

Letter of transmittal

The Hon. Robert Clark, MP
Attorney-General
L26, 121 Exhibition St
Melbourne Vic 3000

Victorian Electoral Commission 

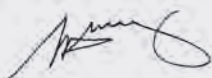
September 2011

Dear Attorney-General

I am pleased to submit the annual report of the Victorian Electoral Commission for 2010-11 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 2010-11.

Yours sincerely



Steve Tully
Electoral Commissioner

Fast facts	2009-10	2010-11	
Enrolled electors at 30 June	3,518,080	3,579,383	↑
Eligible electors enrolled	90.85%	92.28%	↑
Staff (FTE) at 30 June	76.5	72.6	↓
Training days per FTE	6.98	1.05	↓
Lost time days	27	4.25	↓
State elections	0	1 (88 District 8 Region)	↑
State by-elections	1	1	-
Council elections	0	0	-
Council by-elections and countbacks	12	21	↑
Statutory and fee-for-service elections	9	14	↑

Financial summary	2009-10	2010-11	
Operating revenue (appropriation)	\$19.25m	\$51.42m	↑
Operating expenses	\$19.90m	\$54.59m	↑
Total assets	\$7.75m	\$8.32m	↑
Total liabilities	\$1.84m	\$2.41m	↑
Net result	(\$0.65m)	(\$3.18m)	↓
Net equity	\$5.91m	\$5.91m	-

Note: These figures should be read in conjunction with the report of operations and the notes accompanying the audited financial statements.

Snapshot of the VEC

Our challenge

To stimulate leading thinking and deliver excellence in all electoral endeavours

Our vision

All Victorians actively participating in our democracy

Our values

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

Our history

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

The State Electoral Office existed as part of a public service department for 70 years. However, it became increasingly clear that it was inappropriate for the conduct of elections to be subject to ministerial direction. On 1 January 1989, legislation established the independent statutory office of Electoral Commissioner, who was to report to Parliament instead of to a Minister. In 1995 the State Electoral Office was renamed the Victorian Electoral Commission (VEC).

Our functions

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

- *Electoral Act 2002*: establishes the VEC as an independent statutory authority, and sets out the processes for State elections
- *Constitution Act 1975*: sets out who is entitled to enrol as an elector, who is entitled to be elected to Parliament, and the size and term of Parliament
- *Electoral Boundaries Commission Act 1982*: governs the determination of State electoral boundaries. Under this legislation, the Victorian Electoral Commissioner is nominated as a member of the Electoral Boundaries Commission
- *Local Government Act 1989*: provides for Council 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, Council 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 49 of this report.

The VEC works with a range of advisory groups and community groups that advise on ways to increase participation in the electoral system. These groups include youth, people experiencing homelessness, people with disabilities, culturally and linguistically diverse communities, and Indigenous Victorians.

The VEC pays respect to the members and elders of the Aboriginal communities of Victoria and their forebears, who have been custodians of this country for many thousands of years. We acknowledge their living culture and their role in the life of Victoria.

About this report

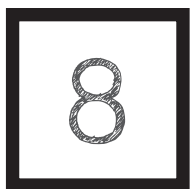
This report provides a summary of programs and initiatives implemented to meet the key objectives set out in the VEC's *Corporate Plan 2007-12* (revised 2009). As part of our environmental sustainability activity, we print only the necessary number of copies, and once again used environmentally friendly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

Contents



Our year

The Electoral Commissioner, Steve Tully, provides a summary of key activities and achievements for 2010-11, and the outlook for 2011-12.



Our core business

The VEC's core business includes the conduct of elections, maintenance of the electoral roll and ensuring fair and equitable representation for electors at State and local government levels. Electoral representation reviews of local councils have commenced. This major project will continue until mid 2012. With all elections conducted in accordance with legislation, we maintained our record of no elections being overturned as a result of VEC error. The success of the 2010 Victorian State election was a highlight of our year, and we now move forward with preparations for the Council elections in 2012.



Our voters

A key objective requiring constant diligence is the continued accuracy, integrity and security of the enrolment register. The VEC exceeded its target of processing 98% of all updates within one business day of receipt. The State election provided opportunities to inform and engage the community with regard to electoral matters, and to implement programs designed to increase access to and participation in the electoral system. Enrolment, turnout and formality figures continue to be of concern to the VEC. This section includes details of the VEC's efforts to inform and engage electors and assist them to vote correctly. The further integration of technology into business processes resulted in an increased ease of access to electoral services for voters.

Victorian Electoral Commission 

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Our theme, *Every vote shapes Victoria*, represents the VEC's achievements in the provision of access to fair and equitable electoral services for Victorian electors wherever and whatever their circumstances.

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Our people

We aim to provide staff with the environment and opportunity to enable them to learn and to thrive on a personal and professional level. Human resource management included a focus on recruitment, training and preparation of staff to equip them to respond to challenges, and adapt to changes in their operating environment and outside of work. Staffing figures are also included in this section.

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Our Commission

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

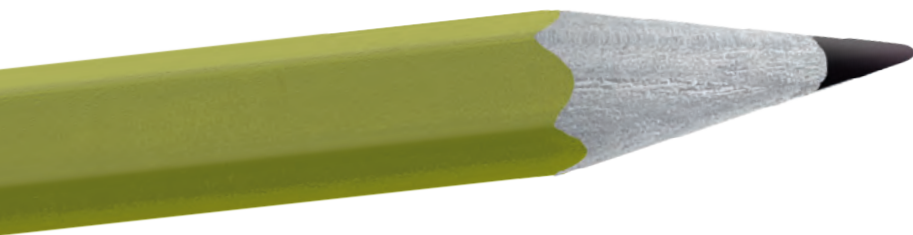
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Audited financial statements

Our sound financial management resulted in value for money election services for Victorian electors, as described in the report of operations and evidenced in the audited financial statements for 2010-11.

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Appendices Glossary Indexes



Look for the  for highlights of the 2010 Victorian State Election.

Our year

Our core business — accessible and innovative electoral services

With a State election, a State by-election, numerous council by-elections and countbacks and the planning and commencement of 28 electoral representation reviews, 2010–11 was an eventful year. On top of that the VEC relocated its head office to 530 Collins Street. I am proud to say that my staff embraced all opportunities and met the challenges head on, demonstrating determination and a commitment to providing accessible and innovative electoral services to Victoria's 3.6 million electors.

The *Electoral Amendment (Electoral Participation) Act 2010*, passed in August 2010, included provisions for automatic enrolment, the abolition of the three-month rule and the introduction of enrolment on the day for eligible electors. This resulted in an expanded franchise, evidenced by the almost 28,500 provisional votes received into the count (1,808 in 2006). Eligibility criteria for accessing electronically assisted voting services were also broadened to include electors with low fluency in English and people with motor skills impairment.

While challenging in their implementation, it was gratifying to see that these amendments provided accessible voting to people who might otherwise have been unable to participate, or for whom standard voting presents considerable difficulty. Information and communication technology featured heavily in the VEC's response to the new legislation and once again supported every aspect of the election. My full report of the election is available on our website, and highlights are featured throughout this report.

We have continued to exchange expertise and ideas with Electoral Commissions around Australia, contributing to the constant progression of electoral innovations that helps overcome the intermittent nature of elections. In 2010–11 we have contributed our knowledge and experience to the consideration of electoral administration in Electoral Matters Committee inquiries, State and federally.

Our voters — an informed and engaged electorate

Programs based on solid research and culturally authentic program design, such as those implemented by the VEC's small but dynamic Community Education Team have shown to bring real results. Our programs *Passport to Democracy*, *Homeless not Voteless*, and *Voting is for Everyone* have had a measureable impact on the electoral engagement and knowledge of participants.

A major communication campaign, the redesigned EasyVote guide, key information available in a variety of formats including audio, Easy English, and other languages and our easily accessible website resulted in a favourable evaluation of election information provision by surveyed stakeholders.

A telephone enquiry service operated throughout the State election period, taking over 106,000 calls. In addition, for the State election, the VEC embraced social media and technology offering SMS enrolment and voting reminder services and information via facebook.

The VEC's commitment to voter services was also demonstrated by the efforts made by the VEC, with the assistance of other State and Territory Electoral Commissions, to ensure that over 450 Victorian electors cruising aboard the Dawn Princess, were able to apply for a postal vote in Melbourne, receive their ballot material at Hobart or Brisbane, and submit their votes at Brisbane or Darwin.

Our people — innovative and improvement focused

The source of the VEC's most successful ideas and innovations is my staff. They demonstrate their commitment to the VEC's vision of all Victorians actively participating in our democracy by constantly analysing and evaluating their work, devising and developing ways to improve and increase access to electoral services. Staff-led innovations include the printing of voting diagrams and instructions in 19 languages (including English) on all voting screens used at the 2010 State Election, and the development of a paper-saving computer program to fully automate the production of over 3.5 million ballot papers.

My appreciation and thanks go to our partner organisations, service providers and clients for their vital contribution to the success of our operations, and to my talented and dedicated staff. Their efforts, ideas and solutions continue to provide Victorian electors with improved access to their democracy within Victoria, around Australia and throughout the world.

“The roll out of electronically assisted voting to every early voting centre in Victoria was another significant step towards our vision of all Victorians actively participating in our democracy.”



Our Commission — sound financial management and good corporate citizenship

Once again our financial management processes have resulted in an unqualified report from the Auditor-General. We completed the year’s activities within budget and now move forward into 2011-12 confident that the VEC will continue its record of providing high quality, value-for-money electoral services with full accountability and transparency. Some State election activity, particularly that relating to the implementation of legislative change, required additional funding beyond original estimates. This was effectively managed within the overall budget.

Reporting during 2010-11 provided details and analysis of VEC activity including Council elections and the Broadmeadows District by-election. A preliminary report on the State election was submitted to the Electoral Matters Committee in May, and a full report will be tabled in August 2011.

Evidencing good corporate citizenship, and our commitment to improvement, we are very pleased to have achieved a gold award in the Australasian Reporting Awards.

The internal audit schedule has continued. The findings of the occupational health and safety processes audit have been examined and a responsive action plan was implemented during 2010-11. This will be reviewed and adjusted where necessary in relation to our new location.

The VEC was pleased to achieve silver accreditation in the WasteWise program in 2010-11. The owners of our new office building achieved a 5 star rating in the National Australian Built Environment Rating System in 2011. Because of our existing sustainability practices, the VEC has had no difficulty embracing the strategies promoted at our new address and will be pleased to assist with maintaining the 5 star rating.

Our future — opportunities and challenges ahead

As we settle in to 530 Collins Street, the identification and measurement of environmental impacts and the subsequent setting of meaningful benchmarks for sustainability outcomes will be an important task. Our business focus will shift to the completion of 19 council electoral representation reviews, including the City of Melbourne. Preparation for the conduct of the Council elections in 2012 will dominate activities in many areas of the organisation. We will build on the successes of the State election and develop initiatives specific to local government.

I am confident that the achievements of 2010-11, outlined in this report, will provide the basis for Victorians to have confidence in the VEC’s technological capabilities, focus on innovation and our commitment to providing all eligible electors with increased accessibility to Victoria’s strong democracy.

Steve Tully
Electoral Commissioner

A handwritten signature in black ink, appearing to read 'Steve Tully', written over a light grey background.

Highlights, 2010-11

Our core business

Aims

Deliver high quality election services; fair and equitable representation; and contribute to an informed and engaged community

Achievements

- Successful delivery of State election services to almost 3.6 million eligible State electors across Victoria, within Australia and around the globe (page 10 and featured throughout)
- Nine council representation reviews conducted on schedule and on budget (page 15)
- Conducted education, enrolment and voting sessions with prisoner, homeless, CALD and Indigenous Victorians groups (page 22)
- Advisory groups expanded and actively advising on relevant decision-making (page 24)
- Electronically Assisted Voting delivered at every early voting centre for the 2010 State election (page 36)
- Election Roadshow awarded third prize, 'Best Stand' category, Royal Melbourne Show and first prize, Best Community Service category, Bendigo Show (page 23)

Major challenges ahead

- Planning and preparations for 2012 Council elections, including timely implementation of any legislative changes
- Contribute to and respond to Electoral Matters Committee inquiries and respond to reports and recommendations
- Continued timely and efficient conduct of electoral representation reviews for 19 councils
- Delivery of electoral education module at REAL Camps at the newly established Korin Gamadji Indigenous Institute

Our voters

Aims

Maintain a complete and accurate enrolment register; increase ease of access to, and participation in the electoral system

Achievements

- Eligible electors enrolled exceeds target by 0.42 of a percentage point (page 29)
- Youth enrolment exceeds target by 1.47 percentage points (page 29)
- Achieved targets for turnout and Upper House voting formality at State election (page 31)
- Timely and successful implementation of legislative amendments relating to enrolment and voting, passed three months prior to State election (page 30)

Major challenges ahead

- Continue to achieve or exceed enrolment, turnout and formal voting targets
- Continued capacity to implement relevant legislative amendments in timely manner
- Expansion of implementation of automatic enrolment

Our people

Aims

Be a highly preferred employer, providing valued learning, development and career opportunities

Achievements:

- 80% of election officials rated online training as “effective or better” in preparing them for their role (page 44)
- Maintained good level of accrued flex time demonstrating appropriate resource allocation and human resource management procedures (page 47)

Major challenges ahead

- Analysis of People Matters Survey results, development and implementation of response strategy
- Support staff use of Justice Learning Management System that will increase training opportunities
- Ensure continued learning opportunities are relevant to career aspirations and corporate objectives
- Recruitment and training of senior election officials for Council elections

Our Commission

Aims

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

Achievements

- Unqualified favourable report on 2010–11 financial statements from Auditor-General (page 102)
- All reports tabled in accordance with legislation
- Annual Report 2009–10, Australasian Reporting Award: Gold (page 53)
- Silver waste wise accreditation (page 56)
- Recognised by the Victorian Commissioner for Environmental Sustainability for our commitment to environmental sustainability leadership, communication and the integration of core business and environmental goals (page 55)

Major challenges ahead

- Continued excellence in accountability, transparency and corporate citizenship
- Identify and measure environmental impacts, set meaningful benchmarks and targets for sustainability outcomes at new head office location

Our core business

Our aims

- Deliver high quality election services, in accordance with legislation
- Ensure fair and equitable representation at State and local government levels
- Contribute to an informed and engaged community with regard to electoral matters
- Collaborate across all business areas to ensure effective delivery of election services
- Deliver a community education program to engage and educate the Victorian community

Our achievements

- Successful delivery of electoral services to almost 3.6 million eligible State electors across Victoria, within Australia and around the globe (page 10)
- Nine council representation reviews conducted on schedule and on budget (page 15)
- Aboriginal Advisory group established and actively advising on relevant decision-making (page 24)
- Disability Action Plan reviewed and revised with the assistance of the Electoral Access Advisory Group (page 26)
- Electronically Assisted Voting delivered at every early voting centre for the 2010 State election (page 36)
- Election Roadshow awarded third prize, 'Best Stand' category, Royal Melbourne Show and first prize, Best Community Service category, Bendigo Show (page 23)

Our year ahead

- Planning and preparations for the 2012 Council elections commence in earnest, with an estimated 1500+ candidates and around four million electors
- Conduct of electoral representation reviews for 19 councils
- Contribute to Electoral Matters Committee inquiries and respond to Committee reports and recommendations
- Increased interaction with community groups to focus on the Council elections
- Ensuring educational materials and information focus on the Council elections to assist groups that experience difficulty participating in the democratic process
- Delivery of electoral education module at REAL Camps at the newly established Korin Gamadji Indigenous Institute

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Electoral activity

The VEC is an independent electoral services provider, with a recognised reputation for innovation. Although the VEC's workload fluctuates with election cycles, with work peaking in a major election event every two years, minor elections, by-elections and polls are conducted throughout each year. In addition, electoral representation reviews of councils take place within each four year cycle.

All electoral activities were conducted in accordance with legislation. Additional State election expenditure beyond special appropriation was met by internal reallocation within the VEC's overall budget (see Audited Financial Statements for details of expenditure). Figure 1 summarises the electoral activity undertaken by the VEC during 2010-11.

Figure 1: Elections conducted by the VEC, 2010-11

	2009-10	2010-11
State Parliamentary elections	0	1 (88 Districts 8 Regions)
State District by-elections	1	1
Council elections	0	0
Council by-elections	4	6
Council countbacks	8	15
Council electoral representation reviews	0	9
Liquor licencing polls	6	10
Commercial elections, by-elections and polls	3	4
Total	22	141



Partnerships

Good relationships with business partners such as Australia Post are vital to the success of an election. The VEC relied on Australia Post to deliver more than 3.5 million EasyVote Guides, and around 750,000 postal vote applications, ballot packs and postal votes between postal voters and the VEC in extremely short timeframes.

The VEC partnered with Australia Post to encourage people to update their enrolment prior to the close of rolls, with large banners on display, and Australia Post customer service officers directing people to complete enrolment forms available at Australia Post Business Centres.



2010 State government activity

2010 State election

The successful delivery of electoral services to almost 3.6 million eligible electors across Victoria, within Australia and around the globe was the culmination of VEC activity that commenced in 2009. Highlights of the election are featured throughout this report, and a table showing key statistics for Victorian State elections can be found in Appendix 1. The report on the 2010 Victorian State election will be tabled in Parliament in August, and will be available at vec.vic.gov.au and on CD by request.

Amendments introduced by the *Electoral Amendment (Electoral Participation) Act 2010* made it possible for the VEC to develop and implement programs that helped maximise the number of eligible Victorians that are correctly enrolled, and that made voting even more accessible to a wider range of electors. Information and communications technology featured heavily in the VEC's response to the new legislation and again supported every aspect of the election.

There was an increase of almost 70% in the number of electors who voted before election day, and inclement weather on Election day presented a major challenge to electors, candidates, party workers and the VEC. However, special attention to planning for services to voters resulted in more staff and resources, shorter queues, faster service and more accessible voting no matter where the voter was located.

Key information was available in a variety of formats, including audio, Easy English, and other languages. A telephone enquiry service operated throughout the election period, taking over 106,000 calls, with less than one percent of all calls diverted to voicemail. In addition, the VEC embraced social media and technology offering SMS enrolment and voting reminder services, information via facebook, and an iPhone voting centre look-up application.

Venues that were fully wheelchair accessible comprised 17% of all voting centres available for lease compared with 10.8% in 2006. The VEC works hard to find voting venues that are fully wheelchair accessible to reduce the frustrations of electors and potential employees who have disabilities. Continuing work with our Electoral Access Advisory Group and other agencies will help with developing workable solutions.

The 'Every Vote will Shape Victoria' communication campaign was used again to capitalise on the recognition of familiar concepts and reduce overall spending. A key component of the campaign, the EasyVote Guide, was mailed to every elector on the enrolment register prior to Election day. The EasyVote Guide contained elector and electorate details, and also provided information on when, how and where people could cast their vote.

An exciting new electoral awareness resource was the Roadshow. Launched at the Royal Melbourne Show, and travelling to shopping centres and agricultural shows, the Election Roadshow provided electoral information, education and interactive displays to communities in targeted areas of metropolitan and regional Victoria. In addition, an expanded education and community engagement focus delivered tailored information, enrolment and mobile voting sessions to Aboriginal, CALD, homeless and prisoner groups.

New legislation enabled the expansion of electronically assisted voting (EAV) to include not only electors who are blind or who have low vision, but also those with low proficiency in English or literacy difficulties, and electors with motor impairment. This major initiative attracted nearly five times more voters than the e-voting pilot program at the 2006 state election. While the numbers may appear small, the VEC is confident EAV will prove to be a turning point in the delivery of the secret ballot to electors who could otherwise be disenfranchised.

The VEC was very pleased with its performance in conducting the 2010 State election, and this is supported by the results of independent surveys conducted on and after Election day. The full evaluation report is available on vec.vic.gov.au.

The outcome of the election meant close scrutiny, an anxious wait for results, and pressure on election staff to finalise counts quickly while maintaining the highest levels of accuracy. Rechecking of all Upper House ballot papers at a regional level resulted in a smooth and speedy computer count of ballot papers marked below the line, and no recounts were requested or required. All counts were conducted in a timely manner prior to the return of the Writ, with no resulting applications for appeal lodged with the Court of Disputed Returns.

The report on the election also highlights matters relating to election administration and the responsibilities of the VEC, provides information on the impact of current laws and contains a number of recommendations for the Parliament to consider.

Figure 2: 2010 State election at a glance**Legislative Assembly - Lower House**

Voters Enrolled (at close of roll)	3,582,232
Votes Counted	3,329,865 (92.96% of enrolment at close of roll)
Formal Votes	3,164,729 (95.04% of total votes counted)
Informal Votes	165,136 (4.96% of total votes counted)
Candidates	502

Legislative Council - Upper House

Voters Enrolled (at close of roll)	3,582,232
Votes Counted	3,328,861 (92.93% of enrolment at close of roll)
Formal Votes	3,216,386 (96.62% of total votes counted)
Informal Votes	112,475 (3.38% of total votes counted)
Candidates	209

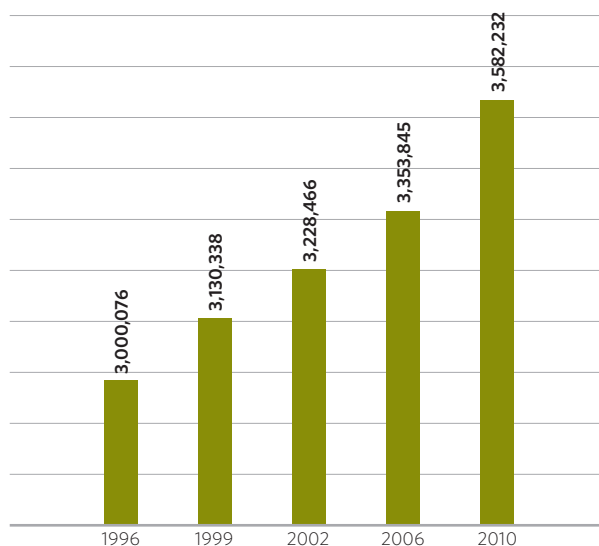
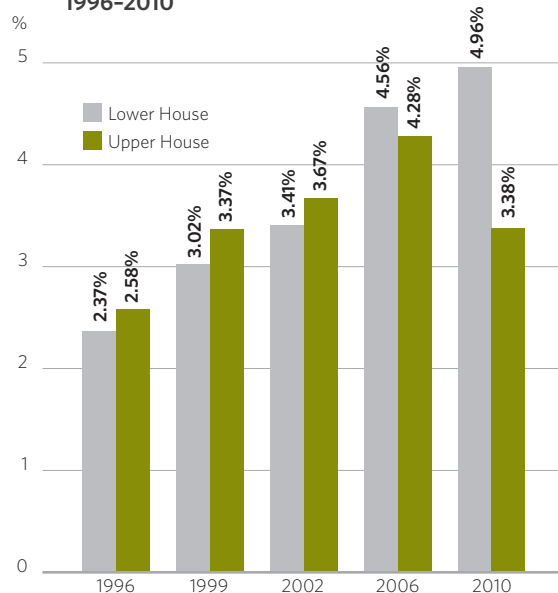
Figure 3: Enrolment at close of roll, Victorian State elections, 1996-2010**Figure 4: Informality rate, Victorian State elections, 1996-2010**

Figure 5: Voter turnout, Victorian State elections, 1996-2010

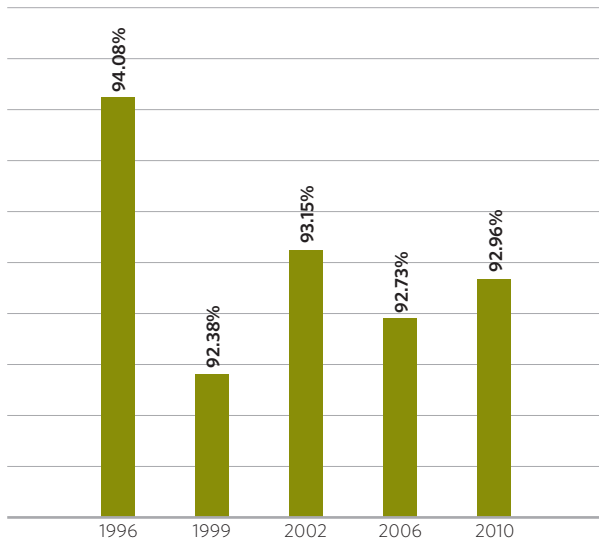


Figure 7: Number of postal, early and absent votes, Victorian State elections, 2002-2010

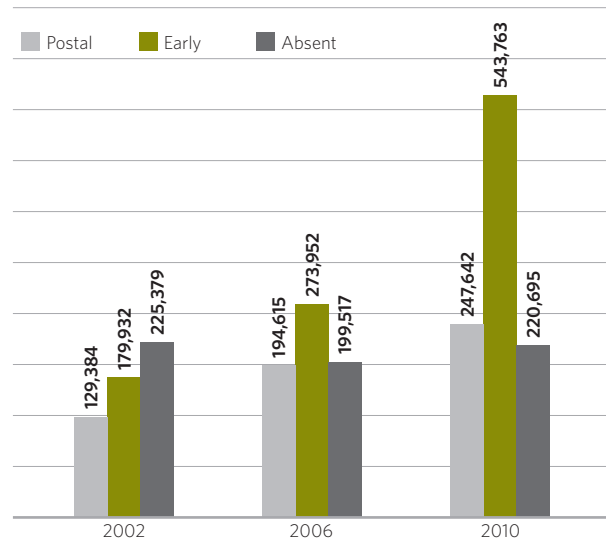


Figure 6: Number of candidates and registered how-to-vote cards

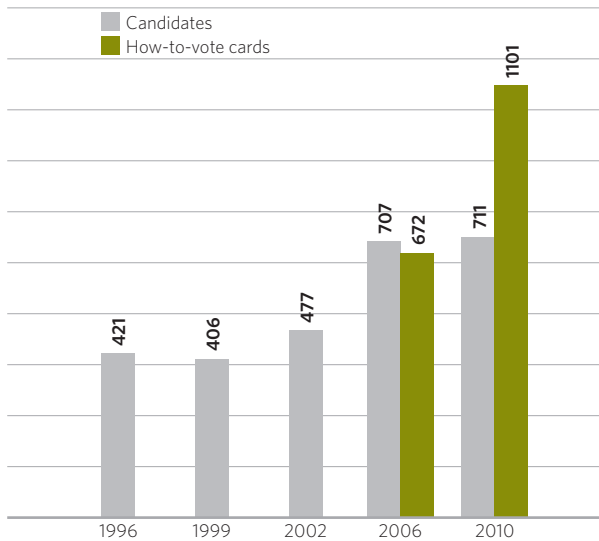
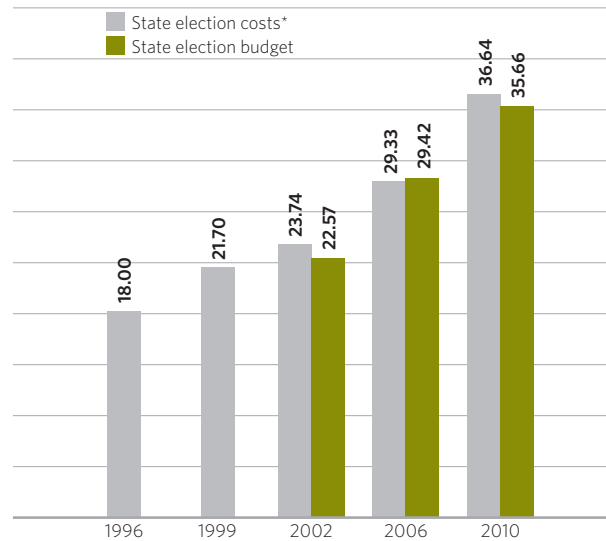


Figure 8: Costs, Victorian State elections, 1999-2010

* Additional expenditure met by internal reallocation within overall budget



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.

Broadmeadows District by-election

One State by-election was conducted during 2010-11 after the resignation of the member for Broadmeadows District. Key statistics from the Broadmeadows District by-election are presented in Figure 9. Total costs for the Broadmeadows District by-election amounted to \$199,022, which was well within than the allocated budget of \$350,000. This figure excludes the cost of ongoing enforcement of compulsory voting, (estimated at approximately \$40,000) which is scheduled to conclude during 2011-12, and will be reported in the next annual report. The *Report on the Broadmeadows District by-election* was tabled in Parliament in June 2011. Copies are available from the VEC and on the VEC website.

Vacancy for Ivanhoe District

On 25 August 2010, Mr Craig Langdon MP, Member for the Electoral District of Ivanhoe, resigned his seat through a letter to the Speaker of the Legislative Assembly. The Speaker was required under the *Electoral Act 2002* to issue a writ for a by-election within one month of the occurrence of the vacancy. On 13 September the Speaker issued a writ, setting election day for the by-election as 6 November 2010.

