

ACT Electoral Commission

Annual Report

2000-2001



Australian Capital Territory

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ACT Legislative Assembly
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Dear Attorney-General

This report has been prepared under paragraph 8(5)(a) of the *Annual Reports (Government Agencies) Act 1995* and in accordance with the requirements referred to in the Chief Minister's Annual Reports Directions. It has been prepared in conformity with other legislation applicable to the preparation of the Annual Report by the ACT Electoral Commission.

We hereby certify that the attached Annual Report is an honest and accurate account of the operations of the ACT Electoral Commission during the period 1 July 2000 to 30 June 2001 and that it complies with the Chief Minister's Annual Reports Directions.

Section 14 of the *Annual Reports (Government Agencies) Act 1995* requires that you cause a copy of the report to be laid before the Legislative Assembly within six sitting days of receiving the report.

Yours sincerely



Graham Glenn
Chairperson

7 September 2001



Phillip Green
Electoral Commissioner

7 September 2001



Christabel Young
Member

7 September 2001

Table of Contents

Section	Page
Table of Contents	v
List of Tables	vii
Part A — Overview and Major Achievements	1
Highlights of 2000/2001	1
Outlook for 2001/2002	2
Overview of the Electoral Commission	2
Description of activities	3
Legislative framework	3
Organisational structure	3
ACT Electoral Commission Corporate Plan 1999-2002	5
Achievements for 2000/2001 — Reporting activities against the Electoral Commission’s Corporate Plan	6
Goal One – To conduct high quality elections and referendums	6
<i>Key Result Area 1.1 Elections for the ACT Legislative Assembly</i>	6
<i>Key Result Area 1.2 Election and referendum services to other agencies</i> .	10
Goal Two – To provide high quality information, education, advice and services related to the electoral process.....	14
<i>Key Result Area 2.1 Electoral information and advice</i>	14
<i>Key Result Area 2.2 Electoral enrolment</i>	15
<i>Key Result Area 2.3 Electoral education</i>	18
<i>Key Result Area 2.4 Other electoral statutory requirements</i>	20
Goal Three – To improve the quality of electoral services by ensuring best possible management practice	22
<i>Key Result Area 3.1 Human resource management</i>	22
<i>Key Result Area 3.2 Financial management</i>	23
<i>Key Result Area 3.3 Records management</i>	23
<i>Key Result Area 3.4 Information Technology (IT) management</i>	23
Part B — Financial and Performance Reporting	25
Details of 2000/2001 expenditure and revenue	26
Reporting outcomes against performance indicators set out in 2000/2001 budget papers	28
Notes on 2000/2001 results:.....	29

Part C — Whole of Government Issues	31
Key Issues	31
Customer focused public service	31
Fraud prevention and detection.....	31
Equity and diversity	32
Resource and Ownership Agreement Reporting	33
Staffing profile	33
Certified agreements	34
Workers compensation.....	34
Training and staff development	34
Consultancy and contractor services.....	35
Capital works management.....	35
Asset management strategy.....	35
Vehicles	35
Statutory Requirements	36
Occupational Health and Safety.....	36
Commissioner for the Environment	36
Public interest disclosure	36
<i>Government Contractual Debts (Interest) Act 1994</i>	36
Freedom of Information Act Section 7 Statement	36
Freedom of Information Act Section 79 Statement	37
Ecologically sustainable development: <i>Environment Protection Act 1997</i>	37
Contact officer	38
Compliance Index	39
Alphabetical Index	40

List of Tables

Table 1 — Members of the ACT Electoral Commission.....	3
Table 2 — ACT Electoral Commission Corporate Plan 1999-2002.....	5
Table 3 — Results of the countback to fill the casual vacancy following the resignation of Mrs Kate Carnell MLA.....	9
Table 4 — Interstate elections	10
Table 5 — ANU Union annual elections, August 2000.....	11
Table 6 — ANU Students' Association annual elections, September 2000	11
Table 7 — Other ANU elections.....	12
Table 8 — Enterprise bargaining ballots	12
Table 9 — Other elections	13
Table 10 — Electoral education provided to organisations during 2000/2001	19
Table 11 — Registered political parties as at 30 June 2001	20
Table 12 — 2000/2001 Operating Statement: Output 2.7 — Electoral Services.....	25
Table 13 — Statement of expenditure and revenue by goals and KRAs for 2000/2001	26
Table 14 — Detailed statement of expenditure and revenue for 2000/2001.....	27
Table 15 — 2000/2001 Reporting outcomes against performance indicators: Output 2.7 — Electoral Services	28
Table 16 — Electoral Commission staff by EEO groups	32
Table 17 — Staff of the ACT Electoral Commission	33
Table 18 — Training courses and other development activities attended by staff of the Electoral Commission in 2000/2001	34
Table 19 — Contractor Services.....	35

Part A — Overview and Major Achievements

Highlights of 2000/2001

This is the ninth annual report of the Australian Capital Territory Electoral Commission (the Commission). It covers the period 1 July 2000 to 30 June 2001.

The main focus of the Commission's activities in the year was preparation for the 20 October 2001 Legislative Assembly election. Other significant activity included the preparation of legislation, the fee-for-service program and roll update activities.

Notable activities undertaken during the year included:

- facilitating the preparation of Government legislation to amend the *Electoral Act 1992* passed by the Assembly in 2000/2001, including a Bill to amend the disclosure requirements for independent MLAs, a Bill to permit electronic voting and vote counting, two interrelated Bills to alter the Robson rotation method of printing ballot papers and a Bill to make a range of changes to election and disclosure provisions, including some changes to give effect to recommendations made by the Commission after the 1998 election;
- following the passage of enabling legislation in December 2000, preparing for the introduction of electronic voting and vote counting for the 2001 election, including developing specifications for software and hardware requirements, letting a contract for software development to Software Improvements and negotiating the supply of hardware through InTACT, the ACT Government IT supplier;
- conducting a count-back to fill the casual vacancy in the Legislative Assembly resulting from the resignation of Mrs Kate Carnell MLA;
- selecting the advertising agency (Grey Advertising Canberra) that will deliver the information campaign for the 2001 election;
- commencing the process of purchasing other goods and services for the 2001 election, including the printing of ballot papers, cardboard polling equipment and the conduct of market research;
- upgrading and revising the Commission's election system software in preparation for the 2001 election, including the election management system;
- conducting other preparations for the 2001 election, such as rewriting election user manuals and training materials, revising forms, selecting staff and arranging accommodation;
- continuing the administration of the "One Form Does It All" multi-agency change of address and electoral enrolment form;
- pursuing Continuous Roll Update initiatives with ACT schools;
- participating in the work of the Electoral Council of Australia and its subcommittees to improve electoral roll maintenance procedures;
- continuing the Commission's non-Parliamentary election program, conducting or assisting with 22 ballots for a range of organisations, including the Australian National University and ACT Government agencies;
- continuing the schools based electoral education program;

- implementing procedures for introduction of the goods and services tax (GST) on 1 July 2000; and
- extending the Commission's internet site (www.elections.act.gov.au).

Outlook for 2001/2002

In the 2001/2002 financial year the Commission's focus will be on the conduct of the 2001 election, as well as continuing its non-Parliamentary election and Continuous Roll Update programs. Projects to be undertaken will include:

- conducting the Legislative Assembly election due to be held on 20 October 2001;
- implementing the electronic voting and vote counting system for the 2001 election;
- reviewing the Register of Political Parties following the changes made to the Electoral Act in June 2001;
- completing the process of selecting and purchasing goods and services for the 2001 election, such as the advertising campaign, printing of ballot papers, polling place equipment, and certified list printing and scanning;
- upgrading the Commission's internet site for the 2001 election, focusing on information delivery and downloadable election forms;
- working with the chosen software providers to implement a new election results system with a view to providing election results live on the internet on election night;
- conducting a public information campaign for the 2001 election;
- finalising other preparations for the 2001 election, such as printing of election user manuals and training materials, revising and printing forms, selecting staff and arranging accommodation;
- preparing and publishing a comprehensive review of the operation of the 2001 election, focusing in particular on the electronic voting and vote counting project and on the operation of the Electoral Act;
- reviewing the Commission's Corporate Plan and Operational Plans after the 2001 election;
- continuing the Commission's fee-for-service program; and
- continuing to improve electoral roll quality: by administering the "One Form Does It All" change of address project; through the school-based enrolment program; by securing cooperation from other ACT agencies in the provision of data for enrolment purposes; and working with other electoral authorities in the deliberations and initiatives of the Electoral Council of Australia.

Overview of the Electoral Commission

The ACT Electoral Commission consists of a Chairperson, the Electoral Commissioner and a third Member. The Electoral Commissioner is also the Chief Executive Officer of the Commission and has Chief Executive powers in relation to staff employed to assist the Commissioner under the *Public Sector Management Act 1994*.

The Attorney-General is the Minister responsible for electoral matters and the Commission is included in the Department of Justice and Community Safety portfolio for administrative purposes.

