

# 2008

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2007 - 08  
NSWEC  
Annual Report

2008

ANNUAL REPORT

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# Electoral Commissioner's Report

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*I am pleased to present the New South Wales Electoral Commission's (NSWEC) Annual Report for 2007–08.*

## Accountability to NSW Parliament

In November 2007 the NSWEC presented to Parliament a report on the administration and conduct of the 2007 State election. The report was a detailed commentary outlining the services provided by the NSWEC to election stakeholders, future directions, detailed results for each Legislative Assembly district and a review of NSWEC operations and future directions. The report was the first report of its kind and was well received by election stakeholders.

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During the reporting year the NSWEC made a submission to and appeared before the Joint Standing Committee on Electoral Matters (JSCEM) inquiry into the administration of the 2007 State election. The JSCEM provides the forum for the NSWEC to account to the New South Wales Parliament (NSW) in a manner open to scrutiny.

The final report from the JSCEM was presented in May 2008 and included 14 recommendations to further improve electoral process in NSW. I am pleased to report that the JSCEM concluded that “ the NSWEC administered the 2007 NSW election in a competent and professional manner”.

The reporting year also saw the introduction of a new NSWEC Corporate Plan for 2008 – 2011. The new Corporate Plan identifies strategies and sets out goals in order to achieve our vision of an impartial and fair electoral system in NSW. The Corporate Plan will provide the NSWEC with direction and a structured focus over the next three years as we endeavour to improve our electoral services and increase our assessment of stakeholders' satisfaction with these services.

## Preparation for the September 2008 Local Government Elections

The focus in 2007-08 has been on preparation for the September 2008 Local Government elections. The conduct of Local Government elections is a large-scale operation which presents the NSWEC with many challenges. There are 148 Local Government councils for which the NSWEC is required to conduct an election for councillors and in many cases a mayoral election, referendum or poll. It is expected that there will be in excess of 300 individual elections, with approximately 4,500 candidates expected to contest the elections. The Local Government elections in NSW are the most complex elections in Australia.

Under the *Local Government Act 1993*, the Electoral Commissioner is required to conduct the Local Government elections with each council responsible for covering the full cost of its election. During the reporting year the

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NSWEC has had ongoing consultation with all councils to ensure that quality election services are provided to election stakeholders, while keeping costs at a minimum.

In May 2008 the NSWEC provided all councils with itemised budget estimates for the overall likely cost of conducting their election. The budget estimates were based on costing core services and providing councils with options and prices for additional services. Budgets were provided following consultation with councils on key cost drivers. The 2008 elections will be the first time councils see the line by line items that make up the very complex Local Government elections. In the past councils provided some election services on an in kind basis. This arrangement blurred the accountability and concealed many of the costs. The NSWEC has now taken full responsibility for all aspects of the election and identified all the associated costs.

The NSWEC has introduced the concept of regional returning officers for small councils in rural and remote locations. Regional returning officers provide smaller councils with considerable cost savings. They share a returning officer and the associated costs, such as office accommodation and clerical assistants, with surrounding councils.

The NSWEC has been transparent with councils in terms of the real cost of conducting the elections and provided each council with a sound budget estimate. A full transparent line by line cost of each council's election for the 2008 Local Government elections will provide the NSWEC with a sound basis for developing realistic budgets and comparisons for future council elections. The final cost of the elections will not be known until 2008-09, as it is dependent on a number of factors including the number of candidates. The independent auditors reviewed the cost allocation model and concluded that it was a fair basis for allocating costs to each council.

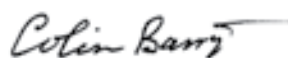
Throughout August and September 2007 the NSWEC met with each council to discuss the NSWEC's role in conducting Local Government elections at the same standard as State and Federal elections. This was an important process in ensuring that each council understood the reforms to be implemented at the 2008 Local Government

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elections and provided an opportunity to discuss options for reducing election costs.

The upcoming reporting year will see the NSWEC respond to the needs and expectations of our stakeholders at the 2008 Local Government elections. The challenges presented will be met by the NSWEC's committed staff. I would like to thank the NSWEC staff for their consistent hard work during the reporting year, without which the year's achievements would not have been possible.



Colin Barry

**Electoral Commissioner**



# The New South Wales Electoral Commission

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## New South Wales Electoral Commission

### Who we are

The NSW Electoral Commissioner is appointed by the Governor of NSW. The New South Wales Electoral Commission (NSWEC) is the administrative agency by which the Electoral Commissioner exercises statutory functions.

The Electoral Commissioner is responsible for the registration of political parties, enrolment of electors, preparation of lists and rolls of electors and the conduct of elections. The Electoral Commissioner is the returning officer for the periodic Legislative Council elections and is also one of three Electoral Districts Commissioners appointed by the Governor to carry out electoral district redistributions according to law.

### What we do

The NSWEC implements the democratic principles of an impartial and fair electoral system in which elections are conducted at arm's length from government and in accordance with the law and voter participation is maximised and informal votes minimised.

The key responsibilities of the NSWEC are to:

- conduct elections and by-elections for the Parliament of NSW;
- conduct elections for Local Government councils;
- conduct elections for registered clubs, statutory boards and State registered industrial organisations;

- prepare the NSW electoral roll in conjunction with the Australian Electoral Commission (AEC);
- provide administrative support to the Election Funding Authority; and
- provide advice to the Premier on issues affecting the conduct of parliamentary elections, including:
  - administrative issues requiring legislative remedy;
  - contribute to public understanding and awareness of elections and electoral matters; and
  - report to the Parliament on the NSWEC's activities.

### Stakeholders

Our stakeholders are:

- the people and electors of NSW;
- the Parliament of NSW;
- Local Government councils;
- candidates and other participants at elections;
- registered political parties;
- industrial organisations, registered clubs and statutory bodies;
- the Election Funding Authority; and
- the media.

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## New South Wales Electoral Commission

### NSWEC Vision

The NSWEC's vision, in line with the Results and Services logic, is an impartial and fair electoral system and to ensure that opportunities for the community to participate in the NSW electoral system are based on principles of equity and access.

### NSWEC Mission

The NSWEC's mission is to provide high quality election services that are impartial, effective, efficient and in accordance with the law.

### NSWEC Values

The NSWEC values:

- integrity in the way that we approach our work;
- impartiality in the conduct of elections to gain and maintain the confidence of clients and the community;
- respect for the needs of all in our community to ensure equal access to democracy;
- professionalism in providing election services; and
- a learning culture amongst our staff members to ensure that the NSWEC reflects on how it delivers its services and remains a modern, forward thinking organisation that can meet the future challenges.

### Resources

As at 30 June 2008 the NSWEC had 38 permanent employees. During the year the NSWEC earned \$762,000 from user pays and commercial activities and received \$13,785,000 from the NSW Government for recurrent expenses.

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## History

- 1843** The first election of 24 representatives to the NSW Council was conducted by the Elections Branch in the Chief Secretary's Department. The Council was composed of 36 members, 24 elected and 12 appointed. At that election 9,315 electors were enrolled to vote.
- 1912** *Parliamentary Electorates and Elections Act 1912* assented.
- 1928** The office of Electoral Commissioner was established pursuant to the *Parliamentary Electorates and Elections Act 1912*.
- 1987** Electoral Commissioner made responsible for conduct of council elections and polls.
- 1993** *Local Government Act 1993* assented.
- 2006** *Parliamentary Electorates and Elections Amendment Act 2006* assented. The New South Wales Electoral Commission established as a result of the amendments to the Act (previously the State Electoral Office).
- 2008** *Local Government Amendment (Election Date) Act 2008* assented. *Local Government (General) Amendment (Elections) Regulation 2008* assented. Some 4.4 million electors enrolled in NSW.

## Legislation

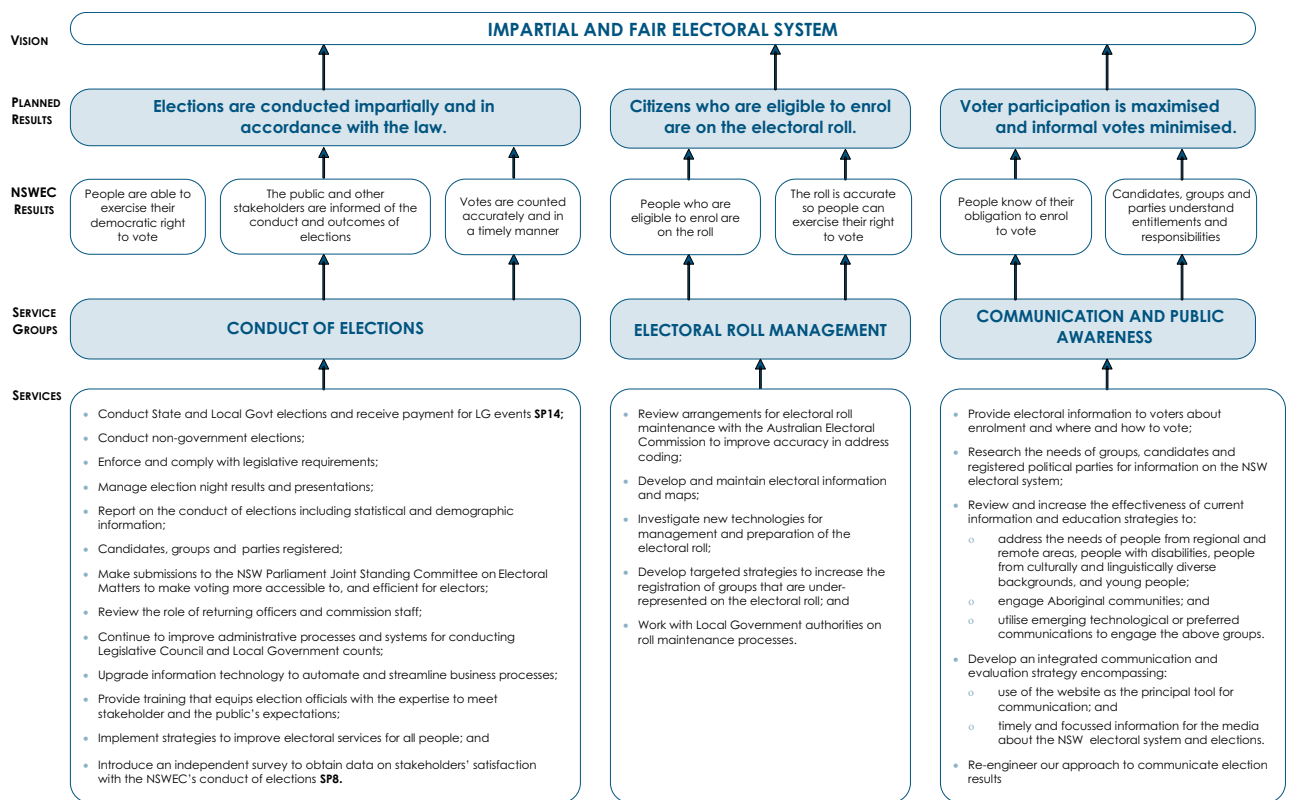
The NSWEC's work is governed by the following 10 main pieces of legislation:

- *Constitution Act 1902*;
- *Parliamentary Electorates and Elections Act 1912*;
- *Election Funding and Disclosures Act 1981*;
- *Local Government Act 1993*;
- *The City of Sydney Act 1988*;
- *Registered Clubs Act 1976*;
- *Industrial Relations Act 1996*;
- *Privacy and Personal Information Protection Act 1998*;
- *Public Finance and Audit Act 1983*; and
- *Public Sector Employment and Management Act 2002*.

In March 2008 the *Local Government Amendment (Election Date) Act 2008* assented to change the election day for Local Government elections to be held on the second Saturday of September, every four years.

In June 2008 the NSW Parliament passed a Bill to amend the *Local Government (General) Regulation 2005*.

## Results and Services Logic Framework



# The NSWEC Year at a Glance

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## The NSWEC Year at a Glance

### Key Indicators

Table 1: Key Indicators

|  | 2004-05       | 2005-06        | 2006-07        | 2007-08        |
|--|---------------|----------------|----------------|----------------|
| Electors enrolled as at 30 June  | 4.3M          | 4.3M           | 4.4M           | 4.5M           |
| Parliamentary general elections conducted  | -             | -              | 1              | -              |
| Parliamentary by-elections conducted   | 1             | 4              | -              | -              |
| Local Government ordinary elections conducted                                      | 9             | 1              | -              | -              |
| Local Government by-elections conducted  | 8             | 15             | 14             | -              |
| Registered club elections conducted  | 48            | 36             | 22             | 19             |
| Statutory board and industrial ballots conducted and enterprise agreements managed | 51            | 41             | 36             | 38             |
| Staff numbers as at 30 June (permanent)  | 19            | 33             | 33             | 38             |
| <b>Total expenditure</b>   | <b>\$9.2M</b> | <b>\$12.8M</b> | <b>\$53.2M</b> | <b>\$17.6M</b> |

### Review and Reform

#### Joint Standing Committee on Electoral Matters

In May 2008 the Committee released its report on the inquiry into the administration of the 2007 State election and related matters. More information is available at page 20.

#### Legislative Reform

The NSWEC started initiatives to increase its accountability to the Parliament and people of NSW. It introduced a performance based Corporate Plan for 2008 – 2011 and public reporting on its performance and conduct of the 2007 State election.

During the reporting year, the NSW Government passed regulations to the *Local Government (General) Amendment (Elections) Regulation 2008*.

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## The NSWEC Year at a Glance

### Key Activities and Highlights

Table 2: Key Activities

| KRA                  | OBJECTIVES  | KEY ACTIVITIES   |
|----------------------|---|--|
| CONDUCT OF ELECTIONS | <i>People are able to exercise their democratic right to vote.</i>  | Appeared before and provided documents to the Joint Standing Committee on Electoral Matters inquiry into the conduct and administration of the 2007 State election.  |
|                      | <i>Votes are counted accurately and in a timely manner.</i>   | Continued to review and improve strategies to improve electoral services for all people including electors with a disability, Aboriginal electors and electors from culturally and linguistically diverse backgrounds.           |
|                      |   | Reviewed the role of returning officers in the 2008 Local Government elections.  |
|                      |   | Developed better practice processes and improved systems for conducting Local Government election counts.  |
|                      |   | Continued to upgrade information technology, including the Election Management Application, to automate and streamline business processes in the lead-up to the 2008 Local Government elections.                                 |
|                      |   | Provided returning officers with extensive training and developed training programmes for polling place managers and election officials to equip them to meet stakeholders' expectations at the 2008 Local Government elections. |
|                      | Commenced development of surveys for key stakeholder groups in preparation for an assessment of stakeholders' satisfaction with the NSWEC's conduct of the 2008 Local Government elections. |  |

## The NSWEC Year at a Glance

|   |  |   |
|---|--|---|
| <b>ELECTORAL ROLL MANAGEMENT</b>          | <i>People who are eligible to enrol are on the roll.</i>                               | Reviewed arrangements for electoral roll maintenance to improve accuracy in address coding.   |
|   | <i>The electoral roll is accurate so people can exercise their right to vote.</i>      | Continued investigation into new technologies for management and preparation of the electoral roll, including further work on the NSWEC SEER project.   |
|   |  | Continued to develop targeted strategies to increase the registration of groups that are under-represented on the electoral roll such as Aboriginal electors, electors from culturally and linguistically diverse backgrounds and youth.  |
|   |  | Commenced work with Local Government authorities on coding electors to wards and on residential roll maintenance processes.   |
| <b>COMMUNICATION AND PUBLIC AWARENESS</b> | <i>People know of their obligation to enrol and vote.</i>                              | Started research into the needs of groups, candidates and registered political parties for information on the NSW electoral system.   |
|   | <i>Candidates and parties are informed of their entitlements and responsibilities.</i> | Reviewed information and education strategies used at the 2007 State election to include information and improved initiatives for the 2008 Local Government elections to address the needs of electors with a disability, from culturally and linguistically diverse backgrounds, youth and from regional and remote areas. |



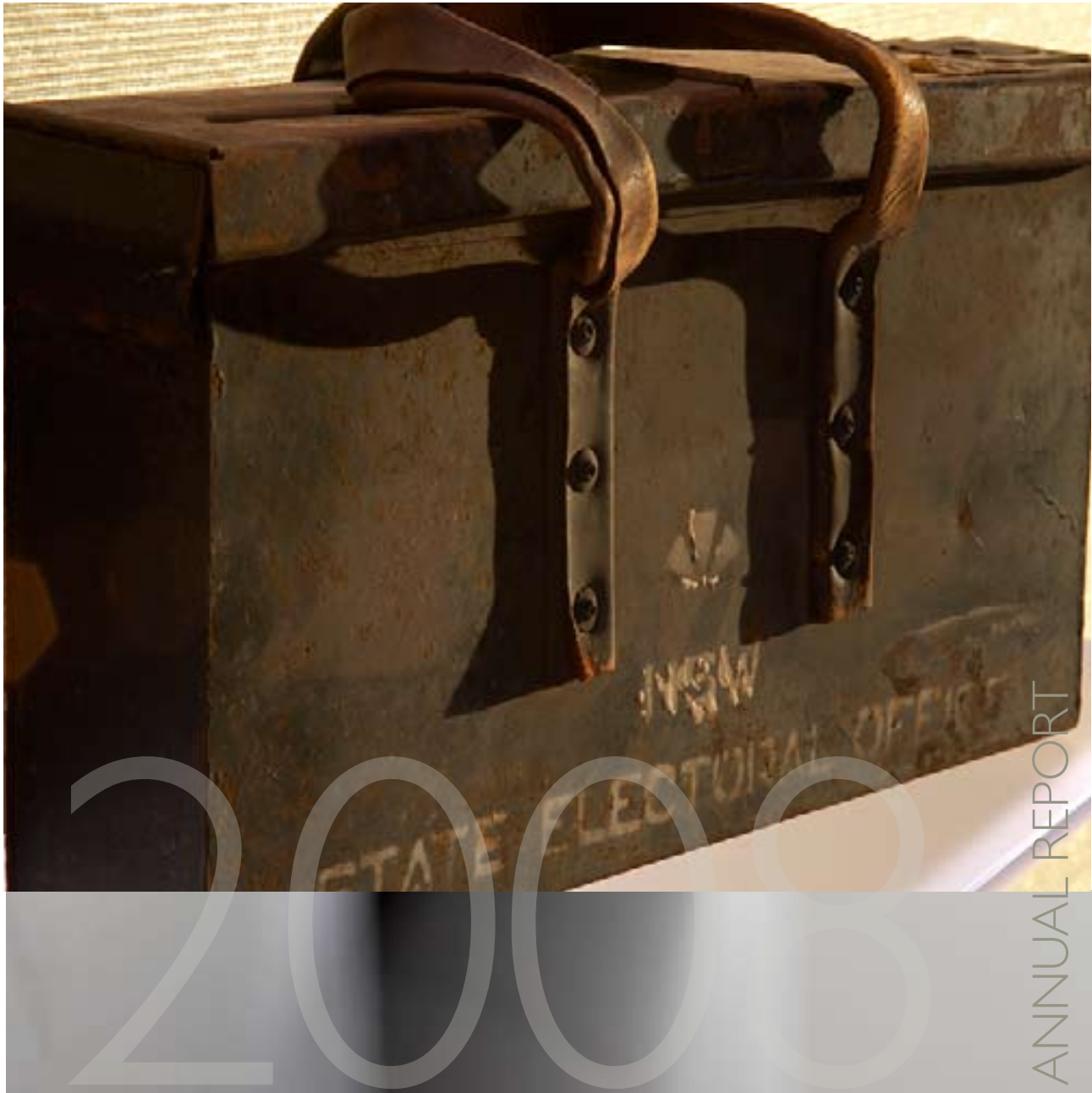
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## The NSWEC Year at a Glance

|   |  |  |
|---|--|--|
| COMMUNICATION<br>AND PUBLIC<br>AWARENESS        | <i>The public and other stakeholders are informed of the conduct and outcomes of elections.</i>  | Continued development of integrated communication and evaluation strategies to increase the use of the NSWEC website as the principal tool for communication and improved the delivery of key information for the media. |
|   |  | Development of strategies to communicate election results for the 2008 Local Government elections, including the development of a virtual tally room and reporting processes.  |
| ORGANISATIONAL<br>DEVELOPMENT<br>AND INNOVATION | <i>The NSWEC has the staff, systems and processes to provide value for money for the people of NSW in accordance with government policy.</i> | Undertook a business risk analysis by conducting an internal audit to review NSWEC practices and processes.  |
|   | <i>Income is generated from new business opportunities.</i>  | Began to assess the feasibility of providing election services beyond our traditional areas after the 2008 Local Government elections  |
|   |  | Continued to improve project management approaches to project work planning and assessment.  |
|   |  | Started a review of the individual development needs of managers and officers to address requirements arising from project and position accountabilities.  |

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# NSWEC Achievements



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## NSWEC Accountability

### Report on the 2007 State Election

In November 2008 the NSWEC submitted for presentation to Parliament a report on the 2007 State election. The report reviewed the administration and conduct of the election, outlining the services provided by NSWEC to electors, registered political parties, candidates and media, as well as reviewing NSWEC operations and future directions.

The report was the first report of its kind, serving as a complete record of the 2007 State election. It included results for each electoral district, as well as detailed information on the following:

- enrolment figures;
- voting facilities - pre-poll voting centres (including interstate and overseas voting centres), declared institutions and polling places;
- information on advertising including samples of advertising, the elector brochure and information campaign;
- NSWEC media releases;

- returning officers;
- key service providers; and
- regional counting centres.

The JSCEM, in its report on the conduct of the 2007 State election, congratulated the NSWEC. "The Committee congratulates the NSWEC on its Report on the 2007 State Election and notes that feedback from Inquiry respondents has generally been very positive."

In his submission to the JSCEM Inquiry, psephologist Malcolm Mackerras, AO stated that the "Report on the 2007 State Election is a magnificent and comprehensive document. It is by far the best collection of statistics New South Wales has ever presented".

The NSWEC made a correction to the way it reported the State wide two party preferred counts to assist political commentators.

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## NSWEC Accountability

### Joint Standing Committee on Electoral Matters

On 27 June 2007 the Joint Standing Committee on Electoral Matters (JSCEM) received a referral to conduct an inquiry into the administration of the 2007 State election and related matters regarding the *Parliamentary Electorates and Elections Act 1912*, the *Election Funding Act 1981* and the *Constitution Act 1902*, the administration of the legislation and related practices.

The Committee, chaired by Ms Cherie Burton MP, called for submissions on 30 January 2008. Eighteen submissions were lodged prior to the closing day on 27 February 2008.

Public hearings were held on 11 and 12 March 2008. The Electoral Commissioner represented the NSWEC at the public hearings. Issues discussed included:

- enrolment;
- methods of voting and participation. In particular, NSWEC services to electors with a disability, Aboriginal electors and electors from culturally and linguistically diverse backgrounds;
- media;
- risk management;

- election advertising and electoral material;
- election officials; and
- future directions, including access to NSWEC information.

The final report from the Committee was presented on 21 May 2008. It concluded that “the NSWEC administered the 2007 NSW election in a competent and professional manner”.

The report included 14 recommendations to further improve electoral process in NSW. The NSWEC will review the recommendations, with a view to implementing them at the 2011 NSW State election.

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## Conduct of Elections

Much of the reporting year was spent undertaking preparation for the September 2008 Local Government elections. Local Government elections are complex events requiring months of preparations and consultation with councils.