Under the *Constitution Act 1975*, the writs for the State election were to be issued on 2 November 2010. This meant that an election for the Electoral District of Ivanhoe would begin (as part of the 2010 State election) before the scheduled date of the by-election. Commencing the conduct of the by-election would result in significant expense to no purpose, as the vacancy would not be filled before the State election commenced.

Accordingly, on 14 September 2010 the Speaker issued a writ of 'supersedeas' to cancel the by-election. The Speaker had obtained legal advice confirming her power to issue such a writ. The VEC returned the by-election writ to the Speaker on the same day. The VEC's report on the State election has recommended legislative amendment to clarify such circumstances.

State Electoral Boundaries

In accordance with legislation, the VEC provides administrative and technical services to the Electoral Boundaries Commission. The next State Electoral boundary redivision will take place prior to the 2014 State election. The Report of the Electoral Boundaries Commission 2010-11 is included at the end of this Report (Appendix 12).

Figure 9: Key statistics, Broadmeadows District by-election 2011

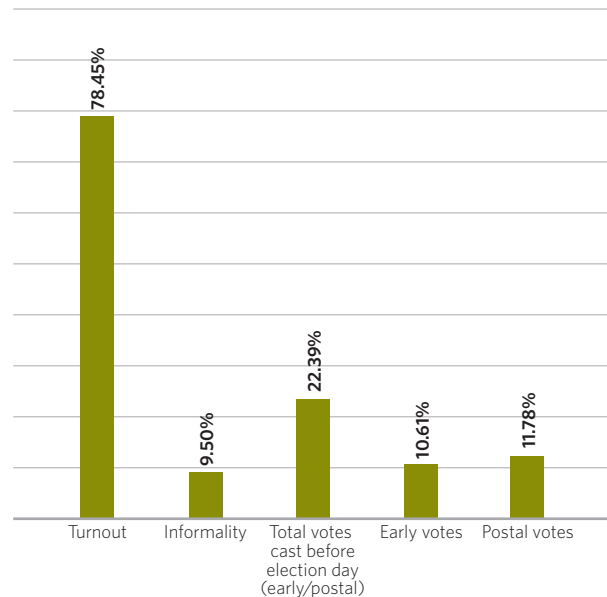


Figure 10: The count commences after close of voting at the Broadmeadows District by-election



Local government activity

In 2010-11, the VEC presented a report on local government activity to the Minister for Local Government. The report, available from the VEC and on the VEC website, provides details, statistics, analysis and outcomes of Council by-elections and countbacks conducted in 2009-10. A similar report for 2010-11 will be presented to the Minister in 2011-12.

The next Council elections are scheduled for November 2012. Planning and preparations are well underway, including recruitment and training of election officials, voting centre sourcing and the detailed election plan will be finalised during the second half of 2011.

Council by-elections and countbacks

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

The VEC conducted six by-elections (see Figure 11) and fifteen countbacks (see Figure 12) during 2010-11, to fill twenty-one extraordinary vacancies arising in councils. Reports of all elections and countbacks were provided to councils within the legislated three months.

There was a higher than anticipated number of Council by-elections and countbacks in 2010-11. This may be as a result of the length of commitment of the four-year term, which was introduced in 2008.

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

The average cost per voter for a postal by-election was \$4.49, and for an attendance by-election was \$5.14. (Costs do not include any compulsory voting services that specific councils may have appointed the VEC to undertake on their behalf. See Our voters, page 37). The cost of a countback varies according to where the countback is conducted, the average cost being \$4,000 when conducted at the VEC, and \$6,900 when conducted within the municipality. Full details of council by-elections and countbacks conducted during 2010-11 are included in Appendix 2.

Figure 11: Council by-elections conducted 2010-11

Council	Ward	Date	Type
Greater Bendigo	North West Plains	17/07/2010	Postal
Mornington Peninsula	Truemans	17/07/2010	Postal
Banyule	Olympia	5/03/2011	Attendance
Greater Geelong	Deakin	5/03/2011	Postal
Cardinia	Bunyip	19/03/2011	Postal
Corangamite	South Central	7/05/2011	Postal

Figure 12: Council countbacks conducted, 2010-11

Council	Ward	Date
Moira	Unsubdivided	9/08/2010
Moira	Unsubdivided	13/09/2010
Glen Eira	Camden	31/08/2010
SurfCoast		23/09/2010
Casey	Edrington	20/12/2010
Kingston	South	11/01/2011
Moonee Valley	Myrnong	11/01/2011
Yarra	Nicholls	11/01/2011
Manningham	Koonung	12/01/2011
Casey	Springfield	13/01/2011
Mildura	Unsubdivided	31/03/2011
BawBaw	North	27/05/2011
Mt Alexander	Castlemaine	2/06/2011
Benalla	Unsubdivided	16/06/2011
Benalla	Unsubdivided	21/06/2011

Electoral representation reviews

In November 2009, Local Government Victoria (LGV) published a discussion paper and called for submissions relating to electoral representation reviews. This resulted in legislative change, and the period between reviews was extended from before every second general election to before every third general election.

During 2010-11, the VEC conducted electoral representation reviews of 9 of the 26 local councils that, under the provisions of the LGA, are due to be conducted before the 2012 general elections. All councils (except Melbourne City Council, which is subject to different legislation) underwent an initial representation review between 2004 and 2008.

In May 2011, the Minister for Local Government announced that a review of the Latrobe City Council would be conducted in 2011-12. The Minister also accepted a request from the Melbourne City Council (MCC) for the Victorian Electoral Commission (VEC) to conduct a review of the Council's electoral structure during 2011-12. This brings the total number of reviews to be conducted in 2011-12 to 19. Legislation would have to be passed before any changes could be made to Melbourne City Council's electoral structure.

During an electoral representation review the VEC considers whether the particular council has the most suitable electoral structure and number of councillors to give voters fair and equitable representation. The review process is outlined in Figure 13. All submission guides, preliminary reports and final reports for reviews conducted in 2010-11 are available at vec.vic.gov.au or from the VEC. The VEC will continue to work closely with LGV on issues related to local government.

Figure 13: The electoral representation review process

Commencement	The VEC begins conducting research and preparing material for the public.
Public notification	A notice detailing the process for the review and calling for submissions is published in local media.
Public information session	One or more information sessions on the review process are held at key locations within the municipality. Anyone interested in making a submission is advised to attend. A Guide for Submissions is available at vec.vic.gov.au and from the VEC.
Close of preliminary submissions (approximately four weeks after the review commences)	The preliminary submission process provides an opportunity for the public to contribute their views and local knowledge about any issues relevant to the review.
Release of preliminary report	Based on the VEC's research, including information presented by the public, the VEC formulates a series of different recommended models for the electoral structure of the municipality. The models which best fit the VEC's aim of ensuring equity of representation are presented and explained in the preliminary report. Copies of the preliminary report are made available on vec.vic.gov.au and from the VEC.
Close of response submissions (approximately four weeks after release of preliminary report)	Any person or group may make a submission responding to the VEC's preliminary report.
Public hearing	A public hearing is held at a key location within the municipality. Submitters who have indicated in their response submission that they want to speak in support of their views may do so at this public hearing.
Release of final report	After considering written submissions to its preliminary report and information provided at the public hearing, the VEC prepares a final report making recommendation to the Minister for Local Government. Copies of the final report are made available on vec.vic.gov.au and from the VEC.
Minister's determination	The Minister for Local Government considers the VEC's recommendations and makes a determination. Any determination will take effect at the Council's next general election.

Statutory and fee-for-service elections

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

The VEC conducted ten liquor licencing polls and four fee-for-service elections, by-elections or polls during 2010–11 (see Figure 14 for details). All statutory and fee-for-service elections and polls were conducted on schedule and within budget.

Figure 14: Statutory and community elections and polls conducted 2010–11

Name	Date	Type	Voters on roll
Emergency Services Superannuation Scheme Board 2010 Extraordinary	26/08/2010	Postal	35,000
University of Melbourne Graduate Student Association Elections 2010	22/10/2010	Postal	26,754
Victorian Canine Association Committee Elections 2011	11/03/2011	Postal	9,500
Surrey Hills (Triple King) Liquor licencing poll 2010	12/07/2010	Postal	2,077
Victorian Strawberry Growers Industry Development poll 2010	2/08/2010	Postal	93
Surrey Hills (Watts Cooking Cafe) Liquor licencing poll 2010	9/08/2010	Postal	1,206
Surrey Hills (Cafe Via Biscotti) Liquor licencing poll 2010	23/08/2010	Postal	1,565
Camberwell (Degani Bakery Cafe) Liquor licencing poll 2010	1/11/2010	Postal	750
Canterbury (Cornelius Cheese, Coffee and Wine) Liquor licencing poll 2010	20/12/2010	Postal	1,796
Camberwell (Brunetti Camberwell) Liquor licencing poll 2011	14/02/2011	Postal	1,628
Camberwell (Juventino) Liquor licencing poll 2011	14/02/2011	Postal	2,174
Camberwell (Zous Cafe) Liquor licencing poll 2011	14/02/2011	Postal	1,768
Camberwell (Caffe Moravia) Liquor licencing poll 2011	21/03/2011	Postal	1,627
Camberwell (Charntra) Liquor licencing poll 2011	6/06/2011	Postal	1,772

Interaction with electoral organisations

The VEC develops and maintains relationships with a number of organisations in the electoral industry, in Australia and globally, through research and networking, to improve understanding of key issues. We are also committed to recommending and advising on relevant legislative change.

During 2010-11, the VEC worked with various organisations to help advance the industry practically and legislatively in an effort to increase electoral harmonisation across Australia.

To remain a leader in the Australian electoral industry, the VEC will continue to introduce innovations to increase the participation rates of all electors, especially groups identified as having low participation.

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 2010-11. The ECA considers best practice and innovation in activities such as the maintenance of electoral rolls, the operation of new electoral legislation and the management of elections. During 2010-11, 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

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

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 Council 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 2010-11 included:

- Council elections seminar
- Electoral program management strategies
- Risk management
- Further work on performance measurement and reporting and electronic roll marking
- Recruitment and training of election officials

Proposed projects for 2011-12 include:

- Internet voting
- Electronic returns from voting centres
- Continued work on consistent performance measures across jurisdictions and electronic roll marking
- Continuation of the Electoral Educators Network
- Continued collaboration regarding matters relating to election officials

In a reciprocal arrangement, the VEC provides election services such as voting services and information provision to Australian State and Territory, and New Zealand electoral agencies (see Figure 15).

The VEC also provides staff on secondment to other electoral agencies in Australia (and occasionally overseas) for short periods to provide assistance and expertise at electoral events. A lower than usual number of VEC staff were seconded to other agencies during 2010-11 due VEC staff being primarily allocated to the 2010 Victorian State election (see Figure 16).

During Victorian election periods, reciprocal services are provided to the VEC by these agencies. Figure 17 shows the staff seconded to the VEC from other electoral agencies for the 2010 State election.

Figure 15: Election services provided by the VEC to other electoral agencies, 2010-11

Election date	State/Territory	Election	Total votes
2/10/10	Western Australia	Armadale District by-election	1
20/11/10	New Zealand	Mana Electorate by-election	0
5/3/11	New Zealand	Botany Electorate by-election	0
26/3/11	New South Wales	State election	956

Figure 16: VEC Staff seconded to other electoral agencies, 2010-11

Agency	Election	Election day	Total staff	Duration
NSW Electoral Commission	State election	26-Mar-11	1	3 months

Figure 17: Secondment of staff to the VEC from other Australian electoral agencies, 2010 State election

Agency	No of staff	Project	Days
ACT Electoral Commission	1	Electronic Roll Marking PDAs, On-line Training	20
WA Electoral Commission	2	Various	40
WA Electoral Commission	1	Central Processing Centre Declaration vote checking	20
WA Electoral Commission	1	Declaration v ote checking	12
WA Electoral Commission	1	Upper House count	14
Electoral Commission SA	1	Central Processing Centre	9
Australian Electoral Commission	6	Various	84

Figure 18: The VEC made special arrangements to accept enrolments between the issue of the writ and close of rolls for the Federal election in August 2010



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. After the 2010 State election the number of members was reduced. The EMC now comprises five Members of Parliament drawn from both Houses. Its powers and responsibilities are determined by the *Parliamentary Committees Act 2003*.

A number of recommendations made by the EMC after the 2006 State election were implemented at the 2010 State election and the VEC is pleased to be able to assist the Committee with its inquiry into the conduct of that election, which commenced in 2011.

As part of that inquiry, the VEC submitted a preliminary report on the 2010 State election. The full report on the election will be tabled in August 2011 and will form part of its submission to the inquiry. The report contains a number of recommendations for the Parliament to consider. In addition, the VEC will respond to other submissions as appropriate.

Recommendations made in the EMC's report on its inquiry into the 2010 State election will be considered by the VEC, responded to and acted on as appropriate.

Other electoral matters

Register of political parties

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

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

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

Registration of the Australian Sex Party - Victoria

On 18 June 2010, the VEC received an application for registration from the Australian Sex Party - Victoria. The VEC wrote to the people on lists supplied by the Sex Party, asking them to confirm whether they were members of the party. Yes respondents were checked against the electoral roll. By 30 September 2010, the VEC had received 561 Yes respondents who could be readily identified on the roll, proving that the party had at least the 500 eligible members required for registration.

The VEC received one objection to the party's application, the objector arguing that the application should be rejected under section 47 of the Act because the party's name was obscene. The VEC examined the Australian Electoral Commission's approach to the same issue, and considered the word 'sex' itself, the context in which the word was placed, and the audience that would be exposed to the party's name in the event of registration. Although the VEC regarded the word 'sex' itself as completely innocuous, the phrase 'Sex Party' could possibly be seen as suggestive or offensive. However, the VEC believed that registration would not materially increase public exposure to the party's name, and doubted that the general community would regard the name as obscene. The VEC concluded that on balance the party's name was not obscene, and decided not to uphold the objection. The Sex Party was registered on 12 October 2010, in time to endorse candidates for the 2010 State election.

Review of registration

Under the Act, the VEC must review the registration of a political party as soon as practicable after an election if the political party obtained an average of less than 4% of the first preference votes over all electorates contested by the political party. Five parties were in this position after the 2010 State election: the Sex Party, the Christian Democratic Party, the Democratic Labor Party (DLP), the Family First Party and the Socialist Alliance. On 30 December 2010, the VEC wrote to these parties, requesting information. In light of the Sex Party's recent registration, when it was established that the party had sufficient members, the VEC decided not to conduct a mail-out to the party members, but relied on a statutory declaration, a list of 1,518 members, and a roll check of a 10% sample of the members. The party's registration was confirmed on 9 February 2011. The VEC wrote to the people on the lists provided by the other four parties. By 28 April 2011 the reviews were completed, with the VEC satisfied that each of the parties had sufficient members to retain its registration.

Other matters relating to the register of political parties

Litigation continued in relation to the VEC's 2008 decision not to recognise Mr John Mulholland as the secretary and registered officer of the DLP. On 18 March 2011, Justice Williams dismissed Mr Mulholland's appeal to the Supreme Court against the Victorian Civil and Administrative Tribunal decision of December 2009 affirming the VEC's decisions. However, on 6 May 2011 the Court of Appeal granted Mr Mulholland leave to appeal against Justice Williams' order. The appeal will be heard later in 2011.

See Appendix 3 for the details of registered political parties.

Research

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

Research in 2010-11 focused on two areas: research into the barriers to enrolment and voting faced by Aboriginal and Torres Strait Islander Victorians, and an evaluation of the VEC's services at the 2010 State election.

Qualitative research among young Aboriginal Victorians provided information about attitudes to enrolment and voting and ideas for improvements. These were helpful for the VEC's community engagement activities for the 2010 State election.

In the coming year, the VEC will conduct quantitative research to learn how widely ideas and attitudes are held. The evaluation research for the State election revealed a generally very positive response to the VEC's election services.



EasyVote Guide

A key component of the 'Every Vote will Shape Victoria' communication campaign, the EasyVote Guide was mailed to every elector on the enrolment register prior to Election Day. The EasyVote Guide contained elector and electorate details, and provided information on when, how and where people could cast their vote.

Designed and prepared by the VEC's Print and Design team, over 3.5 million EasyVote Guides were printed and mailed to all electors.



New and proposed legislation

The *Electoral Amendment (Electoral Participation) Bill 2010* received Royal assent on 3 August 2010, bringing about the following amendments which were in operation for the 2010 State election.

- Enrolment procedures were streamlined so that the VEC would have the power to enrol people on its own initiative based on information it has received
- People who are found to be not enrolled on election day are now able to enrol and vote at a voting centre, through completing a declaration form and providing a proof of identity
- The availability of electronically assisted voting was expanded to a wider group of electors, and in addition to those who are blind or have low vision now includes those who cannot vote without assistance because of a motor impairment or insufficient language or literacy skills
- The “three month rule”, which used the elector’s principal place of residence in the three months before election day as a measure of the elector’s entitlement to vote, was abolished
- The submission of group voting tickets to the VEC for groups of Upper House candidates was made compulsory
- The VEC is now compelled to make registered how-to-vote cards available on its website
- The authorisation requirements for letters and business cards were relaxed
- Where a postal vote envelope is postmarked the day after election day, the VEC is now required to use the date of the witness’ signature on the declaration envelope to determine whether the vote should be admitted to the count

In the field of local government, Parliament passed the *Local Government and Planning Legislation Amendment Act 2010*, which changed the intervals between council electoral representation reviews from every second election to every third election, extended timelines for public submissions during reviews, and provided that the reviewer must be the VEC.

On 28 June 2011, the Local Government Amendment (Electoral Matters) Bill 2011 was introduced into Parliament. The Bill changes the election day for local government elections from the last Saturday in November to the fourth Saturday in October, and provides for electoral representation reviews for the City of Melbourne. At the time of this report, Parliament is considering the Bill.

Community education and engagement

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

In the lead up to the State election the VEC's Community Education Team undertook an ambitious program of work spanning face-to-face voter information workshops, broader public awareness activity via an election Roadshow, and the provision of special mobile early voting services for groups including the homeless and prisoners. Figure 19 provides details of the outreach, enrolment and mobile early voting sessions conducted from July to November 2010.

The work of the Community Education Team continued in 2011 with follow up and relationship building with community groups in preparation for the 2012 Council elections and the development of a comprehensive strategy to inform the future direction of the VEC's community education and engagement work.

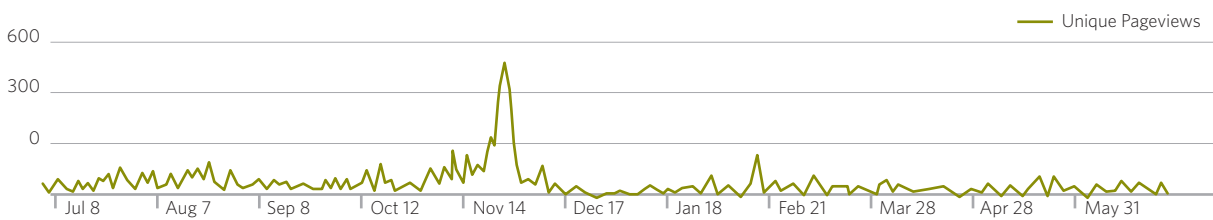
Reflecting the high levels of interest in the VEC's community education work, the education section of the VEC website had almost 11,500 unique page visits between 1 July 2010 and 31 December 2010, and 15,479 unique page visits for the year 2010-11. Figure 20 shows the traffic flow to the education section of the website for 2010-11, with an observable peak in November 2010.

**Figure 19: Outreach sessions conducted by the VEC
Community Education team, July-December 2010**

	Sessions	Attendance
Aboriginal	21	1,272
Multicultural	65	1,606
Homeless	30	230
Disability	15	328
Prisoners	9	54*
Mobile early voting	23	937
Total	163	4,427

* Number of enrolments received.

Figure 20: Traffic flow to VEC education website, 2010-11



Roadshow

Research undertaken by the VEC indicates many community groups prefer information about elections to be provided in a face-to-face format. The VEC ran a State Election Roadshow to leverage off the mass-media election campaign, and to provide the public with an opportunity to enrol or update their enrolment details before the close of rolls.

With the aim of reaching a wide audience, the VEC launched the Roadshow on the 18 September 2010 at the Royal Melbourne Show, a high profile event, where it was awarded third prize in the 'Best Stand' category. This was the first of nine locations; six in metropolitan areas and three in Regional Victoria. The Roadshow was also awarded a first prize in the Best Community Service category at the Bendigo Show. The Roadshow concluded on 9 November 2010 at Federation Square, coinciding with the close of rolls. An estimated 53,000 people visited the Roadshow over an eight week period.



Roadshow

An exciting new electoral awareness resource was the Roadshow. Launched at the Royal Melbourne Show, and travelling to shopping centres and agricultural shows, the Roadshow provided electoral information, education and interactive displays to communities in targeted areas of metropolitan and regional Victoria.

An estimated 159,300 spectators viewed the Roadshow, with more than 53,000 direct interactions with staff and over 36,500 election related giveaways were distributed.



Community Sector Information Kits

Community Sector Information Kits – a package of resources with information about enrolling and voting in the State election – were sent to key youth, multicultural and Indigenous community agencies and to ethno-specific community groups listed in the Victorian Multicultural Commission's Statewide directory.

Figure 21: Community Sector Information Kit Poster



Indigenous Victorians

In early 2010 the VEC appointed an Aboriginal Engagement Officer, with the aim of increasing community understanding of the electoral process through the conduct of Aboriginal outreach sessions, and encouraging a greater number of Aboriginal people to work as election officials during the election. To complement the newly developed Aboriginal Engagement Program and help ensure its success, VEC head office staff and election managers attended cultural awareness training sessions.

The VEC also established an Aboriginal Advisory Group to provide guidance to the VEC on how it might best respond to the electoral information, education and service needs of Aboriginal and Torres Strait islanders in Victoria.

A logo, *Yarn up – be solid – vote! Your future in your hands*, was developed focusing on providing information and resources, and emails to a distribution list of over 1,000 Aboriginal community contacts.

The Aboriginal Engagement Officer developed a motivational presentation about Koorie history, the Koorie relationship to democracy, motivational and inspirational messages and basic information about enrolling and voting. The VEC presented information to 1,272 people over 21 face-to face sessions.

Capitalising on the significant affiliation many Aboriginal Victorians have with the Australian Football League, one initiative to increase awareness of the State election, enrolment and voting, was VEC sponsorship of the Marngrook Footy Show's, 'Most Valuable Player of the Finals' series, which culminated in an on-air presentation during Grand Final Week.

Marngrook Football Show presenter, Grant Hansen, a highly recognisable, well respected and influential Victorian Aboriginal personality, was featured in a campaign directed towards Aboriginal communities that included poster, print and radio mediums.

The VEC also established a partnership with the newly established Korin Gamadji Institute which focuses on leadership and skills development for Aboriginal youth. In the first part of 2011 the VEC worked closely with the Institute to develop a citizenship component for delivery in a series of leadership camps; the first two of which is due to be held in July 2011 with around 10 young people attending each camp.



Aboriginal Advisory Group

In 2010, the VEC established an Aboriginal Advisory Group to provide guidance on how to best accommodate the electoral information, education and service needs of Aboriginal and Torres Strait islanders in Victoria. A logo was developed and used on election messages, and targeted information, enrolment and voting sessions were held.

Between June and October 2010, the VEC's Aboriginal Engagement Program ran a competition challenging Aboriginal and/or Torres Strait Islander high school students to submit essays on the theme "Why is it important to vote?"

The winning entry was from Keisha Nash, a year 9 student from Mornington Secondary College. The Victorian Electoral Commissioner, Steve Tully, presented her with a trophy at a ceremony at Parliament House. Go to vec.vic.gov.au to read Keisha's inspiring essay.



Culturally and linguistically diverse communities

The VEC recognises that culturally and linguistically diverse (CALD) communities are not homogeneous or exclusive. Many new citizens come from countries where the voting systems are very different, where the freedom to vote as one chooses is not always available and where experiences of government, politics and elections, can affect people's voting behaviour in Australia.

To deliver a responsive and relevant education program, the VEC's community education work employs a range of participatory methodologies to ensure citizens from CALD communities understand how to exercise their democratic right to vote. The VEC's 2008 resource *All About Voting* (produced in partnership with AMES) provided a solid grounding for electoral education to this audience.

In 2010-11 the VEC's CALD program aimed to:

- Increase the participation of multicultural communities in the democratic process
- Educate the community about how to complete a ballot paper correctly
- Foster relationships with multicultural community organisations to increase the impact of the VEC's work

To achieve these aims, the 2010 program included:

- Establishing a CALD Advisory Group
- Face-to-face community education sessions
- Distributing community sector information kits

CALD Advisory Group

Established in early 2010, the CALD Advisory Group enables multicultural agencies to advise the VEC on the needs of the CALD communities in relation to the development of electoral engagement initiatives and provision of election services. It also provides an opportunity for the VEC to inform key agencies about election activity.

The Advisory Group met twice in the six months prior to the Victorian State election and received email updates about the progress of outreach and resource development. Members also assisted in the distribution of key information and resources through their networks in the lead up to the election. The group met again in June 2011 to provide feedback on the VEC's election initiatives and to assist with planning for the future direction of the VEC's community education work.

Community education sessions

In the six months prior to the State election the VEC delivered 63 community education sessions to 1,542 participants. These ranged from interpreter assisted workshops for community groups, to Easy English sessions for English as a Second Language classes and 'train the trainer' sessions to build capacity of community workers around their electoral knowledge.

The community education sessions provided an opportunity to assist people to enrol, check enrolment details and complete other election-related forms. The majority of sessions were conducted in the Western and Northern Metropolitan Regions (both areas with large CALD populations), with 25 Districts across seven Regions covered. Over 10% of sessions were conducted in the Eastern Metropolitan Region. A total of 65 community education sessions were conducted, with over 1,600 participants in all.

Survey respondents reported an overwhelming increase in electoral knowledge; with 61% of surveyed participants reporting a good knowledge of democracy after the session, compared to 4% before the session.

People experiencing homelessness

The VEC has further developed its 'Homeless not Voteless' program and increased its network of participating homelessness agencies. A key objective of the program is to increase ease of access to, and participation in, the electoral system through the provision of information sessions for workers and clients, enrolment outreach and mobile early voting. This was assisted by a change in Commonwealth legislation during the year with regard to 'No Fixed Address' enrolments. The number of people accessing the program has substantially increased since the 2006 State election with nearly 50 sessions conducted with workers and clients in 2010-11.

This year the VEC also ran an exciting arts project with Living Room Youth Projects. Consultation indicated that a standard information session would not suit the client group at the Living Room and so 'the living voice', a graffiti art project was developed. An artist was employed to create the work with the participation of clients, during which time VEC and Living Room staff were able to engage clients in discussion around having a say, and the importance of enrolling and voting for people experiencing homelessness. The project resulted in a large piece of art spanning the exterior of the Living Room's building and provided a common link for the VEC to build on at the subsequent mobile early voting session.

Figure 22: Graffiti art created at the Living Voice, 2010



People with a disability

A strong and productive relationship between the VEC and its Electoral Access Advisory Group has resulted in a number of significant initiatives delivered through the VEC's Disability Action Plan, most notably, the VEC's *Voting is for Everyone* DVD kit.

Developed in partnership with Scope workers and clients, *Voting is for Everyone* aims to encourage a community-wide conversation about democracy and to dispel some of the misconceptions around voting by people with an intellectual disability, and their capacity and willingness to vote. The kit is a community education resource for people living with a disability, their families and paid care staff; and an Australian industry first.

The resource features a group facilitation guide and DVD focusing on why it's important for people living with a disability to vote and explains the process of voting. The resource was distributed to over 1,000 disability residential and day services across Yooralla, Scope and DHS service providers.

In October 2010, permission was sought from Department of Premier and Cabinet to secure free advertising spots via the Master Advertising Media Service for a 30 second Community Service Announcement (CSA). Using footage from *Voting is for Everyone* and tagged with VEC State election campaign branding, the aim was to promote the *Voting is for Everyone* resource and raise awareness of voting and disability amongst the wider community. The CSA resulted in an equivalent media buy of \$28,651 at no cost to the VEC.

For electors with a mild intellectual disability or low literacy skills, the VEC again produced an updated version of the Easy English Guide to Victorian State elections. This resource continues to be one of the most popular of all the VEC's publications, particularly as it's also of great use to voters whose first language is not English.

The VEC also promoted education sessions for disability service clients through disability sector networks. Fifteen outreach and education sessions were conducted with 328 participants.

Students and first-time voters

The VEC repeated a successful initiative from 2006 and ran a special voting supplement in *The Age* newspaper for the State election. However in 2010, the supplement was published earlier (July) to enable teachers to better incorporate election activities into the classroom. The issue was very popular, with many teachers ordering class sets.