In the departmental structure for 2000/2001, the Commission was included in Output Class 2.7: Electoral Services. A performance report against the performance measures relevant to the Commission listed in the 2000/2001 budget papers for Output 2.7 is on page 28 of this report.

Description of activities

The ACT Electoral Commission is an independent statutory authority with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice and services to a wide range of clients.

The Commission's primary responsibility is to the electors of the ACT. This responsibility is reflected in the Commission's mission, which is:

To provide the ACT community with high quality electoral services that ensure fair and open elections and referendums.

Another major function of the Commission is the redistribution of electoral boundaries between elections. The Commission completed a redistribution in June 2000. The new boundaries determined in the redistribution will be used for the first time at the 2001 election.

The Commission also provides services to a wide and diverse range of clients, including the Attorney-General, Members of the Legislative Assembly, political parties, election candidates, ACT Government agencies, the media and special interest groups.

Some of the other tasks for which the Commission is responsible include working with other electoral authorities to improve the accuracy of the electoral roll, electoral education, maintaining the register of political parties and the funding and disclosure scheme, conducting elections for ACT Health Professions Boards and providing electoral services to other organisations on a fee-for-service basis.

Legislative framework

The Commission is responsible for the conduct of elections and referendums and for the provision of electoral advice and services under the following Acts:

- *Electoral Act 1992*;

- *Referendum (Machinery Provisions) Act 1994*; and
- *Health Professions Boards (Elections) Act 1980*.

Organisational structure

The three Members of the Commission are appointed by the Executive under the Electoral Act. As Chief Executive Officer of the Commission, the Electoral Commissioner is remunerated as a full-time office holder. The Chairperson and the other Member of the Commission are remunerated as part-time office holders.

The members of the Electoral Commission during 2000/2001 were:

Mr Graham Glenn AO	<i>Chairperson</i>
Reappointed 11 August 1999 for 5 years	
Mr Phillip Green	<i>Electoral Commissioner</i>
Reappointed 1 April 2000 for 5 years	
Dr Christabel Young FASSA	<i>Member</i>
Reappointed 11 August 1999 for 5 years	

Table 1 — Members of the ACT Electoral Commission

The Commission's staffing was restructured in 2000/2001, with one position reclassified and two additional positions created. The changes were the first since the Commission was established and were designed to meet the challenge of changing and emerging work pressures. See Staffing profile on page 33 for more information.

The Commissioner is assisted by four permanent officers employed under the Public Sector Management Act. These are the Deputy Electoral Commissioner (Senior Officer Grade B), the Election Applications Manager (Senior Officer Grade C), the Project and Office Manager (Administrative Service Officer Class 6), the Education and Information Officer (Administrative Service Officer Class 5). In addition, a temporary Administration and Finance Officer (Administrative Service Officer

Class 4) has been employed to assist with the 2001 election.

From time to time, other staff are employed to assist the Commissioner as necessary. These include officers employed under the Public Sector Management Act and the Electoral Act and officers seconded from other organisations.

ACT Electoral Commission Corporate Plan 1999-2002

This Corporate Plan for 1999-2002 sets out the Commission's Mission, Goals and Key Result Areas. The Corporate Plan is underpinned by more detailed Operational Plans, which set out strategies and procedures for each Key Result Area, and by the performance measures and standards reported on in Part B of this Annual Report.

The next section reports on activities undertaken in each Key Result Area in 2000/2001 to achieve the Commission's goals.

MISSION		
To provide the ACT community with high quality electoral services that ensure fair and open elections and referendums.		
GOAL	ONE	To conduct high quality elections and referendums
<i>Key result areas:</i>		
<ul style="list-style-type: none"> 1.1 Elections for the ACT Legislative Assembly 1.2 Election and referendum services to other agencies 		
GOAL	TWO	To provide high quality information, education, advice and services related to the electoral process
<i>Key result areas:</i>		
<ul style="list-style-type: none"> 2.1 Electoral information and advice 2.2 Electoral enrolment 2.3 Electoral education 2.4 Other electoral statutory requirements 		
GOAL	THREE	To improve the quality of electoral services by ensuring best possible management practice
<i>Key result areas:</i>		
<ul style="list-style-type: none"> 3.1 Human resource management 3.2 Financial management 3.3 Records management 3.4 Information technology management 		

Table 2 — ACT Electoral Commission Corporate Plan 1999-2002

Achievements for 2000/2001 — Reporting activities against the Electoral Commission's Corporate Plan

This section reports on the Commission's activities in 2000/2001 in terms of the goals and key result areas of the Commission as set out in the Corporate Plan.

Goal One –
To conduct high quality elections and referendums

Key Result Area 1.1

Elections for the ACT Legislative Assembly

2001 Legislative Assembly election preparations

Preparation for the 2001 Legislative Assembly election was the main focus of the Commission's activities in 2000/2001.

Two key elements in the election preparations undertaken during the year were the development and passage of legislation to amend the Electoral Act and the progression of the electronic voting and vote counting project (see the following two sections).

Other Assembly election-related activities that took place in 2000/2001 included:

- selecting the advertising agency (Grey Advertising Canberra) that will deliver the 2001 election information campaign, following a tender process;
- purchasing material for use at the election, particularly cardboard polling equipment;
- progressing the selection of tenderers for the supply of other services for the 2001 election, including the printing of ballot papers, the conduct of market research, and printing and scanning of certified lists;
- upgrading and revising the Commission's election system software in preparation for the 2001 election, including the election management system;

- conducting other preparations for the 2001 election, such as rewriting election user manuals and training materials, updating funding and disclosure manuals, revising forms, selecting staff and arranging accommodation.

Amending the Electoral Act 1992 in preparation for the 2001 ACT Legislative Assembly Election

The ACT Legislative Assembly passed several Acts that amended the *Electoral Act 1992* in 2000/2001. The Electoral Commissioner and other Commission staff were responsible for briefing the Minister on the amendments, preparing the relevant Cabinet submissions, preparing drafting instructions, advising Parliamentary Counsel officers on draft Bills, drafting the explanatory memorandums and presentation speeches for the Bills, briefing MLAs on the Bills and advising the Minister and other MLAs during debate on the Bills in the Assembly.

The *Electoral (Amendment) Act 2000* amended the Electoral Act to limit the disclosure obligations of independent MLAs. This Act was introduced in the Legislative Assembly on 29 August 2000, passed by the Assembly on 7 September 2000 and notified in the *Gazette* on 28 September 2000.

The *Electoral (Amendment) Act 2000 (No 2)* amended the Electoral Act to allow for the use of electronic voting and computerised vote counting. This Act was introduced in the Legislative Assembly on 18 October 2000, passed by the Assembly on 5 December 2000 and notified in the *Gazette* on 21 December 2000.

The *Electoral (Amendment) Act 2001* amended the Electoral Act and the *Referendum (Machinery Provisions) Act 1994* to implement a range of measures, including several recommendations made by the Commission in its *Review of the Electoral Act 1992: The 1998 ACT Legislative Assembly Election*.

Measures contained in this Act included:

- changes to the disclosure provisions to restore the nexus with the Commonwealth scheme and to extend the disclosure requirements imposed on independent MLAs to cover all MLAs;
- changes to the provisions relating to witnessing and verifying enrolment claims to keep in step with proposed changes to the Commonwealth enrolment procedures;
- raising the threshold for the receipt of public funding from 2% to 4% of first preference votes in an electorate;
- altering the party registration scheme to require all political parties to demonstrate that they have 100 members on the ACT electoral roll and introducing a scheme of registration of ballot group names for non-party MLAs;
- increasing the number of nominees required to nominate a non-party candidate from 2 electors to 20 electors;
- requiring the Electoral Commissioner to reject nominations of candidates using names that are obscene, frivolous or assumed for a political purpose;

- enabling an elector to vote immediately outside a polling place where the elector is unable to enter the polling place because of a physical disability, illness, advanced pregnancy or other condition;
- removing the prohibition on inducing electors to return completed postal vote application forms to an address other than an address authorised by the Electoral Commissioner, and instead providing that an application for a postal vote may be included in material issued by any person or organisation;
- altering the authorisation rules to provide that, from 1 January 2002, electoral matter published by or on behalf of a registered political party, ballot group or candidate should identify that fact;
- modifying the definition of electoral matter to limit its application to matter more directly concerned with Legislative Assembly elections; and
- making a range of other relatively minor changes.

The *Electoral (Entrenched Provisions) Amendment Act 2001* amended the Electoral Act to substitute new “Robson rotation” tables to increase the number of variations of ballot papers to be printed for Legislative Assembly elections. This change was intended to more fairly spread the “party linear vote” to all the candidates in a column on the ballot paper. This change was contained in a separate piece of legislation as the Robson rotation tables in the Electoral Act are “entrenched” under the *Proportional Representation (Hare-Clark) Entrenchment Act 1994* and any change to the tables must be passed by a two-thirds majority of the Assembly.