In addition to conducting State and Local Government elections, the NSWEC conducts elections for clubs, statutory boards and industrial organisations and assists interjurisdictional electoral authorities, by providing voting services for electors in NSW during an interstate election.

### Preparation for the 2008 Local Government elections

#### Returning Officer Recruitment

Returning officers are the front line managers in the conduct of Local Government elections, with responsibilities for the impartial administration of electoral laws, policies and procedures to ensure the integrity of election results.

Ninety returning officers are required for the 2008 Local Government elections. They have a range of responsibilities which are central to the running of Local Government elections. Some operational duties include:

- set-up and decommissioning of a temporary office;
- training of office staff and polling place managers;
- making arrangements for voting at polling places and Declared Institutions;
- dealing with enquiries and complaints from candidates and the public;
- processing candidate nominations and how-to-vote material;
- issuing and processing postal and pre-poll votes; and
- counting of votes and declaring the result of the election.

In late 2007 the NSWEC conducted a review of the role of returning officers at Local Government elections. Changes implemented as a result include:

- positions to be full-time for the entire election period;
- increased remuneration package;
- increased training;
- better support via detailed manuals and forms; and
- introduction of the Election Management Application in the RO office.

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## Conduct of Elections

In December 2007 the NSWEC began a State wide recruitment campaign, placing advertisements in major metropolitan and local newspapers. They invited people to register interest in working as a returning officer at the 2008 Local Government elections. The competencies sought were well developed organisational skills and/or a background in administration. Interviews with applicants were conducted in February and March 2008.

All appointments to the position of returning officer were based on competency and merit through a transparent process.

### Rural and Regional Councils to share Returning Officer

The NSWEC seeks to provide electors of NSW with a high level of electoral services at both State and Local Government elections. The NSWEC sought to contain the associated costs to be paid by small councils for a high quality of service.

During the reporting year, the NSWEC undertook a review of services offered to councils for the conduct of the 2008 Local Government elections. In October 2007 the NSWEC invited a number of rural and regional councils to share a returning officer in a local area as a way of reducing their costs. In most cases councils agreed with the proposal acknowledging the associated cost benefits. The advantages of sharing a Returning Officer are in the economies of scale. The

work for an Returning Officer to administer three or four small council areas is no more than would be required to run one metropolitan council area. There will be a savings to councils on the basis that instead of having to pay for their own returning officer for the election period together with all the associated office overhead costs, this will now be shared between the participating councils. The NSWEC will review the arrangements after the 2008 Local Government elections.

### Returning officer training for 2008 Local Government elections

Starting in May 2008 all returning officers engaged for the 2008 Local Government elections took part in a high quality professional training programme over a seven week period.

The four day training programme covered key elements of a returning officer's role, including all processes in the lead-up to election day through to the close of office. The sessions included:

- returning officer office accommodation;
- appointing of polling places;
- advertising strategy;
- media strategy;
- financial processes;
- nomination process;
- election staffing;
- IT/communications set-up;

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## Conduct of Elections

- counting the votes;
- voting arrangements;
- results management;
- electoral material;
- election day processes;
- declaration of the poll; and
- close of office.

Feedback from the evaluations indicated that participants found the content of the training session satisfactory or very satisfactory and that the programme was professionally presented.

### Council and Candidate Inquiry and Help Desk

To assist councils and candidates to gather accurate and timely information on the 2008 Local Government elections, the NSWEC established a Council and Candidate Inquiry and Help Desk for the exclusive use of candidates and council representatives.

The Help Desk was based at the NSWEC head office and was operational from May 2008.

### Manuals

In the lead-up to the 2008 Local Government elections the NSWEC completed a full review of all election forms and manuals to be used by returning officers, clerical assistants and election officials throughout the duration of the election.

The review of forms and manuals incorporated changes made to procedures and operations in line with the amendments to the *Local Government (General) Amendment (Elections) Regulation 2008*.

### Returning Officer Support Officers

The NSWEC established a group of support officers to provide guidance to returning officers for the 2008 Local Government elections throughout the election period.

The use of returning officer support officers ensures consistency across NSW in implementation of policies and procedures and provides a central point of contact between the returning officers and NSWEC staff.

During the reporting year each returning officer support officer attended comprehensive training on processes and procedures to be implemented at the 2008 Local Government elections.

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## Conduct of Elections

### Returning Officer Office Accommodation

An important part of returning officers' duties is to secure office premises within their council area, from which to conduct the election. The NSWEC set the minimum space required to conduct the elections. All councils were asked if they had council owned accommodation to meet the space requirements.

The NSWEC provided returning officers with guidelines on appropriate office accommodation, including advice on the required space, wheelchair accessibility and location within their district. Returning officers sought to meet the criteria wherever possible.

All returning officers had secured office accommodation by June 2008.

### Polling Places

During the reporting year the NSWEC completed a review of polling places to be used at the 2008 Local Government elections. The process requires a balance of efficiency and cost versus public interest and convenience. The NSWEC endeavours to ensure that the locations of polling places meet the various needs of election stakeholders.

The review in November and December 2007, in consultation with councils, considered polling places previously used for Federal, State and Local Government elections so that, where possible, council owned facilities could be used. Where possible the

NSWEC prefers to use the same locations as those for Federal and State elections.

In January 2008 the NSWEC provided all councils with a list of the proposed polling places. Councils were asked to review the proposed locations and provide the NSWEC with any required deletions or additional locations which may better serve their community. The NSWEC utilised advice received from councils when finalising polling place locations.

At 30 June 2008 the majority of polling places to be used at the 2008 Local Government elections were booked and a full analysis of the staffing and material requirements for each polling place was underway.

### Declared Institutions

During the reporting year the NSWEC conducted a full review of Declared Institutions (nursing homes, hospitals or similar institutions appointed by the Electoral Commissioner) to be used at the 2008 Local Government elections.

Voting services provided by the returning officer at Declared Institutions enable voting by residents, who may have difficulty leaving the premises, to cast a pre-poll vote or vote at a polling place on election day.

The review of Declared Institutions used the same rationale as that for the polling places review.



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## Conduct of Elections

A priority was to align the premises and services with those used by the AEC at Federal elections. The NSWEC provides a voting service to electors in Declared Institutions on the Monday, Tuesday or Wednesday in the week prior to election day. Scrutineers are invited to attend the visits.

### Voting Services

The NSWEC undertook preparations for the provision of a variety of voting services for the 2008 Local Government elections for electors unable to vote on election day. This included the preparation of materials and arrangements for:

- postal voting;
- pre-poll voting;
- mobile voting; and
- Declared Institution voting.

### E-learning Programme for Polling Place Managers

For the first time in Local Government elections the NSWEC has developed an online e-learning programme for polling place managers. Polling place managers will be able to access the e-learning module in preparation for the September elections.

The e-learning module contains extensive training on polling place managers' tasks relating to polling place set-up and the procedures for election day from the issue of ballot papers to counting the votes.

At the completion of the online training the returning officer receives an email advising the score achieved by the prospective PPM.

### Council Profiles 2008 Local Government elections

Profiles were prepared during the reporting year for each NSW council holding an election in September 2008. The council profiles provide a snapshot of the electorate including:

- area;
- localities/suburbs;
- surrounding councils;
- regional area;
- wards - if a divided council;
- mayor;
- councillors;
- council contact information;
- 2004 Local Government election summary; and
- a statistical profile sourced from the 2006 Australian Bureau of Statistics census data.

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## Conduct of Elections

The profiles are a valuable resource for election stakeholders and are available for public viewing on the NSWEC website ([www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)).

### Web based payroll

In an election period, the NSWEC requires a significant number of additional staff to work in various roles in the Returning Officer's office and at polling places on election day.

For the 2008 Local Government elections the NSWEC will employ approximately 11,000 casual staff. Staff will register through the online Election Management Application and supply relevant payroll data electronically.

The payroll arrangements for different categories of staff provide added challenges for the management of the election.

Payroll support will be available to returning officers through the following:

- election procedures manual;
- finance page on the returning officer intranet;
- payroll support email; and
- payroll help desk.

### Payables

During the reporting year the NSWEC reviewed the payables system for the 2008 Local Government elections. At the 2007 State election the NSWEC introduced a successful central payables system. It was a streamlined process, allowing the majority of accounts to be paid by electronic funds transfer in a timely manner. It established a sound auditable process in the account payment system.

The centralised payables process for all accounts associated with the 2008 Local Government elections will be introduced, to ensure the alignment of invoices and purchase orders. All invoices will be approved by the returning officer before being processed and paid centrally by the NSWEC head office.

Returning officers will have access to extensive finance guidelines through the finance manual on the returning officers' intranet.

### Finance Manuals

During the reporting year the NSWEC began work on the finance manual for returning officers at the 2008 Local Government elections. It includes procedures and requirements relevant to returning officers including:

- procedures for payroll;
- procedures for payables processes;
- courier services;

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## Conduct of Elections

- nominations; and
- banking procedures.

### Further developments of the Election Management Application (EMA)

During the reporting year the NSWEC undertook further developments of the Election Management Application (EMA) for the 2008 Local Government elections. EMA was initially developed for the 2007 State election and after a successful implementation, the NSWEC entered a new phase of the application development with a focus on the 2008 Local Government elections.

EMA modules were developed to assist the returning officer in daily administrative tasks. Developments included:

- tailoring for multiple elections within each council area;
- redevelopment of the staffing module to include an integrated payroll function;
- redevelopment of the candidates module to manage the complexities of nominations at Local Government elections;
- additions to the postal voting module to accommodate the scanning of postal voting applications to assist the returning officer to verify the signed certificate; and
- redevelopment of the results module to accommodate the variety of contests, including mayoral elections, referendums and polls.

Training in the new modules will be provided to relevant staff, including returning officers, in the lead up to the 2008 Local Government elections, while the development of user manuals to assist users of the system for each new module continues.

### Redistribution of council ward boundaries

Under section 211 of the *Local Government Act 1993*, councils are required to keep ward boundaries under review. If a council becomes aware that the number of electors in one ward differs by more than 10 per cent from the number of electors in another ward, and the difference remains at the end of the first year of the next term of office, the council must modify its ward boundaries to correct the discrepancy.

The Electoral Commissioner wrote to the Department of Local Government requesting that the Department include in a circular to councils information advising them that if wards varied by more than 10 percent, a review of boundaries would be required.

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## Conduct of Elections

Councils were required to submit to the NSWEC finalised ward boundaries by 31 December 2007. Each divided council was also required to complete a ward boundary report which was a statement of compliance ensuring that legislative requirements had been met.

The NSWEC provided councils with the necessary information, including Census Collector Districts (CCD) and enrolment numbers within each.

### Mapping

During the reporting year the NSWEC plotted onto Google maps council boundaries, including ward boundaries, for 2008 Local Government elections. Once all maps had been plotted, councils were requested to review them and verify that the boundaries were correct.

Addresses in all council areas were geo-coded using the boundary information provided by councils. The geo-coded information was then used as a comparison tool to identify any errors in enrolment details on the electoral roll. This approach will minimise incorrect coding of electors to councils and/or wards.

### Telecommunications and Computer Support Service

During the 2008 Local Government elections the NSWEC will provide telecommunications, hardware and software systems to NSWEC head office and all returning officers across the State. IT support services will be provided to head office, returning officers and the elector inquiry centre throughout the election period.

### Expression of Interest

During the reporting year the NSWEC introduced an online Expression of Interest (EOI) application system for electors interested in working at the 2008 Local Government elections.

Some 30,000 electors, who have had previous experience working at a State or Federal election, were sent an email or sms at the start of the project inviting them to register interest in working at the Local Government elections. The NSWEC distributed media releases and placed advertisements in newspapers to promote the opening of the EOI application system.

The online EOI system and associated call centre were operational from 3 June 2008.

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## Conduct of Elections

### Annual Operational Election Procedures

#### Registration of Political Parties

- **Registration of parties under the *Parliamentary Electorates and Elections Act 1912* and the *Local Government Act 1993***

The NSWEC is responsible for the registration of political parties, according to the requirements of the *Parliamentary Electorates and Elections Act 1912* and the *Local Government Act 1993*. The entitlements of registration include:

- party affiliation printed below the endorsed candidate's name on ballot papers;
- nomination of candidates through a party's registered officer or deputy registered officer;
- registration of election material (including how-to-vote cards) for distribution on election day;
- State registered party access to a copy of the electoral roll to be used for electoral purposes only;
- Local Government registered party access to the electoral roll available to the candidate they have nominated for an area; and
- State registered parties are eligible for election funding.

Under the legislation the NSWEC is required to maintain public registers that contain key information relating to each registered political party.

During the reporting year, nine new political parties registered under these Acts.

A list of State registered political parties as at 30 June 2008 is set out in Appendix 3. Local Government registered political parties registered with the NSWEC as at 30 June 2008 are set out in Appendix 4.

- **Continued Registration of Political Parties**

Once registered, political parties are required to provide an annual return to the NSWEC demonstrating their continued eligibility for registration. Returns must be completed by 30 June each year, with parties demonstrating that they still have sufficient members to satisfy legislative requirements.

The NSWEC provided assistance and advice to 15 State parties and 34 Local Government parties to assist them in complying with the legislation for ongoing registration.

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## Conduct of Elections

### - Cancellation of Parties' Registration

During the year two political parties had their registration cancelled under the provisions of the *Parliamentary Electorates and Elections Act 1912*, while four parties had their registration cancelled under the provisions of the *Local Government Act 1993*. Parties de-registered are set out in Appendix 3 and Appendix 4.

### Completion of Local Government by-elections

During the reporting year the NSWEC did not conduct any Local Government by-elections.

### Elections for Clubs and Statutory Boards and Industrial Ballots

During the reporting year the NSWEC conducted 57 elections for clubs, statutory boards and industrial organisations.

Details of the elections conducted are available at Appendix 2.

### Voting Services for Interstate Electors

The NSWEC provides services for interstate jurisdictions to allow electors who are in NSW at the time of their home State election the opportunity to cast their vote in advance of election day.

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## Conduct of Elections

During the reporting year the NSWEC provided voting services for the following interjurisdictional elections:

Table 3: Interjurisdictional elections 2007-08

| STATE/TERRITORY    | ELECTION   | ELECTION DAY               |
|--------------------|--|----------------------------|
| Queensland         | State District by-election for Brisbane Central                    | Saturday 13 October 2007   |
|                    | 2008 Local Government elections                                    | Saturday 15 March 2008     |
| Victoria           | State District by-elections for Albert Park and Williamstown       | Saturday 15 September 2007 |
|                    | State District by-election for Kororoit                            | Saturday 28 June 2008      |
| Tasmania           | 2008 Legislative Council election for Huon and Rosevears Divisions | Saturday 3 May 2008        |
| Northern Territory | District by-election for Greatorrex                                | Saturday 28 July 2007      |
|                    | 2008 Municipal Council elections                                   | Saturday 29 March 2008     |
| Western Australia  | State District by-election for Murdoch                             | Saturday 23 February 2008  |

For these interstate elections, the NSWEC provided a dedicated voting facility at its office at 201 Kent Street, Sydney.

These services are provided on a reciprocal basis with interjurisdictional electoral authorities.

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## Electoral Roll Management

The NSWEC has two objectives in its work on electoral roll management, namely:

- encouraging eligible people to enrol; and
- making sure they vote once enrolled.

### Encouraging people to enrol

Under the *Parliamentary Electorates and Elections Act 1912*, there is established a Joint Roll Agreement between the State and the Commonwealth for the purposes of preparing, updating and revising rolls of electors for State and Local Government elections. The work is undertaken by the Australian Electoral Commission on behalf of the NSWEC. The NSWEC continued to oversight and monitor the agreement to ensure it continues to meet the State's needs.

The NSWEC promotes enrolment through its advertising campaigns at the time of an election. Advertisements feature in press and radio in metropolitan, regional and rural areas and in Aboriginal and community language press and radio.

The NSWEC has enrolment information and forms available on its website. Enrolment information is updated at the time of an election to reflect the requirements for enrolment, how to enrol and make changes to enrolment details and the close of roll dates.

### Making sure they vote once enrolled

After the 2008 Local Government elections the NSWEC will undertake an analysis of non-voter demographics and reasons for failing to vote at an election.

At previous elections, little analysis has been undertaken into the demographics of non-voters and their reasons for failing to vote. A comprehensive literature search suggests that it would be the first time an analysis of non-voter demographics has been undertaken in Australia.

The Non-voters Management System used by the NSWEC holds information on all non-voters, including date of birth, gender, electoral district/Local Government area and ward (where applicable). Analysis of this information could assist the NSWEC to identify specific categories of electors where an additional focus in education strategies, for example through advertising, may be valuable. The analysis would also complement work currently being undertaken to assess trends in the population eligible to be enrolled against those actually enrolled in NSW.



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## *Electoral Roll Management*

The NSWEC will also be undertaking an analysis of the reasons provided by electors for failing to vote. Electors are excused from voting if they meet one of the following criteria prescribed in the Act:

- death;
- absent from NSW (State elections) or their area (Local Government elections) on polling day;
- ineligible to vote at the election;

- honestly believed that abstention from voting was part of his or her religious duty; or
- unable for any reason acceptable to the Electoral Commissioner to vote at the election.

The results of the analysis will set benchmarks for the NSWEC for reviews of non-voters at future elections.

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## Communication and Public Awareness

### NSWEC website – [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)

The NSWEC website served as a key information resource for election stakeholders throughout the reporting year. In that period the NSWEC undertook a restructure of the website to improve the quality of the content and to refine the site structure and navigation.

A major focus was a review of the Local Government section of the site in readiness for the 2008 Local Government elections. The NSWEC restructured Local Government election content to bring it up to the same level of sophistication as State election information and to bring consistency to the site navigation.

A Local Government election page has been introduced, containing information on topics such as:

- an election timetable;
- employment at the election;
- enrolment requirements and online enrolment confirmation;
- council structures;
- information on referendums and polls;
- methods for voting;
- Local Government political parties;
- candidates;
- polling place lookup facility; and
- election results.

A page for each council has been developed containing a council profile, information on the voting system for the council, a map with council boundaries and a list of polling places.

Details relating to each Local Government by-election conducted during the reporting year were also published on the NSWEC website throughout the election period. This information included key election dates, enrolment requirements, council information and results.

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## Communication and Public Awareness

### Advertising Preparations for 2008 Local Government Elections

The advertising campaign for the 2008 Local Government elections consists of three major components which all require a significant level of planning and development work:

- State wide elector information campaign;
- series of statutory advertisements; and
- information brochure.

The NSWEC developed the message content and media scheduling for the State wide advertising campaign. It contains a series of messages to be placed in State wide newspapers and radio on enrolment, voting arrangements, remembering to vote and registration of electoral material.

A major component of the campaign involved the development of processes required for the creation and distribution of statutory advertisements. The advertisements will be placed in newspapers across NSW, including at least one local newspaper from each council area and indigenous and community language newspapers. Each council nominated the newspapers in which the statutory advertisements would appear.

An information brochure, to be produced by the NSWEC, has been offered to councils to serve as an additional awareness and information aid.

The NSWEC offered councils the option of an elector brochure to be personalised for all enrolled electors in the LGA or a household brochure to be sent to each residence in the LGA housing an enrolled elector. The brochure contains important information about the 2008 Local Government elections, such as voting locations within the council, a summary of election dates, details on mayoral elections, referendums and polls where applicable, and assistance in other languages.

### Media Communications Strategy for the 2008 Local Government Elections

The 2008 Local Government elections environment will be characterised by high levels of local media interest. To manage the flow of information from NSWEC staff and returning officers, a media protocol has been established to ensure that issues of public interest are dealt with in a professional, accurate, consistent, efficient and timely manner.

The NSWEC will prepare and distribute media releases containing important election information. The NSWEC prepared and distributed several media releases containing information on major media topics, including the conduct of candidate information seminars held across NSW and the increased election services to be available.

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## Elector Inquiry Centre

An Elector Inquiry Centre (EIC) will be established for the 2008 Local Government elections. This is the first time an EIC has been established for Local Government elections and brings the service provided up to the same standards as State elections. The EIC and the NSWEC website will be the major sources of information for stakeholders at the 2008 Local Government elections.

The EIC requires a significant amount of planning before operation. The NSWEC has developed an online question and answer module for EIC operators. It contains key information likely to be required by EIC operators under headings such as:

- enrolment;
- voting;
- electoral roll;
- employment;
- candidate information; and
- council information.

The module also contains a "Today's Bulletin" section where EIC operators will be provided with frequent updates of election information.

## NSWEC Privacy Policy

The protection of personal information and the privacy of individuals are of paramount concern to the NSWEC and are covered in its privacy policy developed to comply with the provisions of the *Parliamentary Electorates and Elections Act 1912* and the *Privacy and Personal Information Protection Act 1998* (PPIPA).

The NSWEC uses electoral roll information to conduct State and Local Government elections and by-elections. The NSWEC may use the electoral roll information to write to electors about their enrolment or to provide them with information about an election.

During the reporting year the NSWEC completed a review of the policy on the handling of personal information. The report reviewed the NSWEC's Policy and Guidelines for Disclosure of Electoral Enrolment Information to ensure full compliance with PPIPA and the Codes and Directions made by the NSW Privacy Commissioner.

The NSWEC will establish a Disclosure Advisory Panel to advise the Electoral Commissioner on granting access to electors' enrolment information for medical and other types of research.

# Organisational Development and Innovation

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## *Organisational Development and Innovation*

### Results and Services Plan

The NSWEC reviewed its Results and Services Plan during the reporting year to reflect the key results areas outlined in the Corporate Plan for 2008 – 2011. Consideration was given to operational constraints and business risks. Unlike many other government agencies, the NSWEC's work demands fluctuate according to electoral cycles.

### Legislative Reforms

During the reporting year the Minister for Local Government made the *Local Government (General) Amendment (Elections) Regulation 2008* (the Regulation) to amend the *Local Government (General) Regulation 2005* relating to conduct of Local Government elections.

The amendments to the Regulation have modernised the conduct of Local Government elections and enhanced the role and responsibilities of the Electoral Commissioner:

Some of the key amendments to the Regulation include:

- enabling nomination proposals and withdrawals, certain applications and other materials to be transmitted by facsimile or email;
- changing the date for the close of nominations and time by which they must be lodged or withdrawn;
- provision that a silent elector is allowed to vote by post;
- provision for silent, pregnant or disabled electors to apply for a pre-poll vote;
- enabling pre-poll voting at mobile booths in remote Local Government areas;
- requiring an elector to vote for at least half the number of candidates for the total number of vacancies; and
- provision for ballot papers to be issued in Braille format.

The Regulation was made on 27 June 2008.

- the transfer of various electoral functions from the council and returning officer to the Electoral Commissioner;
- making the Electoral Commissioner responsible for advertising elections;

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## NSWEC 2008 – 2011 Corporate Plan

During the reporting year, the NSWEC developed a new Corporate Plan for 2008-2011. It focuses on the need to measure the NSWEC's performance, during State and Local Government elections and periods between, in a manner open to scrutiny.