Passport to Democracy (PTD) is the VEC's dynamic, interactive and fully resourced program for secondary students. The program takes students on a journey of their own creation, drawing on their concerns and issues to make the connection between politics and the things that are important to them. It prompts students to consider how they can make an impact on issues they care about and ultimately, how they can engage with the community to achieve positive change.

The PTD program continued throughout 2010-11, with PTD videos being made available on YouTube, a PTD Blog for teachers and online bookings. Since 2007, when PTD was first piloted, 4,818 students across 72 schools have participated. In the 2011 calendar year so far, over 1,200 students have participated across 23 schools and 12 in-depth professional development sessions have been delivered for teachers in schools. In addition, the VEC is developing relationships with those universities providing teacher training and has made presentations to a number of pre-service teachers over the year.

The VEC has employed a part-time officer to coordinate the deployment of course materials and outreach officers to schools delivering the program.

Figure 23: The VEC used *The Age* newspaper lift out published in July 2010 to target first time voters



Parliament Open Day

In 2011, Parliament Open Day again provided the opportunity for the VEC to interact with Victorians about electoral matters. The enrolment look-up facility was available again this year, so that visitors could check and update their enrolment details and obtain information and enrolment forms.

Electoral education activities such as Electoral Snakes and Ladders and the always-popular mock election were on show, as well as the 'Surface' which had been such a successful feature at the State election Tallyroom. While results available on the Surface at Parliament Open day were no longer 'real time', visitors could compare results from multiple seats at once - to discern electoral trends. Others chose to engage more fully with historical detail as they analysed the longer-term trends in key seats.

Electoral Education Network

Collaboration and dialogue between State and Territory electoral agencies and the Australian and New Zealand Electoral Commissions continued during 2010-11. A meeting hosted by the Electoral Commission South Australia and facilitated by the VEC provided an opportunity for education officers to share innovations and ideas that will help enrich programs around Australia.

Looking to the future

The VEC's community education work will continue over the coming year with a focus on consolidation and evaluation. Feedback on our education resources will be sought from the community and a review of the *Passport to Democracy* program materials will be conducted. The anniversary of the right to vote for Aboriginals and Torres Strait Islanders will provide a significant focus for the 2012 calendar year. The key focus will be the development of resources for the 2012 Council elections with a focus on capacity building for community organisations and workers.

Our voters

Our aims

- Ensure the accuracy, completeness and integrity of the Victorian register of electors
- Increase ease of access to, and participation in, the electoral system
- Conduct research to better understand industry and community issues
- Implement activities that increase awareness of electoral matters
- Improve accessibility and clarity of electoral information

Our achievements

- Eligible electors enrolled exceeds target by 0.42 of a percentage point (page 29)
- Youth enrolment exceeds target by 1.47 percentage points (page 29)
- Automatic enrolment successfully piloted at 2010 State election (page 30)
- Geo-coding of the state roll increased from 90 percent accuracy (in 2009-10) to the maximum achievable accuracy, 98 percent (page 38)

Our year ahead

- Expansion of new automatic enrolment arrangements using VicRoads data
- Intensive mapping work to support electoral representation reviews and 2012 Council elections
- Review and update of enrolment information access agreements

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Enrolment

The VEC considers it very important to facilitate participation in the democratic process by all Victorians, and activities were undertaken throughout 2010-11 to support the objective of having all eligible Victorians enrolled. Key objectives for the VEC are to maintain the accuracy and security of the register of electors, and for the proportion of eligible electors enrolled to increase annually and to be higher than the national average. The VEC undertakes a range of activities to keep the enrolment register current, and to ensure electors vote and vote correctly.

Register of electors

The VEC achieved its target of processing 100% of elector enrolment changes and new enrolments within set timeframes, ensuring that the register of electors is as up to date as possible. See Appendix 4 for details of enrolment transactions for the past five years.

The number of Victorians enrolled to vote increased by 38,238 to 3,579,383 in 2010-11. Using available data, it is estimated that 92.28% of eligible electors are enrolled; slightly more than the national figure of 90.86% and just over the VEC's target of at least 1% higher than the national average (see Figure 24). However, declining enrolments are of great concern to the VEC. The number of electors on the Victorian enrolment register increased by 1.33% percentage points during the year, while the national increase was slightly less, at 1.17% percentage points. See Appendix 5 and Appendix 6 for District and Region enrolment figures at 30 June 2011.

Youth enrolment

Victoria continues to have one of the highest youth enrolment rates in Australia. However, the number of young Victorians enrolled is, on average, 10% below that of the general eligible population. Figure 25 shows the extent to which Victorian young people aged 17 years and 18 to 25 years are represented on the electoral roll. This shows that since 2006-07, Victorian figures have been consistently higher than the national average, and youth enrolment at 81.03% is currently higher than the VEC's target of 79.56% (at least two percentage points above the national average).

Electoral education focusing on youth participation is a key element of the VEC's Community Education Strategy 2007-12. A strong program during the election included *The Age Education Lift out "Roar"*. At 30 June 2011, the estimated percentage of eligible 17-year-olds provisionally enrolled on the electoral register was 18.84%. Passport to Democracy, a school education program, has continued to show itself to be an effective way of encouraging interest in and knowledge about the democratic process among upper secondary students. A VEC presence at events involving young people and teachers is also part of the strategy.

Figure 24: Proportion of eligible electors enrolled at 30 June 2007-11

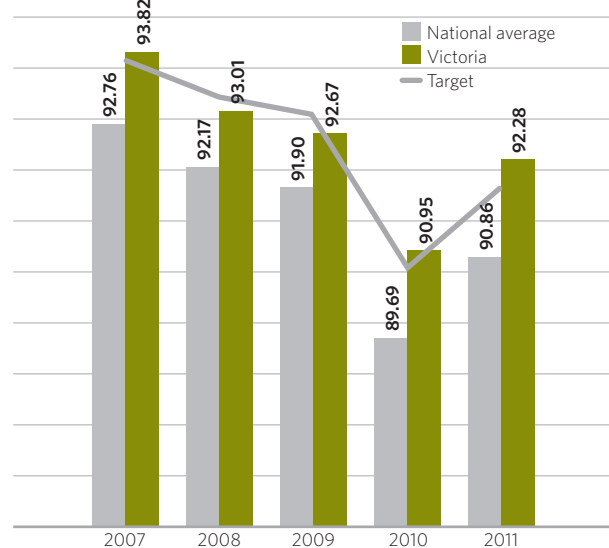


Figure 25: Youth enrolment 2006-07 to 2010-11

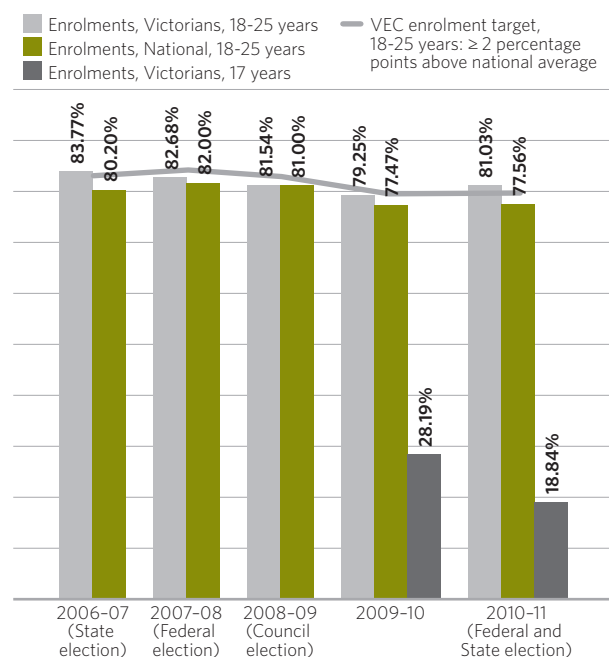


Figure 26: Enrolment applications sourced from continuous roll update programs, 2006-07 to 2010-11

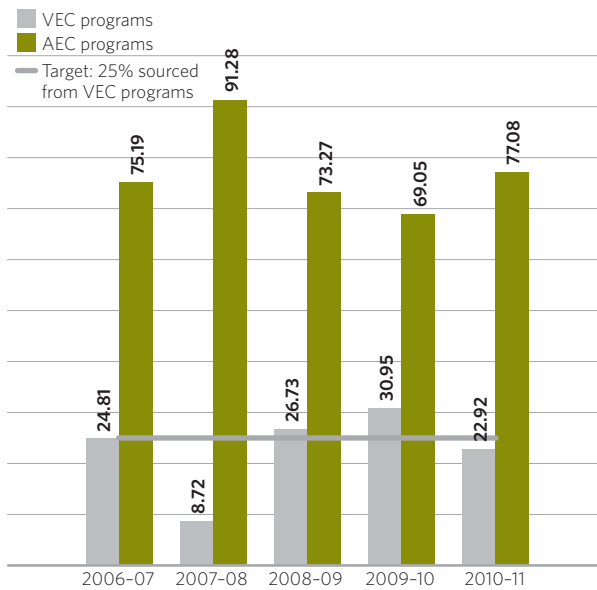
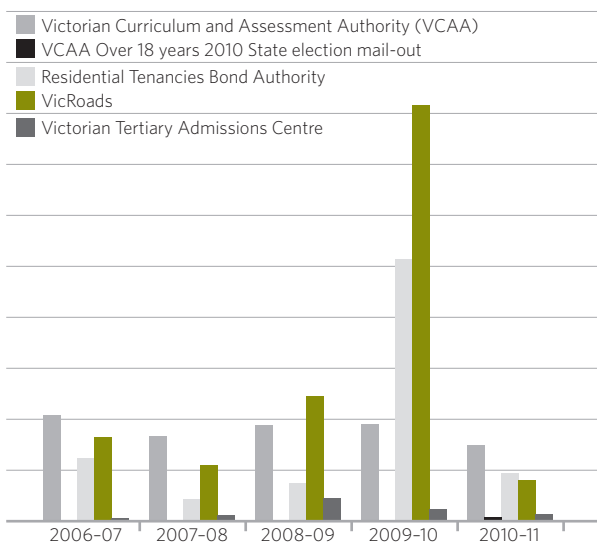


Figure 27: VEC enrolment transactions from VEC mailouts, 2006-07 to 2010-11



Continuous Roll Update

The VEC normally undertakes a number of continuous roll update (CRU) programs to assist electors to enrol on the register and to keep their enrolment details up-to-date. However, as a result of the Federal and State elections being held in 2010-11, the mail-out activities were limited to data provided by the Victorian Tertiary Admissions Centre (VTAC). People who registered or updated their address details with VTAC were sent an enrolment form if they were not already enrolled.

Victorians are eligible to enrol at 17 but cannot vote until they are 18. Data enabling the VEC to send a birthday card and an enrolment form to Victorians in the education system as they turn 17 years of age is provided by the Victorian Curriculum and Assessment Authority (VCAA). According to VEC tracking of enrolments, 11.7% of 17-year-olds who received a birthday card in 2010-11 enrolled as a result of this program. A further 2,737 students enrolled during 2010-11 as a result of receiving a birthday card in the previous year, 2009-10.

Legislation was amended in 2010 to allow the VEC to automatically enrol people where, having regard to information obtained by the VEC under its compulsory acquisition powers, they appeared to be entitled to be enrolled. The VEC trialed the new process in the run-up to the 2010 State election using data provided by VCAA to enrol students who had turned 18, were born in Victoria but had not yet enrolled and 1,557 electors were enrolled automatically prior to the 2010 State election. The VEC sent those students who had turned 18, but were not born in Victoria, an enrolment form so that if they were eligible they could enrol.

Applications to Liquor Licensing Victoria for proof-of-age cards also act as electoral enrolment applications for State and Council elections. The VEC received 1,398 of these applications in 2010-11.

During 2010-11, enrolment forms were available at the VEC, on the VEC website, at Council offices, Australia Post offices, Centrelink, Australian Electoral Commission divisional offices and in voting centres on election day. In addition, electors who could not be found on the roll when they went to vote at the 2010 State elections could for the first time, enrol on-the-day and cast a provisional vote.

The VEC's CRU activities generated 130,962 enrolment applications in 2010-11, amounting to 22.92% of total applications received. This was slightly below the VEC's target of 25% (see Figure 26).

Automatic enrolment

The VEC has developed an enrolment strategy for 2011-14 involving further implementation of the automatic enrolment provisions introduced in 2010. As part of the strategy, the VEC's CRU programs are being modified to enable the VEC to automatically enrol people or update their enrolled address using information it receives from VicRoads and the Rental Bond Authority. Trial of the new automatic enrolment arrangements will occur in October 2011 using VicRoads data.

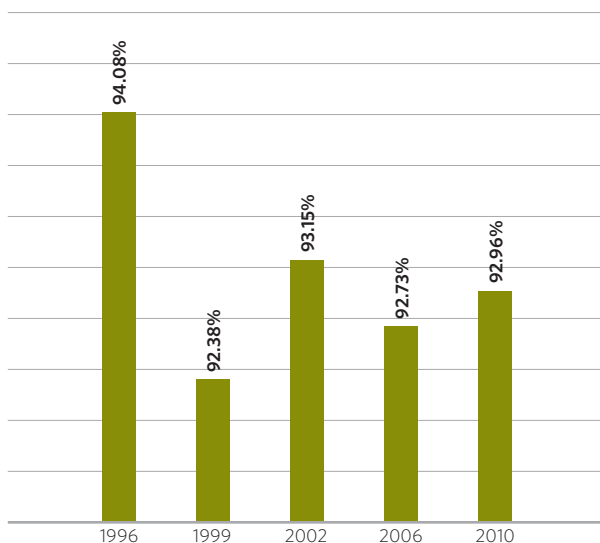
Turnout

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

Turnout at 2010 State election

Voter turnout at the 2010 State election for the Lower House was 92.96% of the total electors enrolled, slightly higher than the 92.73% at the 2006 State election, but lower than the 93.15% recorded at the 2002 State election. Voter turnout for the past five Victorian State elections is shown in Figure 28. For comparison, voter turnout for Australian parliamentary elections is shown in Figure 29. A graph showing voter turnout by age group for the past three State elections is included in Appendix 1. The VEC will use these findings to help shape engagement programs in future years.

Figure 28: Voter turnout, Victorian State elections 1996-2010



Turnout at State by-election

The turnout rate for the Broadmeadows District by-election was 78.45%, a decrease on the turnout for the Altona District by-election held twelve months before (86.02%), and below the VEC's target. This may be attributable to the close proximity of the by-election to the State election (and federal election) and the fact that there was no Liberal party candidate.

Figure 30: Turnout at State District by-elections, 2006-07 to 2010-11

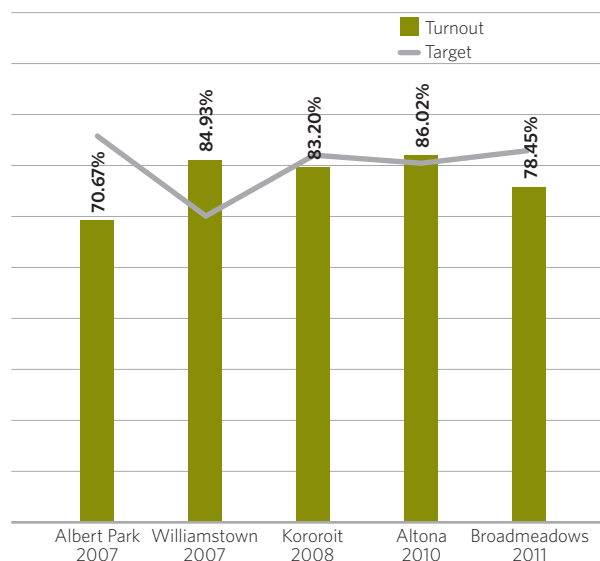


Figure 29: Voter turnout, Australian parliamentary elections, 2004-10

Federal	2004	94.32%	2007	94.76%	2010	93.22%
Federal (Victoria)	2004	94.87%	2007	95.17%	2010	93.49%
Victoria	2002	93.15%	2006	92.73%	2010	92.96%
NSW	2003	97.38%	2007	97.23%	2011	92.55%
QLD	2004	91.44%	2006	90.47%	2009	90.93%
WA	2001	90.60%	2005	89.84%	2008	86.48%
SA	2002	93.60%	2006	92.30%	2010	92.80%
TAS	2002	93.73%	2006	94.88%	2010	93.85%
ACT	2001	90.94%	2004	92.80%	2008	90.37%
NT	2001	80.56%	2005	80.10%	2008	75.70%

Turnout at Council by-elections

Turnout for Council by-elections in 2010-11 varied from a low of 59.62% at Banyule City Council and 78.99% at Greater Bendigo City Council (See Figure 31). The average turnout rate for council by-elections held during 2010-11 was 70.85% compared with 74.60% in 2009-10 (see Figure 32), indicating a shortfall on the VEC's target of an increase year to year.

It is slightly lower than the average turnout for the five-year period 2006-07 to 2010-11 (71.81%) and less favourable than the average turnout rate for the local government general elections held in November 2008 (74.36%). Of the six council by-elections held in 2010-11, only Greater Bendigo City Council at 78.99% had a turnout rate higher than the turnout at the Broadmeadows State District by-election in February 2011 (78.45%).

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

Figure 32: Average turnout at Council by-elections, 2006-07 to 2010-11

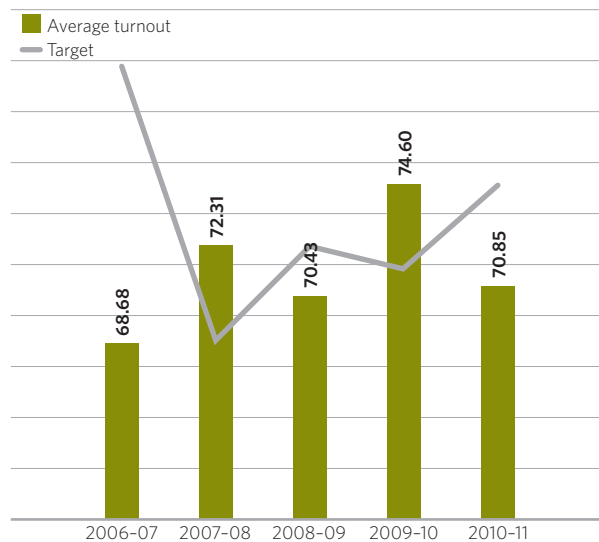
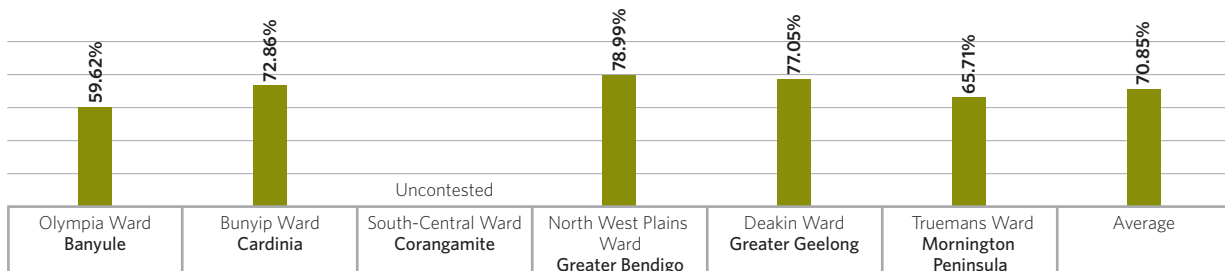


Figure 31: Turnout at Council by-elections 2010-11



Voting at Airports

In most cases, the election office was considered to be appropriately located for the purpose of voting prior to Election Day. However, an additional 45 early voting centres were established to supplement election offices, including one each at Melbourne and Avalon airports.

Operating hours at early voting centres at both airports were extended to ensure that electors leaving Victoria on all major flights could vote. 11,991 votes were taken at voting centres at Melbourne and Avalon Airports.



Informal voting

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

Informal voting at State elections

The proportion of informal votes for the Legislative Assembly (Lower House) at the 2010 election was 4.96%, slightly higher than previous informality rates of 4.56% in 2006 and 3.41% in 2002. See Figure 33 for informality rates for past State elections. Informality rates for Australian parliamentary elections can be seen in Figure 34.

The rate of informal votes for the Legislative Council (Upper House) was 3.38%, which was almost one percentage point lower than for the 2006 State election. The decrease may be due to growing familiarity with the voting system. An analysis of informal ballot papers can be found in the VEC's *Report to Parliament on the 2010 Victorian State election* at vec.vic.gov.au.

Figure 33: Informality rates, Victorian State elections, 1996–2010

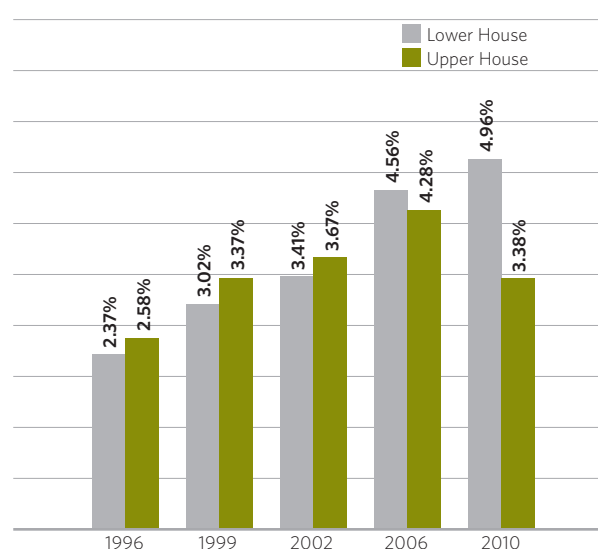


Figure 34: Informality rates, Australian parliamentary elections, 2001–11

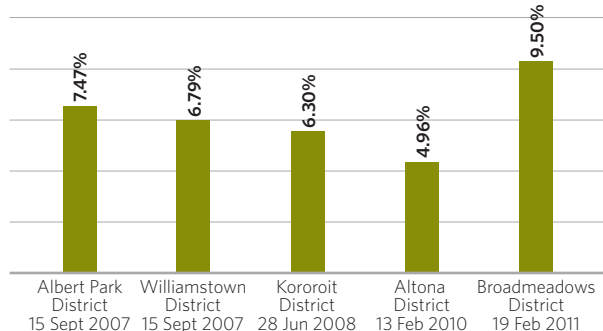
Federal	2004	5.18%	2007	3.90%	2010	5.55%
Federal (Victoria)	2004	4.10%	2007	3.20%	2010	4.50%
Victoria	2002	3.41%	2006	4.56%	2010	4.96%
NSW	2003	2.62%	2007	2.77%	2011	3.30%
QLD	2004	2.70%	2006	2.08%	2009	1.94%
WA	2001	4.50%	2005	5.24%	2008	5.32%
SA	2002	3.10%	2006	3.60%	2010	3.30%
TAS	2002	4.87%	2006	4.44%	2010	4.45%
ACT	2001	4.01%	2004	2.70%	2008	3.80%
NT	2001	4.27%	2005	3.75%	2008	4.00%

Informal voting at State by-elections

The informality rate of 9.5% was an increase from the informality rate of 7.58% at the 2010 State election for the Broadmeadows District. The informality rate for the Broadmeadows by-election is higher than the average informality rate of 6.38% for the four most recent State by-elections conducted in 2007-10 (see Figure 35). This could be attributed to factors such as:

- A higher number of people from culturally and linguistically diverse backgrounds compared with other electorates
- The lack of a Liberal candidate
- The relatively high number of candidates (9) by comparison with past by-elections

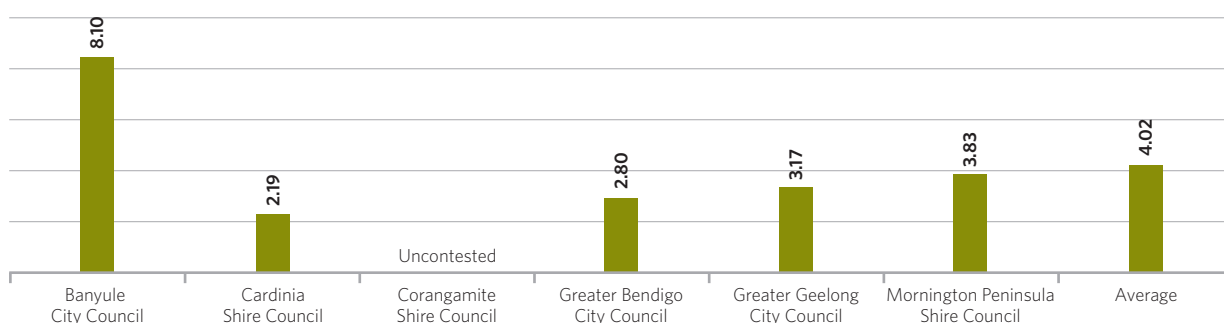
Figure 35: Informal voting rate at State by-elections 2007-11



Informal voting at Council by-elections

The average informality rate for council by-elections conducted in 2010-11 is 4.02%, which is higher than the average for by-elections conducted in the past five years (3.57%). Although research has shown that higher numbers of candidates can be associated with high levels of informality, research findings also show that a higher rate of informality can often be seen in communities that have significant proportions of population with low levels of fluency in English. Notably, the highest informality rate for 2010-11 by-elections was 8.10% at the Banyule Council, Olympia Ward by-election where there were

Figure 36: Informality rate at council by-elections, 2010-11

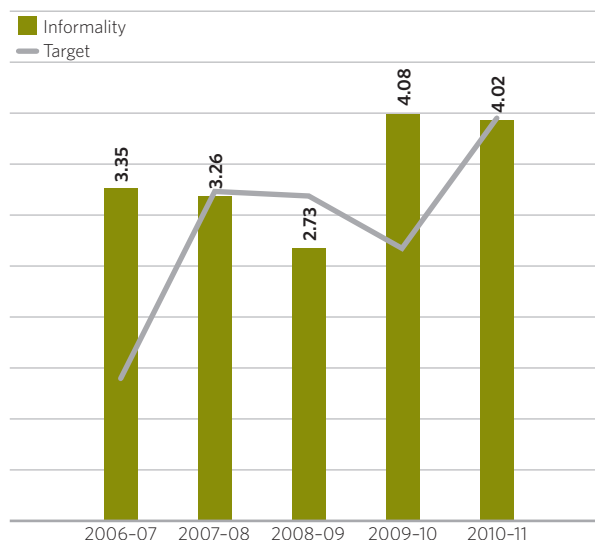


10 candidates. This was an attendance election. Informality rates are generally higher at attendance elections than at postal elections.

In contrast, at the Greater Geelong, Deakin Ward by-election, there were also 10 candidates and an informality rate of 3.17%. The VEC aims to increase electors' understanding of how to cast a formal vote and, in response to recommendations from the Electoral Matters Committee report on its inquiry into voter participation and informal voting, the VEC implemented a number of programs to increase voter turnout and decrease the rate of informal voting.

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

Figure 37: Average informality at council by-elections 2006-07 to 2010-11



Services for voters

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

In accordance with the VEC's Disability Action Plan, services provided to electors at all attendance elections and by-elections included:

- Large pencils for people with hand mobility impairment
- Provision of magnifying sheets for voters with low vision
- Wheelchair-height voting booths at each voting centre
- Chairs available within the voting centre
- Staff trained to assist voters with mobility issues

Accessible voting centres

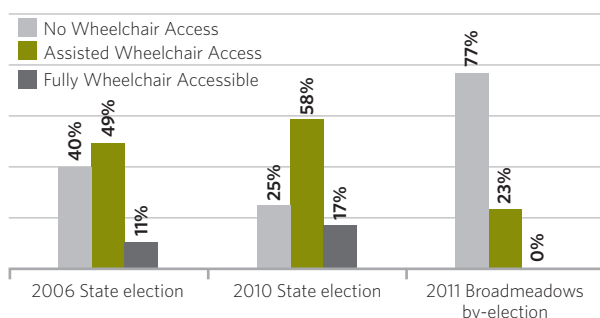
The VEC endeavours to lease buildings and facilities that are accessible to people with disabilities, and provides equipment and aids at voting centres to meet voters' needs.

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

For the Broadmeadows District by-election in February 2010, both early voting centres were rated as 'Assisted Wheelchair Accessible'. Of the 13 election day voting centres in Broadmeadows District, three were 'Assisted Wheelchair Accessible', and the remaining 10 were rated 'Not Wheelchair Accessible'.

For the 2010 State election the VEC was able to source more venues that had a measure of wheelchair access (see Figure 38). However, the VEC is still very concerned about the lack of fully wheelchair accessible venues available for use during election periods.

Figure 38: Accessibility ratings of voting centres



Voting centre maps

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

Multi-language instructions

Voting instructions in 19 languages, plus English, were available in voting compartments at all voting centres for the State election and by-election.