The *Electoral (Amendment) Act 2001 (No 2)* amended the Electoral Act to make changes related to the increase of the number of Robson rotation variations of ballot papers. These changes included limiting the length of columns of candidates on ballot papers to the number of vacancies in the electorate and closing nominations one day earlier to allow more time between the close of nominations and the commencement of pre-poll voting for typesetting and printing the more complex ballot papers.

The *Electoral (Amendment) Act 2001, the Electoral (Entrenched Provisions) Amendment Act 2001* and the *Electoral (Amendment) Act 2001 (No 2)* were introduced as Bills in the Legislative Assembly on 29 March 2001, passed by the Assembly on 15 June 2001 and notified in the *Gazette* on 29 June 2001.

Electronic voting and computerised vote counting for the 2001 ACT Legislative Assembly Election

The *Electoral (Amendment) Act 2000 (No 2)*, passed by the Assembly on 5 December 2000, amended the Electoral Act to allow for the use of electronic voting and computerised vote counting.

For the 2001 election, the Commission intends to provide electronic voting at all 4 pre-poll voting centres for the 3 weeks leading up to polling day, and at 8 polling places on polling day. It is expected that around 20,000 voters will vote electronically and that the majority of voters will continue to use paper ballots. After polling day, preferences shown on paper ballots will be data-entered into a computer system and combined with the electronic voting data. A software program will then be used to conduct the distribution of preferences.

Implementation of this system will depend on the system passing rigorous testing and auditing processes before the 2001 election.

The Explanatory Memorandum to the Electoral Amendment Bill 2000 (No 2) noted that the introduction of electronic voting and vote counting for the 2001 election would cost an estimated \$405,000 over 2000/2001 and 2001/2002. To meet this cost, the Government allocated supplementation of \$235,000 for this project from the Electronic Services Delivery budget. The remaining \$170,000 will be funded through savings identified by the Commission.

Following passage of the *Electoral (Amendment) Act 2000 (No 2)* the Commission published a Request for Tender for software for the electronic voting and vote counting system on 11 December 2000. Seven tenders were received. After a thorough tender evaluation process, the successful tenderer, Software Improvements, was announced on 19 April 2001.

The ACT Government information technology provider, InTACT, will supply of hardware for the electronic voting and vote counting system for the 2001 election. In order to minimise the cost of hardware, the intention is to use, where possible, standard ACT Government hardware, to be deployed to another ACT agency after use in the election.

In early 2001, the Electoral Commissioner established a Reference Group, consisting of representatives from parties, MLAs and special interest groups, to provide him with advice on the introduction of electronic voting and vote counting, particularly during the design and testing stages. Eleven members of the Reference Group met on 8 June 2001 to review a prototype demonstration.

At 30 June 2001, software development for the electronic voting and vote counting system was well advanced. Extensive testing and auditing of the system is planned for August 2001 in order to ensure that the system will be ready for use for the 2001 election.

Filling the casual vacancy following the resignation of Mrs Kate Carnell MLA

Under the ACT's Hare-Clark system, casual vacancies are filled by recounting the ballot papers that contributed to the election of the vacating MLA. Of those candidates who contested the original election, only those candidates who are still resident in the ACT and who indicate that they wish to contest the casual vacancy are considered.

On 13 December 2000, the Speaker of the ACT Legislative Assembly notified the Electoral Commissioner that Mrs Kate Carnell MLA had that day resigned her office as a Member for Molonglo.

The Electoral Commissioner published a notice in the *Canberra Times* on 2 January 2001 inviting unsuccessful candidates who had stood for Molonglo in 1998 to apply to contest the vacancy. A copy of that notice

was also sent to the last known address of those candidates eligible to apply to contest the vacancy.

Ten candidates applied to contest the casual vacancy by the closing date of 12 January 2001. A recount of the ballot papers showing first preference votes for Mrs Carnell commenced on 15 January and ended on 16 January 2001. At the completion of the recount, with a quota for election of 4394 votes (calculated by dividing the total number of votes for the candidates by 2, adding 1 to the result and disregarding any remainder), Ms Jacqui Burke had received 4775 votes.

The Electoral Commissioner declared Ms Jacqui Burke elected to the ACT Legislative Assembly for the electorate of Molonglo on 18 January 2001.

The following table shows the results of the recount.

Candidate	Party/Independent	Ballot Papers ²	Votes
Pamela Ayson	Independent	278	102
Jacqui Burke	Liberal Party	12953	4775
Jane Errey	Australian Democrats	705	259
Jerzy Gray-Grzeszkiewicz	Independent	184	67
John Hancock	Independent	208	76
Miko Kirschbaum	The ACT Greens	195	71
John Louttit	Liberal Party	8199	3022
Roland Manderson	The ACT Greens	297	109
Marion Reilly	Australian Labor Party	772	284
Peter S Willmott	Independent	59	21
Exhausted		1529	666
Votes lost by fraction			7
Total		25379	9459
Quota ¹			4394

Table 3 — Results of the countback to fill the casual vacancy following the resignation of Mrs Kate Carnell MLA

Note 1: The quota for election is calculated by dividing the total number of votes for the candidates by 2 (disregarding exhausted votes or votes lost by fraction), adding 1 to the result and disregarding any remainder.

Note 2: Under the Hare-Clark system, the numbers of ballot papers counted to candidates are converted into votes using the appropriate transfer value.

Key Result Area 1.2 Election and referendum services to other agencies

The Commission's program of providing election and referendum services for other agencies continued in 2000/2001.

Interstate elections

The Commission provided over-the-counter pre-poll voting, postal vote applications, postal ballot papers and/or enquiry services for six interstate general elections and by-elections in 2000/2001.

No additional costs were incurred by the Commission in providing these services.

Issuing votes and handling enquiries for other electoral jurisdictions and staff exchanges at election times provide valuable opportunities for training and benchmarking between jurisdictions.

In 2000/2001, the Commission provided assistance for interstate elections as follows:

Election	Polling day	Assistance provided	Votes
NSW by-election Campbelltown	03/02/01	postal voting	0
Western Australia State election	10/02/01	postal vote applications and pre-poll voting	182
Queensland State election	17/02/01	postal and pre-poll voting	742
Queensland by-election Surfers Paradise	05/05/01	postal vote applications	3
Tasmanian Legislative Council elections	05/05/01	postal vote applications	0
Western Australia by-election Nedlands	09/06/01	postal vote applications and pre-poll voting	0
Total			927

Table 4 — *Interstate elections*

*Statutory and fee-for-service elections***Health Professions Boards Elections**

No Health Professions Boards elections were held in 2000/2001. The next round of elections are due to start in January 2002.

Fee-for-Service Electoral Services

The Commission conducts elections and provides other electoral services for other organisations under its power to provide services for determined fees.

In 2000/2001 the Commission provided election services to the Australian National University, the Southern Cross Club, the National Roads Board and the National Press Club. All multi-member elections were conducted using variations of the Hare-Clark system.

In addition, 6 enterprise bargaining ballots were conducted.

Income generated by the provision of fee-for-service electoral services contributed to the Commission achieving a saving under its allocated budget during the year.

Refer to *Details of 2000/2001 expenditure and revenue* from page 26 for financial details of these elections.

Australian National University elections

The Commission assisted with the ANU Union annual elections and the ANU Students' Association (ANUSA) annual elections in 2000.

Nominations for the Union elections closed on 19 July, polling was conducted from 14 to 17 August, and the result was provided on 17 August.

For the ANUSA, nominations closed on 7 August, polling was from 4 to 7 September, and final results were determined on 11 September.

For these elections, the Commission provided assistance with receipt and checking of nominations, preparation and printing of ballot papers, operation of polling places at the ANU and the conduct of the scrutiny.

Details of Australian National University elections are as follows:

Election	Vacancies	Candidates	Votes
Election of three ANU Union directors (full two year term)	3	17	694

Table 5 — ANU Union annual elections, August 2000

Election	Vacancies	Candidates	Votes
President	1	7	1152
Education Officer	1	6	1151
General Secretary	1	4	1144
Social Officer	1	4	1161
Treasurer	1	5	1151
General Representatives	13	60	1094
Faculty Representatives:			
Faculty of Arts	2	8	426
Faculty of Asian Studies	2	5	123
Faculty of Economics and Commerce	2	5	339
Faculty of Engineering and Information Technology	2	4	131
Faculty of Law	2	7	229
Faculty of Science	2	5	241
Editor of Woroni	1	3	1102
The Sexuality Departmental Officer	1	1	no election
The Environment Departmental Officer	1	2	1153
The Women's Departmental Officer	1	3	524
Delegates to the Meetings of National Conference of the National Union of Students Inc.	4	41	1064
Total	38	170	12185

Table 6 — ANU Students' Association annual elections, September 2000

The Commission also conducted other elections for the ANU, two elections for the ANU Council and one election for the UniSuper Consultative Committee during 2000/2001.