The Corporate Plan identifies new results indicators which measure trends relevant to the robustness of the NSW electoral system, although the NSWEC may not control all the deliverables. The results indicators include:

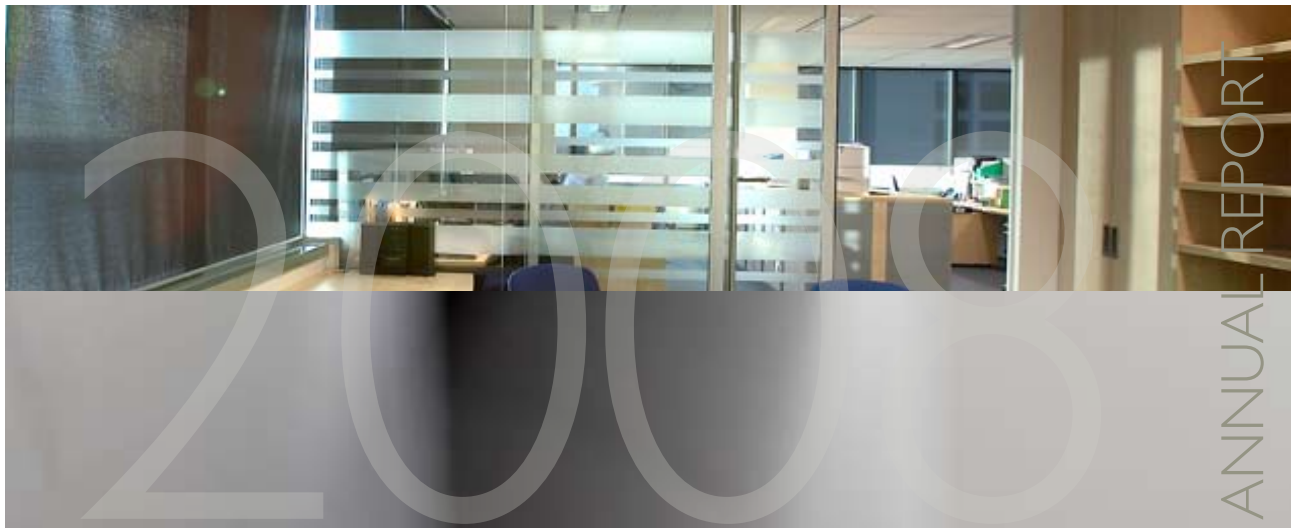
- elections are conducted impartially and in accordance with the law;
- citizens who are eligible to enrol are on the electoral roll; and
- voter participation is maximised and informal votes minimised.

Key Result Areas (KRAs) have been incorporated into the Corporate Plan to assist in accurate performance measurement. Each sets out a number of desired outcomes and the service measures and strategies to achieve them. These are outcomes/results where the NSWEC is the primary determiner. The KRAs around which the Corporate Plan is structured include:

- conduct of elections;
- electoral roll management;
- communication and public awareness; and
- organisational development and innovation.

The NSWEC Corporate Plan is available on the website - [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au).

# NSWEC Challenges



## Performance Management

### Improving our Performance

NSWEC stakeholders have a legitimate interest in the NSWEC providing the best services it can, while respecting the fact that they are funded from tax and ratepayers' money. The questions asked of the NSWEC and which it asks of itself are: 'How effective are we?' and 'How efficient are we?'.

Demonstrating effectiveness and efficiency is a prime focus for the NSWEC. Measuring these concepts is challenging. The NSWEC measures its performance against past results targets and compares its indicators against those of other jurisdictions. These are practical and achievable means that are quickly understood by those interested in the NSWEC's performance.

The groundwork for this capacity is being put in place as part of the Local Government elections preparations. One of the key components is to survey stakeholders and use this data to benchmark future performance. In addition, the NSWEC will conduct internal reviews of key processes, such as managing postal voting and estimating resources.

Public reporting of the results of performance measurement will continue, with the NSWEC seeking to contribute to the body of knowledge about electoral administration.

### Operating Environment

Elections are conducted in a high profile environment where impartiality, accuracy, reliability and efficiency are essential. The NSWEC is moving to adopt measures of efficiency and effectiveness in all its functions and activities.

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## NSWEC Challenges

### Local Government Elections Preparation

The major focus for 2007-08 has been preparation for the September 2008 Local Government elections. Many months of planning and development occur in the lead up to an election.

### Full Cost Recovery

The *Local Government Act 1993* provides that the Electoral Commissioner is responsible for the conduct of Local Government elections and that each council must pay for the cost of its election. The NSWEC receives no funding from the NSW Government for the conduct of these elections. Consequently, they are conducted on the basis of full cost recovery.

The NSWEC has centralised administration to ensure consistency of services across NSW for all election events, so that all electors have equal access to the democratic process, whether they live in a remote part of the State, or in metropolitan Sydney.

The NSWEC will fully capture the true cost of running each council election. During the reporting year the NSWEC identified key expense areas and provided each council with an estimated election cost.

In May 2008, the NSWEC provided all councils with an itemised budget for every major component of the election. The budget contained approximately 40 line items of the election costs specific to each council.

### Liaison with Councils

The NSWEC further developed its consultative approach to working with councils in providing high level election services to election stakeholders. The consultative approach involves the councils having a say in the services provided to their residents.

As an initiative in the lead up to the 2008 Local Government elections, the NSWEC met general managers and senior council staff, to discuss the total service approach it would adopt.

The meetings also provided the NSWEC and councils an opportunity to discuss key cost drivers and possible cost saving options, including the provision of returning officer accommodation, polling places, an optional household or elector brochure and the list of nominated newspapers for advertisements.

General managers were provided with Local Government election bulletins on preparations and planning for the September 2008 elections. The bulletins provide general managers with important information about election services and operational matters.

### Candidate Information Seminars

Throughout May and June 2008, the NSWEC conducted 30 candidate information seminars across NSW. People thinking of contesting the 2008 Local Government elections were encouraged to attend



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## NSWEC Challenges

to receive important information about candidates' obligations and responsibilities under law. The seminars were advertised in State wide newspapers and in radio interviews. Major topics covered in the seminars included:

- the election timetable;
- who can be a candidate and how to nominate;
- groups of candidates and political party names on ballot papers;
- mayoral elections;
- campaigning election advertising, how-to-vote material and public scrutiny of candidates;
- complaints handling by NSWEC;
- voting;
- counting ballot papers;
- scrutineering; and
- election funding and disclosure obligations.

document for ongoing review. In July 2007 the NSWEC convened the Access Consultative Group to review its implementation and to determine goals and priorities for the 2008 Local Government elections.

The NSWEC, in consultation with the Equal Access to Democracy Reference Group, has reviewed the Equal Access to Democracy Plan. Building on the successful strategies used in 2007 State election and taking into consideration feedback from the reference group, the 2008 Equal Access to Democracy Plan contains strategies which:

- are possible under the current legislation;
- are achievable by the 2008 Local Government elections; and
- will deliver practical improvements.

## Engaging Stakeholders

### Equal Access to Democracy

For the first time at the 2007 State election, the NSWEC developed and implemented an Equal Access to Democracy Plan to improve services to, and participation in, the democratic process for people with a disability.

The Equal Access to Democracy Plan was a working

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## NSWEC Challenges

Key improvements made to the 2008 Equal Access to Democracy Plan include:

- the provision of Braille ballot papers upon request for electors who are vision impaired;
- increased consultation with NSW government organisations such as the Department of Ageing, Disability and Home Care;
- increased website accessibility, including a page with information for electors with a disability;
- development of a train the trainer module developed for the 2008 Local Government elections; and
- review of returning officer guidelines to include information on assisting electors who have vision impairment, mental illness, or intellectual disability.

A copy of the Equal Access to Democracy Plan for the 2008 Local Government elections is available on the NSWEC website [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au).

### Electors who are Vision Impaired

The NSWEC has made a commitment in the 2008 Equal Access to Democracy Plan to provide Braille ballot papers on request to any elector who is vision impaired, who applied to the NSWEC in sufficient time for the ballot paper to be manufactured and delivered to the polling place.

During the reporting year the NSWEC put into place strategies to distribute information on how to request a Braille ballot paper and a strategy to receive requests from vision impaired electors. Electors requiring Braille ballot papers are required to provide the NSWEC with personal information including their name and contact details, their preferred method of voting and their chosen voting location. The NSWEC began recording information on electors who require a Braille ballot.

### Aboriginal Elector Information Strategy

The NSWEC developed an Aboriginal Elector Information Strategy for the 2007 State election to develop practical and achievable strategies to increase Aboriginal enrolment, improve the provision of information to Aboriginal electors and promote the recruitment of Aboriginal as electoral officials.

During the reporting year the NSWEC reviewed the strategy and developed strategies specifically for the 2008 Local Government elections.

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## NSWEC Challenges

As part of the Strategy, the NSWEC commenced establishment of an Aboriginal Electoral Education Consultative Group. The group will assist with the implementation of the Aboriginal Elector Information Strategy for the 2008 Local Government elections, and provide ongoing advice to the NSWEC in the development of its electoral education resources and information campaigns for Aboriginal people.

A major focus for the NSWEC during the reporting year with regard to Aboriginal electors was recruitment for the 2008 Local Government elections.

Activities undertaken during the reporting year included:

- participating in the Aboriginal Yabun festival on 26 January 2008, where details were collected of people wishing to work at the 2008 Local Government elections. The NSWEC subsequently wrote to those electors advising how to register an expression of interest;
  - advising Aboriginal organisations of employment opportunities;
  - writing to the CEO of the Aboriginal Employment Strategy (AES) with details of employment opportunities at the 2008 Local Government elections and requesting distribution to their stakeholders;
  - launching the Aboriginal Electors' section of the NSWEC website with links to the employment page and Aboriginal Elector newsletters;
- train the trainer module developed for Aboriginal electors to be trialled with Walgett Council and provided to the Department of Aboriginal Affairs; and
  - increased consultation with peak Aboriginal bodies such as the Department of Aboriginal Affairs and the NSW Aboriginal Land Council.

### Culturally and Linguistically Diverse Electors

The NSWEC is keen to ensure that all members of the NSW public, including those from culturally and linguistically diverse (CALD) communities are able to access a full range of election information and services.

Two major initiatives for CALD electors were introduced:

- the introduction of a Culturally and Linguistically Diverse News newsletter; and
- development of the Culturally and Linguistically Diverse electors' page on the NSWEC website.

Through the Community Relations Commission (CRC) the NSWEC has made arrangements to distribute important election information for CALD communities through a series of newsletters. The CRC is the leading NSW Government support agency for multicultural communities. CRC has strong relationships with ethnic community groups, and

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## NSWEC Challenges

extensive networks throughout various communities through its programmes and services and it is well positioned to distribute the Culturally and Linguistically Diverse News newsletter on behalf of the NSWEC through its networks. The first newsletter was distributed to CRC and published on the NSWEC website in May 2008.

In the lead up to the 2008 Local Government elections, the NSWEC prepared material for CALD electors. As at the 2007 State election, a multilingual voting assistance guide will be available at all pre-poll voting centres and polling places. It will contain information in 24 languages on how to cast a formal vote, ballot boxes, the electoral roll and secret voting. Each polling place will display a poster identifying the languages spoken by polling place election officials and advising electors to ask an election official if they require assistance.

In areas with significant culturally and linguistically diverse communities, the NSWEC will seek to employ election officials who have a second language skill, with the intention that the person will be able to provide assistance to CALD electors.

The NSWEC Ethnic Affairs Priority Statement is detailed in Appendix 13.

### Non-voters

Enrolment and voting is compulsory for people who are:

- 18 years of age or older;
- Australian citizens (or a British subject who was on an Australian electoral roll on 25 January 1984); and
- living at their present address for at least the last month.

The NSWEC has an obligation under electoral legislation (*Parliamentary Electorates and Elections Act 1912* and *Local Government Act 1993*) to issue a penalty notice to an elector indicated in the electoral records as having failed to vote without sufficient reason. Following an election, rolls are scanned to identify those electors whose names had not been marked off.

Penalty notices provide recipients with the option of supplying a sufficient reason for failing to vote, paying a penalty, or having the matter dealt with by a court. Penalty reminder notices are issued to electors who do not reply to the penalty notice or who provide an insufficient reason for failure to vote. Matters which are outstanding, or for which an unacceptable reply was received, are subsequently referred to the State Debt Recovery Office for enforcement.

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## NSWEC Challenges

### Penalty notices issued in the past three financial years

Table 4: Penalty Notices - State Government

| STATE GOVERNMENT  | 2005-06 | 2006-07 | 2007-08 |
|---|---------|---------|---------|
| Penalty notices issued for State election                     | N/A     | 152,091 | N/A     |
| Penalty notices issued for State by-elections                 | 19,566  | N/A     | N/A     |
| Enforcement orders issued for State election and by-elections | 903     | 6,863   | N/A     |

Table 5: Penalty Notices - Local Government

| LOCAL GOVERNMENT  | 2005-06 | 2006-07 | 2007-08 |
|---|---------|---------|---------|
| Penalty notices issued for Local Government elections                     | N/A     | N/A     | N/A     |
| Penalty notices issued for Local Government by-elections                  | 21,529  | 27,767  | N/A     |
| Enforcement orders issued for Local Government elections and by-elections | 3,729   | 5,839   | N/A     |

In future the NSWEC will focus on gaining an understanding of why some electors fail to vote and identifying any non-voter trends within certain demographics.

### Enrolment

The NSWEC continues to manage the electoral roll for NSW through the Joint Roll Agreement with the Australian Electoral Commission. The initial enrolment and updated enrolment of all eligible people in NSW continue to be a challenge because of the growing population and within identified groups, such as youth and people with culturally and linguistically diverse backgrounds.

The NSWEC promotes enrolment through advertising campaigns at the time of an election and has enrolment information and forms available on its website.

The NSWEC continues to research ways to increase enrolment, together with the development of the Smart Electoral Enrolment Register (SEER). SEER has the potential to maximise the number of enrolled electors, as well as making it easier for electors' enrolment details to be updated.

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## NSWEC Challenges

### Website

The NSWEC website served as a key information resource for election stakeholders throughout the reporting year. A restructure of the website improved the quality of the content and refined the site structure and navigation.

A major focus was a review of the Local Government section of the site in readiness for the 2008 elections. The NSWEC restructured Local Government content to achieve the same level of sophistication as State election information and to bring consistency to site navigation.

A Local Government election page has been introduced to the website containing information on topics such as:

- an election timetable;
- employment at the election;
- enrolment requirements;
- council structures;
- information on referendums and polls;
- methods for voting;
- local Government political parties;
- candidates; and
- election results.

A page for each council has been developed, containing a council profile, information on the voting system for the council, a map with council boundaries and a list of polling places.

Details relating to each Local Government by-election conducted during the reporting year were also published on the NSWEC website throughout the election period. This information often included key election dates, enrolment requirements, council information and results.

### Mobile Polling Booths

Providing voting services to electors in rural and remote NSW remains a challenge for the NSWEC. Electors in isolated rural communities often experience difficulties getting to a polling place because of significant distances. They are often unable to lodge a postal vote because of irregular mail services in isolated locations.

Recent amendments to the Local Government Regulations enable the NSWEC to implement mobile pre-poll voting in remote areas for the 2008 Local Government elections. Mobile polling will be trialled in nine remote locations in far west and northern NSW from 1 September 2008. It is envisaged that the trial will enable electors in isolated locations to participate fully in the democratic process.

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## NSWEC Challenges

### Electronic Voting

Electronic voting has become increasingly utilised and trialled, both in Australia and overseas in recent years, due to advances in the necessary technology. While electronic voting would present a number of opportunities for electors in special situations, such as those with a vision impairment or a disability and those living in remote locations or overseas, current NSW legislation does not allow electronic voting at State and Local Government elections.

The NSWEC has monitored trials in Australia in recent years and during the reporting year closely followed the Australian Electoral Commission's (AEC) trial at the November 2007 Federal election.

### Sustainable Management of Resource Utilisation

The election cycles in NSW greatly impact on the resourcing requirements of the NSWEC. The increased workload in the lead up to, and during an election period, requires substantial engagement of casual employees. The NSWEC needs to employ and train staff to undertake the additional work. It is conscious of using the additional resources effectively and efficiently.

### Demographic change

The demographic patterns of NSW show increasing numbers of people moving from rural and regional areas to coastal locations. The population is ageing and significantly increasing. These factors bring challenges to the NSWEC in providing voting facilities at a reasonable cost. It is not possible to have a polling place in every rural hamlet and coastal location, because the cost of such services is prohibitive.

The NSWEC continues to look to manage such issues resourcefully.

### Professional Development

During the reporting year, the NSWEC established a training and development consultation mechanism to assist in continuous learning and skill development for staff. The NSWEC seeks to be a learning organisation where staff are encouraged to develop individual skills that complement their work goals and assist in enhancing career opportunities.

Training and development is a process of developing skills, knowledge and attributes. The Training and Development Plan (T&D Plan) aims to:

- encourage personal development in the context of business requirements;
- align individual skills development to the goals of the NSWEC;

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## *NSWEC Challenges*

- support officers to plan career goals and develop skills for their current role;
- facilitate opportunities for future employment;
- improve the way staff carry out work;
- promote fairness and EEO opportunities in the workplace; and
- link to commitments in the NSWEC Corporate Plan.

The annual process of performance feedback and development was undertaken in February 2008. Directors and team leaders met individually with staff members to discuss development opportunities. A training and development plan for each staff member was agreed and placed on the officer's personal file. This plan is used as a tool throughout the year and updated as required.



# NSWEC Future



The NSWEC conducts ongoing reviews of all practices and procedures to ensure that high level services are provided to election stakeholders. Below are some areas on which attention will focus in the upcoming reporting year and beyond.

## Future Directions

The current NSWEC Corporate Plan sets out the future priorities, performance goals and business directions for 2008 to 2011. During the current period the NSWEC will have responsibilities relating to the 2008 Local Government elections, the 2011 State election and, if they arise, State by-elections and Local Government by-elections.

The immediate focus and direction surround the 2008 Local Government elections to be conducted in the next reporting year. Short term priorities in the upcoming reporting year, as set out in the Corporate Plan include:

- conduct of elections;
- electoral roll management;
- communication and public awareness; and
- organisational development and innovation.

Medium to longer term goals focus around strategies to achieve the higher level risk indicators in the Corporate Plan, namely:

- elections continue to be conducted impartially

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## NSWEC Future

- and in accordance with the law;
- citizens who are eligible to enrol are on the electoral roll; and
- voter participation is maximised and informal votes minimised.

Additional medium to longer term goals include an increase in participation in the democratic process by all sections of the community and an understanding of the issues that may prevent the above. The NSWEC will develop strategies to address these and other issues including:

- a review of NSWEC service culture;
- the quantitative and qualitative measurement of performance, including a review of feedback into the NSWEC's conduct of elections;
- research into why eligible people fail to enrol and fail to vote; and
- investigation of new technology to increase participation and convenience for electors, candidates and other election stakeholders.

Once the 2008 Local Government elections are complete, the NSWEC will focus on the challenges associated with the above goals for all future elections in NSW.

## Participation in Democracy

The NSWEC continues to review the various levels of engagement and participation of under represented groups. Some strategies will be implemented at the 2008 Local Government elections, however some have a longer-term focus.

Strategies to increase participation include:

- Research into why people fail to enrol, vote and participate in the voting process. Research into the demographics of those who fail to vote. This information will be useful for targeted advertising and education campaigns.
- A review of strategies for recruitment of election officials from culturally and linguistically diverse backgrounds and Aboriginal election officials.
- A review of strategies to increase participation in the democratic process for electors from culturally and linguistically diverse backgrounds, Aboriginal electors and electors with a disability - including the trial of Braille ballot papers at the 2008 Local Government elections for electors with vision impairment.
- Subject to government funding, to advance the Smart Elector Enrolment Register (SEER).

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## NSWEC Future

### Tailoring Electoral Services to Meet Community Needs

The NSWEC endeavours to expand electoral services to ensure that the democratic process is accessible to all electors. This includes research of technology advances to improve certain electoral processes and to provide services to electors in under-represented groups.

The 2008 Local Government elections will see the trial of mobile pre-poll voting which will assist electors in regional and rural NSW to participate in the democratic process. Further information on the mobile pre-poll voting initiative is available on page 46.

The NSWEC continues the use of technology to improve certain electoral processes. Work will continue on the Smart Electoral Enrolment Register to increase the level of enrolment among the eligible population.

The NSWEC also recognises developments in electronic mapping and will further review the mapping of State electoral districts and councils using the increased available technology. This will include the electronic mapping of the council and ward boundaries and polling places for the 2008 Local Government elections and the ability of electors to search and view their closest polling place using Google maps by entering information into a page on the NSWEC website.

### Liaison with Other Jurisdictions

The NSWEC continues to liaise with the Australian Electoral Commission and electoral commissions from other States and Territories to improve its understanding of election processes and activities across Australia.

The Electoral Commissioner is an active member of the Electoral Council of Australia (ECA) - a consultative council of all electoral commissioners. It reviews the management of electoral rolls for Commonwealth, State, Territory and Local Government elections and considers advances of electoral administration in Australia.

### Research and Development Linkages

The NSWEC continuously endeavours to increase its awareness of electoral systems in Australia and internationally and to review its performance.

The NSWEC continues to research ways to increase enrolment in NSW and review reasons why people fail to enrol, vote and participate in the voting process. Research continues into the demographics of those who fail to vote.

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## NSWEC Future

During the reporting year the NSWEC undertook a literature review to assess the approaches taken by other Australian and international jurisdictions to measure and report customer satisfaction in provision of electoral services. Further literature reviews will be conducted during the upcoming year.

### Increase Number of Commercial Elections

The NSWEC will test the market for expansion of its services to organisations such as clubs, statutory boards and industrial organisations that require services for election of the members of their boards and committees, but are not required by law to use the NSWEC.

During the upcoming year, the NSWEC will assess the feasibility of providing election services beyond traditional areas, by researching opportunities and developing an appropriate business plan.

### NSW 2008 Local Government Elections

Much of the upcoming reporting year will see the NSWEC focused on the conduct of the 2008 Local Government elections for 148 councils across NSW. The elections are a significant event and require many

months of planning and preparations to ensure that they are conducted efficiently and professionally.

Further information on preparations for the 2008 Local Government elections is available throughout the report.

### 2008 Local Government Elections Reports

Under KRA 3 of its Corporate Plan, the NSWEC is committed to reporting on the conduct and outcomes of elections. The coming reporting year will see the production and distribution of a report to the Premier of New South Wales and the Minister for Local Government on the NSWEC's conduct of the 2008 Local Government elections and individual reports to each council conducting an election.

As part of the reporting and performance measurement process, the NSWEC will seek feedback from election stakeholders to determine their satisfaction with the processes and operations of the 2008 Local Government elections. Stakeholder groups to be surveyed include:

- electors of New South Wales;
- council general managers;
- election staff;

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## *NSWEC Future*

- registered political parties, groups and candidates; and
- NSWEC staff.

Reports will be prepared after the election, to demonstrate the NSWEC's accountability, to educate stakeholders on the challenges and issues involved in providing the elections, to engender support for the reforms identified as necessary to improve electoral services and to communicate the 2008 Local Government elections outcomes.

## Future Performance Management

In the upcoming reporting year the NSWEC will look at ways to improve its efficiency and effectiveness in the processes and operations surrounding the conduct of elections. This will include the review of a possible centralised postal vote application distribution and other key processes to ensure ongoing efficiency and effectiveness in service delivery.

# NSWEC Operations



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## NSWEC Operations

### Corporate Governance

#### Management

Central to the NSWEC's governance is the executive management team, which sets its strategic direction to deliver elections and monitor performance is made up of:

#### Electoral Commissioner

The Electoral Commissioner is appointed in accordance with section 21A of the Act.