Voting is for everyone

The VEC promoted education sessions for disability service clients through metropolitan and rural access workers. The focus of these sessions was to provide education about levels of government, how to contact the person's electorate representatives, how to vote correctly and about seeking assistance from either an election official or a paid care giver to complete ballot papers if they were unable to physically do so themselves. Enrolments were often taken during these sessions.

***Voting is for Everyone* sessions provided information and access to voting for people with a disability. Fifteen outreach and education sessions were conducted with 328 participants.**



Braille ballot papers

The VEC liaised with Vision Australia and Blind Citizens Australia to provide election information on CD and in Braille, and to offer an 'opt in' service to provide Braille ballot material to members of the community registered as blind or with a vision impairment. A total of 23 electors took up this option for the 2010 State election.



Electronically Assisted Voting

New legislation enabled the expansion of Electronically Assisted Voting to include not only electors who are blind or who have low vision, but also those with low proficiency in English or literacy difficulties, and electors with motor impairment.

A major initiative, Electronically Assisted Voting by kiosk or telephone was offered at every early voting centre in the 2010 State election and attracted nearly five times more voters than the e-voting pilot program at the previous state election.



Electronically assisted voting

The electronically assisted voting module that was developed for the 2006 State election was enhanced in response to findings from that election and the 2007 Australian Federal election. Recommendations and suggestions in the Electoral Matters Committee's 2008 report were also considered, including building the capacity for electronic voting to be offered to other select categories of voters. Legislation passed prior to the election expanded the categories of voters eligible to vote electronically.

For the 2010 State election, the VEC expanded electronically assisted voting with telephone voting, providing Electronically Assisted Voting in every district in Victoria and to Victorians overseas.

Voting before election day

The VEC provided early and postal voting services to electors who were unable to vote on election day for the State election and the Broadmeadows District by-election.

Armed services personnel serving overseas

For the 2010 State election, the VEC despatched postal votes to armed services personnel stationed overseas to coincide with Defence Services flights out of and in to Australia.

Voting in the Antarctic

The VEC worked with staff from the Australian Antarctic Division in order to ensure that 'Antarctic electors' employed in Antarctica during the 2010 State election were able to vote. Twenty-one votes were returned by Antarctic electors, of which fifteen were able to be included in the count.

Voting interstate or overseas

The VEC established early voting facilities at interstate and overseas locations including in the United Kingdom and the United States of America. The largest overseas centre was in London and procedures were refined to address issues that were raised following the 2006 State election. For the 2010 State election, as a result of a change in regulations, the VEC was able to pilot Electronically Assisted Voting in London and Manchester with over 700 votes cast this way.

Enforcement of voting legislation

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

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

Stage one

Dispatch of Apparent Failure to Vote Notices to those electors who appear not to have voted in an election. Apparent non-voters have 28 days from the date of the notice to provide a valid excuse for failing to vote.

Stage two

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 \$60.00). Non-voters have 42 days to respond to the Infringement Notice by either submitting a valid response or by making the penalty payment.

Stage three

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

Where the VEC conducts non-voter follow-up for State elections, by-elections or Liquor Licensing Polls, a final non-voter file is lodged with the Infringements Court for further action. In 2010-11, the VEC conducted follow-up for the 2010 State election, Broadmeadows and Altona District by-elections, and for 12 liquor licensing polls.

Where non-voter follow-up is conducted on behalf of a council, the VEC provides a final non-voter list and an Infringements Court file. The council makes a decision about further follow-up.

The VEC conducted non-voter follow-up for Cardinia Shire Council, Greater Geelong City Council (Cowie and Deakin Wards), Greater Bendigo City Council, Mornington Peninsula Shire Council, Banyule City Council, and Nillumbik Shire Council. On average, non-voter follow-up for councils cost \$0.99 per enrolled voter.

Appendix 7 provides details of non-voter follow-up and compulsory voting enforcement conducted during 2010-11.

Follow-up of multiple voting

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

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

At the generation of the multiple voter mail-out file for the 2010 State election there were 1,063 electors who appeared to have voted more than once and for the Broadmeadows District by-election, there were 38 electors.

The VEC wrote to each apparent multiple voter seeking an explanation as to where and how they voted. The VEC considered the responses, along with the evidence provided in support of the response. The VEC considered that these electors had made genuine mistakes and issued a caution, also advising that if the elector voted more than once at future elections prosecution action would be taken. Two further letters were sent to apparent multiple voters who did not respond to the VEC communication. The final notice process is continuing. Figure 39 shows the details of VEC activity in relation to apparent multiple voter follow-up for 2010-11.



Social media

In a first for Victoria, the VEC offered SMS enrolment and voting reminder services, information via facebook, and an iPhone voting centre look-up application at the 2010 Victorian State election.

The voting centre look-up app 'Vote Victoria' was listed in the iTunes App Store on 18 November. Vote Victoria was downloaded 5,165 times during the ten days it was live, and its average review score on iTunes was 4.5 of a possible 5 stars.

In direct response to SMS requests, 762 enrolment forms were distributed, and a post-election analysis revealed that 57% of these resulted in new or updated enrolments. A total of 5,466 requests for an SMS reminder were received.



Other electoral enrolment services



Postal voting

Electors unable to attend a voting centre on Election Day could access a postal vote in a variety of ways.

Postal vote applications were scanned and processed electronically, centrally by the VEC, eliminating labour-intensive handling of paper applications and helped to ensure the efficient delivery of ballot packs. The VEC's Election Management System enabled election officials to track all applications and inform electors of the status of their application at any time.

Once the initial backlog of postal vote applications was cleared (two working days after the close of nominations), all further postal vote applications were processed on the day they were received by the VEC.



Mapping services

As part of the process of ensuring the integrity of the Victorian register of electors, the Mapping Team conducts validation checks using spatial information to determine the accuracy of the coding assigned by the Australian Electoral Commission (AEC) to new addresses. A total of 42,071 records were checked in 2010-11 and 759 inconsistencies were identified and reported to the AEC.

In 2010-11, the VEC's Mapping Team completed a number of significant projects for the 2010 State election including the production of voting centre planning maps; an online voting centre look-up facility using Google Maps; and the development of Victoria Votes, an iPhone App allowing users to find their nearest voting centre based on their location. Hundreds of maps were produced for the State election, including maps of Lower House districts and Upper House regions, voting centre locality maps for a variety of purposes including election administration by the VEC, and for use by electors, candidates, the media and electoral commentators.

Other projects included the development of Boundary Maker; a new boundary mapping software system based on the Electoral Boundaries Mapping System (dating from the 1990s) and geo-coding the addresses on the Victorian register of electors.

The geo-coding of the state roll increased from a level of 90 percent accuracy (in 2009-10) to 98 percent; the maximum level achievable with VicMap. Further functionality was developed enabling enrolment officers to manually validate and correct geo-coded addresses against VicMap data.

A system has been put in place for ongoing updates and maintenance including the continuous geo-coding against the monthly data supply. Boundary Maker software works in conjunction with the geo-coded electoral points to obtain precise boundary modeling statistics, but also accommodates many types of geographic data, for example the Census Collector District based statistics used by the AEC.

The supply of maps available to the general public was maintained, and more refined district maps were made available on the new VEC website.

Figure 39: Apparent multiple voter follow-up, 2010 State election and Broadmeadows District by-election

	Notice	Number of Notices	Claimed voted once	Admitted voting twice	Return to sender	No response
2010 State election	1 st Notice 8/4/2011	1,063	523	300	12	228
	2 nd Notice 17/6/2011	228	34	25	1	168
Broadmeadows District by-election 2011	1 st Notice 8/4/2011	38	8	20	-	10
	2 nd Notice 14/6/2011	10	1	3	-	6

The VEC records inconsistencies with address information, identified during enrolment processing, in the Department of Sustainability and Environment's Notification and Editing Service. This contributes to the accuracy of Victoria's authoritative spatial datasets. The VEC logged 26 transactions in 2010-11.

Candidate maps, advertisement maps and voting centre maps were provided for State and local council by-elections, and for the Broadmeadows District by-election. Maps were also prepared for all Liquor Licensing polls conducted during 2010-11.

Roll products and services

The compilation of rolls and the production of roll products for elections, by-elections and polls conducted by the VEC is carried out by the Electoral Enrolment Branch.

This includes state and local government elections and Liquor Licensing Polls. The VEC's Roll Products and Services Team also prepares extracts of data for the provision of electoral information where access has been granted under s.34 of the *Electoral Act 2002*. Details about the privacy of enrolment information can be found on page 55.

Preparation of the roll of electors for the State Election on 27 November 2010 was a major exercise. Following this, after the resignation of the member for Broadmeadows District, the roll of electors was prepared for the by-election in February 2011.

Boundaries for the ten liquor licensing polls conducted in 2010-11 were determined in conjunction with the Office of Liquor Licensing in Victoria. Details pertaining to the relevant properties and electors were then extracted from the State roll database to compile the rolls for these polls.

Council voters rolls are compiled from a State roll extract for the municipality (88% of voters), combined with a ratepayer extract from the municipality (12% of voters). The process of combining the two datasets involves complex checking processes to try to ensure that voters in the State roll extract are not duplicated in the council data. Voters rolls were produced for the six local government by-elections that were conducted during 2010-11.

Rolls for commercial elections conducted in 2010-11 were prepared from the particular organisation's member lists using a computer program (roll creation applet) developed by the VEC.



Early voting in person

Electors are able to apply to cast a vote before election day if they will be unable to attend a voting centre during the hours of voting on election day, and they make a declaration in the application to that effect. Reasons for voting early included working, travelling or being eligible to use electronically assisted voting which was available prior to election day at all early voting centres.

The number of electors voting early at Victorian State elections has increased steadily over past elections with 543,763 early votes counted in 2010 compared with 273,952 in 2006 and 179,932 in 2002.

If an elector is rostered to work during the hours of voting on election day, they may apply to vote early.

Voting early in person was available at 101 early voting centres throughout Victoria for the 2010 State election.



Our people

Our aims

- Position the VEC as a highly preferred employer
- Attract and retain a workforce which is reflective of the diversity within the community

Our achievements

- Fostered a healthy, safe, diverse and sustainable working environment (page 41)
- Fostered a culture that motivates and engages employees (page 44)
- Provided highly valued learning, development and career opportunities (page 44)
- Negotiated use of Justice Learning Management System to provide and manage training and professional development, and present a broader range of learning opportunities for staff (page 44)

Our year ahead

- Analysis of People Matters Survey results, development and implementation of response strategy
- Recruitment and training of election officials for 2012 Council elections

- The VEC will host two Interns
 - Monash Greensteps intern (funded by Sustainability Victoria) to work with ResourceSmart team
 - Department of Justice graduate on a four-month placement to work on representation reviews and corporate planning
- Continue to provide a corporate training program designed to provide staff with professional and personal development in line with both personal and organisational objectives
- Continue its review and update of policies and implement new policies as required
- The VEC's Human Resources Branch and Management Group will be emphasising good staff morale, work/life balance and stress management strategies, including 'Health Fortnight' in the lead up to the 2012 Council elections

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Human resource management

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

During 2010-11 human resource management at the VEC focused on supporting the conduct of the 2010 State Election, and the relocation to the new head office premises, while continuing to strengthen the overall management of occupational health and safety (OH&S) and provide tools and support for individuals to pursue learning and development opportunities. This included:

- OH&S management strategy signed off, with all VEC Managers completing a related training program
- All Health and Safety Representatives completed five day Health and Safety Representative training or refresher training as required
- OH&S training needs identified for all staff
- OH&S policy and procedures reviewed and updated
- Hazard identification, risk assessment, control and review program for the new office location conducted
- OH&S training provided to all election appointees
- Health Fortnight - staff well-being activities, including WorkSafe Health Checks offered to all VEC staff with a 34% uptake
- The VEC negotiated access to the Department of Justice, One Justice Learning Management System

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, skills and experience of the applicants.



Commitment to the provision of voter services

The VEC's commitment to the provision of excellent voter services was demonstrated by the efforts made to ensure that over 450 Victorian electors cruising aboard the Dawn Princess were able to apply for a postal vote in Melbourne, receive their ballot material at Hobart or Brisbane, and submit their votes at Brisbane or Darwin. This huge logistics exercise was carried out by the VEC's Election Services Branch with the support of State, Territory and Australian Electoral Commissions around the country.

First Purser, Angus Wilkinson of the Dawn Princess safely delivers completed postal votes to Peter Wilkie of the Queensland Electoral Commission.



Figure 40: Active staff in last pay period June 2007-11

	Ongoing		Fixed Term		Casual		Total	
	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE
2011	59	55.0	14	13.5	9	6.1	82	74.6
2010	59	54.9	17	16.3	10	5.3	86	76.5
	Fixed Term and Casual				Total			
	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE
2009	58	54.5	NR			17.6	NR	72.1
2008	61	56.7	NR			17.3	NR	74.0
2007	55	51.9	NR			16.1	NR	68.0

Notes NR = Not reported. Reporting format changed at the 2009-10 period
 FTE = Full time equivalent
 Excluded are those on leave without pay, or absent on secondment, external contractors and temporary staff employed by employment agencies.
 Included are appointees to statutory offices as defined in the Public Administration Act 2004.

Figure 41: Active staff in last pay period June 2011

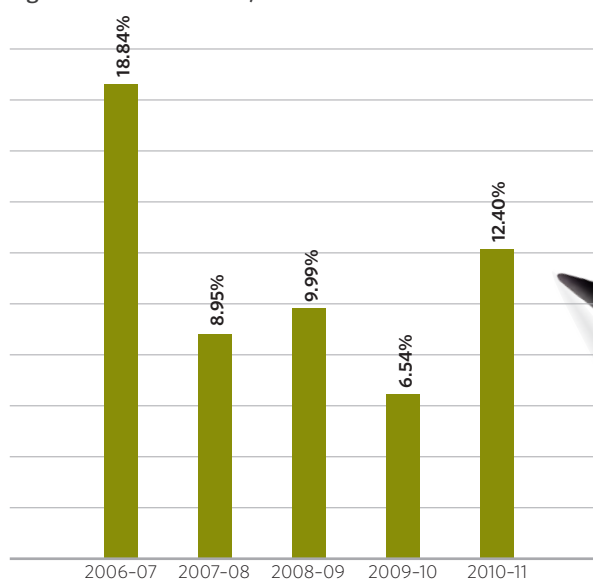
	Ongoing		Fixed term and Casual		Total	
	Headcount	FTE	Headcount	FTE	Headcount	FTE
Gender						
Male	24	23.5	9	7.5	33	31
Female	35	31.5	14	12.1	49	43.6
Total	59	55	23	19.6	82	74.6
Age						
Under 25	0	0	3	3	3	3
25-34	9	8.6	4	3.4	13	12
35-44	11	9.9	8	7	19	16.9
45-54	11	10.4	5	3.7	16	14.1
55-64	26	24.3	3	2.5	29	26.8
Over 64	2	1.8	0	0	2	1.8
Total	59	55	23	19.6	82	74.6
Classification						
STS	1	1	0	0	1	1
VPS Executives	2	2	0	0	2	2
VPS Grade 1	0	0	2	0.8	2	0.8
VPS Grade 2	11	8.9	5	4.1	16	13
VPS Grade 3	16	15.6	7	6.6	23	22.2
VPS Grade 4	11	10.3	5	4.1	16	14.4
VPS Grade 5	13	12.2	4	4	17	16.2
VPS Grade 6	5	5	0	0	5	5
Total	59	55	23	19.6	82	74.6

Figure 42: Number of staff by gender at 30 June, 2007-11

Includes statutorily appointed officers



Figure 43: Staff turnover, 2006-07 to 2010-11



Employment exemptions

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

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

A Bill is currently before Parliament that will amend the *Electoral Act 2002* enabling the VEC to request applicants to disclose political activities without continuing to apply for an exemption from the EO Act.

Staffing for 2010 State election

Orientation training was provided for 227 appointed Senior Election Officials in the lead up to the 2010 State Election. A further 17,000 casual staff were recruited to work as election officials at the 2010 State Election, and an on-line expression of interest facility was developed and implemented to accommodate this large number of applicants. As it has in the past, the VEC strived to attract, and employ in suitable positions, people with fluency in a foreign language, those who identify themselves as having an Aboriginal heritage and people who identify themselves as having a disability.

A total of 361 offers of appointments were made to people with a disability and 177 offers of appointments were made to people who identify themselves as having an Aboriginal heritage over the State election, the majority of whom accepted.

Employment Diversity

The VEC aims to recruit and support personnel who represent the diversity of the Victorian community. Adherence to the principles of merit and equity ensure that organisational functions are delivered in a fair and equitable manner, and that employees and stakeholders are not subject to discrimination or harassment.

The VEC has an inclusive employment policy, but faces limitations related to the low accessibility rating of head office premises, which limits the VEC's capacity to employ people with certain disabilities or needs. Where practicable, the VEC makes adjustments for staff with specific needs. The VEC recently relocated to new premises with an improved accessibility rating.

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

A more formal aspect of this recognition of diversity is the ongoing promotion of cultural awareness through the implementation of an e-learning program specifically related to Indigenous Victorians, designed to strengthen and promote organisational cultural safety within the VEC.

Other initiatives that continue to be implemented include:

- Adoption of the VPS Aboriginal employment strategy that includes:
 - A promotional program to encourage expressions of interest from the Koori community to perform Election Official roles during the 2010 State Election
 - Attendance by Election Managers at Department of Justice, Statewide "Koori job fairs" to answer questions and assist with lodging expressions of interest
 - Engaging the Department of Justice Koori Recruitment and Youth Initiatives Officer to join the VEC's new Aboriginal Advisory Group
- Partnering with Workfocus, the National Disability Recruitment Coordinator, to promote VEC vacancies and the VEC's online employment registration facility on its employment portal, accessible by Disability Employment Services nationally

Knowledge capital

Along with formal and informal qualifications, VEC staff have a wide range of and high level knowledge and specialised skills relating to electoral activity. This “knowledge capital” is highly valued by the VEC not only because it helps ensure the achievement of corporate objectives, but because it is passed between staff to ensure continual professional growth and capacity in this specialised field.

The VEC ensures that staff have a variety of training opportunities, not just related to electoral activity, along with the opportunity to gain and share election experience with other electoral agencies whenever possible (see page 17).

Performance management

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

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

Training

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

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

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

Due to the challenge of providing organisation-wide training and development during an election year, staff were encouraged to focus on their individual professional development during 2010–11. Online training for election officials was developed and implemented, reducing the reliance on paper-based course materials and making access to training easier. Other training made available online during 2010–11 covered corporate induction, occupational health and safety and emergency response management. Staff were also offered the opportunity to complete fire warden, first aid and defibrillator training.

During 2010–11, the VEC provided an average of just over one day of formal training per full-time equivalent (FTE). This is a decrease on 2009–10 and reflects the organisation’s focus on the conduct of the state election, and the in-the-job training that occurs due to people taking on additional tasks in areas they would not normally experience (e.g. communication staff may assist with counting, administration staff may assist with staffing). These rich learning experiences cannot be accurately captured.

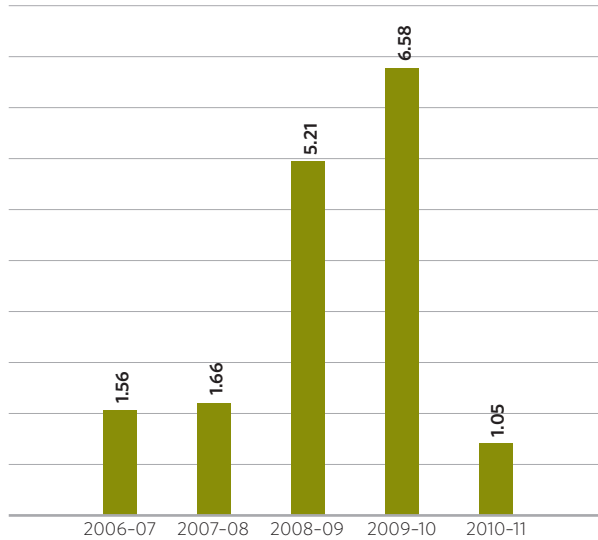
It is anticipated that the One Justice Learning Management System (see below) will help with the capture of more complete data on a formal level. VEC staff also undertook informal learning opportunities, including workshops and a variety of network meetings, and the VEC is continuing to work on accurately capturing this data.

The VEC has negotiated access to the One Justice Learning Management System (LMS), an online program that delivers, tracks and manages learning activities. This will enable VEC staff, facilitators and participants to coordinate and track learning activities, including in-person and online courses, associated qualifications and curriculum.

The LMS also offers a range of e-Learning modules that can be readily accessed by VEC users. Some of these modules are identified as high priority for VEC application as immediate staff support and development aids. Available courses include Communication Essentials, Conflict Resolution, Customer Service Essentials, Effective Networking, Learning To Lead, Project Management, Negotiation Skills, Project Management, Stress and Time Management and the Microsoft Suite.

Figure 44: Training days per FTE*, 2006-07 to 2010-11

* Including statutorily appointed officers, excluding election officials



Infrastructure and facilities

The VEC infrastructure and facilities staff and warehouse staff started preparations for the State election in 2009. Resources for 1675 voting centres and 64 election offices must be ordered and in place well in advance of the election period. At least six months before the election, all election offices and voting centres must be sourced and lease arrangements finalised. All telecommunications and services must be connected and ready for the opening of the offices at the start of October.

The VEC warehouse staff prepared office supplies packages for every voting centre, election office and early voting centre, ensuring smooth opening, on schedule, with all necessary equipment for efficient functioning.



Election appointments

The VEC created new part-day roles for this election to address the higher demand often experienced in voting centres during the morning and to assist with counting activities after 6.00pm on election night. A total of 1,656 of the 16,993 officials on Election Day were appointed to part-day roles.

Apart from agency staff, all appointments were drawn from people who had completed the VEC's online Expression of Interest. Persons who had worked on previous elections were invited to register their interest in working on the election, and provided with a login that would enable their previous work history with the VEC to be linked to their registration.

The Expression of Interest Register was also advertised to the wider public, through the VEC's website, universities, colleges and schools, and through multicultural organisations.

The VEC appointed almost 17,000 election day staff, 81.81% of whom completed online training. Prior to the opening of voting, voting centre staff were allocated to positions and given refresher training about their roles on the day.



Occupational health and safety

The VEC continued its commitment to occupational health and safety (OH&S) compliance as well as general staff health and well being during 2010-11. Quarterly workplace inspections by VEC health and safety representatives continued with the aim of identifying and eliminating hazards, thereby preventing and reducing injuries. Regular clearing and tidying of work areas was organised and available staff were encouraged to participate. OH&S policies, procedures and action plans are subject to ongoing review by the Consultative Committee and Management Group.

Occupational health and safety action plan

Implementation of the action plan, developed as a result of the OH&S audit conducted in 2009-10, continued in 2010-11.

Hazards, incidents and injuries

During 2010-2011, the VEC received 12 incident notifications, 16 hazard notifications, and 5 claims for compensation (see Figure 45 and Figure 46 for 5-year data). Three lost time injuries were incurred by the VEC during 2010-11, resulting in 4.25 days of lost time (Figure 47).

While the VEC's target is no lost time injuries, the VEC believes that its ongoing focus on occupational health and safety training and practices, and responsiveness to incidents and injuries, contributes to a culture of safety in the organisation. The VEC responds promptly to notifications of potential hazards by staff in Near Miss Incident Reports.

Ergonomic assessments were carried out after the relocation to minimise the risk of injury, and ensure all staff were working safely. Reports were submitted to the OH&S manager and required works and recommendations have been prioritised and will be carried out progressively during 2011-12.

Figure 45: Incidents and injuries reported, 2006-07 to 2010-11

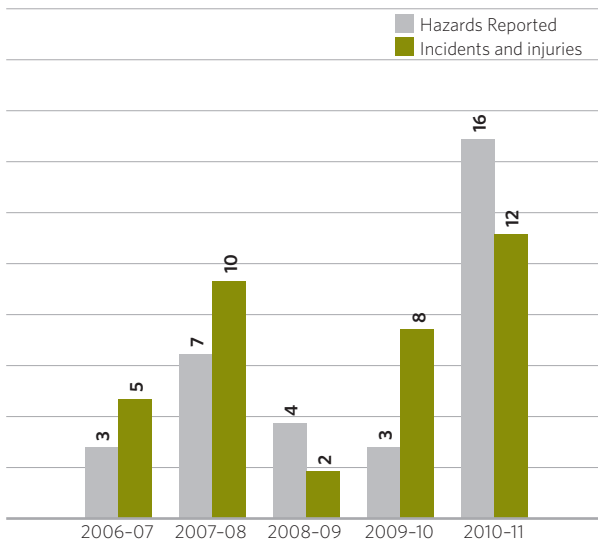


Figure 46: Claims for WorkCover or workers compensation, 2006-07 to 2010-11

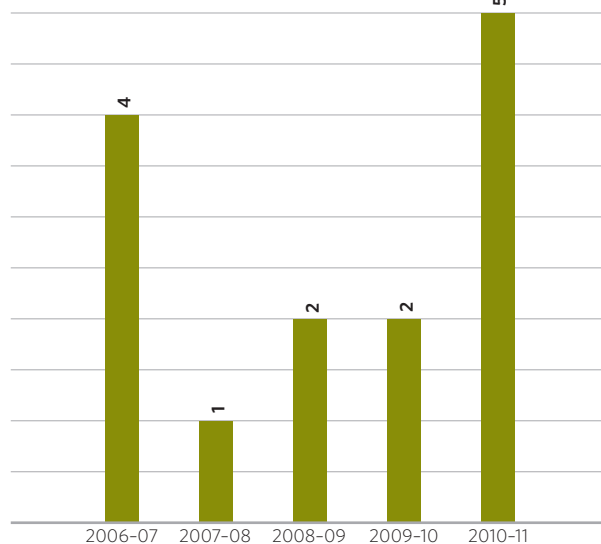
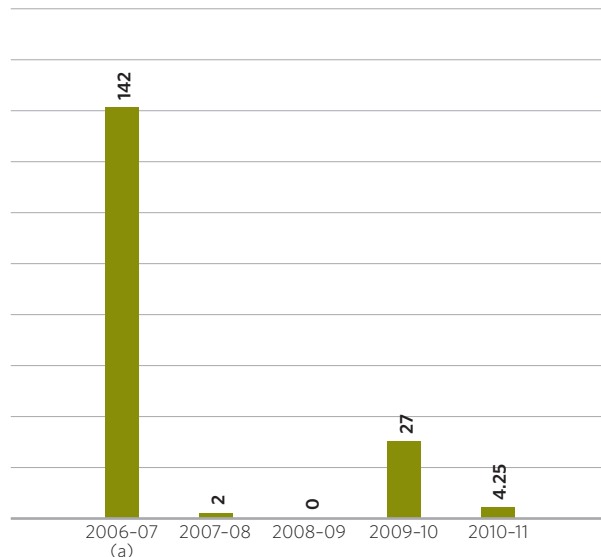


Figure 47: Days lost as a result of workplace-related injury, 2006-07 to 2010-11

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



Staff services and employment conditions

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

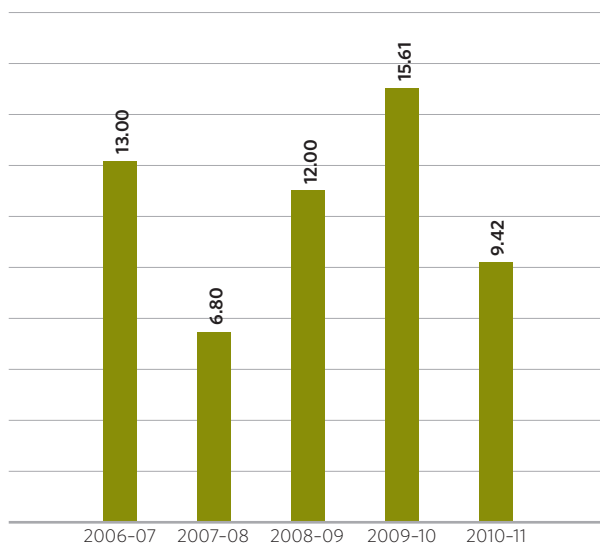
A number of activities were offered to staff, including speakers from the Heart Foundation, introductory yoga, talks on nutrition, stress and time management workshops during Health Fortnight.

Flexible work arrangements

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

During election time and at other busy times, staff at Victorian Public Service Grades 1-4 who work outside normal hours accrue flexi-time (Figure 48). A regularly reviewed and updated policy framework places limits on the number of hours that may be accrued. This helps ensure that the health of staff remains a priority even during the VEC's most demanding periods.

Figure 48: Accrued hours of flexi-time per FTE, VPS Grades 1-4, 2006-07 to 2010-11



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 2010-11.

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. These values are included in the performance review documents and must be addressed as part of the review process.

Gender affairs

The VEC supports the notion of gender equity as well as recognising the issues relating more specifically to gender. The VEC supports the attendance of staff at International Women's Day events. In 2010-11, the main event fell on the same day as the retirement function of a long-serving employee, so there was no attendance at the major 2011 function. Staff attended various functions relating to awareness-raising and fund-raising for both women's and men's affairs throughout the year.