For these elections, the Commission provided assistance with checking nominations, preparing candidates' statements, printing and preparation of postal voting material, receipt of votes and conduct of the scrutiny.

Election	Vacancies	Candidates	Nominations closed	Polls closed	Result provided	Votes
ANU Council – Academic Staff (IAS)	1	3	24/07/00	15/09/00	18/09/00	198
ANU Council – Academic Staff (The Faculties)	1	1	02/08/00		03/08/00	no election
ANU UniSuper Consultative Committee	1	1	15/6/01	See note 1	27/6/01	no election
Total	3	5				198

Table 7 — Other ANU elections

Note 1: A second candidate withdrew from this election on 22/6/01 before ballot papers were issued.

Enterprise bargaining ballots

The Commission provided assistance to various ACT and outside agencies for their enterprise bargaining ballots in 2000/2001.

Assistance consisted of preparation and printing of ballot papers, a combination of postal and attendance voting, and conduct of the scrutiny.

Details are as follows:

Agency	Close of polling	Result provided	Total Votes
Canberra Tourism & Events Corporation	10/07/00	10/07/00	60
ACT Education Department (Teachers)	28/07/00	31/07/00	2007
RelCorp Management Services	03/11/00	03/11/00	12
ACT Fire Brigade round 2	23/11/00	23/11/00	205
Dept of Justice and Community Safety (Custodial Officers)	08/12/00	08/12/00	36
Southern Cross Club (scrutiny only)		02/04/01	64
Total			2384

Table 8 — Enterprise bargaining ballots

Other elections

In 2000/2001, the Commission also assisted with the conduct of elections for the NatRoad Board, the Southern Cross Club, and the National Press Club.

The Commission's only responsibility for the Southern Cross Club and National Press Club elections was counting of votes and the NatRoad Board election was draw for positions and counting of votes.

Election	Vacancies	Candidates	Polls closed	Result provided	Votes
NatRoad Board	10	11	18/08/00	19/08/00	132
Southern Cross Club	4	5	08/09/00	11/09/00	4573
National Press Club	4	6	19/09/00	20/09/00	141
Total	18	22			4846

Table 9 — Other elections

Goal Two –
To provide high quality information, education, advice and services related to the electoral process

Key Result Area 2.1

Electoral information and advice

Information service

The Commission provides an ongoing information service to the general public through:

- providing information in person over the counter or by telephone;
- publishing a range of information booklets and pamphlets;
- answering written correspondence; and
- maintaining a comprehensive internet site.

Internet

The Commission's internet site continued to be maintained and updated in 2000/2001. The Commission's internet site address is **www.elections.act.gov.au**

Information and services provided on the Internet in 2000/2001 included:

- general information about the Commission;
- preliminary information regarding the 2001 election, including the progress of the introduction of electronic voting;
- details of past ACT Legislative Assembly elections and referendums;
- information regarding electoral boundaries, including redistributions;
- the party register, including details on the registration of political parties;
- information on the funding and disclosure scheme, including downloadable copies of returns;
- a downloadable change of address and electoral enrolment form, and other enrolment information;

- printable copies of the Commission's publications; and
- links to electoral legislation and other electoral bodies and ACT agencies.

Additional services will be put in place in 2001/2002 in the lead up to the next ACT Legislative Assembly election, including election results on election night.

Publications

The following items were published in 2000/2001:

- *ACT Electoral Commission Annual Report 1999/2000* (September 2000);
- funding and disclosure information booklets and related forms.

In addition, the following are available from the Commission:

- two workbooks entitled *What is the ACT Legislative Assembly?* for primary and secondary school students visiting the Legislative Assembly (November 1999);
- *ACT Electoral Commission Annual Reports* since 1992/1993;
- *Election Statistics* for the 1992, 1995 and 1998 elections;
- *The 1998 ACT Legislative Assembly Election: Review of the Electoral Act 1992* (November 1998);
- *Commitment to Service Statement*;
- information brochures on the ACT electoral system;
- maps of ACT electorates;
- various electoral enrolment and voting forms;
- information *Fact Sheets* for schools;

- *Candidates Information* booklets and related forms;
- *Scrutineers Information* booklets and related forms; and
- redistribution reports, public submissions and statistics for the 1992, 1996 and 2000 redistributions.

Advice

The Commission continued to provide advice to the Attorney-General, Assembly Committees, and other MLAs during the year. Examples of advice provided during the year include:

- advising the Government and non-Government MLAs on legislation to amend the Electoral Act; and
- appearing before the Select Committee on Estimates.

Key Result Area 2.2

Electoral enrolment

Joint roll arrangement

Under the ACT/Commonwealth Joint Roll Arrangement the Australian Electoral Commission maintains a joint electoral roll for Commonwealth and ACT purposes. The ACT Electoral Commissioner and the Commonwealth's Australian Electoral Officer for New South Wales constitute a Joint Management Committee, which oversees the operation of the Joint Roll Arrangement.

The ACT Electoral Commission pays the Australian Electoral Commission a yearly fee for maintaining the joint roll. This fee is renegotiated every 3 years. A new fee of \$0.53 per elector was set in 2000/2001, to apply from 1 July 2000 for 3 years. This fee was adjusted to take account of the savings associated with the introduction of the Continuous Roll Update method (see below), and represents a fall in the rate from the cost per elector of \$0.59046 applicable during the previous 3 years. In 2000/2001, joint roll payments totalled \$114,344.

Electoral Council of Australia

The Electoral Council of Australia (ECA) is a consultative council of Electoral Commissioners and Chief Electoral Officers from the electoral authorities of the Commonwealth, States and Territories.

The major focus of the ECA in 2000/2001 remained the implementation of more efficient methods for updating the electoral roll, collectively described as Continuous Roll Update.

Continuous Roll Update (CRU)

Continuous Roll Update is the term used to describe a range of methods used to update the electoral roll that was introduced nationally in 1999 to replace the traditional "habitation reviews" where field staff doorknocked all households to gain electoral roll information.

CRU methods are intended to target contact with electors and households where information indicates that an enrolment transaction may be needed. The main CRU strategies employed in 2000/2001 included:

- mailing to persons and addresses where data matching with external sources indicated that an enrolment follow-up was required;
- "data mining" of the electoral roll to generate mail to households where enrolment may be needed (such as residences with no persons enrolled or residences where too many people appear to be enrolled);

- providing enrolment opportunities at life events, such as citizenship ceremonies, students turning 17 or 18, and providing “whole of government” change-of-address forms;
- targeted review activities, including reminder mailings and field work (door knocks) to follow up cases where responses have not been received to mailings;
- youth enrolment initiatives, such as using databases to target young people with mailing and approaching schools to collect enrolment forms from students; and
- using information received from all the above activities and from “unsolicited” enrolment transactions to review the entire electoral roll and the national list of addresses, so as to identify further cases where targeted review action may be needed, and to verify the accuracy of enrolment records where no change is needed.

The following two sub-sections describe the main CRU activities that impact on the maintenance of the ACT electoral roll.

National activities

The ACT Electoral Commissioner continues to be a member of the sub-committee of the ECA charged with overseeing the national implementation of CRU.

Australia-wide change of address data provided by Australia Post and Centrelink continued to be used in 2000/2001 to generate letters to households where electors may need to update their enrolment.

The Australian Electoral Commission’s electoral roll database was also used to generate letters to addresses at which no-one is enrolled to vote and letters to addresses where it appeared too many electors were enrolled.

Various follow-up procedures were implemented nationally in 2000/2001, including reminder letters and targeted door knocks. Comprehensive follow-up processes including targeted door knocks and objection processes to remove non-residents from the rolls are planned in the ACT for the lead up to the close of rolls for the 2001 ACT election and the anticipated 2001 federal election.

ACT specific activities

In 2000/2001 the Commission continued to work closely with the Chief Minister’s Department to provide a single change of address form for a range of ACT Government Agencies. The form allows ACT residents to change their electoral enrolment, motor vehicle registration, drivers licence, rates, dog registration, library card and seniors card address details using the single form.

The “One Form Does It All” project operated throughout the year and was judged a success. Over 10448 completed forms were returned in 2000/2001. This total represented around 29% of all enrolment forms received in the ACT by the Australian Electoral Commission. This compares with a total of 7959 forms received in 1999/2000. A survey showed all clients using the forms were satisfied with the service.

Throughout the year, the Rental Bond Board continued to provide the change of address form with bond receipts. This has allowed the Commission to provide the form directly to renters.

The form also continued to be distributed to households with confirmations of new electricity accounts by ActewAGL.

In 2000/2001 the ACT Government launched Canberra Connect, a unit within the Chief Minister's Department, responsible for facilitating public access to Government information through the Internet and Government Shopfronts. The Commission held discussions with Canberra Connect regarding an on-line change of address form, including a facility for notifying the Electoral Commission of an elector's change of address. It is anticipated that such a form will be implemented in 2001/2002.

The Canberra Connect Government Shopfronts continued to provide forms to the public. Discussions with Canberra Connect about promoting the forms during the election period were also held during the year.

