44	3,278
2008	Buloke Shire Council	7	3	9	3.00	84.92	0.77	4,422	29	3,755
2008	Campaspe Shire Council	9	5	16	3.20	81.06	1.89	24,758	379	20,070
2008	Cardinia Shire Council	7	4	17	4.25	75.54	2.48	45,215	848	34,156
2008	Central Goldfields Shire Council	7	4	13	3.25	81.83	1.70	9,293	129	7,604
2008	Colac Otway Shire Council	7	0	21	21.00	83.01	6.10	19,225	974	15,958
2008	Corangamite Shire Council	7	5	11	2.20	82.94	1.41	7,671	90	6,362
2008	East Gippsland Shire Council	9	0	29	29.00	77.53	9.58	37,586	2,791	29,139
2008	Gannawarra Shire Council	7	4	10	2.50	82.86	1.48	7,665	94	6,351
2008	Glenelg Shire Council	7	0	17	17.00	78.83	5.22	16,504	679	13,010
2008	Golden Plains Shire Council	7	0	11	11.00	77.26	3.06	14,448	342	11,162
2008	Greater Bendigo City Council	9	9	40	4.44	80.03	1.63	66,193	861	52,976
2008	Greater Geelong City Council	12	12	43	3.58	75.91	2.35	107,826	1,927	81,849
2008	Greater Shepparton City Council	7	0	19	19.00	82.45	6.98	41,198	2,372	33,967
2008	Hepburn Shire Council	7	5	14	2.80	78.49	1.33	9,959	104	7,817
2008	Hindmarsh Shire Council	6	3	7	2.33	84.98	1.86	1,711	27	1,454
2008	Horsham Rural City Council	7	0	13	13.00	84.94	3.47	14,978	442	12,722
2008	Indigo Shire Council	7	0	16	16.00	80.90	6.22	12,049	606	9,748
2008	Latrobe City Council	9	9	34	3.78	77.86	2.10	46,809	766	36,445
2008	Loddon Shire Council	5	4	8	2.00	80.73	0.85	3,207	22	2,589
2008	Macedon Ranges Shire Council	9	3	36	12.00	79.06	3.56	31,235	880	24,695
2008	Mansfield Shire Council	5	4	8	2.00	77.26	1.35	5,739	60	4,434
2008	Melton Shire Council	7	3	34	11.33	72.57	5.17	63,369	2,378	45,986
2008	Mildura Rural City Council	9	0	17	17.00	80.79	5.00	36,906	1,491	29,817
2008	Mitchell Shire Council	9	3	24	8.00	77.48	2.53	24,229	474	18,772
2008	Moira Shire Council	9	0	13	13.00	79.73	4.11	22,477	736	17,920
2008	Moorabool Shire Council	7	4	11	2.75	76.52	2.86	15,138	331	11,584
2008	Mornington Peninsula Shire Council	11	11	28	2.55	74.18	2.63	63,558	1,242	47,145
2008	Mount Alexander Shire Council	7	5	22	4.40	80.36	1.95	14,917	234	11,988
2008	Moynes Shire Council	7	0	16	16.00	82.62	4.41	13,486	491	11,142
2008	Murrindindi Shire Council	7	7	13	1.86	78.53	2.49	8,075	158	6,341
2008	Northern Grampians Shire Council	7	4	7	2	0	0	0	0	0
2008	Pyrenees Shire Council**	5	5	8	1.60	80.21	2.00	4,124	66	3,308
2008	South Gippsland Shire Council	9	3	16	5.33	79.70	1.88	27,052	406	21,560
2008	Southern Grampians Shire Council	7	0	12	12.00	85.68	2.85	13,329	325	11,420
2008	Strathbogie Shire Council	7	6	15	2.50	82.66	1.53	7,572	96	6,259
2008	Surf Coast Shire Council	9	0	15	15.00	74.54	4.76	27,389	971	20,415
2008	Swan Hill Rural City Council	7	4	14	3.50	79.22	2.45	12,418	241	9,837
2008	Towong Shire Council	5	0	15	15.00	81.63	4.23	5,416	187	4,421
2008	Wangaratta Rural City Council	7	0	13	13.00	81.32	3.82	20,979	652	17,061
2008	Warrnambool City Council	7	0	18	18.00	82.60	5.48	23,931	1,084	19,767
2008	Wellington Shire Council	9	0	12	12.00	70.74	3.79	41,779	1,120	29,553
2008	West Wimmera Shire Council	5	0	11	11.00	80.23	2.15	4,052	70	3,251
2008	Wodonga City Council	7	0	20	20.00	76.68	7.37	25,331	1,431	19,424
2008	Yarra Ranges Shire Council	9	9	41	4.56	77.46	2.78	94,394	2,035	73,113
2008	Yarriambiack Shire Council	7	3	12	4.00	82.33	0.92	6,467	49	5,324

*Election method changed since previous election.

**In Goldsmith Ward, no nominations were received, so there was no election for Goldsmith Ward. There will be a by-election in March 2009 to fill the vacancy.

N/A = Uncontested election.