#### Executive Management Team

Colin Barry  
Electoral Commissioner  
(1 July 2005 – 30 June 2008)

Brian DeCelis  
Director, Elections Branch  
(1 July 2005 – 30 June 2008)

Nicholle Nobel  
Director, Corporate Communications Branch  
(13 September 2005 – 30 June 2008)

Trevor Follett  
Director, Finance and Administration Branch  
(19 October 2005 – 30 June 2008)

Ian Brightwell  
Director, Information Technology Branch  
(1 July 2005 – 30 June 2008)

Details of the NSWEC's Senior Executive Service profile is available at Appendix 5.

#### Internal Audit Committee

The NSWEC Internal Audit Committee reviews practices and processes, and can make recommendations designed to reduce business risk and improve corporate governance.

The Internal Audit Committee consists of:

- Jim Mitchell, chairman;
- Candy Nay, senior officer from the Local Government sector; and
- Kathleen Haddock, returning officer.

The NSWEC Director, Finance and Administration is the secretary of the Committee.

The following attended meetings of the Committee by invitation:

- Colin Barry, Electoral Commissioner;
- Trevor Follett, Director Finance and Administration;
- Don Walter, Auditor, Walter Turnbull; and
- Damian Knowles, Auditor, Walter Turnbull.

In meetings held during the reporting year the Committee agreed to contract Walter Turnbull to conduct a review of the cost model for the conduct of the 2008 Local Government elections. The results of the review were not available at 30 June 2008.

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## NSWEC Operations

### Risk Management

Effective risk management is integral to ensuring the NSWEC's successful delivery of services to election stakeholders. Risk management strategies are in place to assess risks in all Level one projects for the 2008 Local Government elections. Each project manager is responsible for managing and implementing a continuous review process for a risk register, which identifies areas of potential risk, the probability of occurrence, potential impacts and the response strategy.

The executive management team undertakes a weekly assessment of the risk register to determine best approaches to deal with upcoming risks. The process resulted in a strengthened approach to risk assessment and prevention during the reporting year.

### Reduction in the Integrity of the NSWEC's Work or Reputation

It is imperative that the NSWEC conducts its work in an impartial and professional manner. Maintaining stakeholders' confidence is paramount to the operations and procedures of the NSWEC.

By being openly accountable to stakeholders, including the NSW Parliament and the electors of NSW, through the provision of reports and appearances before Parliamentary Committees, the NSWEC assures that all processes are open to scrutiny.

A series of stakeholder surveys will be held at the conclusion of the 2008 Local Government elections. They are another means of being accountable. Questions about the NSWEC's integrity will be posed.

### Unauthorised Disclosure of Electoral Roll Data

Electors' personal information is not collected, used, disclosed or accessed other than as provided for in privacy legislation, electoral legislation or purposes directly related to the electoral process. The NSWEC manages the NSW electoral roll through the Joint Roll Agreement with the Australian Electoral Commission.

The NSWEC recognises the potentially significant impact of unauthorised use of the electoral roll or an individual's electoral roll details both to individuals and to the NSWEC's reputation. Protocols are in place to ensure that electoral information is not provided inappropriately. The NSWEC privacy policy details the measures undertaken to ensure the protection of personal information.

Further information on privacy and data protection can be found on page 58.



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## NSWEC Operations

### Organisational Structure

The NSWEC has a four branch structure focusing on its core business. They are:

- Corporate Communications;
- Elections;
- Finance and Administration; and
- Information Technology Branch.

During the reporting year the NSWEC structure increased by two permanent positions to 43. Permanent staff turnover for the reporting year was seven percent.

Following the 2007 State election a review of the Elections Branch was undertaken, specifically focusing on election logistics and resources. A restructure of the branch resulted in the creation of one team leader for Election Resources and Services and the re-evaluation of the Warehouse and Acquisitions officer position.

The position of Senior Policy Officer (legal) was created for legal and policy support to the executive.

In addition to the permanent staff, the NSWEC relies heavily on temporary and casual officer support in the lead up to and during an election period.

A review of service delivery objectives will be undertaken following the Local Government elections in September 2008.

The NSWEC staff profile is available at Appendix 17 and the organisation chart at Appendix 15.

### Public Accountability

#### Publications

In the reporting year the NSWEC published a report on the conduct of the 2007 State election, as well as its Annual Report 2006-07. Numerous handbooks assisted participants in the 2008 Local Government elections.

Most of these publications are available on the website [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au).

#### Parliamentary Standing Committees

During the reporting year the NSWEC appeared before the NSW Parliament Joint Standing Committee on Electoral Matters. Further information can be found on page 20 of this report.

#### Consumer Response

Election stakeholders are able to provide feedback to the NSWEC by letter, email, telephone and in person. Complaints received generally cover issues surrounding the NSWEC operations and services and the conduct of candidates and political parties.

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## NSWEC Operations

Complaint numbers are at their highest during an election year. An increase can be directly related to a huge increase in the number of actively interested election stakeholders and people accessing election services in the lead up to and on election day.

The NSWEC endeavours to respond to all complaints in a timely manner to provide faster resolution for the complainant and reduce the amount of administrative work for officers. During the reporting year work began on a review of complaints handling policy. The policy will be finalised in the next reporting year. The NSWEC prepared for the processing of complaints related to the 2008 Local Government elections by the development of a complaints register.

The roll is currently provided to registered political parties, Members of the Legislative Council and Legislative Assembly and candidates for elections. It is also provided to certain NSW Government departments for law enforcement. Enrolment information can also be provided for medical research purposes. Safeguard agreements are in place with all recipients of the roll, to ensure appropriate use.

Under section 31D, the NSWEC must report all requests for copies of the NSW electoral roll. During the reporting year two requests were received. In each instance the Electoral Commissioner concluded that the protection of personal information outweighed the public interest and the requests were not approved. Details of the requests follow.

## Information Management

### Privacy and Data Protection

Personal information is not collected, used, disclosed or accessed for purposes other than as provided for in privacy legislation, electoral legislation or purposes directly related to the electoral process.

As prescribed in section 31B of the Act the printed NSW electoral roll is available for public inspection at the NSWEC. The roll is no longer available for sale.

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## NSWEC Operations

Table 6: Electoral Roll Date Requests

| DATE OF REQUEST | ORGANISATION   | REQUEST   |
|-----------------|--|---|
| 31 July 2007    | Byron Bay Shire Council  | Electoral roll for use in a community consultation or 'citizens' jury' process associated with a tourism management plan for the shire. |
| 1 April 2008    | NSW Injury Risk Management Research Centre – University of New South Wales | Electoral roll for use in conjunction with a study of environmental and health issues in people aged 60 years and over.                 |

### Provision of Electoral Information: Telephone, Media and Inquiry Services

The NSWEC continued to provide its clients with a range of electoral information through a variety of channels including telephone, website, email, facsimile, media, telephone typewriter and interpreting services. Information in alternative formats for electors with vision impairment is made available through Vision Australia.

### Freedom of Information (FOI)

In the reporting year the NSWEC received two FOI applications in line with the provisions of the *Freedom of Information Act 1989*. The information sought in both applications is publically available upon request and was therefore provided to the applicants outside the provisions of the Act. Application fees were refunded.

The NSWEC has both a Statement of Affairs and a Summary of Affairs which are available on request. The Statement of Affairs is available at Appendix 9. Pursuant to section 14 of the *Freedom of Information Act 1989*, the NSWEC published a Summary of Affairs in the Government Gazette on 27 June 2008.

### Website

Throughout the reporting year updates were made to the website to ensure that election stakeholders had access to relevant election information. Detailed information is available on page 34 of this report.

## Human Resources Management

### Election Staffing

Staff members are the key to achieving the NSWEC vision to be recognised as provider of excellent, reliable and impartial election services. Recognising

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## NSWEC Operations

the need to assess the current skill base and update recruitment practices to reflect new competencies and changing skill needs, the NSWEC continues to support all staff with appropriate training and development. This includes opportunities to observe the conduct of elections in other jurisdictions, aimed at efficient and effective delivery of services in NSW.

The focus in 2007-08 was the development of training materials for extensive training of election returning officers for the 2008 Local Government elections.

### Learning and Development

The opportunity to foster a learning culture within the NSWEC to support the promotion and maintenance of professional and committed staff is an essential pre-requisite to delivering services effectively.

The conduct of an election is supported by a programme management framework, in which officers are responsible for, or participate in a range of election projects of varying complexity. It provides an opportunity for personal development in areas such as communications, information technology, logistics, resourcing, event management and electoral administration. This was introduced at the 2007 State election and again implemented in the lead up to the 2008 Local Government elections.

### Flexible Work Practices

The NSWEC supports flexible work arrangements for staff in order to balance personal commitments with the necessity to meet work deadlines. At the time of an election a variety of flexible work arrangements are utilised.

It is anticipated that flexible working arrangements in the lead up to the 2008 Local Government elections will include working from home, part-time work, part-time leave without pay, and variation of working hours.

Experience has shown that the demands of an election place stress on maintaining a flexible working hours system for all staff. For the 2008 Local Government elections the staged introduction of standard operational hours for some staff, combined with some flexibility about start and finish times, will be introduced. This will acknowledge the unique circumstances in which staff are required to work, and alleviate the forfeiture of considerable flexitime hours.

### Occupational Health and Safety (OH&S)

During the year there were four reported safety incidents. Three involved injuries. One resulted in a claim for medical expenses and a claim for time lost from work. Details are available at Appendix 18.

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## NSWEC Operations

Occupation health and safety risks are at their highest during an election year. An increase in the number of reported incidents can be directly related to a huge increase in the number of employees and visitors on election day and the use of premises that are not owned or managed by the NSWEC.

A comparison of incidents across peaks and troughs of electoral activity can be misleading. The NSWEC OH&S programme concentrates on hazard identification, risk minimisation and management of workers compensation cases.

### Sick Leave Management

The NSWEC monitors individual sick leave to allow for early intervention and assistance to officers.

An employee assistance programme has been introduced to assist employees with both work and personal issues which may affect their attendance and work performance. Initiatives to encourage a healthier lifestyle will be considered in the next year.

In an attempt to reduce sick leave over the winter period, in March 2008 the NSWEC offered free influenza vaccinations to all permanent staff. Twenty staff members took up the offer.

Lengthy periods of absence for a small number of officers have adversely affected sick leave levels. Sick leave statistics are identified at Appendix 19.

### Equal Employment Opportunity Achievements

The NSWEC Equal Employment Opportunity (EEO) policy was reviewed in January 2008 to identify more strongly the rights and responsibilities of staff members, directors, supervisors and returning officers.

The application of EEO and anti-discrimination principles in head office and election recruitment activities supports the reputation of the NSWEC in the community. All returning officers and election official positions were advertised in a range of media outlets and participants were selected on identified competencies and merit principles.

The Equal Employment Opportunity Management Plan for 2008-2011 was developed during the reporting year as part of the review of the EEO policy. The plan seeks to recognise and eliminate possible sources of direct and indirect discrimination, by identifying key result areas and actions required under three key focus areas, namely:

- integrating EEO principles into the NSWEC workplace culture;
- permanent employment and developing opportunities – EEO target groups; and
- returning officers and election activities.

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## NSWEC Operations



Key EEO actions to be undertaken in the upcoming reporting year include:

- the provision of EEO awareness information in returning officer manuals;
- the encouragement of target group members as election officials; and
- advertising and recruitment strategies to encourage applications from EEO group members.

EEO group statistics are detailed in Appendix 20.

### Disability Action Plan

The NSWEC's Disability Action Plan was developed in accordance with section 9 of the *NSW Disability Services Act 1993*, to meet the needs of people with a disability - both as employees and stakeholders by:

- ensuring people with disabilities have full access to services;
- ensuring people with disabilities have maximum opportunities to use their skills and abilities; and
- provision of appropriate adjustments for employees with disabilities.

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## NSWEC Operations



### Access

It is standard practice to provide access to the NSWEC's work locations and to electoral events for people with disabilities in the following ways:

- ongoing assessment of the accessibility associated with premises used for elections; and
  - use of email broadcasts as the primary mode of distributing information to staff.
- an adjustment policy for employees with disabilities, included in the NSWEC's manual and on the intranet;
  - appropriate workplace adjustments for individual employees with a disability, including special equipment, job design, access, training and development; and
  - flexible work arrangements for people with disabilities available through the Flexible Work Hours Agreement.

This mode of communication is preferable, as it is readily available to staff who are deaf or hearing impaired, or visually impaired.

### Employment

The NSWEC attempts to address employment issues for people with disabilities, using programmes both inside and beyond the NSWEC itself. Internally, the NSWEC ongoing commitment to equality of employment opportunities includes:

### Services

The NSWEC is committed to improving service provision for people with disabilities through its Equal Access to Democracy Plan available at [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au).

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## NSWEC Operations

### Overseas Visits

No overseas visitors were received by the NSWEC and no overseas travel undertaken by staff members in 2007-08.

### Consultation with Unions

No significant industrial issues were raised.

### Code of Conduct

The integrity and reputation of the NSWEC is supported by a clear statement of expected behaviour detailed in the Code of Conduct.

There has been no change to the code. A Business Ethics Statement has been drafted, which aims to build and support ethical business relationships with the private sector.

### Protected Disclosures Act 1999

The NSWEC did not receive any disclosures under the *Protected Disclosures Act 1999* during the reporting year.

### Corruption Prevention Policy

There were no reports of suspected corrupt conduct lodged via the internal reporting system.

### Guarantee of Service

The NSWEC's Guarantee of Service can be found on the website [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au).

### Committees and Special Offices

A list of NSWEC Committees and Special Offices is available at Appendix 6.



# NSWEC Financial Performance



## Financial Position and Performance

The NSWEC carries out its functions in accordance with the *Public Finance and Audit Act 1983* and the Treasurer's Directions. Audited Financial Statements accompany this report.

The NSWEC was provided with a recurrent services appropriation of \$25,211,000. Supplementary funding of \$4,954,000 was received during the reporting year for:

- joint roll agreement with the Commonwealth;
- election funding payments to parties, groups and candidates; and
- investigative studies into a 'smart roll' product.

Total recurrent appropriation as a result totalled \$30,165,000. Against this the NSWEC expended \$23,838,000. Savings against the appropriation of \$6,188,000 were primarily due to timing differences of spend incurred on behalf of the Local Government elections.

Transfers amounting to \$10.1 million to the Election Funding Authority (EFA) were made to meet its obligations under the *Election Funding Act 1981*. For further details on the EFA see the 2007-08 EFA Annual Report.

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## NSWEC Financial Performance

Assets at year end totalled \$17.0 million, comprised of mainly cash \$6.1 million, receivables \$4.0 million, and plant, equipment, and intangibles \$6.8 million.

Liabilities totalled \$8.8 million, the major component being liability to Consolidate Fund of \$6.2 million for funding of the 2008 Local Government elections.

### Payment Performance Indicators

The payment performance indicators reflect a continued high performance, with an average of 99.2% of all accounts being paid on time.

The performance indicators reflect a small number of invoices in dispute and discrepancies in billings. An analysis of payment performance indicators is available at Appendix 21.

### Major Works

The NSWEC undertook no major works in 2007-08.

### Consultancies

The NSWEC spent \$142,000 on consultants in 2007-08. \$44,000 was spent on consultancies of \$30,000 or over. The balance of \$98,000 has been spent on various other consulting projects throughout the year. Details of these consultancies are available in Appendix 10.

### Major Assets

The NSWEC has \$17.0 million of assets. \$10.1 million of these are held in cash and receivables. The majority of the rest are plant and equipment (\$2.0 million) and intangible assets (\$4.8 million).

A list of the NSWEC's major assets is available at Appendix 22.

### Leave Entitlements

Recreation leave accruals for some officers are in excess of the maximum accrual. The NSWEC is working to an agreed plan to reduce leave balances and ensure that all employee leave is in line with the Public Service Conditions of Employment Award. Consistent with the award, the NSWEC aims to reduce leave balances for officers with balances over 30 days to between 20 to 30 days, on an ongoing basis, and for all officers to take at least two consecutive weeks leave every 12 months.

During the reporting year all officers with excessive leave balances were required to prepare a recreation leave plan, in consultation with their director, to reduce their leave balance. In recognition of the work required in the lead-up to the 2008 Local Government elections, approval was provided for officers to postpone extended periods of proposed leave until after the elections.

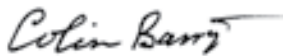
Details of leave entitlements are available at Appendix 24.

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## Statement from the Electoral Commissioner

Pursuant to section 45F of the *Public Finance and Audit Act* 1983 I, to the best of my knowledge and belief state that:

- (a) the accompanying financial statements have been prepared in accordance with the provisions of the *Public Finance and Audit Act* 1983, the Financial Reporting Code for Budget Dependent General Government Sector Agencies, the applicable clauses of the Public Finance and Audit Regulation 2005 and the Treasurer's Directions
- (b) the statements exhibit a true and fair view of the financial position of the NSW Electoral Commission as at 30 June 2008, and transactions for the year then ended; and
- (c) there are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



Colin Barry  
Electoral Commissioner

19 September 2008

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## Independent Auditor's Report



GPO BOX 12  
Sydney NSW 2001

### INDEPENDENT AUDITOR'S REPORT NEW SOUTH WALES ELECTORAL COMMISSION

To Members of the New South Wales Parliament

I have audited the accompanying financial report of the New South Wales Electoral Commission (the Commission), which comprises the balance sheet as at 30 June 2008, the operating statement, statement of recognised income and expense, cash flow statement, program statement - expenses and revenues, and a summary of compliance with financial directives for the year then ended, and a summary of significant accounting policies and other explanatory notes.

#### Auditor's Opinion

In my opinion, the financial report:

- presents fairly, in all material respects, the financial position of the Commission as at 30 June 2008, and its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations)
- is in accordance with section 49E of the Public Finance and Audit Act 1983 (the PFBA Act) and the Public Finance and Audit Regulation 2005.

My opinion should be read in conjunction with the rest of this report.

#### Electoral Commissioner's Responsibility for the Financial Report

The Electoral Commissioner is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the PFBA Act. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's 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, the auditor considers internal controls relevant to the Commission'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 Commission's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Electoral Commissioner, as well as evaluating the overall presentation of the financial report.

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

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## Independent Auditor's Report

My opinion does not provide assurance:

- about the future viability of the Commission,
- that it has carried out its activities effectively, efficiently and economically,
- about the effectiveness of its internal controls, or
- on the assumptions used in formulating the budget figures disclosed in the financial report.

### Independence

In conducting this audit, the Audit Office of New South Wales has complied with the independence requirements of the Australian Auditing Standards and other relevant ethical requirements. The PFBA Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their role by the possibility of losing clients or income.



Peter Achterstrat  
Auditor-General

22 September 2008  
SYDNEY

## Operating Statement for the Year Ended 30 June 2008

|   | Notes | Actual<br>2008<br>\$'000 | Budget<br>2008<br>\$'000 | Actual<br>2007<br>\$'000 |
|---|-------|--------------------------|--------------------------|--------------------------|
| <b>Expenses excluding losses</b>  |       |                          |                          |                          |
| Operating expenses  |       |                          |                          |                          |
| Employee related  | 2(a)  | 5,324                    | 5,596                    | 5,216                    |
| Other operating expenses  | 2(b)  | 2,025                    | 10,764                   | 2,106                    |
| Depreciation and amortisation   | 2(c)  | 1,473                    | 1,576                    | 1,154                    |
| Other expenses  | 2(d)  | 8,815                    | 11,639                   | 44,695                   |
| <b>Total Expenses excluding losses</b>                                    |       | <b>17,637</b>            | <b>29,575</b>            | <b>53,171</b>            |
| <b>Revenue</b>  |       |                          |                          |                          |
| Sale of goods and services  | 3(a)  | 3,339                    | 2,059                    | 1,209                    |
| Investment revenue  | 3(b)  | 253                      | 59                       | 200                      |
| Other revenue   | 3(c)  | 268                      | -                        | 114                      |
| <b>Total Revenue</b>  |       | <b>3,860</b>             | <b>2,118</b>             | <b>1,523</b>             |
| <b>Net Cost of Services</b>   | 21    | <b>13,777</b>            | <b>27,457</b>            | <b>51,648</b>            |
| <b>Government Contributions</b>   |       |                          |                          |                          |
| Recurrent appropriation   | 4     | 13,785                   | 25,211                   | 49,935                   |
| Capital appropriation   | 4     | 2,200                    | 2,400                    | 3,350                    |
| Acceptance by the Crown Entity of employee benefits and other liabilities | 5     | 450                      | 409                      | 374                      |
| <b>Total Government Contributions</b>                                     |       | <b>16,435</b>            | <b>28,020</b>            | <b>53,659</b>            |
| <b>SURPLUS FOR THE YEAR</b>   |       | <b>2,658</b>             | <b>563</b>               | <b>2,011</b>             |

The accompanying notes form part of these financial statements

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*Statement of Recognised Income and Expense for the Year ended 30 June 2008*

|   | <b>Notes</b> | <b>Actual<br/>2008<br/>\$'000</b> | <b>Budget<br/>2008<br/>\$'000</b> | <b>Actual<br/>2007<br/>\$'000</b> |
|---|--------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <b>TOTAL INCOME AND EXPENSE RECOGNISED<br/>DIRECTLY IN EQUITY</b> |              |                                   |                                   |                                   |
| Surplus for the Year  | 17           | 2,658                             | 563                               | 2,011                             |
| <b>TOTAL INCOME AND EXPENSE RECOGNISED<br/>FOR THE YEAR</b>       |              |                                   |                                   |                                   |
|   |              | <b>2,658</b>                      | <b>563</b>                        | <b>2,011</b>                      |

*The accompanying notes form part of these financial statements*

## Balance Sheet as at 30 June 2008

|                                      | Notes | Actual<br>2008<br>\$'000 | Budget<br>2008<br>\$'000 | Actual<br>2007<br>\$'000 |
|--------------------------------------|-------|--------------------------|--------------------------|--------------------------|
| <b>ASSETS</b>                        |       |                          |                          |                          |
| <b>Current Assets</b>                |       |                          |                          |                          |
| Cash and cash equivalents            | 8     | 6,067                    | 857                      | 1,168                    |
| Receivables                          | 9     | 3,994                    | 1,099                    | 1,149                    |
| Others                               | 10    | 162                      | 132                      | 132                      |
| <b>Total Current Assets</b>          |       | <b>10,223</b>            | <b>2,088</b>             | <b>2,449</b>             |
| <b>Non-Current Assets</b>            |       |                          |                          |                          |
| Property, Plant and Equipment        |       |                          |                          |                          |
| Plant and Equipment                  | 11    | 2,029                    | 1,986                    | 2,690                    |
| Intangible assets                    | 12    | 4,763                    | 4,991                    | 3,463                    |
| <b>Total Non-Current Assets</b>      |       | <b>6,792</b>             | <b>6,977</b>             | <b>6,153</b>             |
| <b>Total Assets</b>                  |       | <b>17,015</b>            | <b>9,065</b>             | <b>8,602</b>             |
| <b>LIABILITIES</b>                   |       |                          |                          |                          |
| <b>Current Liabilities</b>           |       |                          |                          |                          |
| Payables                             | 14    | 1,618                    | 1,905                    | 2,005                    |
| Provisions                           | 15    | 740                      | 747                      | 747                      |
| Other                                | 16    | 6,188                    | -                        | -                        |
| <b>Total Current Liabilities</b>     |       | <b>8,546</b>             | <b>2,652</b>             | <b>2,752</b>             |
| <b>Non-Current Liabilities</b>       |       |                          |                          |                          |
| Provisions                           | 15    | 276                      | 315                      | 315                      |
| <b>Total Non-Current Liabilities</b> |       | <b>276</b>               | <b>315</b>               | <b>315</b>               |
| <b>Total Liabilities</b>             |       | <b>8,822</b>             | <b>2,967</b>             | <b>3,067</b>             |
| <b>Net Assets</b>                    |       | <b>8,193</b>             | <b>6,098</b>             | <b>5,535</b>             |
| <b>EQUITY</b>                        |       |                          |                          |                          |
| Accumulated funds                    | 17    | 8,193                    | 6,098                    | 5,535                    |
| <b>Total Equity</b>                  |       | <b>8,193</b>             | <b>6,098</b>             | <b>5,535</b>             |