The Commission is responsible for the design and printing of the form, collecting completed forms, compiling the data on an in-house database and distributing the data to relevant ACT agencies. The enrolment portion of the form is forwarded to the Australian Electoral Commission for processing.

The printing and postage costs for the "One Form Does It All" project are met by the Australian Electoral Commission using Joint Roll funds. The other participating ACT agencies cover the cost of casual staff employed to process the ACT data.

The Commission continued its program aimed at generating enrolment of young people during the reporting year. All ACT schools and colleges with year 11 and 12 students were contacted and asked to collect completed enrolment forms from their 17 and 18 year old students. The Australian Electoral Commission agreed to pay the schools \$2.50 plus GST for each completed enrolment form (using Joint Roll funds).

A total of 1575 forms were received in the last half of 2000 as a result of the school enrolment initiative. Forms were also distributed to schools in April 2001, and a good response rate is anticipated in the lead up to the roll closes for the 2001 ACT and federal elections.

The Australian Electoral Commission conducted two targeted door knock roll reviews in the ACT in 2000/2001. The 2000 review concentrated on high growth areas and new suburbs. The 2001 review commenced in June 2001, targeting households that had not responded to CRU mailouts. This review will continue into the 2001/2002 financial year.

It is the Commission's expectation that the introduction of these CRU strategies in the ACT will result in a good quality roll for the 2001 election.

Key Result Area 2.3**Electoral education**

The Commission provides electoral education to school, community, and professional groups. This program is aimed primarily at raising community awareness of the ACT's electoral system and the Legislative Assembly. These sessions include mock elections for school and community groups, conduct of school representative council elections and public service seminars.

The Commission's education sessions are often conducted in cooperation with the Legislative Assembly education officer. Participants at these sessions are shown how the Members of the Legislative Assembly are elected and how the Assembly functions.

In addition to conducting face-to-face education sessions, the Commission has developed a range of printed electoral education resources for distribution to schools and community groups. These resources were reviewed and updated where necessary in 2000/2001.

This material, combined with in-service sessions for ACT teachers, is primarily aimed at providing teachers with the ability to conduct electoral education in their own classrooms. This service is part of an Australia-wide move to incorporate electoral education and civics education in regular school curricula.

A range of electoral education material is available from the Commission's internet site.

A campaign to encourage secondary schools to use the Commission's services to elect members to the Student Representative Council continued in 2000/2001 with 7 elections held in 5 ACT high schools and 1 college.

The Commission also contributes to civics education activities sponsored by the ACT Chapter of the Constitutional Centenary Foundation. In 2000/2001, the Commission was represented on the committee that organised the ACT Schools Constitution Convention. The Convention looked at the processes involved in constitutional change, including a mock referendum.

The Commission's education program is advertised, in conjunction with the Legislative Assembly, by direct mail-out to school and community groups, in the newsletter of the ACT Office of Multicultural Affairs and by referral from other organisations.

The following table lists electoral education sessions conducted by Commission staff during the 2000/2001 financial year.

Organisation type	Organisation name	Number of participants	Date
Primary Schools	Emmaus Christian School	57	26/03/01
	Gowrie Primary School	16	14/07/00
	Sacred Heart School	60	21/03/01
	Torrens Primary School	60	31/08/00
	Yarralumla Primary School	35	13/06/01
High Schools	Alfred Deakin High School	650	03/04/01
	Belconnen High School	150	27/06/01
	Canberra High School	23	22/06/01
	Ginninderra District High School	176	07/12/00
	Ginninderra District High School	39	22/03/01
	Kaleen High School	45	20/10/00
	Kaleen High School	95	05/12/00
	Lyneham High School	800	22/02/01
	Kaleen High School	162	23/02/01
	Melrose High School	497	23/02/01
	Melrose High School	160	01/05/01
	Colleges	Canberra College	365
Canberra College		10	08/03/01
Canberra College		10	03/04/01
Canberra Institute of Technology Belconnen		50	02/03/01
Canberra Institute of Technology Reid		20	01/03/01
Canberra Institute of Technology Woden		50	28/02/01
Combined Colleges Constitutional Convention		130	10/08/00
Hawker College		400	23/05/01
Community Groups	The Canberra Show	332	23-25/02/01
	University of the Third Age	10	18/05/00
Professional Groups	ACT Graduate Administrative Assistants	18	02/05/01
	Commonwealth Parliamentary Association Regional Seminar	26	31/10/00
Total		4446	

Table 10 — Electoral education provided to organisations during 2000/2001

Key Result Area 2.4

Other electoral statutory requirements

Party register

The Electoral Commissioner keeps the register of political parties for the purposes of ACT Legislative Assembly elections.

At 1 July 2000, there were ten parties on the register. The only change to the party names on the register during the reporting period was the deregistration, at the request of the party, of the United Canberra Party on 29 June 2001.

At 30 June 2001 the registered parties were:

Australian Democrats
Australian Labor Party, Australian Capital Territory
Christian Democratic Party (Fred Nile Group)
Democratic Socialist Electoral League
Liberal Party of Australia (ACT Division)
Moore Independents
Progressive Labour Party
The ACT Greens
The Shooter's Party (ACT)

Table 11 — Registered political parties as at 30 June 2001

The *Electoral Amendment Act 2001*, passed by the Legislative Assembly on 15 June 2001, contained some changes to the political party registration scheme. As a result, all parties are required to have 100 members who are on the ACT electoral roll. Independent MLAs will be entitled to apply to register a ballot group name, but will not be able to register a party unless it has 100 members who are on the ACT electoral roll.

Following the passage of the *Electoral Amendment Act 2001*, the Commission began the process of reviewing the eligibility of parties to remain on the ACT party register. This process will be completed if practicable before the party register closes for the 2001 election.

*Funding and disclosure scheme***Annual returns**

Under the funding and disclosure provisions of the Electoral Act, registered political parties, independent Members of the Legislative Assembly (MLAs), associated entities and persons who donated more than \$1500 to a party or to an independent MLA were required to lodge an annual return for the 1999/2000 financial year by October 2000.

During the reporting period, 10 annual returns for the 1999/2000 financial year were received from political parties, two were received from independent MLAs, two were received from associated entities and one from a donor.

Checking of these returns indicated substantial compliance with the Electoral Act. These returns were made public on 1 February 2001.

The *Electoral Amendment Act 2001*, passed by the Assembly on 15 June 2001, made substantial changes to the disclosure provisions to bring the ACT disclosure scheme into line with the Commonwealth scheme (see page 7 for details). The Commission's funding and financial disclosure handbooks were rewritten to take account of these changes in June 2001.

Redistributions

The Electoral Act requires a redistribution of electoral boundaries to commence two years before each scheduled election.

The latest redistribution commenced in November 1999, was completed in June 2000 and reported in the 1999/2000 annual report.

The accuracy of the enrolment projections used for the redistribution will be measured at the time of the 2001 election and will be reported in the 2001/2002 annual report.

The next redistribution is due to commence in the 2002/2003 financial year.

Goal Three –
To improve the quality of electoral services by ensuring best possible management practice

Key Result Area 3.1

Human resource management

Continuous improvement

The Commission endeavours to foster an environment of continuous improvement and strives to provide satisfying work and development opportunities.

Staff are encouraged to pursue secondments to other electoral authorities, to contribute to international electoral projects and to develop new skills through on-the-job training and external training courses.

During 2000/2001, one officer attended the election in Western Australia and another officer attended the election in Queensland to observe how various parts of those elections were managed.

In June 2001, the Electoral Commissioner attended the International Institute for Democracy and Electoral Assistance (International IDEA) *Democracy Forum 2001: Democracy and the Information Revolution* in Sweden (at no cost to the Commission). The Commissioner was invited to attend the Forum and assisted with writing papers for the Forum and facilitating a workshop on Elections and Technology.

Commission staff continued to improve their in-house computer system development skills in 2000/2001, and were responsible for upgrading various database systems and the Commission's internet site. Staff also continued to upgrade their skills in contract administration.

The Commission also uses industrial democracy as a tool for enhancing the quality of working life and the delivery of electoral services. As the Commission is a small organisation, all staff meet in regular forums to participate in decision making. These include regular staff meetings and corporate and strategic planning workshops.

For further information on human resource management in the Commission, see Part C of this report.

Enterprise bargaining

The Justice and Community Safety Officers Certified Agreement 1999-2002, to which the Electoral Commissioner is a signatory, was certified in the Industrial Relations Commission on 10 July 2000.

Key Result Area 3.2**Financial management**

The goods and services tax (GST) was implemented successfully on 1 July 2000 in the Commission. Internal finance procedures were revised and updated to take account of the GST requirements.

Commission staff also provided input into changes to the Department of Justice and

Community Safety's finance systems and procedures during the financial year.

Refer to *Part B — Financial and Performance Reporting* from page 25 for more information on the Commission's finances.