Appendix 8:

Snapshot of results from the local government elections 2004, 2005 and 2008 (continued)

Year	Postal	No. of Councillors	No. nominations received	Voter turnout (council level)	Informal votes (council level)	VotersNbr	VotesNbr	change in % voter turnout	change in % informal votes
2004	Regional and Outer Metropolitan	No. of vacancies	No. of candidates	% voter turnout	% informal votes	Voters in contested elections	Votes		
2005	Alpine Shire Council	7	14	76.33	4.27	11,409	8,708	2.14	0.40
2004	Ararat Rural City Council	7	10	82.86	2.80	9,111	7,549	-1.09	0.36
2004	Ballarat City Council	9	36	78.35	1.87	68,599	53,744	1.18	1.97
2004	Bass Coast Shire Council	7	29	73.46	2.45	37,181	27,312	2.66	-0.32
2005	Baw Baw Shire Council	9	21	79.45	2.43	20,013	15,900	2.44	-0.42
2005	Benalla Rural City Council	7	15	81.13	2.24	6,221	5,047	0.66	0.68
2004	Borough of Queenscliffe	7	7	0	0	0	0	NA	NA
2005	Buloke Shire Council	9	13	82.53	0.87	6,395	5,278	2.39	-0.10
2005	Campaspe Shire Council	7	15	80.73	2.23	23,998	19,374	0.33	-0.34
2005	Cardinia Shire Council	7	23	75.06	2.83	39,538	29,676	0.48	-0.35
2005	Central Goldfields Shire Council	7	8	79.28	3.27	1,583	1,255	2.55	-1.57
2004	Colac Otway Shire Council	7	13	81.40	1.26	20,024	16,300	1.61	4.84
2004	Corangamite Shire Council	7	11	79.64	1.61	4,140	3,297	3.30	-0.20
2005	East Gippsland Shire Council	8	18	78.56	3.34	36,788	28,902	-1.03	6.24
2005	Gannawarra Shire Council	7	8	79.50	1.93	1,239	985	3.36	-0.45
2005	Glenelg Shire Council	9	16	77.05	2.17	10,124	7,801	1.78	3.05
2004	Golden Plains Shire Council	9	12	78.41	2.20	4,645	3,642	-1.15	0.86
2004	Greater Bendigo City Council	9	25	77.90	1.74	42,574	33,167	2.13	-0.11
2004	Greater Geelong City Council	12	72	79.34	2.65	160,844	127,613	-3.43	-0.30
2004	Greater Shepparton City Council	7	18	83.43	6.43	40,271	33,599	-0.98	0.55
2005	Hepburn Shire Council	5	19	76.20	1.99	13,759	10,485	2.29	-0.66
2005	Hindmarsh Shire Council	6	10	84.80	0.84	5,197	4,407	0.18	1.02
2005	Horsham Rural City Council	7	9	83.18	2.69	14,594	12,139	1.76	0.78
2005	Indigo Shire Council	7	7	0	0	0	0	NA	NA
2005	Latrobe City Council	9	18	77.17	3.23	28,325	21,859	0.69	-1.13
2005	Loddon Shire Council	5	7	77.59	1.56	4,882	3,788	3.14	-0.71
2005	Macedon Ranges Shire Council	9	23	76.79	3.31	29,954	23,003	2.27	0.25
2005	Mansfield Shire Council	5	13	78.51	2.14	9,328	7,323	-1.25	-0.79
2004	Melton Shire Council	7	58	71.18	3.61	49,586	35,296	1.39	1.56
2004	Mildura Rural City Council	9	15	79.39	4.59	35,579	28,246	1.40	0.41
2005	Mitchell Shire Council	9	17	75.88	2.41	23,037	17,481	1.60	0.12
2005	Moira Shire Council	9	16	81.08	1.71	21,901	17,758	-1.35	2.40
2004	Moorabool Shire Council	7	15	79.06	3.66	11,142	8,809	-2.54	-0.80
2005	Mornington Peninsula Shire Council	11	32	70.95	2.62	122,246	86,733	3.23	0.01
2005	Mount Alexander Shire Council	7	28	81.18	3.01	14,798	12,013	-0.82	-1.06
2004	Moyne Shire Council	10	14	84.21	1.09	7,944	6,690	-1.59	3.32
2005	Murrindindi Shire Council	6	10	75.66	3.11	9,220	6,976	2.87	-0.62
2005	Northern Grampians Shire Council	9	14	78.63	2.88	7,161	5,631	NA	NA
2004	Pyrenees Shire Council**	5	12	80.30	1.71	7,117	5,715	-0.09	0.29
2005	South Gippsland Shire Council	9	19	79.09	2.26	26,171	20,699	0.61	-0.38
2004	Southern Grampians Shire Council	7	14	87.34	3.92	13,076	11,421	-1.66	-1.07
2005	Strathboggy Shire Council	7	10	84.73	1.84	4,872	4,128	-2.07	-0.31
2004	Surf Coast Shire Council	9	20	74.03	6.19	24,737	18,312	0.51	-1.43
2005	Swan Hill Rural City Council	7	12	78.94	1.80	8,641	6,821	0.28	0.65
2005	Towong Shire Council	5	8	81.31	1.88	5,435	4,419	0.32	2.35
2005	Wangaratta Rural City Council	7	17	82.62	5.56	20,496	16,933	-1.30	-1.74
2004	Warmambool City Council	7	13	83.29	4.43	22,155	18,452	-0.69	1.05
2005	Wellington Shire Council	9	14	69.92	4.69	41,386	28,937	0.82	-0.90
2005	West Wimmera Shire Council	5	5	0	0	0	0	NA	NA
2005	Wodonga City Council	7	15	79.46	5.48	24,477	19,449	-2.78	1.89
2005	Yarra Ranges Shire Council	9	37	75.29	3.31	90,950	68,474	2.17	-0.53
2005	Yarriambiack Shire Council	7	9	83.71	1.64	2,848	2,384	-1.38	-0.72