The accompanying notes form part of these financial statements



## Cash Flow Statement for the Year Ended 30 June 2008

|  | Notes | Actual<br>2008<br>\$'000 | Budget<br>2008<br>\$'000 | Actual<br>2007<br>\$'000 |
|--|-------|--------------------------|--------------------------|--------------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>      |       |                          |                          |                          |
| <b>Payments</b>                                  |       |                          |                          |                          |
| Employee related                                 |       | (4,649)                  | (5,187)                  | (4,595)                  |
| Other  |       | (13,476)                 | (22,911)                 | (50,259)                 |
| <b>Total Payments</b>                            |       | <b>(18,125)</b>          | <b>(28,098)</b>          | <b>(54,854)</b>          |
| <b>Receipts</b>                                  |       |                          |                          |                          |
| Sale of goods and services                       |       | 1,003                    | 2,109                    | 1,055                    |
| Interest received                                |       | 223                      | 59                       | 123                      |
| Other  |       | 1,826                    | 408                      | 3,456                    |
| <b>Total Receipts</b>                            |       | <b>3,052</b>             | <b>2,576</b>             | <b>4,634</b>             |
| <b>Cash Flows from Government</b>                |       |                          |                          |                          |
| Recurrent appropriation                          |       | 13,785                   | 25,211                   | 49,935                   |
| Capital appropriation                            |       | 2,200                    | 2,400                    | 3,350                    |
| <b>Net Cash Flows from Government</b>            |       | <b>15,985</b>            | <b>27,611</b>            | <b>53,285</b>            |
| <b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>  | 21    | <b>912</b>               | <b>2,089</b>             | <b>3,065</b>             |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>      |       |                          |                          |                          |
| Purchases of Plant and Equipment and Intangibles |       | (2,201)                  | (2,400)                  | (3,482)                  |
| <b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>  |       | <b>(2,201)</b>           | <b>(2,400)</b>           | <b>(3,482)</b>           |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>      |       |                          |                          |                          |
| Proceeds from borrowings and advances            |       | 6,188                    | -                        | -                        |
| <b>NET CASH FLOWS FROM FINANCING ACTIVITIES</b>  |       | <b>6,188</b>             | <b>-</b>                 | <b>-</b>                 |
| <b>NET INCREASE / (DECREASE) IN CASH</b>         |       |                          |                          |                          |
| Opening cash and cash equivalents                |       | 1,168                    | 1,168                    | 1,585                    |
| <b>CLOSING CASH AND CASH EQUIVALENTS</b>         | 8     | <b>6,067</b>             | <b>857</b>               | <b>1,168</b>             |

The accompanying notes form part of these financial statements

## Program Statement - Expenses and Revenues for the Year Ended 30 June 2008

| NSW ELECTORAL COMMISSION'S EXPENSES AND REVENUES | PROGRAM 7.1* PROGRAM 7.2* PROGRAM 7.3* PROGRAM 7.4* |               |            |            |              |             |              |            | NOT ATTRIBUTABLE |                 | TOTAL          |                |
|--|---|---------------|------------|------------|--------------|-------------|--------------|------------|------------------|-----------------|----------------|----------------|
|  | 2008  | 2007          | 2008       | 2007       | 2008         | 2007        | 2008         | 2007       | 2008             | 2007            | 2008           | 2007           |
|  | \$'000  | \$'000        | \$'000     | \$'000     | \$'000       | \$'000      | \$'000       | \$'000     | \$'000           | \$'000          | \$'000         | \$'000         |
| <b>Expenses excluding losses</b>                 |   |               |            |            |              |             |              |            |                  |                 |                |                |
| <b>Operating expenses</b>                        |   |               |            |            |              |             |              |            |                  |                 |                |                |
| Employee related                                 | 4,686   | 4,257         | 440        | 442        | 198          | 54          | -            | 463        | -                | -               | 5,324          | 5,216          |
| Other operating expenses                         | 1,705   | 1,713         | 101        | 105        | 219          | 147         | -            | 141        | -                | -               | 2,025          | 2,106          |
| Depreciation and amortisation                    | 1,399   | 1,096         | 74         | 58         | -            | -           | -            | -          | -                | -               | 1,473          | 1,154          |
| Other expenses                                   | 6,312   | 44,695        | -          | -          | -            | -           | 2,503        | -          | -                | -               | 8,815          | 44,695         |
| <b>Total Expenses excluding losses</b>           | <b>14,102</b>                                       | <b>51,761</b> | <b>615</b> | <b>605</b> | <b>417</b>   | <b>201</b>  | <b>2,503</b> | <b>604</b> | <b>-</b>         | <b>-</b>        | <b>17,637</b>  | <b>53,171</b>  |
| <b>Revenue</b>                                   |   |               |            |            |              |             |              |            |                  |                 |                |                |
| Sale of goods and services                       | 88  | 413           | -          | -          | 748          | 243         | 2,503        | 553        | -                | -               | 3,339          | 1,209          |
| Investment revenue                               | 253   | 200           | -          | -          | -            | -           | -            | -          | -                | -               | 253            | 200            |
| Other revenue                                    | 268   | 114           | -          | -          | -            | -           | -            | -          | -                | -               | 268            | 114            |
| <b>Total Revenue</b>                             | <b>609</b>  | <b>727</b>    | <b>-</b>   | <b>-</b>   | <b>748</b>   | <b>243</b>  | <b>2,503</b> | <b>553</b> | <b>-</b>         | <b>-</b>        | <b>3,860</b>   | <b>1,523</b>   |
| <b>Net Cost/ (Revenue) of Services</b>           | <b>13,493</b>                                       | <b>51,034</b> | <b>615</b> | <b>605</b> | <b>(331)</b> | <b>(42)</b> | <b>-</b>     | <b>51</b>  | <b>-</b>         | <b>-</b>        | <b>13,777</b>  | <b>51,648</b>  |
| Government contributions**                       | -   | -             | -          | -          | -            | -           | -            | -          | (16,435)         | (53,659)        | (16,435)       | (53,659)       |
| <b>NET EXPENDITURE / (REVENUE) FOR THE YEAR</b>  | <b>13,493</b>                                       | <b>51,034</b> | <b>615</b> | <b>605</b> | <b>(331)</b> | <b>(42)</b> | <b>-</b>     | <b>51</b>  | <b>(16,435)</b>  | <b>(53,659)</b> | <b>(2,658)</b> | <b>(2,011)</b> |

*Program Statement - Expenses and Revenues for the Year Ended 30 June 2008 Cont.*

| ADMINISTERED<br>EXPENSES &<br>REVENUES     | Program 7.1* |            | Program 7.2*  |              | Program 7.3* |        | Program 7.4* |        | Not Attributable |        | TOTAL         |              |
|--|--------------|------------|---------------|--------------|--------------|--------|--------------|--------|------------------|--------|---------------|--------------|
|  | 2008         | 2007       | 2008          | 2007         | 2008         | 2007   | 2008         | 2007   | 2008             | 2007   | 2008          | 2007         |
|  | \$'000       | \$'000     | \$'000        | \$'000       | \$'000       | \$'000 | \$'000       | \$'000 | \$'000           | \$'000 | \$'000        | \$'000       |
| <b>Administered Expenses</b>               |              |            |               |              |              |        |              |        |                  |        |               |              |
| Transfer Payments***                       | -            | -          | 10,053        | 4,370        | -            | -      | -            | -      | -                | -      | 10,053        | 4,370        |
| <b>Total Administered Expenses</b>         | -            | -          | <b>10,053</b> | <b>4,370</b> | -            | -      | -            | -      | -                | -      | <b>10,053</b> | <b>4,370</b> |
| <b>Administered Revenues</b>               |              |            |               |              |              |        |              |        |                  |        |               |              |
| Transfer Receipts                          | -            | -          | 10,053        | 4,370        | -            | -      | -            | -      | -                | -      | 10,053        | 4,370        |
| Consolidated Fund                          | -            | -          | -             | -            | -            | -      | -            | -      | -                | -      | -             | -            |
| Taxes, fees and fines                      | 224          | 510        | -             | -            | -            | -      | -            | -      | -                | -      | 224           | 510          |
| <b>Total Administered Revenues</b>         | <b>224</b>   | <b>510</b> | <b>10,053</b> | <b>4,370</b> | -            | -      | -            | -      | -                | -      | <b>10,277</b> | <b>4,880</b> |
| <b>Administered Revenues less Expenses</b> | <b>224</b>   | <b>510</b> | -             | -            | -            | -      | -            | -      | -                | -      | <b>224</b>    | <b>510</b>   |

\* The name and purpose of each program is summarised in Note 7.

\*\* Appropriations are made on an agency basis and not to individual programs. Consequently, government contributions are included in the "Not Attributable" column.

\*\*\* Transfer payments are excluded from the primary financial report. Refer Note 6.

## Summary of Compliance with Financial Directives

|  | 2008                       |  |                       |  | 2007                       |  |                       |  |
|--|----------------------------|--|-----------------------|--|----------------------------|--|-----------------------|--|
|  | Recurrent<br>Appropriation | Expenditure / Net<br>Claim On<br>Consolidated Fund | Capital Appropriation | Expenditure / Net<br>Claim On<br>Consolidated Fund | Recurrent<br>Appropriation | Expenditure / Net<br>Claim On<br>Consolidated Fund | Capital Appropriation | Expenditure / Net<br>Claim On<br>Consolidated Fund |
|  | \$'000                     | \$'000   | \$'000                | \$'000   | \$'000                     | \$'000   | \$'000                | \$'000   |
| <b>ORIGINAL BUDGET APPROPRIATION / EXPENDITURE</b>   |                            |  |                       |  |                            |  |                       |  |
| Appropriation Act  | 25,211                     | 19,066   | 2,400                 | 2,200  | 55,915                     | 52,050   | 3,350                 | 3,350  |
|  | <b>25,211</b>              | <b>19,066</b>                                      | <b>2,400</b>          | <b>2,200</b>                                       | <b>55,915</b>              | <b>52,050</b>                                      | <b>3,350</b>          | <b>3,350</b>                                       |
| <b>OTHER APPROPRIATIONS / EXPENDITURE</b>  |                            |  |                       |  |                            |  |                       |  |
| Treasurer's Advance  | 4,954                      | 4,772  | -                     | -  | 2,074                      | 2,255  | -                     | -  |
|  | <b>4,954</b>               | <b>4,772</b>                                       | <b>-</b>              | <b>-</b>   | <b>2,074</b>               | <b>2,255</b>                                       | <b>-</b>              | <b>-</b>   |
| <b>Total Appropriation Expenditure/Net Claim on Consolidated Fund (includes transfer payments)</b> | <b>30,165</b>              | <b>23,838</b>                                      | <b>2,400</b>          | <b>2,200</b>                                       | <b>57,989</b>              | <b>54,305</b>                                      | <b>3,350</b>          | <b>3,350</b>                                       |
| <b>Amount drawn down against Appropriation</b>   |                            | <b>30,026</b>                                      |                       | <b>2,200</b>                                       |                            | <b>54,305</b>                                      |                       | <b>3,350</b>                                       |
| <b>Liability to Consolidated Fund</b>  |                            | <b>6,188</b>                                       |                       | <b>-</b>   |                            | <b>-</b>   |                       | <b>-</b>   |

The Summary of Compliance is based on the assumption that Consolidated Fund moneys are spent first (except where otherwise identified or prescribed).

The "Liability to Consolidated Fund" represents the difference between the "Amount drawn down against Appropriation" and the "Total Expenditure/Net Claim on Consolidated Fund".

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## Notes to the Financial Statements

### I. Summary of Significant Accounting Policies

#### (a) Reporting entity

The New South Wales Electoral Commission (NSWEC) includes the commercial activities of conducting statutory and industrial ballots and Local Government elections.

The NSWEC is a NSW government department. The NSWEC is a not-for-profit entity (as profit is not its principal objective) and it has no cash generating units. The reporting entity is consolidated as part of the NSW Total State Sector Accounts.

This financial report for the year ended 30 June 2008 has been authorised for issue by the Electoral Commissioner on 19 September 2008.

#### (b) Basis of preparation

The NSWEC's financial report is a general purpose financial report which has been prepared in accordance with:

- applicable Australian Accounting Standards (which include Australian Accounting Interpretations);
- the requirements of the *Public Finance and Audit Act 1983* and Regulation; and
- the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer.

Plant and equipment are measured at fair value. Other financial report items are prepared in accordance with the historical cost convention.

Judgements, key assumptions and estimations management has made are disclosed in the relevant notes to the financial report.

All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency.

#### (c) Statement of compliance

The financial statements and notes comply with Australian Accounting Standards, which include Australian Accounting Interpretations.

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#### (d) Administered activities

The NSWEC administers, but does not control, certain activities on behalf of the Crown Entity. It is accountable for the transactions relating to those administered activities but does not have the discretion, for example, to deploy the resources for the achievement of the NSWEC's own objectives.

Transactions and balances relating to the administered activities are not recognised as the NSWEC's revenues, expenses, assets and liabilities, but are disclosed in the accompanying schedules as "Administered Revenue" and "Administered Expenses".

The accrual basis of accounting and applicable accounting standards have been adopted.

#### (e) Insurance

The NSWEC's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past claim experience.

#### (f) Accounting for the Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of GST, except that:

- the amount of GST incurred by the NSWEC as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense and
- receivables and payables are stated with the amount of GST included.

Cash flows are included in the cash flow statement on a gross basis. However, the GST component of cash flows arising from investing and financing activities which are recoverable from, or payable to, the Australian Taxation Office are classified as operating cash flows.

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(g) Income recognition

Income is measured at the fair value of the consideration or contribution received or receivable. Additional comments regarding the accounting policies for the recognition of income are discussed below.

*(i) Parliamentary appropriations and contributions*

Except as specified below, parliamentary appropriations and contributions from other bodies (including grants and donations) are generally recognised as revenue when the NSWEC obtains control over the assets comprising the appropriations / contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

Appropriations are not recognised as revenue when the appropriations are unspent at year end. Unspent appropriations are recognised as liabilities rather than revenue, as the authority to spend the money lapses and the unspent amount must be repaid to the Consolidated Fund.

The liability is disclosed in Note 16 as part of "Current Liabilities - Other". The amount will be repaid and the liability will be extinguished next financial year. Any liability in respect of transfer payments is disclosed in Note 22 "Administered assets".

*(ii) Sale of goods*

Revenue from the sale of goods is recognised as revenue when the NSWEC transfers the significant risks and rewards of ownership of the assets.

*(iii) Rendering of services*

Revenue is recognised when the service is provided or by reference to the stage of completion (based on labour hours incurred to date).

*(iv) Investment revenue*

Interest revenue is recognised using the effective interest method as set out in AASB 139 Financial Instruments: Recognition and Measurement.

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## (h) Assets

### *(i) Acquisition of assets*

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the NSWEC. Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the specific requirements of other Australian Accounting Standards.

Assets acquired at no cost, or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

Fair value is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.

Where payment for an item is deferred beyond normal credit terms, its cost is the cash price equivalent, ie the deferred payment amount is effectively discounted at an asset-specific rate.

### *(ii) Capitalisation thresholds*

Plant and equipment and intangible assets costing \$5,000 and above individually (or forming part of a network costing more than \$5,000) are capitalised.

### *(iii) Revaluation of plant and equipment*

Physical non-current assets are valued in accordance with the "Valuation of Physical Non-Current assets at Fair Value" Policy and Guidelines Paper (TPP 07-1). This policy adopts fair value in accordance with the AASB 116 Property, Plant and Equipment.

Plant and equipment is measured on an existing use basis, where there are no feasible alternative uses in the existing natural, legal, financial and socio-political environment. However, in the limited circumstances where there are feasible alternative uses, assets are valued at their highest and best use.

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Fair value of plant and equipment is determined based on the best available market evidence, including current market selling prices for the same or similar assets. Where there is no available market evidence, the asset's fair value is measured at its market buying price, the best indicator of which is depreciated replacement cost.

The NSWEC's non-current assets are comprised wholly of plant and equipment, which are valued at fair value.

#### (iv) Impairment of plant and equipment

As a not-for-profit entity with no cash generating units, the NSWEC is effectively exempted from AASB 136 Impairment of Assets and impairment testing. This is because AASB 136 modifies the recoverable amount test to the higher of fair value less costs to sell and depreciated replacement cost. This means that, for an asset already measured at fair value, impairment can only arise if selling costs are material. Selling costs are regarded as immaterial.

#### (v) Depreciation of plant and equipment

Depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the NSWEC.

All material separately identifiable components of assets are depreciated over their shorter useful lives.

| ASSET TYPE             | USEFUL LIFE                                    |
|------------------------|--|
| Computer Equipment     | 4 Years  |
| Plant and Equipment    | 7 Years  |
| Furniture and Fixtures | 8 Years  |
| Leasehold Improvements | 7 Years or to the end of the lease, if shorter |

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*(vi) Restoration costs*

The estimated cost of dismantling and removing an asset and restoring the site is included in the cost of an asset, to the extent it is recognised as a liability.

*(vii) Maintenance*

Day-to-day servicing costs or maintenance are charged as expenses as incurred, except where they relate to the replacement of a part or component of an asset, in which case the costs are capitalised and depreciated.

*(viii) Leased assets*

Operating lease payments are charged to the operating statement in the periods in which they are incurred.

No assets have been acquired under finance lease arrangements.

*(ix) Intangible assets*

The NSWEC recognises intangible assets only if it is probable that future economic benefits will flow to the NSWEC and the cost of the asset can be measured reliably. Intangible assets are measured initially at cost. Where an asset is acquired at no or nominal cost, the cost is its fair value as at the date of acquisition. Currently, the NSWEC's intangible assets solely comprise software.

The useful lives of intangible assets are assessed to be finite.

Intangible assets are subsequently measured at fair value only if there is an active market. As there is no active market for the NSWEC's intangible assets, the assets are carried at cost less any accumulated amortisation.

The NSWEC's intangible assets are amortised using the straight line method over a period of between 4 years and 6 years.

Intangible assets are tested for impairment where an indicator of impairment exists. If the recoverable amount is less than its carrying amount the carrying amount is reduced to recoverable amount and the reduction is recognised as an impairment loss.

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*(x) Receivables*

Receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. These financial assets are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest rate method, less an allowance for any impairment of receivables. Any charges are accounted for in the operating statement when impaired or derecognised.

Short-term receivables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

*(xi) Other assets*

Other assets are recognised on a cost basis.

*(i) Liabilities*

*(i) Payables*

These amounts represent liabilities for goods and services provided to the NSWEC and other amounts. Payables are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method. Short-term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

*(ii) Employee benefits and other provisions*

*(a) Salaries and wages, annual leave, sick leave and on-costs*

Liabilities for salaries and wages (including non-monetary benefits), annual leave and paid sick leave that fall due wholly within 12 months of the reporting date are recognised and measured in respect of employees' services up to the reporting date at undiscounted amounts based on the amounts expected to be paid when the liabilities are settled.

Long-term annual leave that is not expected to be taken within twelve months is measured at present value in accordance with AASB 119 Employee Benefits. Market yields on government bonds of 6.45% are used to discount long-term annual leave.

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Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

*(b) Long service leave and superannuation*

The NSWEC's liabilities for long service leave and defined benefit superannuation are assumed by the Crown Entity. The NSWEC accounts for the liability as having been extinguished, resulting in the amount assumed being shown as part of the non-monetary revenue item described as "Acceptance by the Crown Entity of employee benefits and other liabilities".

Long service leave is measured at present value in accordance with AASB 119 Employee Benefits. This is based on the application of certain factors (specified in NSWTC 07/04) to employees with five or more years of service, using current rates of pay. These factors were determined based on an actuarial review to approximate present value.

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (ie Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (ie State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

*(iii) Other provisions*

Other provisions exist when: the NSWEC has a present legal or constructive obligation as a result of a past event; it is probable that an outflow of resources will be required to settle the obligation; and a reliable estimate can be made of the amount of the obligation.

If the effect of the time value of money is material, provisions are discounted at 6.45%, which is a pre-tax rate that reflects the current market assessments of the time value of money and the risks specific to the liability.

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(j) Budgeted amounts

The budgeted amounts are drawn from the budgets as formulated at the beginning of the financial year and with any adjustments for the effects of additional appropriations, s 21A, s 24 and/or s 26 of the *Public Finance and Audit Act 1983*.

The budgeted amounts in the Operating Statement and the Cash Flow Statement are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Balance Sheet, the amounts vary from the Budget Papers, as the opening balances of the budgeted amounts are based on carried forward actual amounts; ie per the audited financial report (rather than the carried forward estimates).

(k) Comparative information

Except when an Australian Accounting Standard permits or requires otherwise, comparative information is disclosed in respect of the previous period for all amounts reported in the financial statements.

(l) New Australian Accounting Standards issued but not effective

The following new Accounting Standards have not been applied and are not yet effective as mandated by the Treasurer. The possible impact of the Standards in the period of initial application is not able to be reliably measured.

- AASB 3 (March 2008), AASB 127 and AASB 2008-3 regarding business combinations;
  - AASB 8 and AASB 2007-3 regarding operating segments;
  - AASB 101 (Sept 2007) and AASB 2007-8 regarding presentation of financial statements;
  - AASB 123 (June 2007) and AASB 2007-6 regarding borrowing costs;
  - AASB 1004 (Dec 2007) regarding contributions;
  - AASB 1049 (Oct 2007) regarding the whole of government and general government sector financial reporting;
  - AASB 1050 (Dec 2007) regarding administered items;
  - AASB 1051 (Dec 2007) regarding land under roads;
  - AASB 1052 (Dec 2007) regarding disaggregated disclosures;
  - AASB 2007-9 regarding amendments arising from the review of AASs 27, 29 and 31; and
  - AASB 2008-1 regarding share based payments;
-

- AASB 2008-2 regarding puttable financial instruments;
- Interpretation 4 (Feb 2007) regarding determining whether an arrangement contains a lease;
- Interpretation 12 and AASB 2007-2 regarding service concession arrangements;
- Interpretation 13 on customer loyalty programmes;
- Interpretation 14 regarding the limit on a defined benefit asset;
- Interpretation 129 (Feb 2007) regarding service concession disclosures; and
- Interpretation 1038 (Dec 2007) regarding contributions by owners.

## 2. Expenses Excluding Losses

### (a) Employee related expenses

|   | 2008         | 2007         |
|---|--------------|--------------|
|   | \$'000       | \$'000       |
| Salaries and wages (including recreation leave) | 4,323        | 4,309        |
| Superannuation                                  |              |              |
| - <i>defined benefit Plan</i>                   | 216          | 129          |
| - <i>defined contribution Plan</i>              | 215          | 214          |
| Long service leave                              | 245          | 261          |
| Workers' compensation insurance                 | 40           | 27           |
| Payroll tax and fringe benefits tax             | 285          | 276          |
|   | <b>5,324</b> | <b>5,216</b> |

No employee related costs have been capitalised.