Key Result Area 3.3**Records management**

The Commission creates and maintains its registry files through the ACT registry system. All active files are stored within the Commission's office. An in-house database records the names and details of all files held by the Commission.

The Commission's electronic records are stored on a centralised server maintained by InTACT, the ACT Government information technology management agency. InTACT

is responsible for backing up Commission data.

The Commission also maintains an in-house database to record details of correspondence received. This assists the Commission to comply with its standard of replying to all correspondence within 4 weeks. In 2000/2001, 50 items were recorded as having been received and all were replied to within 4 weeks.

Key Result Area 3.4**Information Technology (IT) management***IT resourcing*

The Commission continues to be represented on the Justice and Community Safety portfolio IT Steering Committee.

InTACT continued to provide IT resources to the Commission. InTACT assisted the Commission with the electronic voting and vote counting project during the year and has undertaken to provide hardware and support for the 2001 election.

IT applications

The year in review saw further use being made of IT to streamline Commission processes. Commission staff create and maintain databases and other IT applications in-house. This results in significant savings, both in IT maintenance costs and in time and costs in performing essential functions.

Databases created in 2000/2001 include:

- Electoral Act Staffing Information;
- Database Of Polling Place Information;
- Voting Estimates Computer System;
- Geographic and Other Electoral Data; and
- Forms And Materials.

These new applications supplemented the following applications already in use in the Commission:

- The Information Gateway to Electoral Resources;
- Elections Conducted or Assisted With;
- Redistribution Modelling;
- Finance Estimates, Expenditure, Revenue and Reporting;
- Postal Vote System;
- Declaration Vote System;
- Non Voters System;
- Election Results System;
- Hare-Clark Scrutiny System;
- Monitoring of Election Telephone Enquiries;
- The Electoral Roll Inquiry System;
- One Form Does It All change of address database;
- MLAs Electoral Roll System;
- Registration of Parties and Funding and Disclosure;
- Operational Database of Electoral Education Resources;
- Register of Correspondence; and
- Register of Electoral Files.

Extensive work was carried out on many of these databases during the year to update them for use at the 2001 election.

Internet

The Commission continued to maintain and update its Internet site during 2000/2001 with all work being completed in-house.

The site address is

www.elections.act.gov.au

For more detail on the Commission's Internet site see *Information service* on page 14

Part B — Financial and Performance Reporting

The Commission is included in the Department of Justice and Community Safety portfolio for budgetary purposes. In the departmental structure for 2000/2001, the Commission is included in Output Class 2.7 Electoral Services.

The Commission has been audited for the purposes of the *Audit Act 1989* as part of the Department of Justice and Community Safety portfolio.

The financial transactions for the Commission for 2000/2001 are formally reported in the consolidated financial statements included in the Department of Justice and Community Safety's Annual Report.

The following financial statement, which relates only to electoral services and includes costs incurred by the Department of Justice and Community Safety on electoral services, is presented for information.

	Budget (\$ '000)	Variation ¹ (\$ '000)	Outcome (\$ '000)
Revenue			
Government payment for outputs	1013	1045	1089
User charges	23	23	40
Resources received free of charge	0	0	0
Interest	0	0	9
Other	0	0	10
Total revenue	1036	1068	1148
Expenditure ²			
Employee expenses	400	400	453
Superannuation	70	70	75
Administrative expenses	1161	1193	434
Depreciation and amortisation	5	5	2
Interest	0	0	0
Other expenses	0	0	0
Rounding correction	0	0	1
Total expenditure	1636	1668	965
Operating result	-600	-600	183

Table 12 — 2000/2001 Operating Statement: Output 2.7 — Electoral Services

Note 1: The variation column represents an adjustment from the 2000/2001 budget papers to reflect a change in the method of allocating departmental costs.

Note 2: This table includes costs incurred by the Department of Justice and Community Safety on electoral services. These costs include Ministerial, corporate, finance and information technology services.

Details of 2000/2001 expenditure and revenue

The following two tables show a more detailed breakdown of expenditure and revenue for 2000/2001. They show expenditure and revenue incurred on an accrual basis by the ACT Electoral Commission only. They do not include expenditure incurred on electoral services by the Department of Justice and Community Safety.

The Commission was significantly underspent in 2000/2001. This was

primarily due to the fact that the budget estimate for 2000/2001 anticipated significant costs for the electronic voting system. These costs will be met in the next financial year.

In both of the following tables, the revenue column includes reimbursement of expenses as well as independent revenue received for provision of services.

The first table shows expenditure and revenue for each of the Commission's goals and key result areas. The second table details total expenditure and revenue for individual items.

Goals and Key Result Areas	expenditure(\$) ¹	revenue(\$)	outcome(\$)
Goal one – Elections and Referendums			
KRA 1.1 - Elections for the ACT Legislative Assembly	118 263		118 263
KRA 1.2 - Election and referendum services to other agencies	14 662	19 458	-4 796
Goal two – Information, education, advice and services			
KRA 2.1 - Electoral information and advice	See note		
KRA 2.2 - Electoral enrolment	149 590	20 822	128 768
KRA 2.3 - Electoral education	1 057		1 057
KRA 2.4 - Other electoral statutory requirements	2 950	31	2 919
Goal three – Management			
KRA 3.1 - Human resource management	See note		
KRA 3.2 - Financial management	See note		
KRA 3.3 - Records management	See note		
KRA 3.4 - Information technology management	See note		
Total	916 868	47 311	869 557
Budget	1 068 000	23 000	1 045 000
Saving	151 132	24 311	175 443

Table 13 — Statement of expenditure and revenue by goals and KRAs for 2000/2001

Note 1: Staff costs and overheads for the various KRAs are included under Goal three.

Administration expenditure and revenue	expenditure (\$)	revenue (\$)	outcome (\$)
Accommodation (including car parking)	58 350		58 350
Advertising	4 567		4 567
Computers – leasing, repairs, maintenance, e-voting software development, other costs	99 722		99 722
consultants and contractors	28 118		28 118
Depreciation	5 791		5 791
Joint roll costs	114 344		114 344
Miscellaneous – Administration	2 958		2 958
Office machines/furniture – purchase, repair, maintenance	3 510		3 510
Postage and freight	13 029	4 836	8 193
Printing	19 163	12 779	6 384
Storage	7 701		7 701
Supplies and stationery – general, include election cardboard equipment	25 207		25 207
Telephones	7 207		7 207
Training	3 907		3 907
Travel	6 286		6 286
Vehicle hire	14 466		14 466
Total administration expenditure and revenue	414 326	17 615	396 711
Employee expenditure and revenue			
Commissioner members – part time	35 784		35 784
Fringe benefits tax	7 759		7 759
Leave entitlements	27 996		27 996
Miscellaneous – employee (medical examination)	82		82
Salaries	355 914	22 696	333 218
Superannuation – productivity	12 530		12 530
Superannuation – liability	59 374	7 000	52 374
Workers compensation	3 103		3 103
Total employee expenditure and revenue	502 542	29 696	472 846
Total expenditure and revenue	916 868	47 311	869 557
Budget	1 068 000	23 000	1 045 000
Saving	151 132	24 311	175 443

Table 14 — Detailed statement of expenditure and revenue for 2000/2001

Reporting outcomes against performance indicators set out in 2000/2001 budget papers

This section reports on the Commission's performance in 2000/2001 in terms of the following performance indicators set out in the 2000/2001 budget papers.

Output 2.7: Electoral Services		Price (\$'000): 1 089		
Description:				
The provision of services by the Electoral Commission to enable the conduct of elections and referendums, and the maintenance of the electoral roll and related programs.				
Measures:	Original Target	Amended Target	Result	Variation
Quantity				
• Number of people on electoral roll.	217 000	217 000	214 462 ¹	1%
• Number of elections/referendums conducted or assisted with.	30	30	22 ²	27%
Quality				
• Compliance with standards.	100%	100%	100% ³	0%
• Percent of clients satisfied with electoral services.	95%	95%	100% ⁴	5%
Timeliness				
• Compliance with standards and statutory requirements.	100%	100%	100% ⁵	0%
• Election results finalised within standards.	100%	100%	100% ⁶	0%
Cost				
• Average cost per elector for electoral services.	\$7.89	\$8.04	\$4.50 ⁷	43%
Total Cost: (\$'000)	\$1 713	\$1 745	\$965⁸	44%

Table 15 — 2000/2001 Reporting outcomes against performance indicators: Output 2.7 — Electoral Services

Notes on 2000/2001 results:

1. This is the ACT enrolment figure as at 30 June 2001.
2. Result is client driven. Target is an estimate only. The demand for services in 2000/2001 was not as high as expected. Refer to *Key Result Area 1.2 Election and referendum services to other agencies* on page 10.
3. The Commission's quality standards are:
 - absence of adverse findings that reflect on the performance of the Commission as a result of legal action (met if none, not met if one or more);
 - voter turnout at ACT Legislative Assembly general elections is 90% or more; and
 - unintentional informal voting at ACT Legislative Assembly general elections is 5% or less.