*Election method changed since previous election.

**In Goldsmith Ward, no nominations were received, so there was no election for Goldsmith Ward. There will be a by-election in March 2009 to fill the vacancy.

N/A = Uncontested election.

Appendix 9:

Enrolment transaction summary

Enrolment application transactions	2005-06	2006-07	2007-08	2008-09
VEC mailout programs				
Current				
Local government post-election follow-up	NA	NA	NA	10,323
Residential Tenancies Bond Authority	11,176	8,702	3,017	5,179
Victorian Curriculum & Assessment Authority	19,261	14,865	11,898	13,372
VicRoads	51,939	11,789	7,750	17,351
Victorian Tertiary Admissions Centre	3,353	401	799	3,356
Non-current				
TRU Energy	5,374	441	4	1
Yarra Valley Water	0	0	1	0
2000-01 redivision mailout	215	110	32	16
Subtotal	91,318	36,308	23,501	49,598
VEC non-mailout programs				
VEC general enrolment form	5,982	54,497	6,055	21,185
Joint AEC/VEC enrolment form	4,560	5,206	1,851	2,829
Liquor Licencing Victoria	1,273	1,035	931	1,411
VEC website	5,070	30,649	5,048	11,295
VEC municipal enrolment form (M)	16,951	1,955	491	1,449
Supermarkets	1,679	7,436	1,860	1,351
Subtotal	35,515	100,778	16,236	39,520
Enrolment applications collected through VEC's enrolment programs	126,833	137,086	39,737	89,118
Enrolment application transactions provided by the AEC and imported into Victorian register of electors				
Additions				
New to roll	88,570	128,505	90,386	85,758
Reinstatements	43,102	82,685	62,885	18,580
Subtotal	131,672	211,190	153,271	104,338
Changes				
Change of address	296,741	341,259	302,183	229,094
Subtotal	296,741	341,259	302,183	229,094
Combined subtotal	428,413	552,449	455,454	333,432
Enrolment applications collected through AEC's enrolment programs	301,580	415,363	415,717	244,314

Appendix 9:

Enrolment transaction summary (continued)

Enrolment application transactions	2005-06	2006-07	2007-08	2008-09
Other enrolment transactions				
Non application changes				
Amendments to elector details	1843	20,871	2,323	9,176
Return to sender mail				
BreastScreen Victoria Inc	355	93	259	162
Members of Parliament RTS mail	812	1,257	408	5,708
Youth booklet "Your Voice Your Future"	14	0	1	5
Election mailouts	NA	33,770	253	57,758
PapScreen Victoria	0	2	484	24
Non-voter follow-up	NA	17,036	NA	16,347
Subtotal	1181	52,158	1,405	80,004
Special category applications				
GPV applications	438	4,144	274	371
Overseas elector applications	199	3,702	478	721
Itinerant elector applications	28	71	102	64
Silent elector applications	243	310	75	149
Subtotal	908	8,227	929	1,305
Combined subtotal	3,932	81,256	4,657	90,485
TOTAL VEC enrolment transactions	130,765	218,342	44,394	179,603

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 System (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.

Electoral Boundaries Commission

Report of the Electoral Boundaries Commission 2008-09

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 2008-09 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.

Dr Paul Thornton-Smith is the secretary to the EBC. The VEC provides administrative and technical support to the EBC. The EBC met on 3 March 2008 to consider whether a redivision of electoral boundaries would be required before the 2010 State election.

The Act requires a redivision if, in the first half of 2009, the enrolments for at least 27 electoral districts or three electoral regions are more than 10% outside the average, or if the enrolments for at least 23 districts or three regions are more than 10% outside the average and the enrolments for at least five of those districts or one of those regions are more than 20% outside the average. Enrolment projections provided at the meeting indicate that in the first half of 2009, 17 districts will be more than 10% outside the average and two districts will be more than 20% outside. On these projections, the “numbers” triggers will not apply.

The EBC concluded that, on current information, a redivision would not be required before the 2010 State election, and wrote to the presiding officers of Parliament, the parliamentary party leaders and the independent Member of Parliament informing them of this fact.

The EBC will continue to monitor enrolment and demographic changes.

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.

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Feedback on this report is welcome

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