Counseling services

All VEC staff have access to a confidential counseling service through the Department of Justice's Employee Assistance Program. Use of this service is confidential.



Our Commission

Our aims

- The VEC's performance as a responsible and accountable corporate citizen
- Compliance with legislative, statutory and governmental frameworks
- Quality corporate reporting, demonstrating accountability and transparency
- Effective stewardship of resources
- Quality corporate support systems
- Information management systems that enhance communication, collaboration and knowledge management

Our achievements 2010-11

- Excellent, unqualified financial report from Auditor-General (page 102)
- Programs delivered on time and within individual or organisational budgets (page 61)
- All reports delivered within legislated timeframes and in accordance with legislation (page 53)
- Australasian Reporting Award – Gold (page 53)
- WasteWise accreditation – Silver (page 56)
- Recognition of Achievements by Commissioner for Environmental Sustainability in 2011 Audit Report (page 55)

Our year ahead

- Continue implementation of internal audit program
- Develop and implement Corporate Plan 2012-17
- Develop and implement Environmental Management Strategy 2011-13, including identification of data collection opportunities and data collection process development
- Continue to conduct all activities according to governing legislation, regulations and guidelines
- Continue to work diligently to ensure sound financial and risk management, directing effort to providing high quality, value for money electoral services to Victorians

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Governance

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

Governing legislation

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

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

Legislation

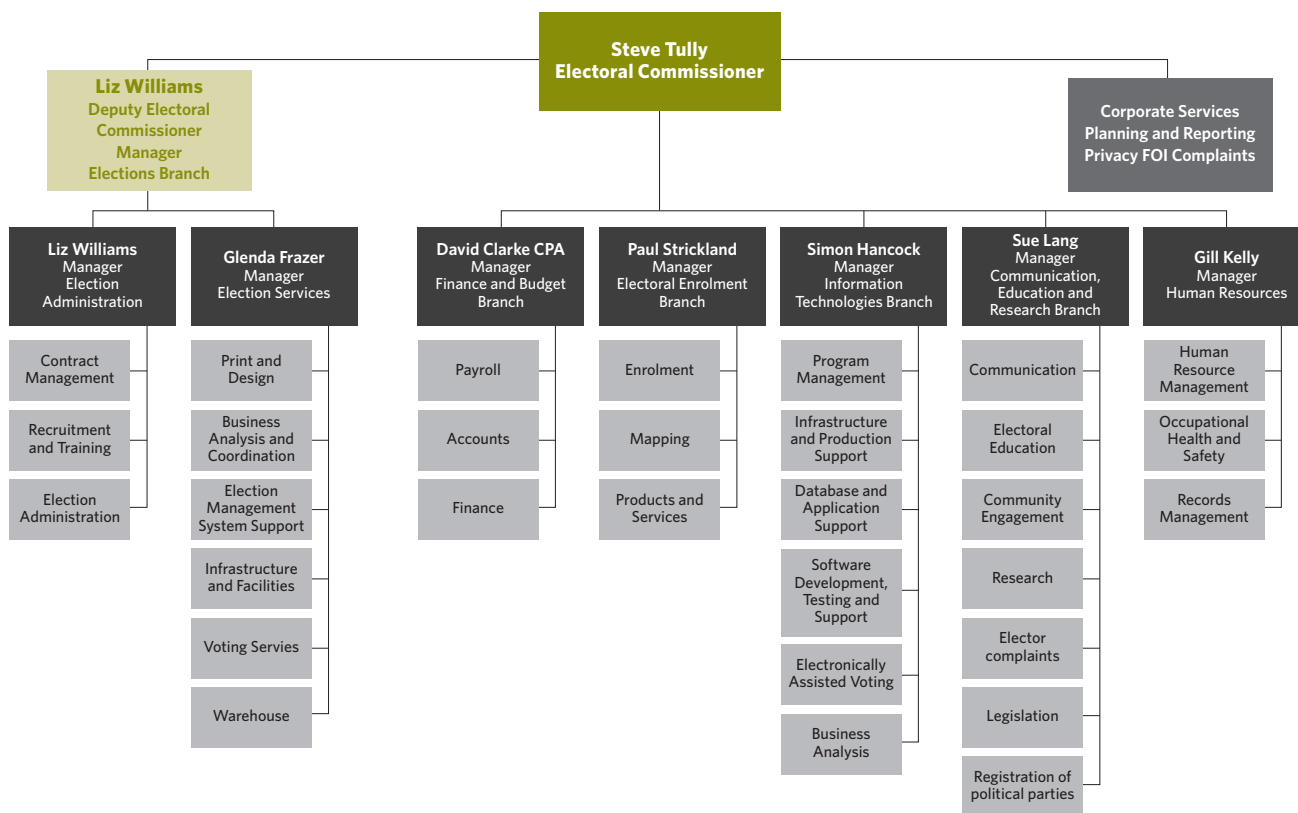
- *Agricultural Industry Development Act 1990*
- *Charter of Human Rights and Responsibilities Act 2006*
- *City of Melbourne Act 2001*
- *Education and Training Reform Act 2006*
- *Electoral Boundaries Commission Act 1982*
- *Essential Services Act 1958*
- *Freedom of Information Act 1982*
- *Information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

Regulations

- *Agricultural Industry Development (Polls) Regulations 2001*
- *City of Melbourne (Elections) Regulations 2001*
- *Electoral Regulations 2002*
- *Infringements (Reporting and Prescribed Details) Regulations 2006*
- *Legal Profession (Board Election) Regulations 2006*
- *Liquor Control Reform Regulations 2009*
- *Local Government (Electoral) Regulations 2005*
- *Shop Trading Reform (Polls) Regulations 1996*
- *Education and Training Reform Regulations 2007*



Figure 49: Organisational structure



Management Group

The VEC Management Group includes the Electoral Commissioner, Deputy Electoral Commissioner and managers as detailed below. Figure 49 shows the organisational structure of the VEC. The Management Group directs the strategic activities of the VEC, meeting fortnightly at a minimum to ensure effective communication and collaboration across all branches. Minutes of Management Group meetings and those of other committees and teams are made available to all staff to aid transparency of decision-making and good communication.

Electoral Commissioner - Steve Tully

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

The Electoral Commissioner is assisted by the Deputy Commissioner, who also manages the Elections Branch.

The Commissioner works closely with corporate services staff, who have responsibility for:

- Human resources
- Corporate planning and reporting
- Information privacy awareness
- Freedom of information
- Records management
- Enrolment information access

Steve Tully commenced his appointment as Victoria’s Electoral Commissioner on 24 January 2005. Beginning 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, 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 two State Parliamentary elections, 87 electoral representation reviews, and two rounds of Council elections including the conduct of elections for all 79 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, supported by advanced technology and tailored to meet the needs of all Victorian electors, no matter where they are or what their circumstances.

Deputy Electoral Commissioner - Liz Williams

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

Liz has significant electoral experience gained in a variety of roles held during the numerous State, Council and non-government elections that have been conducted since she started 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 Council, statutory and fee-for-service clients.

Elections Branch, Election Administration Manager - Liz Williams (Deputy Commissioner)

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

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

Elections Branch, Election Services Manager - Glenda Frazer

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.

Glenda commenced with the VEC in 1988 as a Returning Officer at three State elections and one Council election. She moved to a full-time position in 1995, becoming manager of Elections Services in 2005. Glenda has extensive knowledge of the conduct of elections with significant experience in the application of information technology to elections.

Communication, Education and Research Branch Manager - Sue Lang

The Communication, Education and Research Branch provides information and education services to stakeholders about key electoral events. Areas of work include:

- Development and implementation of communication strategies for electoral events such as elections, by-elections and representation reviews
- Delivery of information services to stakeholders
- Development of strategies to promote and encourage electoral enrolment and involvement
- Provision of electoral education and outreach services
- Provision of advice on electoral legislation and strategic matters
- Provision of research services and information for the VEC

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

Sue and her team aim to effectively communicate electoral information to all Victorian electors, and to provide electoral education to the many diverse groups throughout Victoria.

Electoral Enrolment Manager - Paul Strickland

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

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

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

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

Finance and Budget

Manager - David Clarke CPA

The Finance and Budget Branch:

- Maintains the financial management systems of the VEC
- Manages the VEC's budget and expenditure
- Provides payroll services for the VEC

David joined the VEC in 2004, 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 20,000 casual employees over election periods.

Information Technology

Manager - Simon Hancock

Provides information technology expertise and support across the VEC, both at Head Office and throughout the State. The responsibilities of the Information Technology Branch include:

- Provision of a secure and reliable technology environment for the VEC
- Planning, set up and support of the technology used during the conduct of all elections
- Maintenance and enhancement of the VEC's enterprise software
- Maintenance and administration of the VEC's corporate databases
- Management of the VEC technology environment

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

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

Human Resources

Manager - Gill Kelly

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

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

Consultation groups, committees and teams

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

These include:

- *Elections Planning Group*: tracks and monitors the implementation of elections across the VEC
- *Consultative Committee*: provides a mechanism for communication flow between management and employees on organisation wide decisions, policy and 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
- *Development Steering Committee*: provides strategic oversight to the development project teams ensuring projects are consistent with the VEC's business strategy and that the correct project controls are being applied.
- *ResourceSmart team*: oversees the implementation of the VEC's Environmental Management Strategy

Corporate planning

The VEC's Corporate Plan provides the basis for operations. The current plan comes to a close at the end of 2011-12 and a new plan will be developed in the coming year to redefine and restate the vision and values of the organisation along with major aims and key objectives.

The VEC reports against the plan in its annual report, and the plan is central to staff performance planning and review. Staff training is linked to corporate objectives and strategies as well as to organisational and professional needs.

Corporate reporting

The VEC has an extensive and effective reporting program that includes election reports, Council activity reports and annual reports and supports the goals of accountability and transparency. At the Australasian Reporting Awards held in May 2011, the VEC received a gold award for the 2009-10 Annual Report.

Reporting of progress, achievements and obstacles at branch and project level enables more targeted approaches to task and resource allocation across the VEC. All external reporting obligations were met on time and in accordance with requirements. Ensuring the relevance, ease, use and responsibilities of internal reporting requirements will be a focus as the Corporate Plan is reviewed and redeveloped.

Disclosure index

This report has been prepared in accordance with all relevant legislation. A disclosure index identifying the VEC's compliance with statutory disclosure requirements can be found on page 125.

Municipal Electoral Tribunal

The *Local Government Act 1989* (s.45) provides for a candidate in the election, or ten voters who dispute the validity of the election, to apply for an inquiry into the election by a Municipal Electoral Tribunal (MET). Applications must be lodged within 14 days of the declaration of the result of an election. Section 48(2) of the *Local Government Act 1989* allows a person whose interests are affected by a MET decision to apply to the Victorian Civil and Administrative Tribunal (VCAT) for a review of the decision. No applications were lodged with the MET during 2010-11.

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.

Matters relating to the conduct of parliamentary elections, such as the registration of how-to-vote cards and complaints resolution may also be brought before VCAT in certain circumstances.

No matters were brought before VCAT in relation to the VEC during 2010-11.

Litigation continued in relation to the VEC's 2008 decision not to recognise Mr John Mulholland as the secretary and registered officer of the DLP (for details see Our core business, Registered political parties, in this Report).

Pecuniary interest declaration

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

Contracts and consultancies

There were five contracts approved by the Accredited Purchasing Unit during 2010-11. Details of Accredited Purchasing Unit contracts approved during 2010-11 can be found at Appendix 8. Consultancies over and under \$100,000 can be found in Appendix 9.

Whistleblowers protection

The VEC provides information to staff on the provisions of the *Whistleblowers Protection Act 2001* and has established structures for receiving and considering disclosures in accordance with the legislation. There were no disclosures during 2010-11.

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

Stewardship of resources

Additional information available on request

Information relating to the 2010–11 reporting period to be made available to Ministers, Members of Parliament and the public on request (subject to the provisions of the *Freedom of Information Act 1982*, if applicable) is available from the VEC and includes:

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

Identifying and managing risk

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

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

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

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

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

Information and records management

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

The VEC Management reviewed its system in 2005–06, introducing the Records Management System TRIM. In 2006, in conjunction with the Public Records Office, the VEC established a Retention and Disposal Authority to use in conjunction with the Common Administrative Authority when sentencing records for destruction.

Since then, the VEC has actively pursued the development of good records practices. In 2010–11 the first transfer of permanent records to the Public Records Office was carried out. Records from 15-year period were reviewed and six series were identified and transferred.

Previously outsourced, the annual culling of temporary records has been made standard practice, and an annual archiving program has been implemented. Deficiencies in the Record Management System have been addressed. Sentencing is now determined at the time of file creation, clearly separating permanent records from temporary records.

The records manager and the warehouse manager have developed stronger policing practices in relation to records sent to the warehouse and their inclusion in the VEC Records Management System.

VEC staff have been made aware of the VEC records retention requirements. Sentencing is a joint decision between staff and the Records Department, which assists with accuracy of identifying the records and their associated disposal time frame.

An archiving database helps identify all record movements (including those sent to the Public Records Office), destruction and storage. This increases the transparency of record-keeping decisions. A scanning system enables audits of internal records movement.

The VEC requested all staff to attend training with the Public Records Office. Staff were made aware of their personal responsibilities and obligations in relation to record keeping, both within the VEC and as Victorian Government employees.

The VEC actively supports continued awareness and compliance with its Records Management System.

Freedom of information

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

One application was received in 2010-11. There were no records held by the VEC in relation to the application.

Information privacy

The VEC collects and handles personal information in relation to both the Victorian public and VEC staff in order to fulfill its functions under the *Electoral Act 2002*. The VEC's policies regarding management of personal information comply with the *Information Privacy Act 2000* and are set out in its Privacy Policy, which is available at vec.vic.gov.au or at the VEC.

During 2010-11, the VEC privacy awareness officer attended privacy network meetings on a regular basis and relevant information and newsletters were disseminated to staff. Privacy awareness activity will continue during 2011-12, to ensure that VEC staff continue to implement information privacy procedures.

There were no breaches of information privacy reported during 2010-11. No complaints about the VEC in relation to information privacy were received by the VEC or the Privacy Commissioner of Victoria during 2010-11.

Privacy of enrolment information

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

Mandatory provision of enrolment information

The *Electoral Act 2002*, the *Local Government Act 1989* and the *Juries Act 2000* stipulate the circumstances in which electoral information must be provided. The VEC continued to provide this information in accordance with legislation. There were no reported breaches of privacy in relation to these provisions.

Discretionary provision of enrolment information

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

During 2010-11, the VEC received 12 requests for access to enrolment information from individuals or organisations, approving seven and declining four, with one still to be decided at the time of this report. Two of those refused were from organisations seeking to conduct research, the other two from individuals seeking information about specific electors. One application that has been approved is awaiting finalisation before the information can be transferred.

One application received in 2009-10 for a renewal of an existing agreement has since been approved. A number of queries were received, that either did not result in an application, or the information requested was not held by the VEC. See Appendix 11 for a list of organisations to which the VEC has provided enrolment information under section 34 of the *Electoral Act 2002* during 2010-11.



Pictured at the "Structures for sustainability" evening are Liz Williams (Deputy Electoral Commissioner), Professor Kate Auty (Commissioner for Environmental Sustainability), Brett Elliott (Print and Design Officer) and Aileen Duke (ResourceSmart Team leader). At the event, the VEC was recognised for its commitment to environmental sustainability leadership, communication and the integration of core business and environmental goals.

Sustainability

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

The VEC ResourceSmart Team supported the organisation in implementing its environmental management strategy, communicating key messages, achievements and actions. The nature of the VEC's tenancy and base building components are relevant to its sustainability performance.

The move to new 'greener' premises in May 2011 brings many new opportunities for developing and growing its sustainability practices. The location is renowned for its approach to environmental management and boasts a 5 star NABERS Energy rating as well as a 3 star NABERS Water rating. Additionally, comprehensive waste management procedures ensure the rigorous use of recycling and other waste-minimisation systems.

The VEC's offices are fitted with sensor-controlled lights and a reduced number of printers to help minimise energy consumption. Water meters are also fixed in key areas to monitor usage. It is hoped that centralised waste bins in three waste streams (including organic waste) and continued use of desk-side recycling bins will contribute to reducing the contamination of recyclables with non-recyclable waste.

Attempts at waste reduction have also been pursued through harnessing innovative technologies such as virtual faxes which replace paper faxes with electronic copies and consequently decrease net paper consumption.

The 2010-11 sustainability audit includes data gathered from our previous office at 505 Little Collins Street and it is hoped that the move to 530 Collins will positively impact these trends. Data relating to the new office will be available in future reports.

During 2011-12 a Green Steps intern from Monash University, funded by Sustainability Victoria, will be working with the VEC to document and prioritise these opportunities and devise and commence data collection methodology.

The capacity to collect data in relation to environmental impact will enable us to assess whether observations and anecdotal evidence of behaviour and the strengthening of a growing culture of sustainability have statistical support.

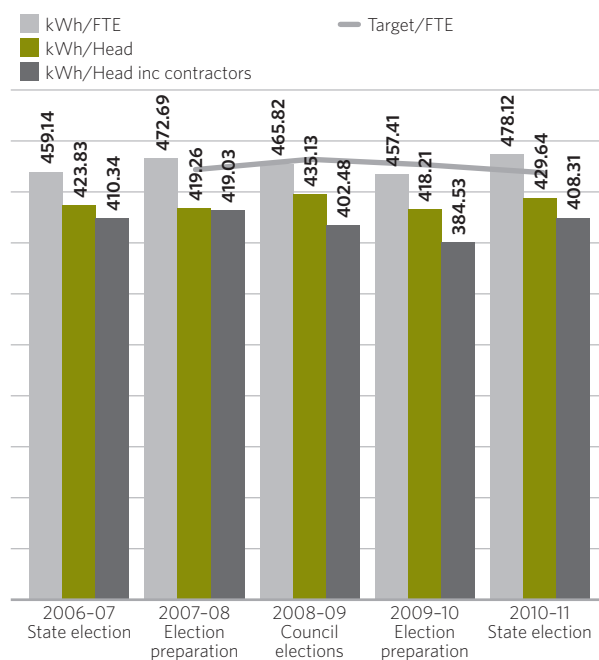
Figures for energy consumption at the VEC's head office are presented in Figure 50.

A number of contractors were situated at the VEC head office for periods over 2010-11. Calculations were made using a headcount that includes best estimates of the number of contractors month to month. These figures indicate that energy consumption per head was approximately 0.49% less in 2010-11 than in 2006-07.

Using the headcount (not including contractors), results indicate that energy consumption is 1.37% higher than in 2006-07 (the year of the last State election), rather than the 4.13% increase shown when measuring by FTE.

The VEC will continue looking at ways to reduce energy consumption, and methods of confirming that headcounts including contractors are suitable for sustainability reporting purposes.

Figure 50: Energy consumption at VEC head office per FTE and per head count, 2006-07 to 2010-11



Accountability and transparency

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

Annual Financial Statements and Audit Committee

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

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

In 2010-11 the Committee comprised:

- Mr Robert Yeo (Chairman), Consultant
- Ms Elizabeth Reeves, accountant and senior election official
- Mr David Fahey, accountant

The Committee held three 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 and external auditors attended meetings as required.

During the year, the Internal audit function was performed by HLB Mann Judd. The Auditor-General also advised that LDAssurance replaced DFK Collins Pty Ltd as his agent.

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

1. Financial Report
 - Reviewing the financial statements and audit management letter, and follow up action taken in relation to outcomes raised
 - Receiving and reviewing the Auditor-General's audit program
2. Oversee the Internal Audit function and initiate and review outcomes of audits conducted for:
 - Fringe benefits tax
 - Payroll and Human Resources
 - Vic Roads - Statement of Compliance of confidentiality of data
 - Financial Management Compliance and Risk Management Framework
 - Creditor Management
 - Advice re usage of the Common seal
 - Management Reporting
 - Advertising lodgment and approval processes
 - 2010 State Election Offices including payroll

Financial Management Compliance Framework, incorporating the Risk Management Framework

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

The Directions requirements are summarised as follows:

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

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

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

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



On-the-day enrolment

Legislative changes were made in 2010 enabling people who could prove their identity to enrol on-the-day to cast a provisional vote if their name could not be found on the roll anywhere in Victoria. After Election Day, provisional vote applications were checked to ensure electors were eligible to enrol, prior to the votes being admitted for further scrutiny.

The VEC processed 36,810 declaration votes, 34,546 on-the-day enrolment provisional votes and 2,264 early and absent votes where elector details could not initially be found on the roll.



Financial management report

This report does not form part of the audited financial statements

The VEC's financial year in review

The annual expenditure of the VEC fluctuates due to the cyclical nature of conducting State elections, local government elections, State and local government by-elections, electoral representation reviews and fee-for-service elections. This can be seen in the amount of Special Appropriation provided by the State Government to fund the activities of the VEC (see Figure 51).

Figure 51: Appropriation and activity, 2006-07 to 2010-11

Year	Appropriation	Election activity
2006-07	\$36.019 million	State election, by-elections, fee-for-service
2007-08	\$15.604 million	By-elections, fee-for-service
2008-09	\$29.984 million	Local government, by-elections, fee-for-service
2009-10	\$19.250 million	By-elections, fee-for-service
2010-11	\$51.415 million	State election, by-elections, fee-for-service

The VEC's appropriation increased in 2010-11 due to the conduct of the State election. A substantial decrease is expected in 2011-12 due to there being no scheduled major elections for the period.

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 Council elections and by-elections, fee-for-service elections, representation reviews, State election fines, and all other fees and charges, as well as expenditure, assets and liabilities relating to candidates' deposits and Council election fines, are not included in the VEC comprehensive 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 Councils 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 2011, and the objectives of these outputs are summarised below.

Core services

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

State elections and by-elections

Preparation for, and conduct of the state elections and by-elections

Council elections, by-elections and countbacks

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

Fee for service and statutory elections

Preparation for, and conduct of fee-for-service and statutory elections

Electoral representation reviews

Preparation for, and conduct of electoral representation reviews of councils

In the following schedules (Figure 52 and Figure 53, the expenditure for 2011 has been allocated according to the election outputs described above. Except for Core, only marginal expenses are costed to each output. Marginal expenses are described as the additional expenses incurred by the VEC to conduct the electoral activity.

Figure 52: Controlled revenue and expenses for the year ended 30 June 2011

	Core services	State elections and by-elections	Council elections	Council by-elections	Fee-for-service elections	Electoral representation reviews
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income						
Income from State Government	16,881	33,873	-	262	77	322
Expenses						
Employee benefits	6,632	15,740		106		241
Depreciation and amortisation	1,442					
Finance costs	5					
Supplies and services	11,979	18,133		156	77	81
Equipment lease						
Total expenses	20,058	33,873		262	77	322

For the above expenditure, a comparison to the amount recouped from fees, fines and charges (including accruals) is shown in Figure 53.

Figure 53: Comparison of revenue and expenses with amounts recouped, 2010-11

	Core services	State and by-elections	Council elections	Council by-elections	Fee-for-service elections	Electoral representation reviews
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income						
Fees, fines and charges	220	897	-	309	78	284
Total expenses	20,058	33,873	-	262	77	322
Net cost after recouping from fees fines and charges	(19,838)	(32,976)	-	47	1	(38)

The above analysis shows that marginal costs are recouped from fees and charges for council by-elections, and fee-for-service elections, but not from electoral representation reviews. 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 enrolment register and the 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.

Audited financial statements

for the financial year ended 30 June 2011

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Comprehensive operating statement

for the financial year ended 30 June 2011

	Notes	2011 \$'000	2010 \$'000
Continuing operations			
Income from transactions			
Special appropriations	1F,4,22	51,415	19,250
Total income from transactions		51,415	19,250
Expenses from transactions			
Employee expenses	1G,5	23,210	7,888
Supplies and services	1G,5	28,577	9,206
Depreciation and amortisation	1G,5	1,442	1,696
Interest expense	1G,5	5	6
Capital asset charge	5(d)	129	129
Other operating expenses	5	1,229	972
Total expenses from transactions		54,592	19,897
Net result from transactions (net operating balance)		(3,177)	(647)
Other economic flows included in net result			
Other gains / (losses) from other economic flows	6	-	-
Total other economic flows included in net result		-	-
Net result from continuing operations		(3,177)	(647)
Net result from discontinued operations		-	-
Net result	21b	(3,177)	(647)
Comprehensive result		(3,177)	(647)

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

Balance sheet

as at 30 June 2011

	Notes	2011 \$'000	2010 \$'000
Assets			
Financial assets			
Cash and deposits	1K,21	3	2
Receivables	1K,7	428	426
Other financial assets	12	429	632
Total financial assets		860	1,060
Non-financial assets			
Inventories	1L,9	611	1,737
Non-financial assets classified as held-for-sale	8(a)	-	-
Property, plant and equipment	1L,10	3,709	755
Intangible assets	1L,11	3,143	4,200
Other non-financial assets	12	-	-
Total non-financial assets		7,463	6,692
Total assets		8,323	7,752
Liabilities			
Payables	1M,13	762	287
Liabilities directly associated with assets classified as held-for-sale	8(a)	-	-
Borrowings	1N,14	61	63
Provisions	1M,15	1,593	1,492
Total liabilities		2,416	1,842
Net assets		5,907	5,910
Equity			
Accumulated surplus/(deficit)		(18,287)	(15,110)
Contributed capital	10	24,194	21,020
Net worth		5,907	5,910
Commitments for expenditure	18		
Contingent liabilities and contingent assets	19		

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

Statement of changes in equity

for the financial year ended 30 June 2011

	Notes	Accumulated Surplus	Contributions by Owners	Total
Balance at 1 July 2009	21(b)	(14,463)	20,694	6,231
Net result for the year	22	(647)	326	(321)
Other comprehensive income for the year		-	-	-
Transfer to accumulated surplus		-	-	-
Capital appropriations		-	-	-
Balance at 30 June 2010		(15,110)	21,020	5,910
Net result for the year		(3,177)	3,174	(3)
Other comprehensive income for the year		-	-	-
Capital appropriations		-	-	-
Balance at 30 June 2011		(18,287)	24,194	5,907

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

Cash flow statement

for the financial year ended 30 June 2011

	Notes	2011 \$'000	2010 \$'000
Cash flows from operating activities			
Receipts			
Receipts from Government		51,415	19,250
Total receipts		51,415	19,250
Payments			
Payments to suppliers and employees		(51,281)	(19,113)
Goods and Services Tax paid to the ATO	(i)	-	-
Capital asset charge payments		(129)	(129)
Interest and other costs of finance paid		(5)	(6)
Total payments		(51,415)	(19,248)
Net cash flows from / (used in) operating activities	21(b)	-	2
Cash flows from investing activities			
Purchases of non-financial assets	22	(3,174)	(326)
Proceeds from sale of non-financial assets		-	-
Net cash flows from / (used in) investing activities		(3,174)	(326)
Cash flows from financing activities			
Owner contributions by State Government		3,152	309
Repayment of finance leases		22	17
Net cash flows from / (used in) financing activities		3,174	326
Net increase / (decrease) in cash and cash equivalents		-	2
Cash and cash equivalents at the beginning of the financial year		1	(1)
Cash and cash equivalents at the end of the financial year	21(a)	1	1

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

Notes: (i) Goods and Services Tax paid to the ATO is presented on a net basis

Notes to the financial statements

for the financial year ended 30 June 2011

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Note 1. Summary of significant accounting policies

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

The purpose of the report is to provide users with information about the Commission's stewardship of resources entrusted to it.

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

(A) Statement of compliance

These general purpose financial statements have been prepared in accordance with the *Financial Management Act 1994* and applicable Australian Accounting Standards (AAS) which include Interpretations, issued by the Australian Accounting Standards Board (AASB). In particular, they are presented in a manner consistent with the requirements of the AASB 1049 *Whole of Government and General Government Sector Financial reporting*.

Where appropriate, those AAS paragraphs applicable to not-for-profit entities have been applied.

The annual financial statements were authorised for issue by the Commissioner of the Victorian Electoral Commission on 16 August 2011.

Accounting policies are selected 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.

(B) Basis of accounting preparation and measurement

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

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

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

The estimates and associated assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements made by management in the application of AAS that have significant effects on the financial statements and estimates, with a risk of material adjustments in the next year, are disclosed throughout the notes to the financial statements.

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

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

The accounting policies set out below have been applied in preparing the financial statements for the year ended 30 June 2011 and the comparative information presented for the year ended 30 June 2010.

Note 1. Summary of significant accounting policies (continued)

(C) Reporting entity

The financial statements cover the Victorian Electoral Commission as an individual reporting entity.

The Commission is a government department of the State of Victoria, established pursuant to an order made by the Premier under the *Electoral Act 2002*.