The first of these was met as there was no legal action against the Commission; the other two did not apply in 2000/2001.
4. The Commission provided services to 25 156 clients in 2000/01. No clients indicated a lack of satisfaction with the service provided.
5. The Commission's timeliness standards are:
 - all correspondence shall be responded to within 4 weeks; and
 - all statutory deadlines will be met.

These were both met. Refer to *Key Result Area 3.3 Records management* on page 23 and *Key Result Area 2.4 Other electoral statutory requirements* on page 20.
6. The Commission's standards for providing election results are as follows:
 - for general elections and referendums for the ACT Legislative Assembly (where a recount is not needed): 3 weeks from polling day;
 - for general elections and referendums for the ACT Legislative Assembly (where a recount is needed): 4 weeks from polling day;
 - for a count back to fill a casual vacancy in the Legislative Assembly: 3 weeks from the date applications to contest the vacancy close; and
 - for other elections and referendums where the ACT Electoral Commission is responsible for providing election results: one week from the close of the poll.

The first two of these did not apply and the third and fourth were met in all cases in 2000/2001. Refer to *Key Result Area 1.1 Elections for the ACT Legislative Assembly* from page 6 and *Key Result Area 1.2 Election and referendum services to other agencies* from page 10.
7. Result is calculated as the total cost divided by the number of people on the electoral roll (\$964 686 divided by 214 462 electors). When taking independent revenue into consideration the actual cost per elector for electoral services was \$4.28 (expenditure of \$964 868 minus \$47 311 in independent revenue divided by 214 462 electors).
8. This figure represents only the expenditure for electoral services; it does not take into account revenue received.

Cost measure targets and Total Cost were approved for amendment to reflect the devolution of InTACT funds to enable managers to be fully responsible for their own InTACT Service Level Agreements.

The original and amended total cost targets both included an amount of \$0.600m originally allocated to implement e-services within the Electoral Commission. This funding was centralised within the Chief Ministers Department and targets were unable to be amended in time for final reporting. The variations of 44% and 45% respectively would be 13% and 16% when the transfer of e-service funding of \$0.600m is taken into account.

Some expenditure on preparations for the October 2001 election was not undertaken as early as expected and these costs will be incurred early in the new financial year.

Part C — Whole of Government Issues

Key Issues

Customer focused public service

The Commission is a participant in the ACT Government's customer commitment program. The Commission's Commitment To Service Statement is available at the Commission's counter and on the Internet. The Commission's corporate plan was rewritten in 1999, taking into account customer requirements.

The Commission has a complaints strategy in place. A copy of the Commission's complaints strategy can be provided on request. The contact officer for complaints is the Deputy Electoral Commissioner (see contact details on page 38).

The "One Form Does It All" project continued to gain acceptance as a customer focused initiative in 2000/2001. The form allows ACT residents to change their electoral enrolment, motor vehicle registration, drivers licence, rates, dog registration, library card and seniors card address details using the single form.

Electoral education continued throughout the year. Customer feedback on the electoral education program has indicated that customers are very satisfied with program delivery, resources and content. Additional staff resources were made available in 2000/2001 to ensure the education program continued to be of a high standard. There was an increase in contact with students through a positive campaign to encourage high schools to elect representatives onto their Student Representative Councils using the Hare-Clark system of voting.

The Commission's standards and procedures are continually reviewed to consider any issues arising from elections run by the Commission. During the year, legislation was passed by the Legislative Assembly to give effect to some of the Commission's recommendations, including measures intended to improve customer service. For example, one change will enable the Commission to provide polling facilities immediately outside a polling place to electors who are unable to enter the polling place because of a physical disability, illness, advanced pregnancy, or other condition. The Commission also established a reference group for the electronic voting process. Refer to *Electronic voting and computerised vote counting for the 2001 ACT Legislative Assembly Election* on page 8.

Fraud prevention and detection

The Commission continued to employ the following fraud prevention strategies in 2000/2001:

- continued adherence to fraud prevention procedures in office administration;
- inclusion of fraud prevention procedures in the Commission's corporate plan;
- continuation of a code of conduct relating to the use of information technology, particularly as it relates to electoral roll information;
- continuation of the use of standard procedures when witnessing an application for enrolment; and
- close attention to the secure storage of ballot material for all elections.

There were no reports or allegations of fraud or corruption received in 2000/2001.

Equity and diversity

The Commission is an EEO/equity and diversity employer and recognises the necessity of discouraging all forms of discrimination and ensuring the effective use of the abilities and skills of staff from diverse backgrounds.

The Commission has adopted the Department of Justice and Community Safety's EEO/equity and diversity policy.

The following table provides statistical information for staff of the Commission as at 30 June 2001:

Classification	Female	Male	Culturally and linguistically diverse background
Commission Chairperson		1	
Electoral Commissioner		1	
Commission Member	1		
Senior Officer Grade B	1		
Senior Officer Grade C		1	
Administrative Service Officer Class 6	1		1
Administrative Service Officer Class 5	1		
Administrative Service Officer Class 4	1		
Electoral Casual	1	3	
Total	6	6	1

Table 16 — Electoral Commission staff by EEO groups

Note: There were no staff in either the disabled or Aboriginal & Torres Strait Islander categories.

Resource and Ownership Agreement Reporting

Staffing profile

The Commission operated in 2000/2001 with a permanent staff of five, including the Electoral Commissioner. The Commission's Chairperson and Member are part-time statutory office holders.

The Commission's permanent staff complement was increased by one and restructured in 2000/2001. Two new permanent positions were created, the Election Applications Manager and the Education and Information Officer. The Deputy Electoral Commissioner position was also reclassified to the Senior Officer

Grade B level. The Project and Policy Officer position was left substantively vacant.

The Commission's permanent staff are supplemented during election and other periods by additional staff employed under the Public Sector Management Act and the Electoral Act.

No Commission staff are employed under an Australian Workplace Agreement (AWA).

For the pay period ending 21 June 2001, the Commission had the following staff members:

Title	Classification	Female	Male	Category	Employment authority
Commission Chairperson	Part Time Statutory Office Holder		1	5 year appointment	Electoral Act
Electoral Commissioner	Full Time Statutory Office Holder		1	5 year appointment	Electoral Act
Commission Member	Part Time Statutory Office Holder	1		5 year appointment	Electoral Act
Deputy Electoral Commissioner	Senior Officer Grade B	1		permanent	Public Sector Management Act
Election Applications Manager	Senior Officer Grade C		1	permanent	Public Sector Management Act
Project and Policy Officer	Administrative Service Officer Class 6	1		permanent (higher duties)	Public Sector Management Act
Education and Information Officer	Administrative Service Officer Class 5	1		permanent	Public Sector Management Act
Administration and Finance Officer	Administrative Service Officer Class 4	1		temporary (part time)	Public Sector Management Act
Electoral Casual	Electoral Casual	1	3	casual	Electoral Act
Totals		6	6		

Table 17 — Staff of the ACT Electoral Commission

Certified agreements

The Justice and Community Safety Officers Certified Agreement 1999-2002, to which the Electoral Commissioner is a signatory, was certified in the Industrial Relations Commission on 10 July 2000.

Workers compensation

There was one workers compensation claim during the reporting period but no time off work was taken. Refer to *Occupational Health and Safety* on page 36 for details.

Training and staff development

During 2000/2001, all permanent staff of the Commission received training and gained other experience by attending various courses and seminars, and by observing other elections and gaining experience from other agencies.

Main areas of training were:

- Oracle financial system;
- contracts management;
- occupational health and safety; and
- information technology.

The Commission's staff Performance Management Plans were not updated during the reporting year. Plans from previous years were carried over. Training undertaken was consistent with the needs identified by those plans.

Three key training priorities are accounting skills, IT skills and occupational health and safety related. These priority areas are addressed through training courses, hands-on experience, and projects within the Commission.

Details of training courses and seminars attended in 2000/2001 are outlined in the following table.

Staff member	Date	Course/Seminar name	Cost
Electoral Commissioner	20 - 21/7/00	Access 97 programming and development	\$700.00
	6 X 1 hour	Swiss ball training	\$150.00
Senior Officer Grade B	6 X 1 hour	Swiss ball training	\$150.00
Senior Officer Grade C	20 - 21/7/00	Access 97 programming and development	\$700.00
	Ongoing	On-line computer training	\$250.00
	2/8/00	Salary packaging information session	\$0.00
	6/9/00	Fire warden training	\$0.00
	28/9/00	Web accessibility workshop	\$279.00
	10/11/00	Fire warden training	\$0.00
	6 X 1 hour	Swiss ball training	\$150.00
Administrative Service Officer Class 6	6 X 1 hour	Swiss ball training	\$150.00
	29/5/01	Annual Report Information session	\$0.00
Administrative Service Officer Class 5	12/7/00	Intermediate Access	\$540.00
	6 X 1 hour	Swiss ball training	\$150.00
Administrative Service Officer Class 4	14 - 16/11/00	Oracle introduction, payables and receivables	\$838.10
Total			\$4057.10

Table 18 — Training courses and other development activities attended by staff of the Electoral Commission in 2000/2001

Consultancy and contractor services

In 2000/2001, the Commission engaged the contractors listed in the following table for services related to the 2001 Legislative Assembly election.