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(b) Other operating expenses include the following:

|   | <b>2008</b>   | <b>2007</b>   |
|---|---------------|---------------|
|   | <b>\$'000</b> | <b>\$'000</b> |
| Auditor's remuneration                                |               |               |
| - audit or review of the financial report             | 58            | 63            |
| - internal audit                                      | 62            | 39            |
| Operating lease rental expense                        |               |               |
| - minimum lease payments                              | 710           | 553           |
| Storage   | 50            | 97            |
| Printing  | 35            | 171           |
| Postage   | 88            | 126           |
| Consulting  | 142           | 138           |
| Software maintenance and licences                     | 228           | 198           |
| Advertising   | 94            | 100           |
| Legal fees  | 38            | 8             |
| Restoration Costs                                     | 10            | 10            |
| Insurance   | 71            | 61            |
| Telephone   | 60            | 96            |
| Plant and equipment and intangible assets written off | 89            | -             |
| Travel  | 15            | 52            |
| Maintenance *   | 1             | 2             |
| Other   | 274           | 392           |
|   | <b>2,025</b>  | <b>2,106</b>  |

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\*Reconciliation – Total Maintenance

|   | <b>2008</b>   | <b>2007</b>   |
|---|---------------|---------------|
|   | <b>\$'000</b> | <b>\$'000</b> |
| Maintenance expense - contracted labour and others (non-employee related), as above | 1             | 2             |
| Employee related maintenance expense included in Note 2(a)                          | -             | -             |
| <b>Total maintenance expense included in Note 2(a) and 2(b)</b>                     | <b>1</b>      | <b>2</b>      |

(c) Depreciation and amortisation expense

|              | <b>2008</b>   | <b>2007</b>   |
|--------------|---------------|---------------|
|              | <b>\$'000</b> | <b>\$'000</b> |
| Depreciation | 683           | 563           |
| Amortisation | 790           | 591           |
|              | <b>1,473</b>  | <b>1,154</b>  |

(d) Other expenses

|  | <b>2008</b>   | <b>2007</b>   |
|--|---------------|---------------|
|  | <b>\$'000</b> | <b>\$'000</b> |
| General Election                                   | 2,354         | 38,589        |
| Joint Roll Agreement (payment to the Commonwealth) | 3,707         | 3,531         |
| Redistribution of Electoral Boundaries             | -             | 2,575         |
| Local Government Election                          | 2,503         | -             |
| Smart Roll   | 251           | -             |
|  | <b>8,815</b>  | <b>44,695</b> |



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### 3. Revenue

#### (a) Sale of goods and services

|   | <b>2008</b>   | <b>2007</b>   |
|---|---------------|---------------|
|   | <b>\$'000</b> | <b>\$'000</b> |
| Sale of goods                                     | 74            | 7             |
| Rendering of services                             | 762           | 1,202         |
| Rendering of services - Local Government Election | 2,503         | -             |
|   | <b>3,339</b>  | <b>1,209</b>  |

#### (b) Investment revenue

|                 | <b>2008</b>   | <b>2007</b>   |
|-----------------|---------------|---------------|
|                 | <b>\$'000</b> | <b>\$'000</b> |
| <b>Interest</b> | <b>253</b>    | <b>200</b>    |

#### (c) Other revenue

|              | <b>2008</b>   | <b>2007</b>   |
|--------------|---------------|---------------|
|              | <b>\$'000</b> | <b>\$'000</b> |
| <b>Other</b> | <b>268</b>    | <b>114</b>    |

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#### 4. Appropriations

|   | <b>2008</b>   | <b>2007</b>   |
|---|---------------|---------------|
|   | <b>\$'000</b> | <b>\$'000</b> |
| <b>Recurrent appropriations</b>   |               |               |
| Total recurrent draw-downs from NSW Treasury<br>(per Summary of Compliance) | 30,026        | 54,305        |
| Less: Liability to Consolidated Fund (per Summary of Compliance)            | (6,188)       | -             |
|   | <b>23,838</b> | <b>54,305</b> |
| <b>Comprising:</b>  |               |               |
| Recurrent appropriations (per Operating Statement)                          | 13,785        | 49,935        |
| Transfer payments   | 10,053        | 4,370         |
|   | <b>23,838</b> | <b>54,305</b> |
| <b>Capital Appropriations</b>   |               |               |
| Total capital draw-downs from NSW Treasury<br>(per Summary of Compliance)   | 2,200         | 3,350         |
| Less: Liability to Consolidated Fund (per Summary of Compliance)            | -             | -             |
|   | <b>2,200</b>  | <b>3,350</b>  |
| <b>Comprising:</b>  |               |               |
| <b>Capital appropriations (per Operating Statement)</b>                     | <b>2,200</b>  | <b>3,350</b>  |

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## 5. Acceptance by the Crown Entity of Employee Benefits and Other Liabilities

|                    | <b>2008</b>   | <b>2007</b>   |
|--------------------|---------------|---------------|
|                    | <b>\$'000</b> | <b>\$'000</b> |
| Superannuation     | 216           | 129           |
| Long service leave | 221           | 237           |
| Payroll tax        | 13            | 8             |
|                    | <b>450</b>    | <b>374</b>    |

## 6. Transfer Payments

|                                   | <b>2008</b>   | <b>2007</b>   |
|-----------------------------------|---------------|---------------|
|                                   | <b>\$'000</b> | <b>\$'000</b> |
| <b>Election Funding Authority</b> | <b>10,053</b> | <b>4,370</b>  |

## 7. Programs / Activities of the New South Wales Electoral Commission

(a) **Program 7.1:** Management and Administration of Parliamentary Elections

**Objectives:**

To independently conduct elections, referendums and ballots for State and Local Government and other organisations. Transferred \$10,053,000 in transfer payments to program 7.2 in 2007-08.

(b) **Program 7.2:** Funding of Parliamentary Election Campaigns

**Objectives:**

To provide an independent source of funding of Parliamentary election campaigns and to require the disclosure by candidates and political parties of political contributions and expenditures. Received \$10,053,000 of transfer payments from Program 7.1 in 2007-08.

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(c) **Program 7.3:** Management and Administration of Statutory and Industrial Ballots

**Objectives:**

To provide an independent ballot and elections service for certain organisations as required by legislation.

(d) **Program 7.4:** Management and Administration of Local Government Elections

**Objectives:**

To provide an independent ballot and elections service with respect to elections and polls under the Local Government Act.

*Programs 7.3 and 7.4 are commercial programs and are therefore not included in the NSW Treasury budget.*

## 8. Current Assets – Cash and Cash Equivalents

|                                 | <b>2008</b>   | <b>2007</b>   |
|---------------------------------|---------------|---------------|
|                                 | <b>\$'000</b> | <b>\$'000</b> |
| <b>Cash at bank and on hand</b> | <b>6,067</b>  | <b>1,168</b>  |

For the purposes of the Cash Flow Statement, cash and cash equivalents include cash on hand and cash at bank. Cash and cash equivalents assets recognised in the Balance Sheet are reconciled at the end of the financial year to the Cash Flow Statement as follows:

|  | <b>2008</b>   | <b>2007</b>   |
|--|---------------|---------------|
|  | <b>\$'000</b> | <b>\$'000</b> |
| Cash and cash equivalents (per Balance Sheet)                      | 6,067         | 1,168         |
| <b>Closing cash and cash equivalents (per Cash Flow Statement)</b> | <b>6,067</b>  | <b>1,168</b>  |

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### 9. Current Assets - Receivables

|   | <b>2008</b>   | <b>2007</b>   |
|---|---------------|---------------|
|   | <b>\$'000</b> | <b>\$'000</b> |
| Sale of goods and services                  | 317           | 653           |
| Accrued income - Local Government Election  | 2,753         | -             |
| GST recoverable from the taxation authority | 81            | 487           |
| Prepayments                                 | 843           | 9             |
|   | <b>3,994</b>  | <b>1,149</b>  |

As all amounts owing are considered collectable, receivables have not been impaired for doubtful debts.

### 10. Current Assets - Other

|                                | <b>2008</b>   | <b>2007</b>   |
|--------------------------------|---------------|---------------|
|                                | <b>\$'000</b> | <b>\$'000</b> |
| <b>Accrued interest income</b> | <b>162</b>    | <b>132</b>    |

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## 11. Non-Current Assets – Plant and Equipment

|                          | <b>30-Jun-08</b> | <b>1-Jul-07</b> |
|--------------------------|------------------|-----------------|
|                          | <b>\$'000</b>    | <b>\$'000</b>   |
| Gross carrying amount    | 3,373            | 3,440           |
| Accumulated depreciation | (1,344)          | (750)           |
| <b>Fair value</b>        | <b>2,029</b>     | <b>2,690</b>    |

|                          | <b>30-Jun-07</b> | <b>1-Jul-06</b> |
|--------------------------|------------------|-----------------|
|                          | <b>\$'000</b>    | <b>\$'000</b>   |
| Gross carrying amount    | 3,440            | 2,422           |
| Accumulated depreciation | (750)            | (538)           |
| <b>Fair value</b>        | <b>2,690</b>     | <b>1,884</b>    |

### Reconciliation

A reconciliation of the carrying amounts of plant and equipment at the beginning and end of the current reporting period is set out below:

|   | <b>2008</b>   | <b>2007</b>   |
|---|---------------|---------------|
|   | <b>\$'000</b> | <b>\$'000</b> |
| Fair value as at start of the year      | 2,690         | 1,884         |
| Additions                               | 111           | 1,369         |
| Disposals of assets                     | (89)          | -             |
| Depreciation expense                    | (683)         | (563)         |
| <b>Fair value as at end of the year</b> | <b>2,029</b>  | <b>2,690</b>  |

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## 12. Intangible Assets – Softwares

|                          | <b>30-Jun-08</b> | <b>1-Jul-07</b> |
|--------------------------|------------------|-----------------|
|                          | <b>\$'000</b>    | <b>\$'000</b>   |
| Gross carrying amount    | 8,897            | 6,807           |
| Accumulated amortisation | (4,134)          | (3,344)         |
| <b>Fair value</b>        | <b>4,763</b>     | <b>3,463</b>    |

|                          | <b>30-Jun-07</b> | <b>1-Jul-06</b> |
|--------------------------|------------------|-----------------|
|                          | <b>\$'000</b>    | <b>\$'000</b>   |
| Gross carrying amount    | 6,807            | 4,694           |
| Accumulated amortisation | (3,344)          | (2,753)         |
| <b>Fair value</b>        | <b>3,463</b>     | <b>1,941</b>    |

### Reconciliation

A reconciliation of the carrying amounts of softwares at the beginning and end of the current reporting period is set out below:

|   | <b>2008</b>   | <b>2007</b>   |
|---|---------------|---------------|
|   | <b>\$'000</b> | <b>\$'000</b> |
| Fair value as at start of the year      | 3,463         | 1,941         |
| Additions                               | 2,090         | 2,113         |
| Disposals of assets                     | -             | -             |
| Amortisation expense                    | (790)         | (591)         |
| <b>Fair value as at end of the year</b> | <b>4,763</b>  | <b>3,463</b>  |

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### 13. Restricted Assets

|   | <b>2008</b>   | <b>2007</b>   |
|---|---------------|---------------|
|   | <b>\$'000</b> | <b>\$'000</b> |
| <b>Liability to Consolidated Fund *</b> | <b>6,188</b>  | <b>-</b>      |

\*The liability to consolidated fund will be recovered from cash and receivables.

### 14. Current Liabilities – Payables

|                                      | <b>2008</b>   | <b>2007</b>   |
|--------------------------------------|---------------|---------------|
|                                      | <b>\$'000</b> | <b>\$'000</b> |
| Accrued salaries, wages and on-costs | 315           | 124           |
| Creditors                            | 1,303         | 1,881         |
|                                      | <b>1,618</b>  | <b>2,005</b>  |

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## 15. Current / Non-Current Liabilities – Provisions

|   | <b>2008</b>   | <b>2007</b>   |
|---|---------------|---------------|
|   | <b>\$'000</b> | <b>\$'000</b> |
| <b>CURRENT</b>                                |               |               |
| <b>Employee benefits and related on-costs</b> |               |               |
| Recreation leave (a)                          | 580           | 570           |
| Long service leave on-costs (a)               | 109           | 87            |
|   | <b>689</b>    | <b>657</b>    |
| <b>Other provisions</b>                       |               |               |
| Lease incentive on rental                     | 51            | 90            |
| <b>TOTAL CURRENT PROVISIONS</b>               | <b>740</b>    | <b>747</b>    |
| <b>NON-CURRENT</b>                            |               |               |
| <b>Employee benefits and related on-costs</b> |               |               |
| Long service leave on-costs (a)               | 6             | 4             |
| <b>Other provisions</b>                       |               |               |
| Lease incentive on rental                     | 80            | 131           |
| Restoration costs (b)                         | 190           | 180           |
|   | <b>270</b>    | <b>311</b>    |
| <b>TOTAL NON-CURRENT PROVISIONS</b>           | <b>276</b>    | <b>315</b>    |

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|   | <b>2008</b>   | <b>2007</b>   |
|---|---------------|---------------|
|   | <b>\$'000</b> | <b>\$'000</b> |
| <b>Aggregate employee benefits and related on-costs</b> |               |               |
| Provision – current                                     | 689           | 657           |
| Provision – non-current                                 | 6             | 4             |
| Accrued salaries, wages and on-costs (Note 14)          | 315           | 124           |
|   | <b>1,010</b>  | <b>785</b>    |

- (a) The value of leave and on-costs expected to be taken within twelve months and after twelve months is as follows:

|   | <b>2008</b>   | <b>2007</b>   |
|---|---------------|---------------|
|   | <b>\$'000</b> | <b>\$'000</b> |
| <b>Short term – less than twelve months</b> |               |               |
| Recreation leave                            | 266           | 233           |
| Long service leave on-costs                 | 9             | 9             |
|   | <b>275</b>    | <b>242</b>    |
| <b>Long term - after 12 months</b>          |               |               |
| Recreation leave                            | 314           | 337           |
| Long service leave on-costs                 | 106           | 82            |
|   | <b>420</b>    | <b>419</b>    |

- (b) A provision has been recognised for the estimated costs to be incurred for the make good clause on the Kent Street Office fit out once the lease term expires in seven years. A discount rate of 5.7% based on market yield on Commonwealth government bonds has been applied to reflect the present value of the estimated costs to be incurred.
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### Movements in other provisions

Movements in provisions during the financial year, other than employee benefits, are set out below:

|  | <b>Lease incentive<br/>on rental</b> | <b>Restoration<br/>costs</b> | <b>Total</b>  |
|--|--------------------------------------|------------------------------|---------------|
|  | <b>\$'000</b>                        | <b>\$'000</b>                | <b>\$'000</b> |
| Carrying amount at the beginning of financial year | 221                                  | 180                          | 401           |
| Additional provisions recognised                   | -                                    | 10                           | 10            |
| Amounts used                                       | (90)                                 | -                            | (90)          |
| <b>Carrying amount at end of financial year</b>    | <b>131</b>                           | <b>190</b>                   | <b>321</b>    |

### 16. Current Liabilities – Other

|                                       | <b>2008</b>   | <b>2007</b>   |
|---------------------------------------|---------------|---------------|
|                                       | <b>\$'000</b> | <b>\$'000</b> |
| <b>Liability to Consolidated Fund</b> | <b>6,188</b>  | <b>-</b>      |

### 17. Changes in Equity

|  | <b>2008</b>   | <b>2007</b>   |
|--|---------------|---------------|
|  | <b>\$'000</b> | <b>\$'000</b> |
| <b>Accumulated Funds</b>   |               |               |
| Balance as at the beginning of the financial year                        | 5,535         | 3,524         |
| <i>Changes in equity – other than transactions with owners as owners</i> | -             | -             |
| Surplus/ (deficit) for the year  | 2,658         | 2,011         |
|  | <b>8,193</b>  | <b>5,535</b>  |

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## 18. Commitments for Expenditure

|   | 2008         | 2007         |
|---|--------------|--------------|
|   | \$'000       | \$'000       |
| <b>Operating Lease Commitments</b>  |              |              |
| Future non-cancellable operating lease rentals not provided for and payable |              |              |
| Not later than one year   | 1,010        | 1,284        |
| Later than one year and not later than five years                           | 2,256        | 3,211        |
| Later than five years   | -            | 290          |
| <b>Total (including GST)</b>  | <b>3,266</b> | <b>4,785</b> |

These operating lease commitments are not recognised in the financial statements as liabilities. GST has been calculated at the rate of 10% and has been assumed to remain constant for the five years.

## 19. Contingent Liabilities and Contingent Assets

The NSWEC has a contingent liability of \$2,503,000 as at 30 June 2008, (\$10,000 as at 30 June 2007) in respect of the rendering of services for the Local Government Election. This revenue, when received, will be paid to NSW Treasury.

The NSWEC has no contingent assets.

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## **20. Budget Review**

### **Net cost of services**

The actual net cost of services was lower than budget by \$13,680,000. This was primarily due to the provision of \$5,829,000 in the budget for payments on behalf of the Election Funding Authority, slower than budgeted payments in relation to the Local Government Election \$6,097,000 and recovery of election costs for Local Government Election of \$2,503,000 which was not included in budget revenue.

### **Assets and Liabilities**

Assets were above budget by \$7,950,000. Cash assets exceed budget by \$5,210,000. This is primarily due to savings in the net cost of services. A receivable has been recognised in relation to the recovery of Local Government Election costs of \$2,503,000 which was not included in budget assets.

Liabilities exceed budget by \$5,855,000. This is primarily due to the liability to consolidated fund of \$6,188,000.

### **Cash Flows**

The increase in cash was due to the slower than budgeted payments in relation to the Local Government Election.

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## 21. Reconciliation of Cash Flows from Operating Activities to Net Cost of Services

|   | <b>2008</b>     | <b>2007</b>     |
|---|-----------------|-----------------|
|   | <b>\$'000</b>   | <b>\$'000</b>   |
| Net cash flows from operating activities                                  | 912             | 3,065           |
| Cash Flows from Government/Appropriations                                 | (15,985)        | (53,285)        |
| Acceptance by the Crown Entity of employee benefits and other liabilities | (450)           | (374)           |
| Depreciation and amortisation   | (1,473)         | (1,154)         |
| Increase/(decrease) in receivables and other assets                       | 2,875           | 778             |
| Decrease/(increase) in provisions   | 46              | (79)            |
| Decrease/(increase) in payables   | 387             | (599)           |
| Net gain/(loss) on disposal of plant and equipment & intangible assets    | (89)            | -               |
| <b>Net cost of services</b>   | <b>(13,777)</b> | <b>(51,648)</b> |

## 22. Administered Assets

|                                  | <b>2008</b>   | <b>2007</b>   |
|----------------------------------|---------------|---------------|
|                                  | <b>\$'000</b> | <b>\$'000</b> |
| <b>Fines for failure to vote</b> | <b>-</b>      | <b>1,669</b>  |

## 23. Administered Revenue – Debts Written Off

There were no debts written off which related to Administered Revenue.

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## 24. Administered Revenue

|                                  | <b>2008</b>   | <b>2007</b>   |
|----------------------------------|---------------|---------------|
|                                  | <b>\$'000</b> | <b>\$'000</b> |
| <b>Fines for failure to vote</b> | <b>224</b>    | <b>510</b>    |

## 25. Administered Assets – Schedule of Uncollected Amounts

There were no uncollected amounts which related to Administered Revenue.

## 26. Financial Instruments

The NSWEC's principal financial instruments are outlined below. These financial instruments arise directly from the NSWEC's operations or are required to finance the NSWEC's operations. The NSWEC does not enter into or trade financial instruments, including derivative financial instruments, for speculative purposes.

The NSWEC's main risks arising from financial instruments are outlined below, together with the NSWEC's objectives, policies and processes for measuring and managing risk. Further quantitative and qualitative disclosures are included throughout this financial report.

The Audit Committee has overall responsibility for the establishment and oversight of risk management and reviews and agrees policies for managing each of these risks. Risk management policies are established to identify and analyse the risks faced by the NSWEC, to set risk limits and controls and to monitor risks. Compliance with policies is reviewed by the Audit Committee on a continuous basis.

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(a) Financial instrument categories

| <b>Financial Assets</b>      | <b>Note</b> | <b>Category</b>                                     | <b>Carrying<br/>Amount<br/>2008<br/>\$'000</b> | <b>Carrying<br/>Amount<br/>2007<br/>\$'000</b> |
|------------------------------|-------------|---|--|--|
| <b>Class:</b>                |             |   |  |  |
| Cash and cash equivalents    | 8           | N/A   | 6,067  | 1,168  |
| Receivables *                | 9           | Loans and receivables<br>(at amortised cost)        | 317  | 631  |
| <b>Financial Liabilities</b> | <b>Note</b> | <b>Category</b>                                     | <b>Carrying<br/>Amount<br/>2008<br/>\$'000</b> | <b>Carrying<br/>Amount<br/>2007<br/>\$'000</b> |
| <b>Class:</b>                |             |   |  |  |
| Payables **                  | 14          | Financial liabilities measured at<br>amortised cost | 455  | 760  |

**Notes**

\* Excludes statutory receivables and prepayments (ie not within scope of AASB 7).

\*\* Excludes statutory payables and unearned revenue (ie not within scope of AASB 7).

(b) Credit Risk

Credit risk arises when there is the possibility of the NSWEC's debtors defaulting on their contractual obligations, resulting in a financial loss to the NSWEC. The maximum exposure to credit risk is generally represented by the carrying amount of the financial assets (net of any allowance for impairment).

Credit risk arises from the financial assets of the NSWEC, including cash, receivables, and authority deposits. No collateral is held by the NSWEC. The NSWEC has not granted any financial guarantees.

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Credit risk associated with the NSWEC's financial assets, other than receivables, is managed through the selection of counterparties and establishment of minimum credit rating standards.

### **Cash**

Cash comprises cash on hand and bank balances within the NSW Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate, adjusted for a management fee to NSW Treasury. The TCorp Hour Glass cash facility is discussed in para (d) below.

### **Receivables - trade debtors**

All trade debtors are recognised as amounts receivable at balance date. Collectibility of trade debtors is reviewed on an ongoing basis. Procedures as established in the Treasurer's Directions are followed to recover outstanding amounts, including letters of demand. Debts which are known to be uncollectible are written off. An allowance for impairment is raised when there is objective evidence that the entity will not be able to collect all amounts due. This evidence includes past experience, and current and expected changes in economic conditions and debtor credit ratings. No interest is earned on trade debtors. Sales are made on 30 day terms.

The NSWEC is not materially exposed to concentrations of credit risk to a single trade debtor or group of debtors. Based on past experience, debtors that are not past due (2008: \$317,000; 2007: \$631,000) these represent 100% of the total trade debtors.

There are no financial assets that are past due or impaired.

### **(d) Liquidity risk**

Liquidity risk is the risk that the NSWEC will be unable to meet its payment obligations when they fall due. The NSWEC continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets. The objective is to maintain a balance between continuity of funding and flexibility through the use of overdrafts, loans and other advances.

During the current and prior years, there were no defaults or breaches on any loans payable. No assets have been pledged as collateral. The NSWEC's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

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The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received. Treasurer's Direction 219.01 allows the Minister to award interest for late payment.