Its principal address is:

Victorian Electoral Commission
Level 11, 530 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 overall objective is to provide election services to State and Local Government, as well as conducting various fee for service elections.

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

Outputs of the Commission

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

(D) Basis of consolidation

The financial statements of the Commission incorporate assets and liabilities of the Commission as at 30 June 2011, and the income and expenses for the reporting period.

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

Administered items

Certain resources are administered by the Commission on behalf of the State. While the Commission is accountable for the transactions involving administered items, it does not have the discretion to deploy the resources for its own benefit or the achievement of its objectives. Accordingly, transactions and balances related to administered items are not recognised as Commission income, expenses, assets or liabilities within the body of the financial statements.

Administered income includes taxes, fees and fines. Administered assets include government income earned but yet to be collected. Administered liabilities include government expenses incurred but yet to be paid.

Except as otherwise disclosed, administered resources are accounted for on an accrual basis using the same accounting policies adopted for recognition of the Commission items in the financial statements. Both controlled and administered items of the Commission are consolidated into the financial statements of the State.

Disclosures related to administered items can be found in Note 3.

Funds held in trust

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

(E) Scope and presentation of financial statements

Comprehensive operating statement

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

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

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

Notes to the financial statements

for the financial year ended 30 June 2011

Note 1. Summary of significant accounting policies (continued)

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

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

Balance sheet

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

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

Cash flow statement

Cash flows are classified according to whether or not they arise from operating, investing, or financing activities. This classification is consistent with requirements under AASB 107 *Statement of Cash Flow*.

Statement of changes in equity

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

Rounding of amounts

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

(F) Income from transactions

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

Appropriation income

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

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

G) Expenses from transactions

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

Employee expenses

These expenses include all costs related to employment (other than superannuation which is accounted for separately) including wages and salaries, fringe benefits tax, leave entitlements, redundancy payments and workcover premiums.

Superannuation – State superannuation defined benefit plans

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

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

Depreciation and amortisation

All plant and equipment and other non-current physical assets (excluding items under operating leases) that have finite useful lives are depreciated. Depreciation is generally calculated on a straight-line basis, at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life. Refer to Note 1 (L) for the depreciation policy for leasehold improvements.

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period, and adjustments made where appropriate.

The following are typical estimated useful lives for the different asset classes for current and prior years.

Asset class	Useful life
Leasehold Improvements	Term of lease
Leased motor vehicles	3 years
Plant & equipment	2 – 10 years
Furniture & fittings	5 – 14 years
Computer equipment	2 – 3 years
Intangible assets – software development	3 election periods (12 years)

Intangible produced assets with finite useful lives are amortised as an expense from transactions on a systematic (typically straight-line) basis over the asset's useful life.

Note 1. Summary of significant accounting policies (continued)

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 consumption of intangible non-produced asset with a finite useful life is not classified as a transaction and is included in the net result as an other economic flow.

Intangible assets with indefinite useful lives are not depreciated or amortised, but are tested annually for impairment.

Interest expense

Interest expense is recognised in the period in which it is incurred. Refer to glossary of terms in Note 29 for an explanation of interest expense items.

Capital asset charge

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

Other operating expenses

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

Supplies and services

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

Bad and doubtful debts

Refer to Note 1 (K) *Impairment of financial assets*.

(H) Other economic flows included in the net result

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

Net gain/(loss) on non-financial assets

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

Disposal of non-financial assets

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

Impairment of non-financial assets

Intangible assets not yet available for use or with indefinite useful lives are tested annually for impairment 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 recoverable amount. Where an asset's carrying value exceeds its recoverable amount, the difference is written off as an other economic flow, except to the extent that the write-down can be debited to an asset revaluation surplus amount applicable to that class of asset.

If there is an indication that there has been a change in the estimate of an asset's recoverable amount since the last impairment loss was recognised, the carrying amount shall be increased to its recoverable amount. This reversal of the impairment loss occurs only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised in prior years.

It is deemed that, in the event of the loss or destruction 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.

Refer to Note 1 (L) in relation to the recognition and measurement of non-financial assets.

(I) Administered income

Taxes, fines and regulatory fees

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

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

(J) Financial instruments

Financial instruments arise out of contractual agreements that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Due to the nature of the Commission's activities, certain financial assets and financial liabilities arise under statute rather than a contract. Such financial assets and financial liabilities do not meet the definition of financial instruments in AASB 132 *Financial Instruments: Presentation*. For example, statutory receivables arising from taxes, fines and penalties do not meet the definition of financial instruments as they do not arise under contract. However, guarantees issued by the Treasurer on behalf of the Commission are financial instruments because, although authorised under statute, the terms and conditions for each financial guarantee may vary and are subject to an agreement.

Notes to the financial statements

for the financial year ended 30 June 2011

Note 1. Summary of significant accounting policies (continued)

Where relevant, for note disclosure purposes, a distinction is made between those financial assets and financial liabilities that meet the definition of financial instruments in accordance with AASB 132 and those that do not.

The following refers to financial instruments unless otherwise stated.

Categories of non-derivative financial instruments

Loans and receivables

Loans and receivables are financial instrument assets with fixed and determinable payments that are not quoted on an active market. These assets are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial measurement, loans and receivables are measured at amortised cost using the effective interest method, less any impairment. Loans and receivables category includes cash and deposits, trade receivables and other receivables, but not statutory receivables.

Available-for-sale financial assets

Available-for-sale financial instrument assets are those designated as available-for-sale or not classified in any other category of financial instrument asset.

Such assets are initially recognised at fair value. Subsequent to initial recognition, they are measured at fair value with gains and losses arising from changes in fair value, recognised in "other economic flows – other non owner changes in equity" is transferred to other economic flows in the net result.

Fair value is determined in the manner described in Note 20(e) *Financial Instruments*.

Financial assets and liabilities at fair value through profit and loss

Financial assets are categorised as fair value through profit or loss at trade date if they are classified as held for trading or designated as such upon initial recognition. Financial instrument assets are designated at fair value through profit or loss on the basis that the financial assets form part of a group of financial assets that are managed by the entity concerned based on their fair values, and have their performance evaluated in accordance with documented risk management and investment strategies.

Financial instruments at fair value through profit or loss are initially measured at fair value and attributable transaction costs are expensed as incurred. Subsequently, any changes in fair value are recognised in the net result as other economic flows.

Financial liabilities at amortised cost

Financial instrument liabilities are initially recognised on the date they are originated. They are initially measured at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, these financial instruments 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.

Financial instrument liabilities measured at amortised cost include all payables, deposits held and advances received, and interest-bearing arrangements other than those designated at fair value through profit or loss.

(K) Financial assets

Cash and deposits

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

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

Receivables

Receivables consist of:

- statutory receivables, which include predominantly amounts owing from the Victorian Government and GST input tax credits recoverable; and
- contractual receivables, which include mainly debtors in relation to goods and services.

Receivables that are contractual are classified as financial instruments. Statutory receivables are not classified as financial instruments.

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

A provision for doubtful receivables is made when there is objective evidence that the debts may not be collected and bad debts are written off when identified (refer to Note 1 (K) *Impairment of financial assets*).

Impairment of financial assets

At the end of each reporting period, the Commission assesses whether there is objective evidence that a financial asset or group of financial assets is impaired. Objective evidence includes financial difficulties of the debtor, default payments, debts which are more than 60 days overdue, and changes in debtor credit ratings. All financial instrument assets, except those measured at fair value through profit or loss, are subject to annual review for impairment.

Bad and doubtful debts for financial assets are assessed on a regular basis. Those bad debts considered as written off by mutual consent are classified as "other economic flows" in the net result.

The amount of the allowance is the difference between the financial asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate.

Note 1. Summary of significant accounting policies (continued)

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

(L) Non-Financial assets

Inventories

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

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

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

Plant and equipment

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

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

Leasehold improvements

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

Revaluations of non-current physical assets

Non-current physical assets are measured at fair value in accordance with Financial Reporting Directions (FRDs) issued by the Minister for Finance.

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

Intangible assets

Purchased intangible assets are initially measured 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 State.

When the recognition criteria in AASB 138 *Intangible Assets* are met, internally generated intangible assets are recognised and measured at cost less accumulated amortisation and impairment.

Refer to Note 1(G) *Depreciation and Amortisation* and Note 1 (K) *Impairment of non-financial assets*.

An internally-generated intangible asset arising from development (or from the development phase of an internal project) is recognised if, and only if, all of the following are demonstrated:

- the technical feasibility of completing the intangible asset so that it will be available for use or sale;
- an intention to complete the intangible asset and use or sell it;
- the ability to use or sell the intangible asset;
- the intangible asset will generate probable future economic benefits;
- the availability of adequate technical, financial and other resources to complete the development and to use or sell the intangible asset; and
- the ability to measure reliably the expenditure attributable to the intangible asset during its development.

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.

Other non-financial assets

Prepayments

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

(M) Liabilities

Payables

Payables consist of:

- contractual payables, such as accounts payable. Accounts payable represents liabilities for goods and services provided to the Commission prior to the end of the financial year that are unpaid, and arise when the Commission becomes obliged to make future payments in respect of the purchase of those goods and services; and
- statutory payables such as goods and services tax and fringe benefits tax payable.

Notes to the financial statements

for the financial year ended 30 June 2011

Note 1. Summary of significant accounting policies (continued)

Contractual payables are classified as financial instruments and categorised as financial liabilities at amortised cost (refer to Note 1 (J)). Statutory payables are recognised and measured similarly to contractual payables, but are not classified as financial instruments and not included in the category of financial liabilities at amortised cost, because they do not arise from a contract.

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 liability is the best estimate of the consideration required to settle the present obligation at reporting period, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows, using discount rate that reflects the time value of money and risks specific to the provision.

Employee benefits

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

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

Liabilities for wages and salaries, annual leave and accumulating sick leave are recognised in the provision for employee benefits, classified as current liabilities. Those liabilities which are expected to be settled within 12 months of the reporting period, are measured at their nominal values.

Those liabilities that are not expected to be settled within 12 months are also recognised in the provision for employee benefits as current liabilities, but are 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.

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

The components of this current LSL are measured at:

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

Conditional LSL is disclosed as a non – current liability.

There is an unconditional right to defer the settlement of the entitlement until the employee has completed the requisite years of service

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

(iii) Termination benefits

Termination benefits are payable when employment is terminated before the normal retirement date, or when an employee accepts voluntary redundancy in exchange for these benefits. The Commission recognises termination benefits when it is demonstrably committed to either terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy.

Benefits falling due more than 12 months after the end of the reporting period are discounted to present value.

Employee benefits on-costs

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

(N) Leases

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

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

All other leases are classified as operating leases.

Finance leases

Commission as lessee

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

Note 1. Summary of significant accounting policies (continued)

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

Operating leases

Commission as lessee

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

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

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

(O) 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.

(P) Commitments

Commitments are disclosed at their nominal value and inclusive of the goods and services tax (GST) payable. In addition, where it is considered appropriate and provides additional relevant information to users, the net present values of significant individual projects are stated.

(Q) 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.

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

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

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

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

(S) Events after reporting date

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

(T) AASs issued that are not yet effective

Certain new AASs have been published that are not mandatory for the 30 June 2011 reporting period. DTF assesses the impact of these new standards and advises the Commission of their applicability and early adoption where applicable.

As at 30 June 2011, the following standards and interpretations that are applicable to the Commission had been issued but are not mandatory for financial year ending 30 June 2011. Standards and Interpretations that are not applicable to the Commission have been omitted. The Commission has not early adopted these standards.

Notes to the financial statements

for the financial year ended 30 June 2011

Note 1. Summary of significant accounting policies (continued)

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

Note 2. Departmental (controlled) outputs

A description of Departmental outputs performed during the year ended 30 June 2011, 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 2011.

Note 3. Administered (non-controlled) items

In addition to the specific Commission operations which are included in the financial statements (balance sheet, comprehensive operating statement and cash flow statement and statement of changes in equity), the Commission administers

or manages other activities and resources on behalf of the State and Local Government. The transactions relating to these activities are reported as administered items (refer to Note 1 (D) and (I) in this note.

	State		Local Government	
	2011 \$'000	2010 \$'000	2011 \$'000	2010 \$'000
Administered income from transactions				
Sales of goods and services	891	653	-	-
Fines	797	217	76	2,606
Candidates deposits	252	3	7	6
Electoral entitlements	8,845	53	-	-
Total administered income from transactions	10,785	926	83	2,612
Administered expenses from transactions				
Payments into the Consolidated Fund	1,503	2,767	-	-
Payments to Local Government	-	-	48	2,606
Payments made on behalf of the State	9,000	3	-	-
Payments made on behalf of Local Government	-	53	11	6
Total administered expenses from transactions	10,503	2,823	59	2,612
Total administered net result from transactions (net operating balance)	282	(1,897)	24	-
Administered financial assets				
Bank	14	20	38	14
Receivables	465	136	-	-
Total administered financial assets	479	156	38	14
Administered liabilities				
Candidates deposits	-	-	-	4
Compulsory voting fines	14	20	38	10
Creditors and accruals	75	28	-	-
Total administered liabilities	89	48	38	14
Total administered net assets	390	108	-	-

Notes to the financial statements

for the financial year ended 30 June 2011

Note 4. Income from transactions

	2011 \$'000	2010 \$'000
(a) Revenue from government		
Revenue from government for continuing operations	51,415	19,250
Total revenue from government	51,415	19,250
(b) Other income		
Other	-	-
Total other income	-	-

Note 5. Expenses from transactions

	2011 \$'000	2010 \$'000
(a) Employee expenses		
Post employment benefits		
Defined contribution superannuation expense	1,375	614
Termination benefits	-	-
Salaries, wages and long service leave	21,835	7,274
Total employee expenses	23,210	7,888
(b) Depreciation and amortisation		
Plant, equipment and vehicles	385	554
Infrastructure		
Intangible produced assets	1,057	1,142
Total depreciation and amortisation	1,442	1,696
(c) Interest expense		
Interest on finance leases	5	6
Total interest expense	5	6
(d) Other operating expenses		
Supplies and services		
Purchase of supplies and consumables	3,510	3,535
Purchase of services	24,751	6,187
Maintenance	1,297	315
Capital asset charge	129	129
Other	248	141
Total supplies and services	28,706	9,335
Operating lease rental expenses: office and warehouse minimum lease payments	1,229	972
Total operating lease rental expenses	1,229	972
Total other operating expenses	29,935	10,307

Note 6. Other economic flows included in net result

	2011 \$'000	2010 \$'000
(a) Net gain/(loss) on non-financial assets		
Net gain/(loss) on disposal of physical assets	-	-
Total net gain/(loss) on non-financial assets	-	-
(b) Net gain(loss) on financial instruments		
Other	-	-
Total net gain/(loss) on financial instruments	-	-
(c) Other gains/(losses) from other economic flows		
Other	-	-
Total other gains/(losses) from other economic flows	-	-

Note 7. Receivables

	2011 \$'000	2010 \$'000
Current receivables		
Statutory		
Amounts owing from Victorian Government (i)	72	28
GST input tax credit recoverable	305	398
Other receivables	51	-
Total current receivables	428	426
Non-current receivables		
Statutory		
Other receivables	-	-
Total non-current receivables	-	-
Total receivables	428	426

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

Notes to the financial statements

for the financial year ended 30 June 2011

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

	2011 \$'000	2010 \$'000
(a) Non-financial physical assets classified as held for sale		
Non-current assets		
Leased motor vehicles	-	-
Total non-financial physical assets classified as held for sale	-	-
(b) Liabilities directly associated with assets classified as held for sale		
Liabilities of leased motor vehicles	-	-
Total liabilities directly associated with assets classified as held for sale		

Note 9. Inventories

	2011 \$'000	2010 \$'000
Current inventories		
Supplies and consumables		
At cost	611	1,737
Total inventories	611	1,737

Note 10. Property, plant and equipment

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

	Public Administration	
	2011 \$'000	2010 \$'000
Nature-based classification		
Plant, equipment and vehicles at fair value	795	706
Leasehold Improvements	2,723	49
Assets under construction at cost	191	-
Net carrying amount of PPE	3,709	755

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

Note 10. Property, plant and equipment (continued)

Table 10.2: Gross carrying amounts and accumulated depreciations

	Gross carrying amount		Accumulated depreciation		Net carrying amount	
	2011 \$'000	2010 \$'000	2011 \$'000	2010 \$'000	2011 \$'000	2010 \$'000
Plant, equipment and vehicles at fair value	3,331	2,957	(2,536)	(2,251)	795	706
Leasehold Improvements	2,863	358	(140)	(309)	2,723	49
Assets under construction at cost	191	-	-	-	191	-
Net carrying amount of PPE	6,385	3,315	(2,676)	(2,560)	3,709	755

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

	Plant, equipment and vehicles at fair value		Leasehold improvements		Assets under construction at cost		Total	
	2011 \$'000	2010 \$'000	2011 \$'000	2010 \$'000	2011 \$'000	2010 \$'000	2011 \$'000	2010 \$'000
Opening balance	706	905	49	111	-	-	755	1,016
Additions	427	309	2,762	-	191	-	3,380	309
Disposals	(25)	(16)	(16)	-	-	-	(41)	(16)
Depreciation	(313)	(492)	(72)	(62)	-	-	(385)	(554)
Closing balance	795	706	2,723	49	191	-	3,709	755

Note: (i) Fair value assessments have been performed for all classes of assets within this purpose group and the decision was made that movements were not material (less than or equal to 10 per cent) for a full revaluation. The next scheduled full revaluation for this purpose group will be conducted in 2013.

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

	2011 \$'000	2010 \$'000
Leasehold Improvements	72	63
Plant, equipment and vehicles at fair value	313	491
	385	554

Note: (i) The useful lives of assets as stated in Policy Note 1 are used in the calculation of depreciation.

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for the financial year ended 30 June 2011

Note 11. Intangible assets

	2011 \$'000	2010 \$'000
Gross carrying amount		
Opening balance	13,684	13,684
Additions from internal development	-	-
Closing balance	13,684	13,684
Accumulated amortisation and impairment		
Opening balance	(9,484)	(8,342)
Amortisation expense (i)	(1,057)	(1,142)
Impairment losses charged to net result	-	-
Closing balance	(10,541)	(9,484)
Net book value at the end of the financial year	3,143	4,200

Note: (i) The consumption of intangible produced assets is included in 'depreciation' line item on 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 \$3.1 million (2010: \$4.2 million) will be fully amortised in 2011 for the election management development, and 2015 for the electoral rolls development.

Note 12. Other non-financial assets

	2011 \$'000	2010 \$'000
Current other assets		
Prepayments	429	632
Total current other assets	429	632
Non-current other assets		
Other	-	-
Total non-current other assets	-	-
Total other assets	429	632

Note 13. Payables

	2011 \$'000	2010 \$'000
Current payables		
Contractual		
Employee benefits	96	134
Supplies and services (i)	666	153
	762	287
Statutory		
Taxes payable	-	-
Total current payables	762	287
Non-current payables		
Contractual		
Other payables	-	-
Total non-current payables	-	-
Total payables	762	287

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

(a) Maturity analysis of contractual payables

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

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

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

Note 14. Borrowings

	2011 \$'000	2010 \$'000
Current borrowings		
Lease liabilities (i) (Note 17)	41	49
Bank overdraft	2	1
Total current borrowings	43	50
Non-current borrowings		
Lease liabilities (i) (Note 17)	18	13
Total non-current borrowings	18	13
Total borrowings	61	63

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

(a) Maturity analysis of borrowings

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

(b) Nature and extent of risk arising from borrowings

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

(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 2011

Note 15. Provisions

	2011 \$'000	2010 \$'000
Current provisions		
(i) Employee benefits (Note 1 (M)) - annual leave		
(ii) Unconditional and expected to be settled within 12 months	500	409
(iii) Unconditional and expected to be settled after 12 months	-	-
(i) Employee benefits (Note 1 (M)) - long service leave		
(ii) Unconditional and expected to be settled within 12 months	743	653
(iii) Unconditional and expected to be settled after 12 months	-	-
	1,243	1,062
Provisions related to employee benefit on-costs		
(ii) Unconditional and expected to be settled within 12 months	208	171
(iii) Unconditional and expected to be settled after 12 months	-	-
	208	171
Total current provisions	1,451	1,233
Non-current provisions		
(i) Employee benefits (i) (Note 1 (M))	123	224
Employee benefit on-costs	19	35
Total non-current provisions	142	259
Total provisions	1,593	1,492
(a) Employee benefits and related on-costs (i)		
Current employee benefits		
Annual leave entitlements	500	409
Long service leave entitlements	743	653
Non-current employee benefits		
Long service leave entitlements	123	224
Total employee benefits	1,366	1,286
Current on-costs	208	171
Non-current on-costs	19	35
Total on-costs	227	206
Total employee benefits and related on-costs	1,593	1,492

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

Note 15. Provisions (continued)

	2011 \$'000	2010 \$'000
(b) Movement in provisions		
Opening balance	1,286	1,254
Additional provisions recognised	547	548
Reductions arising from payments / other sacrifices of future economic benefits	(467)	(516)
Closing balance	1,366	1,286
Current	1,243	1,062
Non-current	123	224
	1,366	1,286

Note 16. Superannuation

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

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

contributions as they fall due. The Department of Treasury and Finance recognises and discloses the State's defined benefit liabilities in its disclosure for administered items.

However, superannuation contributions paid or payable for the reporting period are included as part of employee benefits in the comprehensive operating statement of the Commission.

The name, details and amounts expensed in relation to the major employee superannuation funds and contributions made by the Commission are as follows:

	Paid Contribution for the Year		Contribution Outstanding at Year End	
	2011 \$'000	2010 \$'000	2011 \$'000	2010 \$'000
Defined benefit plans:				
State Superannuation Fund - revised and new (i)	86	83	-	6
Defined contribution plans:				
Australian Super	50	13	1	1
AGEST	36	3	1	-
Colonial First State	39	26	1	1
HESTA	32	25	1	1
MLC	16	13	1	-
REST	19	4	1	1
Unisuper	26	13	1	1
Vicsuper	903	383	16	16
Other	173	47	2	3
Total	1,380	610	25	30

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

Notes to the financial statements

for the financial year ended 30 June 2011

Note 17. Leases

Disclosures for lessees - finance leases

Leasing arrangements

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

	Minimum future lease payments (i)		Present value of minimum future lease payments	
	2011 \$'000	2010 \$'000	2011 \$'000	2010 \$'000
Other finance lease liabilities payable				
Not longer than one year	41	52	39	50
Longer than one year and not longer than five years	18	14	17	13
Longer than five years	-	-	-	-
Minimum future lease payments	59	66	56	63
Less future finance charges	2	4	2	3
Present value of minimum lease payments	57	62	54	60
Included in the financial statements as:				
Current borrowings lease liabilities (Note 1N)			41	49
Non-current borrowings lease liabilities (Note 1N)			18	13
			59	62

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

Disclosure for lessees-operating leases

Leasing arrangements

Operating leases relate to office and warehouse facilities with lease terms between one to twelve 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.

	2011 \$'000	2010 \$'000
Other non-cancellable operating lease payables		
Not longer than one year	1,906	1,135
Longer than one year and not longer than five years	4,766	919
Longer than five years	13,078	-
	19,750	2,054

Maturity analysis of finance lease liabilities and the nature and extent of risk arising from finance lease liabilities are disclosed in Note 20.

Note 18. Commitments for expenditure

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

(a) Commitments payable

	2011 \$'000	2010 \$'000
(i) Capital expenditure commitments		
Intangible assets		
Payable:		
Not longer than one year	-	-
Longer than one year and not longer than five years	-	-
Longer than five years	-	-
Total capital expenditure commitments	-	-
(ii) Other expenditure commitments		
Outsourcing commitments (i)		
Payable:		
Not longer than one year	2,231	4,069
Longer than one year and not longer than five years	-	-
Longer than five years	-	-
Total other expenditure commitments	2,231	4,069
Total commitments for expenditure (inclusive of GST)	2,231	4,069
Less GST recoverable from the Australian Taxation Office	(203)	(370)
Total commitments for expenditure (exclusive of GST)	2,028	3,699

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

Note 19. Contingent assets and contingent liabilities

	2011 \$'000	2010 \$'000
Contingent liabilities		
Legal proceedings and disputes (i)	-	-
	-	-

Notes: (i) A contingent liability exists for legal action in relation to Electoral Act decisions, Municipal Electoral Tribunals, and offences.
However, as at 30 June 2011, there is no reliable estimate of the liability.
(ii) There were no contingent assets as at 30 June 2011.

Notes to the financial statements

for the financial year ended 30 June 2011

Note 20. Financial instruments

(a) Financial risk management objectives and policies

The Commission's principal financial instruments comprise of:

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

Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset, financial liability and equity instrument above are disclosed in Note 1 to the financial statements.

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

The Commission's main financial risks include credit risk, liquidity risk and interest rate risk.

The Commission uses different methods to measure and manage the different risks to which it is exposed. Primary responsibility for the identification and management of financial risks rests with the Electoral Commissioner in consultation with the Audit Committee.

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

Table 20.1 Categorisation of financial instruments

	(\$ thousand)					
	Contractual financial assets/liabilities designated at fair value through profit/loss	Contractual financial assets/liabilities held-for-trading at fair value through profit/loss	Contractual financial assets - loans and receivables	Contractual financial assets available-for-sale	Contractual financial liabilities at amortised cost	Total
2011						
Contractual financial assets						
Cash and deposits	-	-	3	-	-	3
Receivables (i)						
Sale of goods and services	-	-	-	-	-	-
Other	-	-	51	-	-	51
Total contractual financial assets	-	-	54	-	-	54
Contractual financial liabilities						
Payables (i)						
Supplies and services	-	-	762	-	-	762
Amounts payable to government and agencies						
Borrowings:						
Lease liabilities	-	-	59	-	-	59
Total contractual financial liabilities	-	-	821	-	-	821

Note 20. Financial instruments (continued)

Table 20.1 Categorisation of financial instruments (continued)

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

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

Notes to the financial statements

for the financial year ended 30 June 2011

Note 20. Financial instruments (continued)

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

	(\$ thousand)				Total
	Net holding gain/ (loss)	Total interest income/ (expense)	Fee income/ (expense)	Impairment loss	
2011					
Contractual financial assets					
Financial assets designated at fair value through profit/loss	-	-	-	-	-
Financial assets – loans and receivables	-	-	-	-	-
Financial assets available-for-sale recognised in net result	-	-	-	-	-
Total contractual financial assets	-	-	-	-	-
Contractual financial liabilities					
Financial liabilities at amortised cost	-	-	-	-	-
Financial liabilities designated at fair value through profit/loss	-	-	-	-	-
Total contractual financial liabilities	-	-	-	-	-

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

Note 20. Financial instruments (continued)

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

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

(b) Credit risk

Credit risk arises from the contractual financial assets of the Commission, which comprise cash and deposits, non-statutory receivables and available for sale contractual financial assets. The Commission's exposure to credit risk arises from the potential default of a counter party on their contractual obligations resulting in financial loss to the Commission. Credit risk is measured at fair value and is monitored on a regular basis.

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

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

Provision of impairment for contractual financial assets is recognised when there is objective evidence that the Commission will not be able to collect a receivable. Objective evidence includes financial difficulties of the debtor, default payments, debts which are more than 60 days overdue, and changes in debtor credit ratings.

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

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

	(\$ thousand)				
	Financial institutions (Triple-A credit rating)	Government agencies (Triple-A credit rating)	Government agencies (Triple-B credit rating)	Other (min Triple-B credit rating)	Total
2011					
Cash and deposits	-	-	-	-	-
Receivables (i)	-	-	-	-	-
Other financial assets	51	-	-	-	51
Total contractual financial assets	51	-	-	-	51
2010					
Cash and deposits	-	-	-	-	-
Receivables (i)	-	-	-	-	-
Other financial assets	-	-	-	-	-
Total contractual financial assets	-	-	-	-	-

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

Notes to the financial statements

for the financial year ended 30 June 2011

Note 20. Financial instruments (continued)

Table 20.4 Ageing analysis of contractual financial assets

	(\$ thousand)					
	Carrying amount	Not past due and not impaired	Past due but not impaired			
			less than 1 month	1-3 months	3 months -1 year	1-5 years
2011						
Receivables (i)						
Other receivables	51	-	-	-	-	-
Total	51	-	-	-	-	-
2010						
Receivables (i)						
Other receivables	-	-	-	-	-	-
Total	-	-	-	-	-	-

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

Contractual financial assets that are either past due or impaired

There are no material financial assets which are individually determined to be impaired. Currently the Commission does not hold any collateral as security nor credit enhancements relating to any of its financial assets.