These contractors were selected through open tenders with the assistance of the Procurement and Projects Unit in the Department of Urban Services. The Commission manages its own contracts. The processes used to select and manage the contractors were consistent with ACT Government Procurement Guidelines and Circulars and the Consultancy Guidelines.

Name of contractor	Description of contract	Cost	Date of contract
Software Improvements Pty Ltd	Development and implementation of software for computer voting and counting	\$198,300	12 April 2001
Grey Advertising Canberra Pty Ltd	Provision of Communication and Advertising Services for the 2001 Legislative Assembly election	\$187,495	14 June 2001

Table 19 — Contractor Services

Capital works management

The Commission did not undertake any capital works projects in 2000/2001.

Asset management strategy

The Commission's assets are included in the Department of Justice and Community Safety's management strategy and annual report.

Vehicles

The Commission has a single 6 cylinder passenger vehicle. This is the same number of vehicles as in the previous year.

Statutory Requirements

Occupational Health and Safety

In all of its activities, the Commission gives careful consideration to occupational health and safety principles and practices. The Commission has adopted the Department of Justice and Community Safety's OH&S policy.

The Commission has a fire warden and access to a designated qualified first aid officer.

In 2001, all permanent staff members were issued with Swiss balls for use at their workstations and provided with training in their use.

The only work-related accident in 2000/2001 involved a staff member sustaining an injury while travelling to work.

Commissioner for the Environment

The Commission has not contributed to the *State of the Environment Report* in 2000/2001. Commission activities have not had a significant environmental impact. The Commission has not been the subject of an investigation by the Commissioner for the Environment.

Public interest disclosure

The *Public Interest Disclosure Act 1994* requires each ACT Government agency to establish and maintain procedures to facilitate the making of public interest disclosures. The Commission has adopted procedures implemented by the Department of Justice and Community Safety.

During 2000/2001, no public interest disclosures related to the Commission were lodged.

Government Contractual Debts (Interest) Act 1994

The *Government Contractual Debts (Interest) Act 1994* applied to all contracts entered into by the Commission during 2000/2001.

Freedom of Information Act Section 7 Statement

The Chairperson of the Commission is the principal officer of the Commission for the purposes of the FOI Act in relation to functions and powers vested in the Commission.

The Electoral Commissioner is the principal officer of the office of the Electoral Commissioner for the purposes of the FOI Act in relation to functions and powers vested in the Electoral Commissioner.

Establishment and powers

The ACT Electoral Commission is an independent statutory authority established by the *Electoral Act 1992*.

The Commission and the Electoral Commissioner exercise powers under the *Electoral Act 1992*, the *Referendum (Machinery Provisions) Act 1994* and the *Health Professions Boards (Elections) Act 1980*.

Arrangements for external participation

Members of the public are invited under the *Electoral Act 1992* to make submissions on proposed changes to electoral boundaries. Informal approaches from the community on any electoral matter are welcomed.

In 2001, a Reference Group was established to advise the Electoral Commissioner on implementation of the electronic voting and vote counting system, consisting of representatives from political parties, MLAs and special interest groups, including people with disabilities.

Documents

Extracts from the ACT electoral roll are made available for public inspection (but not purchase) without charge at the office of the Commission.

Lists of registered practitioners eligible to vote in Health Professions Boards elections are made available for public inspection (but not purchase) without charge at the office of the Commission during the relevant election period.

Records related to the issue of declaration votes for ACT Legislative Assembly elections are made available for public inspection (but not purchase) without charge at the office of the Commission during the relevant election period.

The following documents are available for inspection and purchase:

- The Register of Political Parties;
- Annual Returns of donations, expenditure and debts submitted by political parties, independent MLAs, associated entities and donors; and
- Election Returns of donations and expenditure submitted by political parties, candidates, broadcasters and publishers, donors and other political participants.

The documents listed under *Publications* from page 14 are provided free of charge.

Many items are also available on the Commission's Internet site at:
www.elections.act.gov.au

Facilities for access

FOI requests should be directed to the Deputy Electoral Commissioner (see contact details on page 38).

Freedom of Information Act Section 79 Statement

The ACT Electoral Commission did not receive any FOI requests in 2000/2001, nor were any FOI matters outstanding at 1 July 2000.

Ecologically sustainable development: *Environment Protection Act 1997*

The Commission's delivery of service is office based. Commission staff are mindful of waste. The following environment-friendly practices are followed by Commission staff:

- power to computers, printers, photocopier and lights is turned off every night;
- workplace use of the Commission's vehicle is restricted and fuel consumption recorded;
- recyclable consumables are used when available and recycled paper is used for normal office work;
- office waste paper is recycled; and
- election material is reused or recycled where possible.

Contact officer

For further information about the ACT Electoral Commission, FOI, or any other matters raised in this Annual Report, please contact:

The Deputy Electoral Commissioner
ACT Electoral Commission
Plaza Level
Allara House
48-56 Allara Street
Canberra City ACT 2601

Telephone: (02) 6205 0033

Fax: (02) 6205 0382

or write to:
PO Box 272, Civic Square ACT 2608

or email:
elections@act.gov.au

website:
www.elections.act.gov.au

Compliance Index

Section	Page
Transmittal certificate	iii
Assistance to readers	
Table of contents	v
Alphabetical index	40
Glossary	n/a
Contact officer	37
Overview and major achievements	1
Financial and performance statements	25
Whole of government issues	31
Key issues	
Customer focused public service	31
Royal Commission into Aboriginal Deaths in Custody	n/a
Fraud prevention	31
Equity and diversity	32
Resources and Ownership Agreement Reporting	
Staffing profile	33
Workers compensation.....	34
Training and staff development	34
Certified agreements	34
Consultancy and contractor services.....	35
Capital works management.....	35
Asset management	n/a
Vehicles	35
Statutory requirements	
Occupational Health and Safety.....	36
Commissioner for the Environment.....	36
Public interest disclosure	36
<i>Government Contractual Debts (Interest) Act 1994</i>	36
Freedom of Information Statement	36
Ecologically sustainable development	37

Alphabetical Index

Australian Electoral Commission, 15, 16, 17
Australian National University elections, 1, 10,
11, 12

benchmarking, 10

capital works, 35
casual vacancy, 1, 9, 29
change of address and electoral enrolment form,
1, 2, 14, 16, 17, 24, 31
Commissioner for the Environment, 36
consultants, 27, 35
continuous roll update, 1, 2, 15, 16, 17
contractors, 35
corporate plan, 2, 5, 6, 22, 31
customer focused public service, 31

Department of Justice and Community Safety,
2, 12, 22, 23, 25, 26, 32, 34, 35, 36

Electoral Act 1992, 1, 2, 3, 4, 6, 7, 8, 14, 15, 20,
21, 23, 33, 36

Electoral Amendment Acts, 6, 7, 8
Electoral Council of Australia, 1, 2, 15, 16
electoral education, 1, 3, 5, 14, 18, 19, 24, 26,
31, 33
electoral rolls, 16
electronic voting and/or counting, 1, 2, 6, 7, 8,
14, 23, 26, 31, 37
enterprise bargaining ballots, 10, 12
Equal Employment Opportunity, 32

financial statement, 25
fraud prevention, 31, 32
Freedom of Information, 36, 37, 38
funding and disclosure, 3, 6, 14, 20, 24

Government Contractual Debts (Interest) Act
1994, 36

Hare-Clark, 7, 9, 10, 24, 31

Health Professions Boards (Elections) Act
1980, 3, 36
Health Professions Boards elections, 3, 10, 36,
37

Industrial Democracy, 22
Internet, 2, 14, 17, 18, 22, 24, 31, 37

joint roll arrangement, 15, 17, 27

legislation, 14

members of the Electoral Commission, 3

Occupational Health and Safety, 34, 36
outlook for 2001/2002, 2

performance report, 2, 28
political parties, 2, 3, 7, 8, 14, 20, 24, 37
political parties (registration of), 14
public interest disclosure, 36
Publications of the ACT Electoral Commission,
14

redistribution, 3, 15, 21, 24
Referendum (Machinery Provisions) Act 1994,
3, 7, 36
referendums, 3, 5, 7, 10, 18, 26, 29, 36
Review of the *Electoral Act 1992*, The 1998
ACT Legislative Assembly Election, 7, 14

Southern Cross Club election, 10, 12, 13
staffing, 1, 2, 3, 4, 6, 10, 17, 18, 22, 23, 26, 31,
32, 33, 34, 36, 37

training and development, 1, 2, 6, 10, 22, 27,
34, 36

vehicles, 27, 31, 35, 37

workers compensation, 27, 34