*The table below summarises the maturity profile of the NSWEC's financial liabilities, together with the interest rate exposure.*

|             | Weighted Average Effective Interest Rate | Interest Rate Exposure |                     |                        |                      | Maturity Dates |         |         |
|-------------|--|------------------------|---------------------|------------------------|----------------------|----------------|---------|---------|
|             |  | Nominal Amount         | Fixed Interest Rate | Variable Interest Rate | Non-interest bearing | < 1 yr         | 1-5 yrs | > 5 yrs |
|             |  | \$'000                 | \$'000              | \$'000                 | \$'000               | \$'000         | \$'000  | \$'000  |
| <b>2008</b> |  |                        |                     |                        |                      |                |         |         |
| Payables    | N/A                                      | 1,618                  | -                   | -                      | -                    | 1,618          | -       | -       |
| <b>2007</b> |  |                        |                     |                        |                      |                |         |         |
| Payables    | N/A                                      | 2,005                  | -                   | -                      | -                    | 2,005          | -       | -       |

## 27. After Balance Date Events

There are no events subsequent to balance date which affect the financial report.

### *End of audited financial statements*

# Appendices

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|                             |   |
|-----------------------------|---|
| <a href="#">Appendix 1</a>  | Local Government by-elections   |
| <a href="#">Appendix 2</a>  | Clubs, Statutory Boards and Industrial Ballots  |
| <a href="#">Appendix 3</a>  | Registered Political Parties under Part 4A of the <i>Parliamentary Electorates and Elections Act 1912</i> |
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| <a href="#">Appendix 24</a> | Leave Entitlements  |

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# Appendix I

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## *Local Government by-elections*

No Local Government by-elections were conducted during the 2007-08 financial year.

A poll was conducted by Manly Council on Saturday, 3 May 2008 in relation to the use of the Seaforth TAFE site and town centre. A total of 2,435 votes were cast at the poll. The results of the poll are available on the NSWEC website ([www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)).

## Appendix 2

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### *Clubs, Statutory Boards and Industrial Ballots*

| <b>Date</b>           | <b>Ballot</b>  |
|-----------------------|--|
| <b>July 2007</b>      | Electricity Supply Professional Officers Association and PSA and Professional Officers Association Amalgamated Union of NSW - 2007 Amalgamation Poll<br>Electrical Trades Union of Australia, NSW Branch - The State Union - 2007 Quadrennial Election (uncontested)<br>Clubs NSW - 2007 Election of Regional Councillors<br>NSW Teachers Federation - July 2007 New and Remaining Vacancies of Councillors for the 2007-2008 Biennium<br>NSW Teachers Federation - Remaining Annual Conference Delegates 2007-2008<br>Banana Industry Committee - 2007 Election Regional Members for the Tweed Coast and Woolgoolga Regions (uncontested) |
| <b>August 2007</b>    | Baking Industry Association - 2007 Election of Councillors (uncontested)<br>Clubs NSW - 2007 Election of the Board of Directors 2007 (uncontested)<br>TAB Agents Association - 2007 Election of Members of Council (uncontested)<br>NSW Gun Club Ltd - 2007 Election of the Board of Directors (uncontested)<br>Leichhardt Bowling & Recreation Club Ltd - 2007 Election of the Board of Directors (uncontested)<br>Auburn Tennis Club - 2007 Election of the Board of Directors (uncontested)   |
| <b>September 2007</b> | Cabra-Vale Ex-Active Servicemen's Club - 2007 Election of the Board of Directors<br>Earlwood Ex-Servicemen's Club - 2007 Election of the Board of Directors (uncontested)<br>The Association of Principals of Independent Schools in NSW - 2007 Election of the Executive Committee (uncontested)  |

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## *Clubs, Statutory Boards and Industrial Ballots*

**October 2007** Mount Pritchard & District Community Club - 2007 Election of the Board of Directors  
Harbord Diggers - 2007 Election of the Advisory Committee  
NSW Teachers Federation - 2007 Presidential Officers Election (uncontested)  
Merimbula-Imlay Bowling Club LTD - 2007 Election of the Board of Directors  
Milton Ulladulla Ex-Servicemen's Club - 2007 Election of the Board of Directors (uncontested)  
Restaurant and Catering Industry Association - 2007 Election -  
Committee of Management and Secretary

**November 2007** Commercial Club (Albury) - 2007 Election of the Board of Directors (uncontested)  
NSW Teachers Federation - 2007 Election of Councillors for the 2007-2008 Biennium -  
September 2007 Remaining Vacancies  
Aged Care Association Australia - NSW Casual Vacancies - Committee of Management  
Member (1) 2007 Election  
Mingara Recreation Club - 2007 Election of Board of Directors  
The Association of Professional Engineers, Scientists and Managers, Australia - NSW  
Branch - 2007 Election for the Committee of Management (uncontested)  
Marrickville RSL - 2007 Election of the Board of Directors (uncontested)  
South Sydney Junior Rugby League Club - 2007 Election of the Board of Directors (uncontested)  
Bus and Coach Industrial Association of NSW - 2007 Election of Council Members  
Bus and Coach Industrial Association of NSW - 2007 Election of  
Executive Members (uncontested)  
Motor Inn, Motel and Accommodation Association of NSW - 2007 Election of Office Bearers  
The Master Fish Merchants' Association of Australia - 2007 Election Committee of Management

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## *Clubs, Statutory Boards and Industrial Ballots*

- December 2007** Local Government Engineers' Association of NSW - 2007 Biennial Election  
Committee of Management
- Housing Industry (Industrial Relations) Management Committee - 2007 Election  
of Management Committee
- Federated Brick, Tile and Pottery Industrial Union of Australia -  
2007 Election of Management Committee (uncontested)
- January 2008** Ettalong Memorial Bowling Club - 2007 Election of the Board of Directors
- February 2008** NSW Teachers' Federation-Election of One Administrative Officer-Country Organiser  
NSW Teachers' Federation-2008 Election of Executive Members  
NSW Fisheries - 2007 Election of the Management Advisory Committee
- March 2008** Smithfield RSL - 2007 Election of the Board of Directors  
Industrial Staff Union -2008 Election of Office Bearers  
Auburn RSL - 2008 Election of the Board of Directors  
The Racing Guild of New South Wales - 2008 Election of Committee of Management  
(uncontested)
- April 2008** The Development and Environmental Professionals' Association - 2008 Election of President (1),  
Vice-Presidents (2), and Committee of Management members (6)  
Baulkham Hills Council - Enterprise Agreement Vote – 2008  
The Greater Building Society - Enterprise Agreement Vote - 2008
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## *Clubs, Statutory Boards and Industrial Ballots*

### **May 2008**

Riverina Citrus Committee - 2008 Election

Master Fish Merchants' Association of Australia (uncontested)

The Greater Building Society - Enterprise Agreement Vote - 2008 - Revote

### **June 2008**

Poultry Meat Industry Committee - 2007 Election of Grower Members - Advisory Group

Shires Association of New South Wales -2008 Election of the Executive Council

NSW/ACT Independent Education Union - 2008 Election of Branch Delegates to Council

Silverton Village Committee 2008 By-Election (uncontested)

The Colliery Officials' Association - 2008 Election of the State Executive Committee (uncontested)

Industrial Staff Union - 2008 Election of Vice President and Assistant

Secretary/Treasurer (uncontested)

Collaroy Services Beach Club -2008 Election of the Board of Directors

The Association of Professional Engineers, Scientists and Managers, Australia - NSW Branch -  
2008-09 of Remaining Vacancies Election for the Committee of Management (uncontested)



## Appendix 3

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### *Parties Registered Under Part 4A of the Parliamentary Electorates and Elections Act 1912*

Australian Democrats (NSW Division)  
Australian Labor Party (NSW Branch)  
Christian Democratic Party (Fred Nile Group)  
Country Labor Party  
Horse Riders Party  
Liberal Party of Australia New South Wales Division  
National Party of Australia – NSW  
Outdoor Recreation Party  
Restore the Workers' Rights Party  
Save Our Suburbs  
Socialist Alliance  
The Fishing Party  
The Greens  
The Shooters Party  
Unity Party

### **Parties Deregistered Under Part 4A of the *Parliamentary Electorates and Elections Act 1912***

Australians Against Further Immigration  
Peter Breen – Human Rights Party

## Appendix 4

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### *Parties Registered Under Section 320 of the Local Government Act 1993*

Albury Citizens and Ratepayers Movement  
The Australian Business Party  
Australia First (Council Elections) Party  
Bob Thompson's Independent Team  
Burwood Community Voice  
Central Coast First  
Clover Moore Independent Team  
Community Before Developers – Stop Over Development  
Community Development “Environment” Save Campbelltown Koalas  
Community First Alliance  
Eurobodalla First  
Holroyd Independents  
Kogarah North Ward Progress Association  
Leichhardt Council Community Independents  
Liverpool Community Independents Team  
Lorraine Wearne Independents  
Manly Independents – Putting Residents First  
No Parking Meters Party  
No Politics  
Our Sustainable Future  
Parramatta Better Local Government Party  
The Parramatta Independents  
Residents Action Group for Auburn Area  
Residents First Woollahra  
Roads and Services Action Party  
Russell Matheson Community First Team  
Save Tuggerah Lakes  
Shire Watch Independents  
Shire Wide Action Group  
Shoalhaven Independents Group  
Totally Locally Committed Party  
Wake Up Warringah  
Woodville Independents  
Yvonne Bellamy Independents

### **Parties Deregistered Under Section 320 of the Local Government Act 1993**

Canada Bay Independents  
Gosford Community Independents  
Living Sydney Team  
Our Community – Our Council

# Appendix 5

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## Senior Executive Service (SES) Profile

There are no SES positions (male or female) in the NSWEC.

### Number of CES/SES Positions

The Electoral Commissioner is not appointed under the *Public Sector Employment and Management Act 2002* and is therefore not part of the Chief Executive Service. At 30 June 2008 the Electoral Commissioner's remuneration, determined by the Statutory and Other Officers Remuneration Tribunal, was \$299,775.

### Performance Statements – Level 5 and Above

#### Colin Barry

|                           |   |
|---------------------------|---|
| <b>Position and level</b> | Electoral Commissioner and Department Head of the New South Wales Electoral Commission.   |
| <b>Remuneration</b>       | \$297,955   |
| <b>Period in position</b> | Full period   |
| <b>Comment</b>            | The Electoral Commissioner holds an independent statutory position appointed for 10 years. There is no performance agreement with, or annual review by, a Minister. |

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# Appendix 6

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## *Committees/Special Officers*

### **New South Wales Electoral Commission and Australian Electoral Commission Liaison Committee**

A forum established between the State and Commonwealth to discuss electoral policies and procedures.

**Colin Barry**

Electoral Commissioner

**Brian DeCelis**

Director Elections

### **IT Steering Committee**

To review recommendations for the development and implementation of the Commission's IT strategies and to advise the Electoral Commissioner.

**Colin Barry**

Electoral Commissioner

**Brian DeCelis**

Director Elections

**Ian Brightwell**

Director Information Technology

### **Equal Employment Opportunity Advisory Committee deals with EEO matters and monitors implementation of the Office's Plan.**

**Colin Barry**

Electoral Commissioner

**Greg Brandtman**

Human Resources Officer

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## Committees/Special Officers

### Joint Consultative Committee

A forum for consultation and negotiation between management and unions on structural efficiency strategies and their implementation.

**Colin Barry**

Electoral Commissioner

**Trevor Follett**

Director Finance and Administration

**Phil Binns**

Workplace Delegate PSA

### Occupational Health Consultation

A staff consultation process dealing with the *Occupational Health and Safety Act* obligations.

### Staff Development Committee

To develop an annual Staff Development Plan and monitor its implementation.

**Colin Barry**

Electoral Commissioner

**Trevor Follett**

Director Finance and Administration

**Greg Brandtman**

Human Resources Officer

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## *Committees/Special Officers*

### **Electoral Procedures Committee - 2007-08**

To review operational forms, materials and procedures used in the conduct of elections.

**Brian DeCelis**

Director Elections

**Terry Jessop**

Voting Services Team Leader

**Greg Copson**

Election Administration Team Leader

**Lorraine Nurney**

Logistics, Print and Design Team Leader

**Michael Nevin**

Client Services Team Leader

**Brooke Holmes**

Election Procedures Officer

**Pieter van Keppel**

Senior Training Officer

**Sarah Butler**

Training Officer

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## *Committees/Special Officers*

### **Special Officers**

**Director Corporate Communications**  
**Disability Services Co-ordinator**  
**Ethnic Affairs Co-ordinator**  
**Womens' Liaison Co-ordinator**  
**Counter-terrorism Co-ordinator**

#### **Nicholle Nobel**

Director Corporate Communications

**Director of Employment Equity**  
**Energy Management Co-ordinator**  
**Protected Disclosures Co-ordinator**

#### **Trevor Follett**

Director Finance and Administration

#### **Freedom of Information Co-ordinator**

##### **Graham Kremplin**

Team Leader, Policy, Operations and  
Party Registration

### **Grievance Officers**

#### **Trevor Follett**

Director Finance and Administration

#### **Greg Brandtman**

Human Resources Officer

### **Spokeswoman**

Vacant

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## Appendix 7

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### *Risk Management and Insurance Activities*

The NSWEC maintains insurance under the risk management system of the Treasury Managed Fund, namely, public liability, workers compensation, motor vehicle, property and miscellaneous insurances.

Public liability coverage is met by the NSWEC on behalf of lessors of polling place premises for elections. Risks are at their peak at the time of major electoral events. Incidents relating to the activities of election officials and the attendance of electors at polling places are mitigated via training programmes for election officials that emphasise risk management initiatives.



# Appendix 8

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## *Work Undertaken for External Committees and Panels*

### Appearances Before Parliamentary Committees

The Electoral Commissioner appeared before the Joint Standing Committee on Electoral Matters on 11 March 2008 for the Inquiry into the Administration of the 2007 NSW election and related matters.

The Electoral Commissioner also appeared before the Legislative Council Select Committee on 3 March and 11 April 2008 for the Inquiry into Electoral and Political Party Funding.

### Service on Other Committees

The Electoral Commissioner is a member of:

- the Electoral Council of Australia (a consultative Council of Electoral Commissioners from the electoral authorities of the Commonwealth, States and Territories)
- State and Territory Electoral Commissioners Committee

# Appendix 9

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## NSWEC Freedom of Information Statement of Affairs

### Statement Of Affairs of the New South Wales Electoral Commission

The Electoral Commissioner is responsible for the registration of political parties, enrolment of electors, preparation of lists and rolls of electors and the conduct of elections. The Electoral Commissioner is the returning officer for the periodic Legislative Council elections and is also one of three Electoral Districts Commissioners appointed by the Governor to carry out electoral district redistributions according to law.

The NSWEC supports the Electoral Commissioner by:

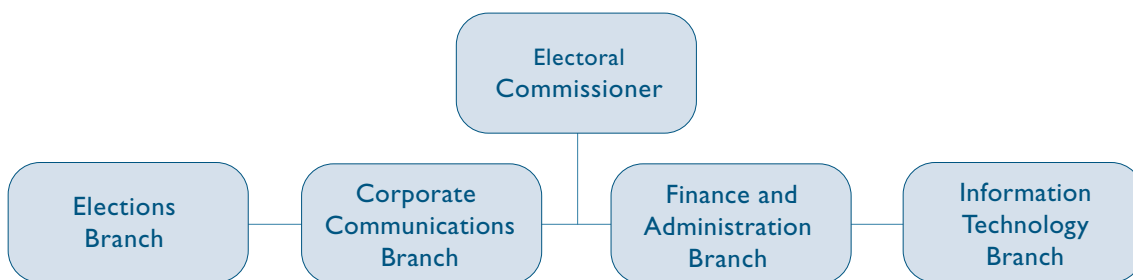
- conducting elections for the Parliament of NSW and elections for Local Government councils;
- conducting elections for registered clubs, statutory boards and State registered industrial organisations;
- working with the Australian Electoral Commission in the management of the joint electoral roll in NSW; and
- providing administrative support to the Election Funding Authority.

The NSWEC is located at Level 25, 201 Kent Street, Sydney.

### Structure and Function

#### Structure

The organisational structure of the Commission is:



The Electoral Commissioner holds an independent statutory position under the provisions of the *Parliamentary Electorates and Elections Act 1912*. The Commissioner is the chief executive officer of the New South Wales Electoral Commission. The NSWEC comprises the following four branches:

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## *NSWEC Freedom of Information Statement of Affairs*

### **Elections Branch is responsible for:**

- planning for and conducting Parliamentary, Local Government and other elections;
- selecting and training returning officers;
- developing and implementing effective operational plans for the conduct of elections;
- developing manuals, handbooks and forms for use by election officials, candidates and scrutineers;
- developing training procedures for polling place managers;
- managing the receipt of election results;
- liaising with Local Government councils and other clients for the provision of election services; and
- resourcing returning officers and polling places with election materials and equipment.

### **Corporate Communications Branch is responsible for:**

- developing and implementing voter information strategies for Parliamentary and Local Government elections;
- developing materials and information regarding electoral matters for registered political parties, the media and the public;
- establishing and managing the tally room at the time of a Parliamentary general election;
- dealing with inquiries regarding electoral procedures, election results and election statistics from the media and the public;
- maintaining the register of political parties;
- producing election reports to Parliament on the conduct of elections;
- managing the Corporate Plan, Business Plan and annual reporting processes; and
- advising the Electoral Commissioner on privacy, Freedom of Information and strategic issues.

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## *NSWEC Freedom of Information Statement of Affairs*

### **Finance and Administration Branch is responsible for:**

- preparing and managing the budget and expenditure;
- preparing the annual financial statements;
- HR policy and procedures;
- salaries and payroll;
- internal audit programme;
- risk analysis;
- Election Funding Authority services and processes;
- political education funding;
- election funding disclosure;
- NSWEC accommodation and facilities;
- records and mail; and
- non-voter penalties.

### **Information Technology Branch is responsible for:**

- developing and administering the NSWEC's IT strategic plan;
- developing the election management system (EMA);
- planning the ICT infrastructure for Parliamentary and Local Government elections;
- managing the NSWEC's head office IT infrastructure; and
- managing the NSWEC's website technical infrastructure.

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## NSWEC Freedom of Information Statement of Affairs

### Functions

The NSWEC is responsible for the:

- conduct of elections for the Legislative Assembly and Legislative Council and referendums, in accordance with the provisions of the *Parliamentary Electorates and Elections Act 1912* and the *Constitution Act 1902*;
- conduct of ballots for industrial organisations pursuant to the provisions of the *Industrial Arbitration Act 1940*;
- conduct of secret ballots by trade unions pursuant to the provisions of the *Industrial Arbitration Act 1940*;
- conduct of ballots for statutory boards and authorities pursuant to the provisions of various Acts;
- conduct of ballots on behalf of registered clubs pursuant to the provisions of the *Registered Clubs Act 1976*; and
- conduct of Local Government elections in accordance with the provisions of the *Local Government Act 1993*.

### Aims and Objectives

The NSWEC has the following aims and objectives:

- efficient conduct of Parliamentary elections and referendums;
- efficient conduct and management of Local Government elections;
- efficient conduct and management of statutory and industrial ballots;
- efficient conduct and management of registered club elections;
- implementation of the determinations of the Redistribution Commissioners on electoral boundaries;
- provision of advice to, and education of, organisations in the conduct of elections;
- provision of advice to, and education of, electors;
- compilation and maintenance of an accurate electoral roll for New South Wales in conjunction with the Australian Electoral Commission (under the Joint Roll Agreement);
- provision of administrative support to the Elections Funding Authority; and
- development of all staff resources.

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## *NSWEC Freedom of Information Statement of Affairs*

### **Corporate Plan**

The Corporate Plan is available from the NSWEC. It contains the organisation's mission and values, as well as statements of key business objectives, strategies and performance plans.

### **Effect of the New South Wales Electoral Commission's Functions on Members of the Public**

Most of the functions of the NSWEC relate to the conduct of elections.

They are generally statutory in nature, involving various aspects of the conduct of elections, affecting electors, candidates and scrutineers. Voting at Parliamentary and Local Government elections is compulsory.

### **Arrangements for Public Participation in Policy Formulation**

The views of individual members of the public and community groups are monitored and submitted to the Government, with comments for consideration in future electoral reform initiatives. The NSWEC welcomes comments submitted with a view to improving the electoral process.

### **Contracts and Tendering Documentation**

The NSWEC is required to make major purchases of materials and services for the conduct of State elections. Public sector purchasing and tendering procedures are applied. Many documents in this category contain commercially sensitive material, though in the terms of Government policy, the names and prices of successful tenderers are readily available.

Application for access to information in this category should be made to the FOI Co-ordinator.

### **Publications - Brochures, Pamphlets and Reports**

The NSWEC produces a range of publications. They are listed below and are available from the NSWEC. Some publications are free of charge.

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## *NSWEC Freedom of Information Statement of Affairs*

### **Educational brochures/material**

Outline of types of voting and electoral processes.

### **Localities and Street List**

Indicates the State electoral district in which localities and streets are located.

### **Handbook for Parties and Candidates – Legislative Assembly Election 2007**

Handbook for Parties, Groups and Candidates – Legislative Assembly Election 2007

Outlines relevant procedures and legislation to assist candidates and registered political parties participating in Legislative Assembly and Legislative Council elections.

### **Handbook for Scrutineers – State Election 2007**

Outlines relevant procedures to assist scrutineers performing duties on behalf of candidates.

Handbook for Registration of Political Parties for NSW Parliamentary Elections Handbook for Registration of Political Parties for NSW Local Government elections outlines relevant procedures and legislation to assist applicants to register parties to contest NSW State and Local Government elections.

### **Redistribution of Electoral Boundaries**

The most recent report of the Electoral Districts Commissioners relating to the redistribution of electoral boundaries.

### **Voters Guide - Multilingual**

Information in 24 languages other than English to assist electors in casting their vote.

### **Electoral Maps**

Both index maps and individual electoral district maps are available.

### **Statistical Returns and Election Reports**

Reports on the administration and results of State elections, by-elections and referendums.

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## *NSWEC Freedom of Information Statement of Affairs*

### **Description of the Kinds of Documents Held by the New South Wales Electoral Commission**

The categories of documents held by the NSWEC are described below. Most are stored on files relating generally to:

#### **Administration**

All aspects of the internal administration of the office, including budget and financial matters, correspondence, internal audit, accommodation and management information systems.

#### **Electoral Matters**

All aspects of the conduct of State elections and referendums, Local Government elections, statutory and industrial ballots and registered club elections.

#### **Ministerial and Parliamentary Enquiries**

All correspondence to and from Members of Parliament about the activities of the NSWEC.

#### **Policy and Planning**

All documents relating to corporate planning, programme evaluation and other policy considerations, including research into the various aspects of the electoral process.

#### **Staff Matters**

All files relating to the appointment and training of staff, including returning officers.

The files of the office are generally not open for inspection. To access this information, members of the public should contact the FOI Co-ordinator. Where possible, informal access will be arranged. If copies of documents are required, reasonable copying charges will be levied. Where informal access is not possible, formal FOI procedures and fees will apply.

Staff may gain access to their personal files by contacting the Human Resources Officer.

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## NSWEC Freedom of Information Statement of Affairs

### Policy and Procedures Manuals

The policies and procedures of the NSWEC in some areas have been consolidated into a manual. Presently manuals cover the following areas:

- Instructions for the guidance of returning officers; and
- Instructions for the conduct of Local Government elections.

These manuals are available for inspection through the FOI Co-ordinator.

### Reports

- Annual Report of the New South Wales Electoral Commission;
- Corporate Plan; and
- Reports on the conduct of elections.