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

(c) Liquidity risk

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

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

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

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

Note 20. Financial instruments (continued)

Table 20.5 Maturity analysis of contractual financial liabilities (ii)

	(\$ thousand)						
	Carrying amount	Nominal Amount	Maturity dates				
			less than 1 month	1-3 months	3 months -1 year	1-5 years	5+ years
2011							
Payables (i)							
Supplies and services	-	-	-	-	-	-	-
Amounts payable to government and agencies	-	-	-	-	-	-	-
Other payables	762	762	762	-	-	-	-
Borrowings							
Bank overdrafts	2	2	2	-	-	-	-
Lease liabilities	59	59	18	3	21	17	-
Advances from government	-	-	-	-	-	-	-
Total	823	823	782	3	21	17	-
2010							
Payables (i)							
Supplies and services	-	-	-	-	-	-	-
Amounts payable to government and agencies	-	-	-	-	-	-	-
Other payables	287	287	287	-	-	-	-
Borrowings							
Bank overdrafts	1	1	1	-	-	-	-
Lease liabilities	62	66	2	4	46	14	-
Advances from government	-	-	-	-	-	-	-
Total	350	354	290	4	46	14	-

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

(d) Market risk

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

Foreign currency risk

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

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

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

Interest rate risk

Fair value interest rate risk is the risk that the fair value of a financial instrument will fluctuate because of changes in market interest rates. The Commission does not hold any interest bearing financial instruments that are measured at fair value, therefore has no exposure to fair value interest rate risk.

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for the financial year ended 30 June 2011

Note 20. Financial instruments (continued)

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

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

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

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

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

Table 20.6: Interest rate exposure of financial instruments

	Weighted average interest rate %	Carrying amount	(\$ thousand)		
			Interest rate exposure		
			Fixed interest rate	Variable interest rate	Non-interest bearing
2011					
Financial assets					
Cash and deposits	-	3	-	-	3
Receivables (i)					
Other receivables	-	-	-	-	-
Total financial assets		3	-	-	3
Financial liabilities					
Payables (i)					
Other payables	-	762	-	-	762
Borrowings					
Lease liabilities	7.25	59	59	-	-
Bank overdraft	-	2			
Total financial liabilities		823	59	-	762
2010					
Financial assets					
Cash and deposits	-	2	-	-	2
Receivables (i)					
Other receivables	-	-	-	-	-
Total financial assets		2	-	-	2
Financial liabilities					
Payables (i)					
Other payables	-	287	-	-	287
Borrowings					
Lease liabilities	7.58	62	62	-	-
Bank overdraft	-	1			
Total financial liabilities		350	62	-	287

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

Note 20. Financial instruments (continued)

Sensitivity disclosure analysis

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

- a movement of 200 basic points up and down (2010: 150 down and 100 up) in market interest rates (AUD);
- proportional exchange rate movement of 5 per cent down (2010: 10 per cent, depreciation of AUD) and 15 per cent up (2010: 10 per cent, appreciation of AUD) against the USD, from the year-end rate of 0.90 (2010: 0.90); and

- a movement of 10 per cent up and down (2010: 10 per cent) for the top ASX 200 index.

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

Table 20.7: Foreign exchange risk sensitivity

	(\$ thousand)			
	Carrying amount	Foreign exchange		Available-for-sale revaluation surplus
		-5 %	+15 %	
	Net result	Net result	Available-for-sale revaluation surplus	
2011				
Contractual financial assets				
Cash and deposits	3	-	-	-
Receivables (i)	-	-	-	-
Total impact	3	-	-	-
Contractual financial liabilities				
Payables (i)	762	-	-	-
Borrowings	59	-	-	-
Bank overdraft	2	-	-	-
Total impact	823	-	-	-
2010				
Contractual financial assets				
Cash and deposits	2	-	-	-
Receivables (i)	-	-	-	-
Total impact	2	-	-	-
Contractual financial liabilities				
Payables (i)	287	-	-	-
Borrowings	62	-	-	-
Bank overdraft	1	-	-	-
Total impact	350	-	-	-

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

Notes to the financial statements

for the financial year ended 30 June 2011

Note 20. Financial instruments (continued)

Table 20.7: Interest rate risk sensitivity

	(\$ thousand)				
	Carrying amount	Interest rate			
		-200 basis points		+200 basis points	
		-2 %		+2%	
	Net result	Available-for-sale revaluation surplus	Net result	Available-for-sale revaluation surplus	
2011					
Contractual financial assets					
Cash and deposits	3	-	-	-	-
Other contractual financial assets	-	-	-	-	-
Total impact	3	-	-	-	-
Contractual financial liabilities					
Borrowings	59	-	-	-	-
Bank overdraft	2	-	-	-	-
Total impact	61	-	-	-	-
2010					
		-150 basis points		+100 basis points	
Contractual financial assets					
Cash and deposits	2	-	-	-	-
Other contractual financial assets	-	-	-	-	-
Total impact	2	-	-	-	-
Contractual financial liabilities					
Borrowings	62	-	-	-	-
Bank overdraft	1	-	-	-	-
Total impact	63	-	-	-	-

Table 20.7: Other price risk sensitivity

	(\$ thousand)				
	Carrying amount	Other price			
		-1 %		+1%	
		Net result	Available-for-sale revaluation surplus	Net result	Available-for-sale revaluation surplus
2011					
Contractual financial assets					
Other contractual financial assets	-	-	-	-	-
Total impact	-	-	-	-	-
2010					
		-1%		+1%	
Contractual financial assets					
Other contractual financial assets	-	-	-	-	-
Total impact	-	-	-	-	-

Note 20. Financial instruments (continued)

(e) Fair value

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

Level 1 - the fair value of financial instruments with standard terms and conditions and traded in active liquid markets are determined with reference to quoted market prices;

Level 2 - the fair value is determined using inputs other than quoted prices that are observable for the financial asset or liability, either directly or indirectly; and

Level 3 - the fair value is determined in accordance with generally accepted pricing models based on discounted cash flow analysis using unobservable market inputs.

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

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

Table 20.8: Comparison between carrying amount and fair value

	(\$ thousand)			
	Carrying amount 2011	Fair value 2011	Carrying amount 2010	Fair value 2010
Contractual financial assets				
Cash and deposits	3	3	2	2
Receivables (i)				
Other receivables	51	51	-	-
Total contractual financial assets	54	54	2	2
Contractual financial liabilities				
Payables (i)				
Supplies and services	96	96	153	153
Amounts payable to government	-	-	-	-
Other payables	666	666	134	134
Borrowings				
Bank overdrafts	2	2	1	1
Lease liabilities	59	59	62	62
Advances from government	-	-	-	-
Total contractual financial liabilities	823	823	350	350

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

Notes to the financial statements

for the financial year ended 30 June 2011

Note 20. Financial instruments (continued)

Table 20.9: Financial assets measured at fair value

	(\$ thousand)			
	Carrying amount as at 30 June 2011	Fair value measurement at end of reporting period using:		
		Level 1	Level 2	Level 3
2011				
Financial assets at fair value through profit or loss	-	-	-	-
Available-for-sale financial assets	-	-	-	-
Total	-	-	-	-

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

Note 21. Cash flow information

(a) Reconciliation of cash and cash equivalents

	(\$ thousand)	
	2011	2010
Total cash and deposits disclosed in the balance sheet (i)	3	2
Bank overdraft	(2)	(1)
Balance as per cash flow statement	1	1

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

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

At 30 June 2011, cash at bank included the amount of a notional shortfall for the payment of unrepresented cheques of \$2,000 (2010 - \$1,000)

Note 21. Cash flow information (continued)

(b) Reconciliation of net result for the period

	(\$ thousand)	
	2011	2010
Net result for the period	(3,177)	(647)
Non-cash movements:		
(Gain)/loss on sale or disposal of non-current assets	25	-
Depreciation and amortisation of non current assets	1,442	1,696
Movements in assets and liabilities		
(Increase)/decrease in receivables	(2)	221
(Increase)/decrease in inventories	936	(851)
(Increase)/decrease in other non-financial assets	203	(261)
Increase/(decrease) in payables	475	(216)
Increase/(decrease) in provisions	101	45
Increase/(decrease) in other liabilities	(2)	15
Net cash from/(used in) operating activities	1	1

(c) Financing facilities

	(\$ thousand)	
	2011	2010
Unsecured loan facilities with various maturity dates through to 2011 and which may be extended by mutual agreement		
Amount used	-	-
Amount unused	3	3
Total	3	3

Note 22. Summary of compliance with annual special appropriations

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

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

	Revenue from government (\$ thousand)	
	2011	2010
Controlled		
Provision for outputs	51,415	19,250
Additions to net assets (Note 10)	3,174	326
Administered		
Payments made on behalf of the State (Note 10)	8,845	53
Total	63,434	19,629

Notes to the financial statements

for the financial year ended 30 June 2011

Note 23. Ex-gratia payments

The Commission made no ex-gratia payments during the reporting period. (2010 - Nil)

Note 24. Trust account balances

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

	(\$ thousand)	
	2011	2010
Cash and cash equivalents		
Administered trusts		
Candidates deposits State and Local Governments	-	4
Fines State and Local Governments	52	30
Total administered trusts	52	34

(b) Trust accounts opened and closed by the Commission during 2011

The Commission did not open or close any trust account during 2011.

Note 25. Responsible persons

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

Names

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

Electoral Commissioner	Deputy Electoral Commissioner
Mr Steven Tully	Ms Liz Williams
1 July 2010 to 30 June 2011	1 July 2010 to 30 June 2011

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:

\$250,000 - \$259,999 (\$240,000 - \$249,999 in 2010)
\$160,000 - \$169,999 (\$150,000 - \$159,999 in 2010)

Note 26. Remuneration of executives

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

Note 27. Remuneration of auditors

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

Note 28. Subsequent events

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

Note 29. Glossary of Terms and style conventions

Amortisation

Amortisation is the expense which results from the consumption, extraction or use over time of a non-produced physical or intangible asset. This expense is classified as an other economic flow.

Borrowings

Borrowings refers to finance leases.

Comprehensive result

The net result of all items of income and expense recognised for the period. It is the aggregate of operating result and other non-owner movements in equity.

Capital asset charge

The capital asset charge represents the opportunity cost of capital invested in the non-financial 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.

Depreciation

Depreciation is an expense that arises from the consumption through wear or time of a produced physical or intangible asset. This expense is classified as a 'transaction' and so reduces the 'net result from transaction'.

Employee benefits expenses

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

Ex gratia payments

Ex gratia payment is the gratuitous payment of money where no legal obligation exists.

Financial asset

A financial asset is any asset that is:

- (a) cash;
- (b) an equity instrument of another entity;
- (c) a contractual or statutory right:
 - to receive cash or another financial asset from another entity; or
 - to exchange financial assets or financial liabilities with another entity under conditions that are potentially favourable to the entity; or

(d) a contract that will or may be settled in the entity's own equity instruments and is:

- a non-derivative for which the entity is or may be obliged to receive a variable number of the entity's own equity instruments; or
- a derivative that will or may be settled other than by the exchange of a fixed amount of cash or another financial asset for a fixed number of the entity's own equity instruments.

Financial instrument

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

Financial liability

A financial liability is any liability that is:

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

Financial statements

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

Notes to the financial statements

for the financial year ended 30 June 2011

Note 29. Glossary of Terms and style conventions (continued)

General government sector

The general government sector comprises all government departments, offices and other bodies engaged in providing services free of charge or at prices significantly below their cost of production. General government services include those which are mainly non-market in nature those which are largely for collective consumption by the community and those which involve the transfer or redistribution of income. These services are financed mainly through taxes, or other compulsory levies and user charges.

Intangible produced assets

Refer to non-produced asset in this glossary.

Interest expense

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

Net result

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

Net worth

Assets less liabilities, which is an economic measure of wealth.

Non-financial assets

Non-financial assets are all assets that are not 'financial assets'. It includes inventories, plant and equipment and intangible assets.

Non-profit institution

A legal or social entity that is created for the purpose of producing or distributing goods and services but is not permitted to be a source of income, profit or other financial gain for the units that establish, control or finance it.

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-financial physical and intangible assets and fair value changes of financial instruments. In simple terms, other economic flows are changes arising from market re-measurements.

Payables

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

Produced assets

Produced assets include plant and equipment, inventories and certain intangible assets. Intangible produced assets may include computer software.

Receivables

Includes amounts owing from government through appropriation receivable, short and long term trade credit and accounts receivable.

Sales of goods and services

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

Supplies and services

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

Transactions

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

Style conventions

Figures in the tables and in the text have been rounded. Discrepancies in tables between totals and sums of components reflect rounding. Percentage variations in all tables are based on the underlying unrounded amounts.

The notation used in the tables is as follows:

-	zero, or rounded to zero
(xxx.x)	negative numbers
200x	year period
200x-0x	year period

The financial statements and notes are presented based on the illustration for a government department in the 2010-11 Model Report for Victorian Government departments. The presentation of other disclosures is generally consistent with the other disclosures made in earlier publications of the Commission's annual reports.

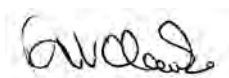
Accountable officer's and chief finance and accounting officer's declaration

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

We further state that, in our opinion, the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes, presents fairly the financial transactions during the year ended 30 June 2011 and financial position of the Commission at 30 June 2011.

At the time of signing, 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 16 August 2011.



David Clarke

Manager Finance and Budget
Victorian Electoral Commission

Melbourne
16 August 2011



Steven Tully

Electoral Commissioner
Victorian Electoral Commission

Melbourne
16 August 2011

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 2011 of the Victorian Electoral Commission which comprises the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement, notes comprising a summary of significant accounting policies and other explanatory information, and the 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*, and for such internal control as the Electoral Commissioner determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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.

Level 24, 35 Collins Street, Melbourne Vic. 3000

Telephone 61 3 8601 7000 Facsimile 61 3 8601 7010 Email comments@audit.vic.gov.au Website www.audit.vic.gov.au

Auditing in the Public Interest

1

VAGO

Victorian Auditor-General's Office

Independent Auditor's Report (continued)

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 2011 and of its financial performance and its cash flows for the year then ended in accordance with applicable Australian Accounting Standards, including the Australian Accounting Interpretations, and the financial reporting requirements of the *Financial Management Act 1994*.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the financial report of the Victorian Electoral Commission for the year ended 30 June 2011 included both in the Victorian Electoral Commission's annual report and on the website. The Electoral Commissioner of the Victorian Electoral Commission is responsible for the integrity of the Victorian Electoral Commission's website. I have not been engaged to report on the integrity of the Victorian Electoral Commission's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in the website version of the financial report.

MELBOURNE
31 August 2011


D D R Pearson
Auditor-General

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Auditing in the Public Interest

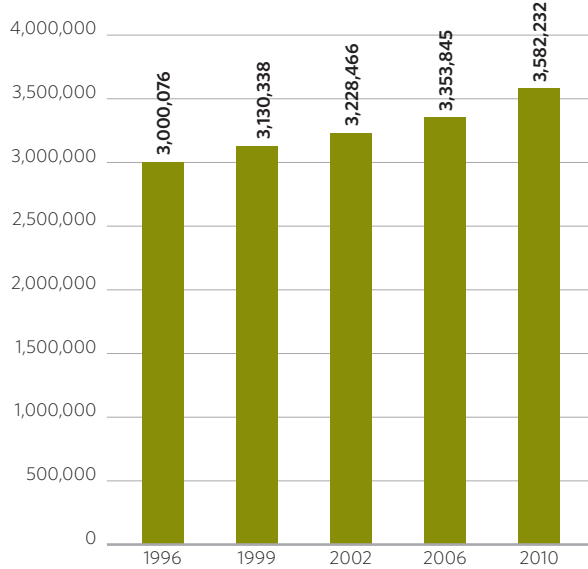
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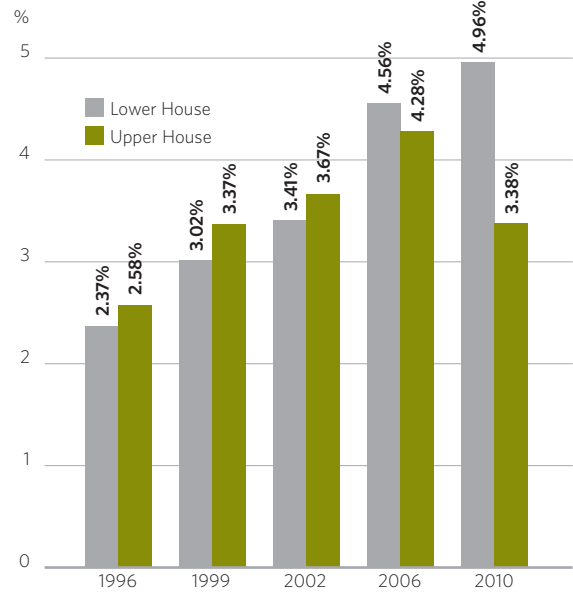
Appendix 1

Victorian State Election Indicators

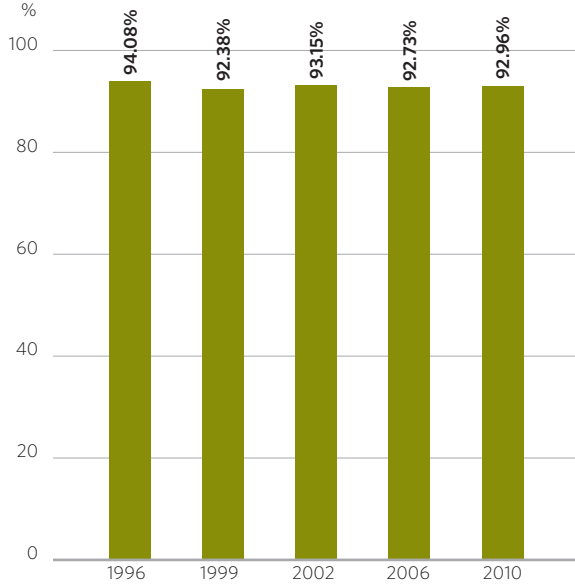
Enrolment



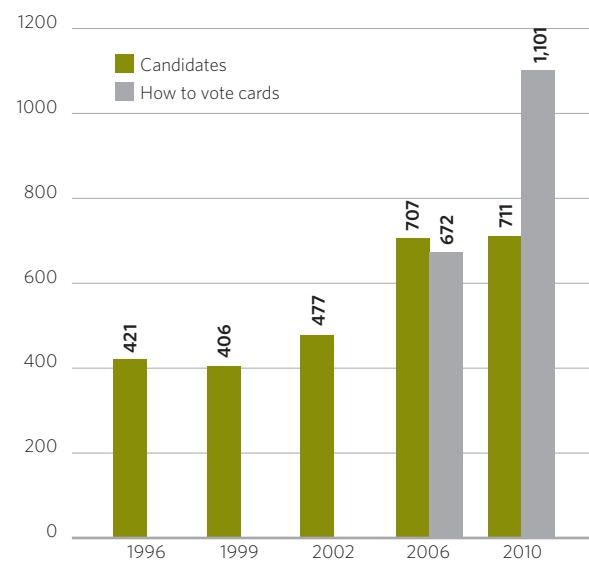
Informality



Turnout



Candidates



OUR YEAR

OUR CORE BUSINESS

OUR VOTERS

OUR PEOPLE

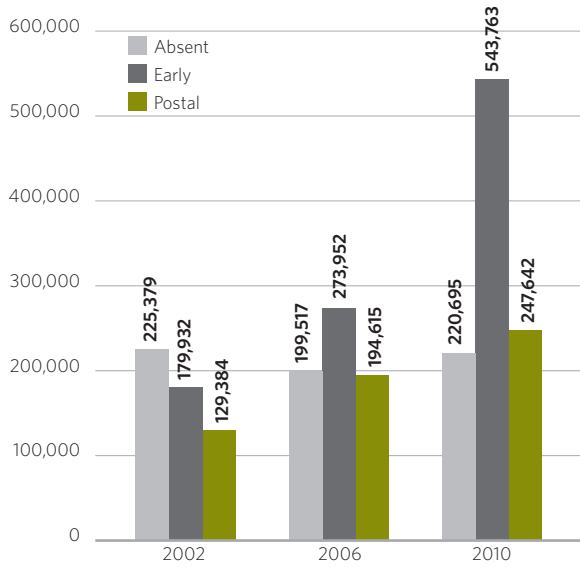
OUR COMMISSION

FINANCIAL STATEMENTS

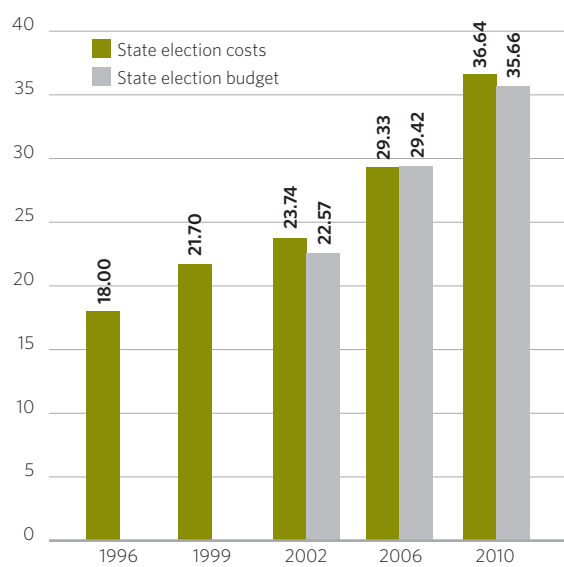
APPENDICES



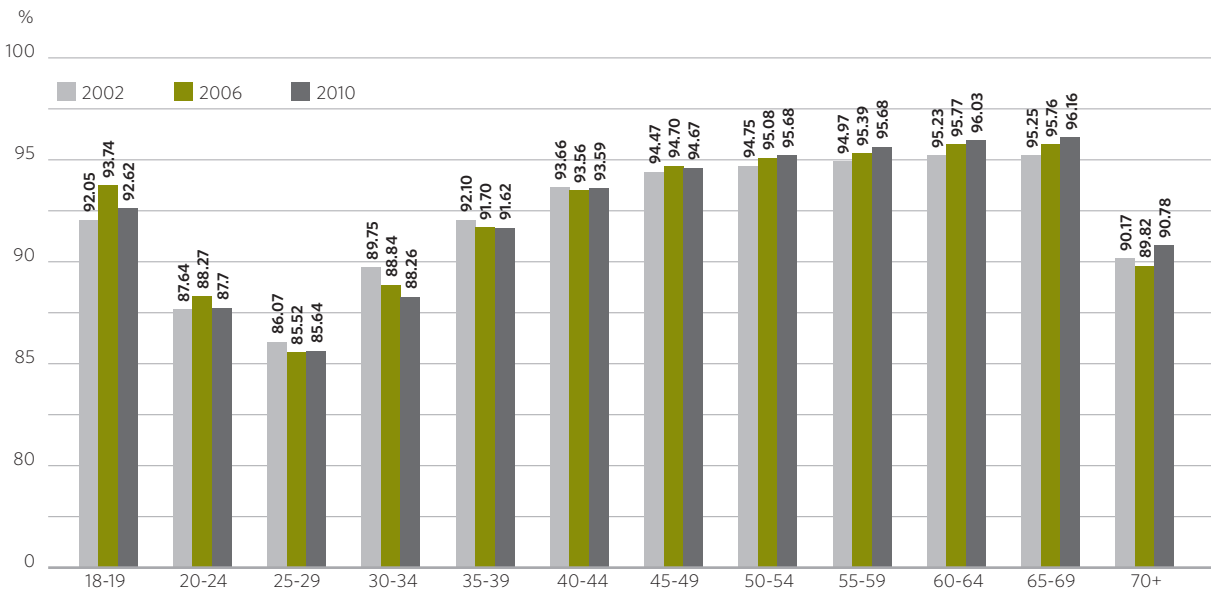
Absent, early and postal votes



Budget and costs \$M



Voter turnout by age group for the past three State elections



Victorian State Elections 2002-10 Statistics

Executive Summary	2002	2006	2010
Total enrolment	3,228,466	3,353,845	3,582,232
Voter turnout (participation rate)	93.15%	92.73%	92.96%
Total votes returned	Not reported (NR)	NR	3,340,295
Overseas and interstate votes returned	8,205	10,805	10,508
Antarctic votes	7	13	16
Total Candidates	477	707	711
Total below the line votes % (average across all regions)	NA	5%	3.90%
Informality - Lower House	3.42%	4.56%	4.96%
Informality - Upper House	3.67%	4.28%	3.38%
Nominations	2002	2006	2010
Lower House	372	459	502
Upper House	97	248	209
Party candidates	412	644	624
Independent candidates	65	63	87
Contentious nominations	1	0	0
Group voting tickets/How-to-vote cards	2002	2006	2010
Group voting tickets registered and on website by 9am next day	NA	75	57
Registered How-to-vote cards	522	672	1,101
How-to-vote cards taken to VCAT	0	0	0
Voting statistics	2002	2006	2010
Total votes returned	NR	NR	3,340,295
Total votes counted	3,007,342	3,109,907	3,329,865
Ordinary votes counted	2,471,486	2,440,009	2,289,187
Postal votes counted	129,384	194,615	247,642
Early votes counted	179,932	273,952	543,763
Absent votes counted	225,379	199,517	220,695
Provisional votes counted	1,159	1,808	28,533
MAV votes counted	2	6	45
NR: Not reported			
<i>Note: Some instances of incorrect labelling reported to registered parties on 1 Dec 2010</i>			
Voting services	2002	2006	2010
Voting centre venues booked and assessed by mid-October	1,655	1,652	1,675
Extra early voting centres identified and leased by mid-September	26	34	45
Election offices leased October 1	53	43	64
Special facilities provided with mobile voting services	878	826	833
Special facilities provided with postal voting services	Inc above	66	153
Ballot packs distributed to General Postal Voters	31,243	41,722	51,713
Ballot packs distributed to other postal voters	170,000	184,448	298,886
Extra voting services provided upon request	NA	4	0
Overseas voting centres established	35	28	34
Interstate voting centres established	12	11	11
Antarctic voting centres established	1	1	1
EasyVote Guides despatched from mailhouse	3,341,432	3,591,687	3,530,488
Scannable rolls produced and delivered to warehouse	6,491	7,689	7,997
PDA's provided to voting centres for roll look-up	NA	474	1,980
Netbooks provided to voting centres for electronic roll marking	NA	NA	1,080
Ballot papers printed for election	25,320,000	12,281,000	12,009,000

OUR YEAR

OUR CORE BUSINESS

OUR VOTERS

OUR PEOPLE

OUR COMMISSION

FINANCIAL STATEMENTS

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Enrolment	2002	2006	2010
New enrolments (Oct - Dec)	48,710	62,165	48,230
Updated enrolments (Oct - Dec)	138,529	117,917	103,090
Returned to sender - roll clean up	34,316	34,000	35,369
Nomination enrolments checked	477	707	711
Enrolments received by virtual fax/website	5,690	28,166	
Enrolment forms sourced from supermarkets	3,556	5,158	
Enrolment forms despatched from telephone enquiry service	NA	2,949	
Enrolment forms sourced from Australia Post	2,924	2,511	
Total enrolment forms sourced	NA	91,863	59,732
Special late electors	259	61	16
New General Postal Voter applications processed	935	3,796	1,246
Declaration votes (total)	91,963	74,403	36,811
- Absent Not on Roll	60,102	32,179	2,190
- Unenrolled	29,976	39,667	NA
- Early Not on Roll	1,883	1,493	1
On-the-day enrolment provisional vote	NA	NA	34,546
Deceased electors removed from roll	52,702	12,316	7,800
Mapping	2002	2006	2010
No of organisations provided with electoral boundaries data	NA	18	14
Voting centre lookup			
Web	NA	206,356	213,106
iPhone app (downloads)	NA	NA	5,165
Interactive electoral boundaries map	NA	NA	5,610
Personnel	2002	2006	2010
Election day officials appointed	13,630	14,811	16,993
% election day officials who completed online training	NA	NA	81%
Election casuals appointed			3,817
Election managers appointed	53	43	56
Assistant election managers appointed	106	107	99
Region coordinators appointed	NA	NA	8
Assistant region coordinators appointed	NA	NA	8
Election support officers appointed	NA	NA	11
HelpDesk staff supporting election officials	12	12	7
Election officials identified as having a disability	(Not measured) NM	NM	361
Election officials identified as Aboriginal or Torres Strait Islander	NM	6	177
Election officials with foreign language skills	1,126	1,669	2,931
Training hours for Senior Election Officials	9,984 hours	6,600 hours	10,763 hours
Disability access indicators	2002	2006	2010
Organisations invited to attend access group	NA	14	20
Access group planning meetings	NA	3	1
Formal complaints in relation to access	1	3	5
Complaints to Human Rights and Equal Opportunity Commission	1	0	2
Fully wheelchair accessible venues	770 (47%)*	178 (10%)	286 (17%)
Braille information letters mailed to blind/low vision voters	NA	NA	180
Large print information letters mailed to blind/low vision voters	NA	NA	750
Audio files mailed to blind/vision impaired voters	NA	6,800	12,340
* A more stringent access audit tool was introduced in 2006			

Telephone Enquiry Service	2002	2006	2010
Calls to service	129,774	227,246	106,784
Calls answered by auto-attendant	24,833	73,379	30,645
Calls answered by operators	99,743	128,090	73,939
Calls escalated to Enrolment Branch	NA	1,485	1,238
Calls to interpreter	NA	2,045	541
Fulfilment from call centre	NA	13,018	6,735
Hours service operational	NA	515.5	404
Proportion of calls answered within 30 seconds	NA	65%	86%
Formal complaints with regard to service	NA	2	0
Service hours system offline	NA	0	0.3
Results Services	2002	2006	2010
% district ordinary votes counted at voting centres by 10pm on election night	NR	96.40%	98.90%
% of total Lower House votes counted within 5 days of election day	NR	NR	93.60%
Number of days to declare all Lower house seats	12	16	12
Number of days to declare all Upper house seats	12	19	18
Preference distributions (Lower House)	46	49	44
District recounts	2	1	0
Region recounts	2 (Province)	3	0
District declarations	88	88	88
Region declarations	22+2 (Province)	8	8
Complaints	2002	2006	2010
Services to voters	23	59	103
About the media	1	1	2
About candidates/parties	49	103	42
About the VEC (compulsory voting, not employed as election official, conduct of election official, employment conditions, ballot paper presentation)	37	62	20
Total	110	225	167
Advertising		2006	2010
Print advertisements published		253	266
Radio advertisements aired		4,222	2,156
Television spots aired		982	648
Outdoor - metrolites and superlite billboards		69	112
Media		2006	2010
Total media releases issued		54	36
Journalist queries received		421	Estimated 350
Journalist surveys distributed		33	NA
Journalist surveys completed and returned		7 (21%)	NA
Emails		2006	2010
Emails received on info@vec.vic.gov.au (responses in working days)		1,714	1,913

OUR YEAR

OUR CORE BUSINESS

OUR VOTERS

OUR PEOPLE

OUR COMMISSION

FINANCIAL STATEMENTS

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Website	2006	2010	
Total hits over election period (estimated 2006)	3,000,000	3,287,493	
Files downloaded over election period	8,994	149,799	
Translated material available in language other than English	19	22	
Audio files available	5	24	
Election-related updates (excluding election night)	117	182	
Voting centre look-up hits over election period	206,534	211,353	
Voting centre lookup hits on day before and on election day	71,456	59,470	
Voting centre look-up availability (hours)	620	1,033	
Interactive animations available	5	5	
Election night results services – 3 minute updates (no. of files)	97	120	
Virtual Tally room total hits	1,789,316	1,555,857	
Electronic Voting	2006	2010	
Votes printed and counted	199	961	
Votes lost or corrupted	0	0	
Election Publications	2002	2006	2010
Election manuals printed (*Includes election manuals, candidate and scrutineer handbooks)	67,370*	60,500	76,700*
Bulletins sent to Election Managers and Region Coordinators	63	60	60
Bulletins sent to registered political parties	5	29	24
Bulletins sent to Upper House candidates	0	11	17
Education supplement in Age newspaper	0	2	1
Research Evaluation	2002	2006	2010
Level of satisfaction of early voters	97%	98%	95%
Level of satisfaction of postal voters	92%	83%	91%
Level of satisfaction of absent voters	93%	90%	91%
Level of satisfaction of CALD voters	75%	89%	86%*
Level of satisfaction of election day voters	90%	86%	91%
Level of satisfaction of political parties with VEC services	satisfied	highly satisfied	highly satisfied
Level of satisfaction of candidates with operation of voting centres	NA	77%	83%
Level of satisfaction of blind/ low vision voters	NA	82%	95%
Level of satisfaction of election officials with training manual	NA	87%	92%
Overall satisfaction level of voters	93%	88%	91%
* Small sample size, decrease not statistically significant			
Budget	2002	2006	2010
State election budget	\$22.57M	\$29.42M	\$35.663M
Estimated cost of state election	\$23.74M	\$29.33M	\$36.618M
Electoral Entitlements	2002	2006	2010
Eligible formal first preference votes	5,697,220	5,622,395	5,942,129
Entitlements paid	\$6.83M	\$7.399M	\$8.823M
Payroll	2002	2006	2010
Officials returned pays reprocessed (banking details provided incorrect)	NA	462(3.1%)	396 (1.9%)
Value of election payroll (incl. Payroll tax & superannuation)	NA	\$13.04M	\$17.30M

Appendix 2

Council by-elections and countbacks, 2010-11

Council by-elections, 2010-2011

Council	Ward		Date	Type	Electors	Turnout	Informality	Cost per elector*	Cost to Council (ex GST)**
Greater Bendigo	North West Plains	By-Election	17/07/10	Postal	8314	78.99%	2.80%	\$4.27	\$39,603.52
Mornington Peninsula	Truemans	By-Election	17/07/10	Postal	12039	65.71%	3.83%	\$3.54	\$49,896.61
Banyule	Olympia	By-Election	5/03/11	Attendance	13184	59.62%	8.10%	\$5.14	\$96,060.83
Greater Geelong	Deakin	By-Election	5/03/11	Postal	14513	77.05%	3.17%	\$4.37	\$73,630.77
Cardinia	Bunyip	By-Election	19/03/11	Postal	6526	72.86%	2.19%	\$4.61	\$36,775.95
Corangamite	South Central	By-Election	7/05/11	Postal	2018	Uncontested	NA	\$4.16	\$8,389.65

* Excludes compulsory voting enforcement costs

** Includes compulsory voting enforcement costs

Council countbacks, 2010-11

Council	Ward		Date
Moira		Countback	9/08/10
Moira		Countback	13/09/10
Glen Eira	Camden	Countback	31/08/10
SurfCoast		Countback	23/09/10
Casey	Edrington	Countback	20/12/10
Kingston	South	Countback	11/01/11
Moonee Valley	Myrnong	Countback	11/01/11
Yarra	Nicholls	Countback	11/01/11
Manningham	Koonung	Countback	12/01/11
Casey	Springfield	Countback	13/01/11
Mildura		Countback	31/03/11
BawBaw	North	Countback	27/05/11
Mt Alexander	Castlemaine	Countback	2/06/11
Benalla		Countback	16/06/11
Benalla		Countback	21/06/11

Appendix 3

Registered political parties at 30 June 2011

Political party	Registered Officer
Australian Labor Party – Victorian Branch	Mr Noah Carroll State Secretary 360 King Street West Melbourne Vic 3003
Australian Sex Party – Victoria	Ms Ange Hopkins Registered Officer 34 Richardson Street Brunswick Vic 3056
Christian Democratic Party (Fred Nile Group)	Mr Spero Katos Registered Officer PO Box 99 Sandown Village Vic 3171
Citizens Electoral Council (Victorian Division)	Ms Gabrielle Marie Peut Registered Officer PO Box 376 Coburg Vic 3058
Country Alliance	Mr Russell William Bate Registered Officer PO Box 120 Sassafras Vic 3787
Democratic Labor Party (DLP) of Australia	Mr Kevin Butler Secretary GPO Box 1402 Melbourne Vic 3001
Family First Party Victoria Inc.	Mr Joshua Reimer Registered Officer PO Box 4631, Knox City Wantirna South Vic 3152
Liberal Party of Australia – Victorian Division	Mr Damien Mantach State Director 104 Exhibition Street Melbourne Vic 3000
National Party of Australia – Victoria	Mr Luke O’Sullivan State Director Level 10, 140 Bourke Street Melbourne Vic 3000
Socialist Alliance (Victoria)	Ms Susanne Bolton Registered Officer PO Box 12427
The Australian Greens – Victoria	Mr Gurmeet Sekhon Registered Officer GPO Box 4589 Melbourne Vic 3001

Appendix 4

Enrolment transactions, 2006-07 to 2010-11

Enrolment transactions 2006-07 to 2010-11

Enrolment application transactions	2006-07	2007-08	2008-09	2009-10	2010-11
VEC mailout programs					
Current					
Victorian Curriculum and Assessment Authority (VCAA)	14,865	11,898	13,372	13,598	10,639
VCAA Over 18 years 2010 State election mail-out	0	0	0	0	603
Residential Tenancies Bond Authority	8,702	3,017	5,179	36,347	6,706
VicRoads	11,789	7,750	17,351	57,653	5,754
Victorian Tertiary Admissions Centre	401	799	3,356	1,771	935
Non-current					
Local government post-election follow-up	NA	NA	10,323	898	112
TRU Energy	441	4	1	0	0
Yarra Valley Water	0	1	0	0	0
2000-01 redivision mailout	110	32	16	2	0
Subtotal	36,308	23,501	49,598	110,269	24,749
VEC non-mailout programs					
VEC general enrolment form	54,497	6,055	21,185	9,628	31,355
On-the-day enrolment/Provisional votes	na	na	na	na	33,593
Joint AEC/VEC enrolment form	5,206	1,851	2,829	5,824	2,971
Liquor Licencing Victoria	1,035	931	1,411	1,418	1,398
VEC website	30,649	5,048	11,295	7,787	35,838
VEC municipal enrolment form (M)	1,955	491	1,449	1,054	981
Community programs	na	na	na	na	77
Supermarkets	7,436	1,860	1,351	350	0
Subtotal	100,778	16,236	39,520	26,061	106,213
Enrolment applications collected through VEC's enrolment programs	137,086	39,737	89,118	136,330	130,962
Enrolment application transactions provided by the AEC and imported into Victorian register of electors					
Additions					
New to roll	128,505	90,386	85,758	104,174	116,395
Reinstatements	82,685	62,885	18,580	41,343	76,331
Subtotal	211,190	153,271	104,338	145,517	192,726
Changes					
Change of address	341,259	302,183	229,094		
Subtotal	341,259	302,183	229,094	294,938	378,685
Combined subtotal	552,449	455,454	333,432	440,455	571,411

Enrolment transactions, 2006-07 to 2010-11 (continued)

Enrolment transactions 2006-07 to 2010-11 (continued)

Enrolment application transactions	2006-07	2007-08	2008-09	2009-10	2010-11
VEC mailout programs					
Enrolment applications collected through AEC's enrolment programs	415,363	415,717	244,314	304,125	440,449
Other enrolment transactions					
Non application changes					
Amendments to elector details	20,871	2,323	9,176	5,560	7,605
Return to sender mail					
BreastScreen Victoria Inc	93	259	162	221	786
Members of Parliament RTS mail	1,257	408	5,708	7,793	6,404
Youth booklet "Your Voice Your Future"	0	1	5	6	0
Election mailouts	33,770	253	57,758	NA	38,204
PapScreen Victoria	2	484	24	0	21
Non-voter follow-up	17,036	NA	16,347	NA	4,819
Subtotal	52,158	1,405	80,004	8,020	50,234
Special category applications					
GPV applications	4,144	274	371	367	1801
Overseas elector applications	3,702	478	721	758	2371
Itinerant elector applications	71	102	64	55	77
Silent elector applications	310	75	149	301	102
Subtotal	8,227	929	1,305	1,481	4,351
Combined subtotal	81,256	4,657	90,485	15,061	62,190
TOTAL VEC enrolment transactions	218,342	44,394	179,603	151,391	193,152

Appendix 5

District enrolments, 30 June 2011

Reference Report – Elector Statistics by Area

Area Type Name: District
 Data Extracted: 01/07/2011
 Print Date Time: 01 July 2011 8:32 AM

Area No	Area Name	Elector Count	Variance to Average (%)	Area No	Area Name	Elector Count	Variance to Average (%)
1	Albert Park	46,449	14.20	39	Hawthorn	38,580	-5.15
2	Altona	52,161	28.24	40	Ivanhoe	38,362	-5.68
3	Ballarat East	40,568	-0.26	41	Keilor	53,116	30.59
4	Ballarat West	43,909	7.95	42	Kew	36,763	-9.62
5	Bass	49,827	22.50	43	Kilsyth	40,599	-0.18
6	Bayswater	36,813	-9.49	44	Kororoit	42,926	5.54
7	Bellarine	44,543	9.51	45	Lara	44,182	8.62
8	Benalla	36,766	-9.61	46	Lowan	38,243	-5.98
9	Benambra	37,213	-8.51	47	Lyndhurst	42,020	3.31
10	Bendigo East	40,638	-0.09	48	Macedon	47,928	17.83
11	Bendigo West	41,442	1.89	49	Malvern	38,010	-6.55
12	Bentleigh	38,805	-4.60	50	Melbourne	43,538	7.04
13	Box Hill	38,627	-5.03	51	Melton	44,168	8.59
14	Brighton	38,314	-5.80	52	Mildura	37,496	-7.81
15	Broadmeadows	37,062	-8.88	53	Mill Park	41,014	0.84
16	Brunswick	42,141	3.61	54	Mitcham	36,878	-9.33
17	Bulleen	35,372	-13.04	55	Monbulk	37,797	-7.07
18	Bundoora	36,323	-10.70	56	Mordialloc	41,746	2.64
19	Burwood	38,845	-4.50	57	Mornington	40,299	-0.92
20	Carrum	42,421	4.30	58	Morwell	38,446	-5.48
21	Caulfield	37,437	-7.96	59	Mount Waverley	36,831	-9.45
22	Clayton	33,737	-17.06	60	Mulgrave	34,705	-14.68
23	Cranbourne	48,718	19.78	61	Murray Valley	38,265	-5.92
24	Dandenong	35,120	-13.65	62	Narracan	42,656	4.87
25	Derrimut	41,193	1.28	63	Narre Warren North	40,327	-0.85
26	Doncaster	36,396	-10.52	64	Narre Warren South	52,680	29.52
27	Eltham	39,280	-3.43	65	Nepean	38,583	-5.14
28	Essendon	39,692	-2.41	66	Niddrie	36,698	-9.78
29	Evelyn	40,113	-1.38	67	Northcote	40,230	-1.09
30	Ferntree Gully	44,201	8.67	68	Oakleigh	35,504	-12.71
31	Footscray	40,323	-0.86	69	Pascoe Vale	40,508	-0.41
32	Forest Hill	36,056	-11.35	70	Polwarth	42,009	3.28
33	Frankston	36,182	-11.04	71	Prahran	38,973	-4.18
34	Geelong	39,774	-2.21	72	Preston	38,548	-5.23
35	Gembrook	43,574	7.13	73	Richmond	41,252	1.42
36	Gippsland East	41,336	1.63	74	Ripon	37,393	-8.07
37	Gippsland South	39,076	-3.93	75	Rodney	36,342	-10.65
38	Hastings	45,216	11.17	76	Sandringham	37,718	-7.27

District enrolments, 30 June 2011 (continued)

Area No	Area Name	Elector Count	Variance to Average (%)
77	Scoresby	38,818	-4.56
78	Seymour	40,741	0.16
79	Shepparton	38,115	-6.29
80	South Barwon	48,461	19.14
81	South-West Coast	43,192	6.19
82	Swan Hill	32,845	-19.25
83	Tarneit	48,170	18.43
84	Thomastown	36,629	-9.94
85	Warrandyte	41,346	1.65
86	Williamstown	38,980	-4.16
87	Yan Yean	55,632	36.78
88	Yuroke	49,458	21.60

Total number of electorates: 88
Total number of electors: 3,579,383
Average number of electors: 40,674

Appendix 6

Region enrolments, 30 June 2011

Reference Report – Elector Statistics by Area

Area Type Name: Region
 Data Extracted: 01/07/2011
 Print Date Time: 01 July 2011 8:30 AM

Area No	Area Name	Elector Count	Variance to Average (%)
1	Eastern Metropolitan	424,386	-5.15
2	Eastern Victoria	456,923	2.12
3	Northern Metropolitan	450,731	0.74
4	Northern Victoria	427,791	-4.39
5	South Eastern Metropolitan	444,487	-0.66
6	Southern Metropolitan	425,398	-4.92
7	Western Metropolitan	483,225	8.00
8	Western Victoria	466,442	4.25

Total number of electorates: 8
Total number of electors: 3,579,383
Average number of electors: 447,422

Appendix 7

Compulsory voting enforcement, 2010-11

Election Type/Date	Notice Type		Mailout Date	Records	Penalties collected to 30 June 2011	Infringements Court - Lodge Date	Number of records lodged
Cardinia Bunyip	1	Apparent Failure to Vote	20-Apr	1,180			
By-election 19 Mar	2	Infringement	8-Jun	692	\$7,440.00		
407	3	Penalty Reminder	3-Aug	N/A			
Greater Geelong Deakin	1	Apparent Failure to Vote	20-Apr	1879			
By-election 5 Mar	2	Infringement	8-Jun	1,279	\$12,840.00		
475	3	Penalty Reminder	3-Aug	685			
Banyule Olympia	1	Apparent Failure to Vote	20-Apr	2735			
By-election 5 Mar	2	Infringement	8-Jun	2,077	\$16,620.00		
401	3	Penalty Reminder	3-Aug	N/A			
Camberwell LLP	1	Apparent Failure to Vote	8-Apr	225			
(Caffe Moravia)	2	Infringement	7-Jun	137	\$840.00		
22-Mar-11	3	Penalty Reminder	29-Jul	N/A			
Broadmeadows	1	Apparent Failure to Vote	8-Apr	6,519			
By-election 19 Feb	2	Infringement	9-Jun	5,059	\$25,260.00		
	3	Penalty Reminder	5-Aug	N/A			
State Election 2010	1	Apparent Failure to Vote	5,8,13 Apr	179,646			
27-Nov-10	2	Infringement	6, 9 Jun	113,375	\$524,609.04		
	3	Penalty Reminder	5-Aug	N/A			
Camberwell LLP	1	Apparent Failure to Vote	24-Feb	268			
(Zous Cafe)	2	Infringement	6-Apr	124	\$3,180.00		
14-Feb-11	3	Penalty Reminder	8-Jun	60	\$326.00		
Camberwell LLP	1	Apparent Failure to Vote	24-Feb	357			
(Juventino)	2	Infringement	6-Apr	209	\$5,220.00		
14-Feb-11	3	Penalty Reminder	8-Jun	95	\$956.50		
Camberwell LLP	1	Apparent Failure to Vote	24-Feb	223			
(Brunetti)	2	Infringement	6-Apr	127	\$2,590.00		
14-Feb-11	3	Penalty Reminder	8-Jun	65	\$163.00		
Canterbury LLP	1	Apparent Failure to Vote	21-Jan	435			
(Cornelius Cheese, Coffee & Wine)	2	Infringement	9-Mar	206	\$4,980.00		
20-Dec-10	3	Penalty Reminder	6-May	95	\$1,994.50	27-Jul-11	56
Camberwell LLP	1	Apparent Failure to Vote	31-Dec	108			
(Degani Bakery Café)	2	Infringement	11-Feb	65	\$1,080.00		
1-Nov-10	3	Penalty Reminder	8-Apr	38	\$729.00	09-Jun-11	26
Surrey Hills LLP	1	Apparent Failure to Vote	21-Sep	336			
(Café Via Biscotti)	2	Infringement	14-Dec	144	\$3,180.00		
1-Nov-10	3	Penalty Reminder	11-Feb	70	\$1,012.00	07-Apr-11	51
Surrey Hills LLP	1	Apparent Failure to Vote	26-Aug	264			
(Watts Cooking Cafe)	2	Infringement	13-Oct	143	\$3,450.00		
9/08/10	3	Penalty Reminder	14-Dec	72	\$1,569.00	16-Feb-11	41

Compulsory voting enforcement, 2010–11 (continued)

Election Type/Date	Notice Type		Mailout Date	Records	Penalties collected to 30 June 2011	Infringements Court - Lodge Date	Number of records lodged
Greater Bendigo North West Plains	1	Apparent Failure to Vote	5-Aug	731		Not lodged with Court	
By-election 17/07/2010	2	Infringement	21-Sep	429	\$7,980.00	Forwarded to council	
	3	Penalty Reminder	14-Dec	265	\$5,188.50	16-Feb-11	200
Mornington Peninsula Truemans	1	Apparent Failure to Vote	5-Aug	891		Not lodged with Court	
By-election 17/07/2010	2	Infringement	21-Sep	571	\$5,640.00	Forwarded to council	
	3	Penalty Reminder	14-Dec	422	\$2,809.50	16-Feb-11	367
Surrey Hills (Triple King) LLP	1	Apparent Failure to Vote	29-Jul	355			
12-Jul-10	2	Infringement	21-Sep	152	\$4,380.00		
	3	Penalty Reminder	14-Dec	63	\$1,115.00	16-Feb-11	41
Camberwell (La casalinga) LLP	1	Apparent Failure to Vote	15-Jul	123			
21-Jun-10	2	Infringement	26-Aug	62	\$1,218.00		
	3	Penalty Reminder	22-Oct	35	\$535.00	22-Dec-10	23
Nillumbik Ellis	1	Apparent Failure to Vote	15-Jul	612		Not lodged with Court	
By-election 12 June 2010	2	Infringement	26-Aug	364	\$5,800.00	Forwarded to council	
	3	Penalty Reminder	22-Oct	218	\$3,406.00	12-Jan-11	153
Camberwell (Bliss@1393) LLP	1	Apparent Failure to Vote	20-May	N/A			
3-May-10	2	Infringement	30-Jun	101	\$1,904.00		
	3	Penalty Reminder	30-Sep	54	\$879.50	16-Dec-10	39
Camberwell (Buicks Cafe) LLP	1	Apparent Failure to Vote	31-Mar	N/A			
9-Mar-10	2	Infringement	11-May	N/A			
	3	Penalty Reminder	6-Jul	60	\$1,158.00	21-Sep-10	36
Greater Geelong Cowie	1	Apparent Failure to Vote	6-Apr	N/A		Not lodged with Court	
By-election - 6 Mar 2010	2	Infringement	14-May	836	\$986.00	Forwarded to council	
	3	Penalty Reminder	9-Jul	584	\$6,150.00	07-Sep-10	466
**Altona By-election	1	Apparent Failure to Vote	22-Mar	N/A			
13-Feb-10	2	Infringement	5-May	N/A			
	3	Penalty Reminder	2-Jul	2,180	\$26,382.00	NFA	NFA

** Altona by-election not lodged with Infringements Court because of Federal election

Appendix 8

Contracts approved by Accredited Purchasing Unit, 2010-11

Title of contract (as named in APU document)	Period of contract	Contractor details	Contractor ABN	Contract value approved	APU reference number
Agreement for Envelope Provision & Printing Services	1 July 2011 - 30 June 2013	Print T Mail Australia Pty Ltd, 36-42 Produce Drive Dandenong South, Victoria 3175	31 087 942 069	\$452,673.00	023/07-08
Agreement for Envelope Provision & Printing Services	1 July 2011 - 30 June 2013	E. S. Wigg & Son, 79 Port Road, Thebarton, South Australia 5031	12 007 869 865	\$260,866.00	023/07-08
Agreement for Provision of Mail House Services	1 July 2011 - 30 June 2013	Dynamic Direct Pty Ltd 17-23 Redwood Drive Dingley, Victoria 3172	74 285 582 581	\$1,743,655.00	193/06-07
State Election Roadshow - variation to contract	14 May 2010 - 16 November 2010	Spark PR Pty Ltd trading as Impactlive L1/105 York Street South Melbourne, Victoria 3205	84 095 247 233	\$382,800.00	CD/10/355227
State Election Tally Room (2010 & 2014)	November 2010 - December 2014	Melbourne Stadiums Limited (Etihad Stadium) 740 Bourke Street Docklands, Victoria 3008	037 098 594	\$375,500.00	074/09-10

Appendix 9

Consultants engaged, 2010-11

Details of consultants engaged, over \$100,000

There were no individual consultant's services over \$100,000 during 2010-11.

Details of consultants engaged, under \$100,000

During 2010-11, the VEC engaged consultants of four consultancy types, to provide a range of services each costing under \$100,000.

Consultancy type	Total for this consultancy type
Electoral representation reviews	\$17,853.25
Public relations	\$13,004.00
Computing and Information Technology	\$182,522.33
Building Services	\$436.00
Total all consultancies under \$100,000	\$213,815.58

Appendix 10

Attestation of compliance with the Australian and New Zealand Risk Management Standard

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

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



Steven Tully

Electoral Commissioner
Victorian Electoral
Commission

Melbourne
3 August 2011

Appendix 11

Organisations provided with electoral enrolment information under section 34 of the *Electoral Act 2002*, 2010–11

During 2010–11, the VEC provided electoral enrolment information to the following organisations under section 34 of the *Electoral Act 2002* or other legislation.

- **BreastScreen Victoria**
- **The Victorian Cervical Cytology Registry, PapScreen Victoria – Prostate Cancer Program**
- **State Revenue Office**
- **Victoria Police:** Ethical Standards Department; Records Services Division; Licensing Services Branch; State Intelligence Division; Major Fraud Investigation Service.
These divisions of Victoria registered 1,746 logons to the Vic Police facility generating 4,400 searches for information between 1 July 2010 and 30 June 2011.
- **Department of Justice, Strategic Communications Branch**
In this instance, the VEC enabled the mailout of fire ready information to electors in 52 designated high-risk areas without transferring any enrolment information to the applicant.

- **The Probate Professionals**
In this instance the VEC provided information in relation to an address for the purposes of probate.
- **Australian Taxation Office**
The VEC provided information about individual electors to the Australian Taxation Office three times during 2010–11 as required under taxation legislation.
- **Department of Human Services**
The VEC has approved the transfer of data relating to 4000 addresses for the purposes of following up public housing funding entitlements. This application is awaiting final agreement.
- **Melbourne IVF**
The VEC has agreed to perform up to 20 individual data matching searches per year, and to contact the person on behalf of Melbourne IVF. At the time of this report, no searches had been requested.

Appendix 12

Report of the Electoral Boundaries Commission, 2010-11



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 2010-11 were:

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

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

During 2010-11, the EBC has conducted planning work for the redivision to commence in December 2012.

Electoral Boundaries Commission files are maintained at the VEC's head office at Level 11, 530 Collins Street, Melbourne, separate from the VEC registry.

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.

Electronically Assisted Voting

A method of casting a vote by kiosk or telephone available under legislation to electors who are blind or have low vision, are not literate in English, have a motor impairment or are located overseas.

Enrolment

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

Enrolment information

The information about electors that is held by the VEC.

Entitlement date

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

Environmental Management Strategy (EnvMS)

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

Extensible Markup Language (XML)

XML is a data format for structured document exchange.

General postal voter (GPV)

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

Geo-coding

Geo-coding 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.

ResourceSmart team

Comprising a representative from each branch of the VEC, the ResourceSmart team oversees the implementation of the VEC's Environmental Management Strategy.

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 be also be appointed to act as Returning Officers or Deputy Returning Officers for a local government election.

Victorian Electoral Commission (VEC)

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

Voter

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

Voter participation

The percentage of enrolled electors who voted.

Voting centre

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

Disclosure index

The annual report of the VEC is prepared in accordance with all relevant legislation. This index has been prepared to identify the VEC's compliance with statutory disclosure requirements.

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Feedback on this report is welcome

Please mark to the attention of:

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Statistics 2006-07 to 2010-11^(a)

	2006-07	2007-08	2008-09	2009-10	2010-11	Performance against KPI
Enrolled electors at 30 June	3,403,962	3,466,557	3,488,434	3,518,080	3,579,383	✓ 1.74% increase
Eligible electors enrolled	93.82%	93.01%	92.67%	90.85%	92.28%	✓ 0.99 percentage points above target
Enrolment updates - total	552,449	455,454	333,432	440,455	571,411	✓ 100% of enrolment updates processed within timeframe (target 98%)
Enrolment updates - from VEC initiatives	137,089	^(b) 39,736	89,118	136,330	130,962	✓ 22.92% of total updates 2.08 percentage points below target (25%)
State elections	1	0	0	0	1	✓ 2010 State election conducted in accordance with legislation, with no successful challenges to VEC activity. All expenditure over election estimates reallocated from overall VEC budget.
State by-elections	0	3	0	1	1	✓ Conducted within budget and in accordance with legislation.
Council elections	0	0	79	0	0	NA
Council by-elections and countbacks	6	11	2	12	21	✓ Conducted within budget and in accordance with legislation. No MET applications upheld due to VEC error.
Statutory and fee-for-service elections	49	13	16	10	14	✓ Conducted within budget and in accordance with legislation or rules.
Electoral representation reviews	7	31	0	0	9	✓ All scheduled reviews completed on schedule and within budget. On schedule for 2011-12 reviews.
Electoral subdivision reviews	0	6	0	0	0	✓ Preparations on schedule for 2011-12 reviews.
Total expenditure	\$36.02m	\$15.60m	\$29.98m	\$19.25m	\$54.59m	✓
Revenue paid to Consolidated Fund	\$1.10m	\$2.58m	\$15.40m	\$2.77m	\$1.50m	✓

(a) Figures reviewed and corrected across table

(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 and 2010 Federal Elections

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