### Rolls

Under the provisions of section 31B of the *Parliamentary Electorates and Elections Act 1912*, the latest prints of the electoral district rolls are available for free public inspection.

### Public Registers

Under the *Parliamentary Electorates and Elections Act 1912*, the *Local Government Act 1993* and the *Election Funding Act 1981*, the NSWEC is required to make available the following registers for public inspection:

- Register of Candidates;
- Register of Party Agent;
- Register of Official Agents;
- Register of Parties; and
- Local Government Register of Political Parties.

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## *NSWEC Freedom of Information Statement of Affairs*

### **Access Arrangements, Procedures and Points of Contact**

#### **Access to Documents Published by the NSWEC**

All published documents may be accessed at the NSWEC between 8.30am and 5.00pm Monday to Friday. Some documents are available on the website at [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)

Many of the documents are available as a free community service.

#### **Access to Documents Concerning Personal Affairs**

Members of the public may access files relating to them by arranging a convenient time for inspection. In some cases an FOI application will be necessary.

#### **Amendment of Documents Concerning Personal Affairs**

Members of the public seeking to amend documents held by the NSWEC concerning their personal affairs should contact the FOI Co-ordinator.

#### **Access to all other documents**

To access all other files and records application should be made in writing to:

The FOI Co-ordinator  
New South Wales Electoral Commission  
GPO Box 832, Sydney 2001  
Phone: (02) 9290 5999

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# NSWEC Freedom of Information Statement of Affairs

## Fees

| Nature of Application   | Application Fee | Processing Charge              |
|---|-----------------|--------------------------------|
| Access to records by natural persons about their personal affairs | \$30 *          | \$30/hour after first 20 hours |
| All other requests  | \$30            | \$30/hour *                    |
| Internal Review   | \$30 **         | Nil                            |
| Amendment of Records  | Nil             | Nil                            |

\* Subject to 50 percent reduction for financial hardship and public interest reasons.

\*\* No application fees are charged for internal reviews relating to amendment of records.

## Appendix 10

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### *Use of Consultants*

| <b>Name of consultant</b> | <b>Title of project</b>                 | <b>Actual costs</b> | <b>Nature of consultancy</b> |
|---------------------------|---|---------------------|------------------------------|
| Paul Beeren               | Preparatory studies for ITC Procurement | \$44,000            | Information Technology       |

Five consultants were engaged for service costing less than \$30,000, for a combined total cost of \$98,000

## Appendix 11

### *Land Disposal*

The NSWEC does not own, or have an interest in, any realty.

## Appendix I 2

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### *Waste Reduction and Purchasing Plan and Energy Management Plan*

#### Waste Reduction Plan

Under the current legislative arrangements the conduct of elections is predominantly a paper-based activity. The NSWEC has, however, developed waste mitigation and minimisation strategies in the key areas of paper products, office equipment and consumables.

The Waste Reduction and Purchasing Plan was reviewed in April 2008. The review identified key reduction areas and addressed avoidance, re-use, recycle and disposal strategies to minimise waste.

Improvements were made in the reporting year as listed below.

#### **Online Recruitment**

The implementation of the online recruitment process for some 20,000 election officials at the 2007 State election allowed electors to submit expression of interest forms electronically, significantly reducing the number of paper-based applications.

Following the success of the 2007 project, the NSWEC launched the online recruitment module for election officials for the 2008 Local Government elections on 2 June 2008. The recruitment of the election officials via the online process was implemented for the 148 council areas going to election across NSW.

#### **Intranet for Returning Officers**

The implementation of a returning officers' intranet enabled electronic copies of forms and manuals to be available to all returning officers and their staff. Paper wastage was mitigated. A series of returning officer bulletins were also available on the intranet, which eliminated any waste through excess printing or postage.

#### **Online Training Modules**

Online training will be introduced for the first time at the 2008 Local Government elections. It will be made available to polling place managers. The module will reduce paper wastage.

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### **Website Redevelopment**

Continuing developments of the NSWEC website provides stakeholders with election information, publications and results in electronic formats. Throughout the reporting year the website was continuously updated to allow stakeholders to access information electronically.

### **Use of Recycled Material**

Contracts for the purchase of ballot boxes and voting screens made of recycled content continue to be implemented at Local Government by-elections conducted during 2007-08 and will be used at the 2008 Local Government elections.

### **Resource Recovery – Recycling**

Re-use of election material in the local community is a top priority. Material that cannot be re-used (including ballot papers) is recycled.

### **Energy Management Plan**

The NSWEC supports energy management as a key mechanism for pursuing both environmental and financial benefits. The level of electoral activity in any given period of time relates directly to energy consumption.

This aspect, and the fact that the NSWEC has increased its staffing and resource levels significantly over the past year, mean that performance measures against baseline data will be misleading.

The NSWEC aims to mitigate consumption rather than make comparisons against baseline data.

Premier's Memorandum 2004-4 sets out requirements to improve the greenhouse performance of NSW Government office buildings and tenancies, using the Australian Building Greenhouse Rating scheme. The NSWEC's current accommodation complies with these requirements.

## Appendix 13

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### *Ethnic Affairs Priority Statement (EAPS)*

The NSWEC is mindful of overcoming any perceived barriers which prevent culturally and linguistically diverse communities from participating fully in elections.

The EAPS outcomes are for all Australian citizens of different linguistic, cultural, racial and religious backgrounds to be aware of their obligation to enrol and vote, and to participate fully in the electoral process.

Actions continued in the last year include the development of multilingual voting guides and polling place posters for the 2008 Local Government elections, arrangements for advertisements to be placed in foreign language media and the provision of telephone translating services through the Translating and Interpreting Service (TIS).

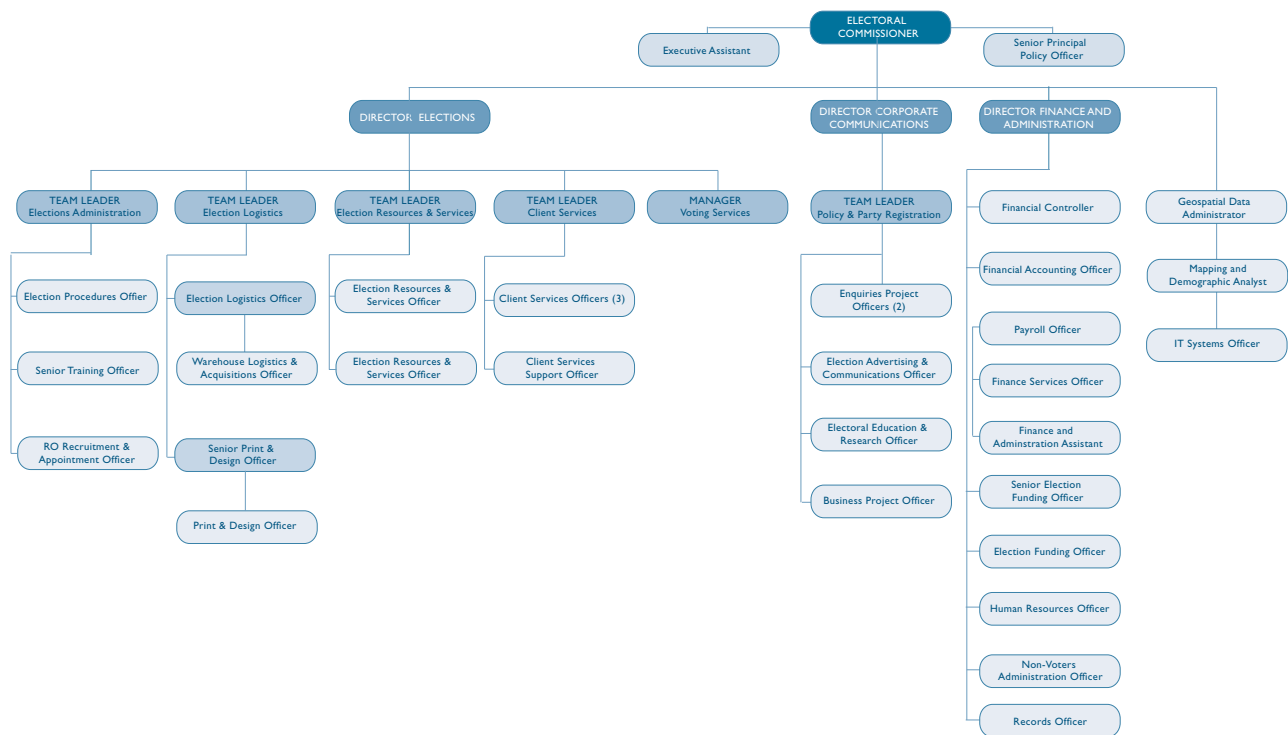
## Appendix 14

### *Annual Report Cost and Number Printed*

Total external costs incurred were \$7,304 (incl GST) for printing. Editorial and design was undertaken by the NSWEC.

# Appendix 15

## NSWEC Organisational Chart





## Appendix I 6

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### *Customer Service and Complaints*

Because of the event focused nature of the NSWEC's work, the majority of its complaints occur around the time of an election event. All stakeholders have the opportunity to provide feedback and it is handled in a fair and impartial manner.

NSWEC monitors all complaints. It endeavours to respond to all written complaints with 21 working days. After the 2008 Local Government elections, a complaints analysis will be undertaken to identify what can be learnt and what to improve and/or change, to reduce any common complaints at future elections.

## Appendix 17

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### Head Office Staff Profile

| STAFF                     | 2004-05 | 2005-06 | 2006-07 | 2007-08 |
|---------------------------|---------|---------|---------|---------|
| Actual permanent staff    | 20      | 33      | 33      | 38      |
| STAFF                     | 2004-05 | 2005-06 | 2006-07 | 2007-08 |
| Statutory Appointee       | 1       | 1       | 1       | 1       |
| Senior Executive          | N/A     | N/A     | N/A     | N/A     |
| Senior Officer            | 1       | 4       | 4       | 5       |
| Clerk                     | 7       | 28      | 28      | 33      |
| Clerical Officer          | 11      | 0       | 0       | 0       |
| Casual /Temporary Officer | 10      | 15      | 12      | 11      |

There were no exceptional movements in employee wages, salaries or allowances in the reporting year.

## Appendix 18

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### *Occupational Health and Safety\**

| <b>INJURIES AND CLAIMS</b>      | <b>2004-05</b> | <b>2005-06</b> | <b>2006-07</b> | <b>2007-08</b> |
|---------------------------------|----------------|----------------|----------------|----------------|
| Work related injuries           | 4              | 5              | 7              | 4              |
| Claims                          | 1              | 2              | 1              | 1              |
| * For permanent NSWEC employees |                |                |                |                |

## Appendix 19

### *Sick Leave*

| <b>SICK LEAVE</b>       | <b>2004-05</b> | <b>2005-06</b> | <b>2006-07</b> | <b>2007-08</b> |
|-------------------------|----------------|----------------|----------------|----------------|
| Average Occasions       | 3.80           | 3.93           | 4.70           | 4.92           |
| Average Absences (days) | 4.87           | 8.19           | 6.83           | 7.72           |

## Appendix 20

### *Equal Employment Opportunity Statistics*

**Table A: Trends in the Representation of EEO Groups % of Total Staff**

| EEO Group  | Benchmark or target % | 2004 % | 2005 % | 2006 % | 2007 % | 2008 % |
|--|-----------------------|--------|--------|--------|--------|--------|
| Women  | 50                    | 42     | 35     | 55     | 55     | 53     |
| Aboriginal people and Torres Strait islanders              | 2                     | 0      | 0      | 0      | 0      | 0      |
| People whose first language is not English                 | 20                    | 12     | 5      | 0      | 0      | 0      |
| People with a disability                                   | 12                    | 5      | 5      | 0      | 0      | 0      |
| People with a disability requiring work-related adjustment | 7                     | 0      | 0      | 0      | 0      | 0      |

**Table B: Trends in the Distribution of EEO Groups**

\* Distribution Index

| EEO Group  | Benchmark or target | 2004 | 2005 | 2006 | 2007 | 2008 |
|--|---------------------|------|------|------|------|------|
| Women  | 100                 | N/A  | N/A  | N/A  | N/A  | 87   |
| Aboriginal people and Torres Strait islanders              | 100                 | N/A  | N/A  | N/A  | N/A  | N/A  |
| People whose first language is not English                 | 100                 | N/A  | N/A  | N/A  | N/A  | N/A  |
| People with a disability                                   | 100                 | N/A  | N/A  | N/A  | N/A  | N/A  |
| People with a disability requiring work-related adjustment | 100                 | N/A  | N/A  | N/A  | N/A  | N/A  |

The Distribution Index is not calculated where EEO group or non-EEO group numbers are statistically insignificant.

Aged analysis at the end of each quarter:

## Appendix 2 I

### Payment Performance Indicators

| Quarter   | Current (within due date) | Less than 30 days overdue | Between 30 and 60 days overdue | Between 60 and 90 days overdue | More than 90 days overdue |
|-----------|---------------------------|---------------------------|--------------------------------|--------------------------------|---------------------------|
|           | \$                        | \$                        | \$                             | \$                             | \$                        |
| September | 1,393,544                 | 27,324                    | 681                            | 0                              | 0                         |
| December  | 1,347,722                 | 23,658                    | 4,400                          | 216                            | 0                         |
| March     | 726,221                   | 229,372                   | 1,319                          | 0                              | 0                         |
| June      | 1,296,506                 | 1,783                     | 5,000                          | 90                             | 0                         |

Accounts paid on time within each quarter

| Quarter   | Total Accounts Paid on Time |          |           | Total Amount Paid |
|-----------|-----------------------------|----------|-----------|-------------------|
|           | Target %                    | Actual % | \$        | \$                |
| September | 100                         | 94.9     | 2,882,466 | 3,038,425         |
| December  | 100                         | 93.5     | 3,073,873 | 3,288,687         |
| March     | 100                         | 82.0     | 2,946,434 | 3,592,225         |
| June      | 100                         | 96.5     | 5,363,581 | 5,559,048         |

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## Appendix 22

### *Major Assets*

Major non-financial assets of the NSWEC:

Election Management Software Application - \$3.6M

Legislative Council Counting Programme - \$0.8M

Level 25, 201 Kent Street Office Fit Out - \$1.2M

## Appendix 23

### *Credit Card Certification*

All NSWEC credit card usage was in accordance with Treasurer's Direction 205.01.

## Appendix 24

### *Leave Entitlement*

The monetary value of recreation leave and long-service leave owed to persons employed by the NSWEC is as follows:

|                    |             |
|--------------------|-------------|
| Recreation leave   | \$580,000   |
| Long-service leave | \$1,175,000 |

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# Glossary

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## **Absent vote**

A vote made at a polling place by an elector who is outside his or her own electoral district on election day.

## **Absolute majority**

More than 50 percent of the total formal vote.

## **Australian Electoral Commission (AEC)**

The organisation responsible for conducting Federal elections, referendums and maintaining the Commonwealth electoral roll.

## **Ballot box**

The sealed container into which an elector places a completed ballot paper.

## **Ballot paper**

The paper printed for an election which a voter marks to record his/her vote.

## **By-election**

An election held to fill a casual vacancy.

## **Candidate**

A person who nominates for an election to Parliament or to a council.

## **Casual vacancy**

A vacancy in an electoral district, usually caused by retirement, death or resignation of the Member for that district.

## **Check count**

On the Sunday after election day, the ballot papers are checked and counted again at the returning officer's office to ensure accuracy of the figures from the election night count.

## **Coalition**

A combination of two or more parties in Parliament, usually to form the Government or Opposition.

## **Compulsory enrolment**

Every person who is entitled to have his or her name placed on the electoral roll must complete an enrolment form and send it to the Australian Electoral Commission within 21 days of becoming entitled. A penalty applies for failing to enrol.

## **Compulsory voting**

Once enrolled to vote, voting is compulsory. A penalty applies for failing to vote without a sufficient reason.

## **Constitution**

A statement of the fundamental laws governing a State. The New South Wales Constitution is embodied in an Act of Parliament. It establishes the framework for the system of government in the State, eg two houses of Parliament.

## **Court of Disputed Returns**

The Supreme Court sits as the Court of Disputed Returns to hear petitions challenging the validity of a State election.

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### **Declaration vote**

A vote cast by an elector when the ballot papers are enclosed in an envelope containing a printed declaration signed by the elector. This term applies to pre-poll votes, postal votes, Declared Institution votes, absent votes and section votes.

### **Declared Institution**

A nursing home, hospital or similar facility is appointed by the Electoral Commissioner and visited by election officials for the purpose of taking votes from residents who are unable to attend a polling place.

### **Declaration of poll**

An announcement made by the returning officer proclaiming the successful candidate elected as the Member for that district, or the councillor for that ward or council.

### **District**

For the Legislative Assembly, the State is divided into 93 geographical areas containing approximately equal numbers of voters. Each of these is a district. For the Legislative Council, the district is the whole State.

### **Division**

Geographical area containing approximately equal numbers of voters as defined for Federal electoral purposes.

### **Donkey vote**

A term used to describe a ballot paper marked with

preferences for candidates without consideration of their policies or abilities. A classic donkey vote is one which records preferences straight down the ballot paper in the same order as the names are printed.

### **Dual polling place**

The term given to a single premises which serves as a polling place for two or more districts.

### **Election**

Selection by vote of a person or persons to hold political office.

### **Election Funding Authority (EFA)**

The Election Funding Authority is the statutory body responsible for administering the provisions of the *Election Funding Act 1981*. It is made up of the Electoral Commissioner as Chair, a member appointed on the nomination of the Premier, and a member appointed on the nomination of the Leader of the Opposition.

### **Elector**

A person who is entitled to vote at an election.

### **Electoral Commissioner**

The statutory officer appointed to manage the conduct of Parliamentary and other elections.

### **Electoral district**

One of the 93 Legislative Assembly electorates.



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### **Election management application (EMA)**

A computer software application consisting of four modules (staffing, candidates, declaration votes and results) to automate many of the routine tasks otherwise performed by election officials.

### **Electoral offence**

A breach of electoral law as specified in the *Parliamentary Electorates and Elections Act 1912* or regulations.

### **Electoral roll**

The certified list of persons eligible to vote at an election. The rolls are maintained by the Australian Electoral Commission.

### **Electorate**

The population of electors or the region in which electors live. Electorates have clearly defined boundaries which are shown on electoral district maps.

### **Enrolment**

The act of enrolling or having one's name added to the list of electors entitled to vote.

### **Electors**

Those entitled to be placed on an electoral roll and vote in an election.

### **Federal Government**

At Federation in 1901, the States handed over certain powers to the central or Federal Government for administration on an Australia wide basis, while reserving other functions for State Government responsibility.

### **Formal vote**

A ballot paper at an election or referendum, which has been correctly marked according to instructions, and contributes to the outcome of the poll.

### **General election**

In NSW, general elections are held for all Legislative Assembly seats (93), and half of the seats in the Legislative Council (21) every four years.

### **How-to-vote card**

A simulated copy of the ballot paper showing an elector how to mark the paper to vote for a particular candidate or party.

### **Independent**

A candidate for election to, or a Member of, Parliament who is not a member of a political party.

### **Informal vote**

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

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### **Legislative Assembly**

The Lower House of Parliament in New South Wales. It consists of 93 members, one elected for each electoral district.

### **Legislative Council**

The Upper House of Parliament in New South Wales. It has 42 Members elected for an 8 year term, half of whom are elected at each New South Wales general election.

### **Mandate**

The support or commission given to a government and its policies through an electoral victory.

### **Marginal seat**

A seat held by a Member of Parliament with a small majority of votes.

### **Members of Parliament**

All representatives elected by the people to serve them in Parliament.

### **New South Wales Electoral Commission (NSWEC)**

The New South Wales Government agency responsible for the conduct of Parliamentary, Local Government, industrial, statutory and other miscellaneous elections.

### **Nomination**

The process by which a person applies to become a candidate for election.

### **Opposition**

The party or parties which do not hold sufficient seats in Parliament to lead a government.

### **Optional preferential voting**

A voting system in which an elector shows by numbers, his/her preferences for individual candidates. It is not necessary to indicate a preference for all candidates on the ballot paper for the vote to be formal.

### **Ordinary vote**

A vote recorded in the normal manner at a polling place on election day.

### **Parliament**

The legislative body, consisting of the elected representatives of the people, which determines the laws governing the nation or State. The candidates or political party holding the majority of seats form the Government.

### **Political party**

An organised group with a common political philosophy which seeks to win and retain public office for itself and its leaders. Party organisations support or endorse candidates for elections who, if elected, usually vote as a group for their policies in Parliament. The party with the greatest numbers in Parliament forms the government.

### **Poll**

An election.

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**Polling place**

A building such as a school, designated as a place to which voters go during an election to cast their votes.

**Postal vote**

Electors who are outside their electoral district on election day, or unable to attend a polling place during polling hours, may send a vote by post. Voters must apply for a postal vote prior to election day.

**Preferential vote**

A vote for all candidates in order of preference. Preferences of candidates with the least number of votes are then distributed, until one candidate has sufficient votes to be elected. This system of vote counting is used in the Legislative Assembly elections where a candidate needs an absolute majority to be elected.

**Pre-poll vote**

Electors unable to vote on election day for certain specified reasons can vote before election day at the office of a returning officer or a designated pre-poll voting centre.

**Proportional representation**

A system of voting designed to elect representatives in proportion to the amount of support each has in the electorate. This system of voting is used in the Legislative Council elections.

**Quota**

The proportion or percentage of votes required by a candidate to be elected to the Legislative Council.

**Recount**

A second, or further count of votes in an election.

**Redistribution**

Changes in boundaries of electoral districts to take into account population changes. The result should be that the number of electors enrolled in each district should be equal, give or take three percent.

**Referendum**

Vote taken to allow electors to express their view on a particular subject or issue. Some alterations to the Constitution can only be made after approval in a referendum.

**Registered general postal voter**

Electors who are seriously ill or infirm, or who live in remote areas of the State may apply to the NSWEC to have their names included on a register of general postal voters. This means that ballot papers are automatically sent to them without the need to apply for a postal vote at each separate election.

**Registrar**

Person who has the responsibility of maintaining electoral rolls in New South Wales.

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### **Return of Writs**

When the election results have been determined, the Writs are returned to the Governor with the name(s) of the successful candidate(s) added.

### **Returning officer**

The election official responsible for conducting an election for a Legislative Assembly district or the Legislative Council or a council.

### **Roll**

See electoral roll.

### **Scrutineer**

A person appointed by a candidate to ensure that procedures and counting are undertaken in a proper manner.

### **Seat**

A seat in Parliament held by an elected Member or the Member's electoral district.

### **Secret ballot**

A vote made in secret – first adopted by South Australia in 1857.

### **Section vote**

Section votes are those cast on election day by electors whose name cannot be found on the electoral roll, but who declare that they are entitled to vote.

### **Tally room**

The place where voting figures are collected and provisional results are announced.

### **Term**

The length of time a Parliament may sit before having to call an election. New South Wales has fixed four-year terms.

### **Vote**

The process of choosing/selecting a candidate for political office.

### **Writ**

The document by which the Governor (or the Speaker of the Legislative Assembly, in the case of by-elections) directs returning officers to conduct an election. The Governor issues Writs on the advice of the Government.

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## Contacts

The New South Wales Electoral Commission

Level 25, 201 Kent Street  
Sydney NSW 2000 Australia

GPO Box 832, Sydney NSW 2001 Australia

Telephone: +61 2 9290 5999

Fax: +61 2 9290 5991

Website: [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)

Office hours: Monday - Friday, 8.30 am - 5.00 pm

