



ACT Electoral Commission

Annual Report 1999-2000



Australian Capital Territory

Mr Gary Humphries MLA
Attorney-General
ACT Legislative Assembly
London Circuit
CANBERRA ACT 2601

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 Report 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 1999 to 30 June 2000 and that it complies with the Chief Minister's Annual Report 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

8 September 2000



Phillip Green
Electoral Commissioner

8 September 2000



Christabel Young
Member

8 September 2000

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Part A — Overview and Major Achievements

The year in review

This is the eighth annual report of the Australian Capital Territory Electoral Commission (the Commission). It covers the period 1 July 1999 to 30 June 2000.

The year saw activities on a range of fronts, including preparation for the 2001 Legislative Assembly election, a redistribution of electoral boundaries, an extensive fee-for-service program and increased roll update activities.

Notable activities undertaken during the year included:

- conducting a redistribution of the Legislative Assembly electoral boundaries, resulting in the first change to the boundaries since they were set in 1993;
- continuing to advise the Government on recommended changes to the Electoral Act;
- providing options to Government for computerised voting and computerised vote counting for ACT Legislative Assembly elections;
- 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;
- continuing to improve electoral roll maintenance procedures through participation in the Electoral Council of Australia (including the Electoral Commissioner serving as Chairperson of the Electoral Council of Australia for the 1999 calendar year);
- expanding the Commission’s non-Parliamentary election program, conducting 26 ballots for the Australian National University, Health Professions Boards and ACT Government Agency enterprise bargaining agreements;
- continuing the schools based electoral education program, including introduction of new primary and secondary school education materials;
- concluding a complete redraft of the Commission’s operational plans;
- upgrading the Commission’s personal computer network as part of the ACT Government InTACT modernisation program and revising the Commission’s election system software to ensure Y2K compliance;
- updating financial procedures to prepare for the introduction of the Goods and Services Tax; and
- extending the Commission’s internet site (www.elections.act.gov.au).

The Commission also achieved a significant budget saving of around \$117,000 (excluding costs incurred by the Department of Justice and Community Safety). This saving was achieved by continuing use and development of in-house information technology resources and by receipt of greater than expected income from fee-for-service elections.

The year 1999/2000 also saw the reappointment of the 3 members of the Electoral Commission. The Chairperson and the Member of the Commission were reappointed on 11 August 1999 for 5 years. The Electoral Commissioner was reappointed on 1 April 2000 for 5 years.

Outlook for 2000/2001

In the 2000/2001 financial year the Commission will focus on preparations for the 2001 election, as well as continuing its non-Parliamentary election and Continuous Roll Update programs. Projects to be undertaken will include:

- advising the Government and the Legislative Assembly on options for computerised voting and computerised vote counting for ACT Assembly elections and, if the necessary amendments to the Electoral Act are passed by the Assembly, completing a tender process to select suppliers of appropriate technology;
- advising the Government and the Legislative Assembly on a bill to amend the Electoral Act resulting from consideration of the Commission's recommendations to the Assembly and the report of the Select Committee on the Report of the Review of Governance;
- selecting suppliers for a range of goods and services for the 2001 election, such as the advertising campaign, public relations, printing of ballot papers, cardboard and other polling place equipment, and certified list printing and scanning;
- finalising other preparations for the 2001 election, such as rewriting election user manuals and training materials, revising forms, selecting staff and arranging accommodation;
- upgrading the Commission's internet site in preparation for the 2001 election, focussing on information delivery and downloadable election forms;
- revising the Commission's election night computer system with a view to providing election results live on the internet;

- updating all of the Commission's election related computer systems, including the election management system, the postal vote/declaration vote system and the election enquiry system;
- 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, implementing a school-based enrolment program 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 1999/2000, the Commission was Output Class 2.7 Electoral Services. A performance report against the performance measures relevant to the Commission listed in the 1999/2000 budget papers for Output 2.7 is on page 26 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 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 Electoral 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 Commissioner is assisted by three permanent officers employed under the Public Sector Management Act. These are the Deputy Electoral Commissioner (Senior Officer Grade C), the Project and Policy Officer (Administrative Service Officer Class 6) and the Administration and Finance Officer (Administrative Service Officer Class 4).

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.

The members of the Electoral Commission during 1999/2000 were:

Mr Graham Glenn AO	<i>Chairperson</i>
Reappointed 11 August 1999 for 5 years (Position vacant 17 May 1999–10 August 1999)	
Mr Phillip Green	<i>Electoral Commissioner</i>
Appointed 26 September 1994 for 5 years Appointed as acting Electoral Commissioner 26 September 1999–31 March 2000 Reappointed 1 April 2000 for 5 years	
Dr Christabel Young FASSA	<i>Member</i>
Reappointed 11 August 1999 for 5 years (Position vacant 17 May 1999–10 August 1999)	

Table 1 — Members of the ACT Electoral Commission

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 1999/2000 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>		
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>		
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>		
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 1999/2000 — Reporting activities against the Electoral Commission's Corporate Plan

This section reports on the Commission's activities in 1999/2000 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

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

The Electoral Commission recommended a range of amendments of the Electoral Act in its *Review of the Electoral Act 1992: The 1998 ACT Legislative Assembly Election*. The *Review* was provided to the Attorney General on 27 November 1998, and tabled in the Legislative Assembly on 10 December 1998.

In 1999/2000 the Commission advised the Government on implementation of the Commission's suggested amendments. The Commission expects that a bill to amend the Electoral Act will be introduced in 2000/2001.

Issues addressed in the Review included:

- increasing the number of versions of ballot papers printed using Robson rotation to reduce the impact of the "party linear vote";
- the 100 metre ban on canvassing;
- options for computerising the vote counting process;
- parties' methods of canvassing postal voters and authorisation of electoral matter;
- the party registration scheme;
- proposed changes to the Commonwealth enrolment procedures;

- changes to close loopholes in the disclosure laws;
- candidates' use of offensive names or political slogans as names on ballot papers; and
- recommendations intended to rectify some minor anomalies in the Electoral Act.

A copy of the *Review* can be obtained from the Commission, or viewed on the Commission's internet site.

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

In 1999/2000 the Commission conducted intensive investigations into possible options for computerising the voting and counting processes for the 2001 Legislative Assembly election. The Commission considered that such technology could be used to achieve greater accuracy and greater speed in election results.

In October 1999 the Commission published a Request for Proposal, seeking proposals for using technology to improve the speed and accuracy of the next ACT Legislative Assembly election count. Fifteen proposals were received.

After evaluating the proposals, the Commission decided that no one proposal provided a complete solution for electronic voting and vote counting that would meet the Commission's needs. However, the proposals did clarify possible options for proceeding to some form of electronic voting and vote counting for the 2001 election.

In December 1999 the Commission submitted a model to the ACT Government for an electronic voting/vote counting system. At the request of the Government another model was submitted in June 2000. As at 30 June 2000 the Government had not made a decision on which model, if any, to support.

As a result of the Commission's investigations into electronic voting and vote counting, the Commission is of the view that, for the 2001 election, electronic voting would be best provided in a controlled environment at pre-poll voting centres and some large polling places.

The Commission considers that this would allow for electronic voting to be fully tested with minimal risk, and would be a first step to a wider use of technology for voting at future elections, including the possibility of Internet voting.

Voters at locations without electronic voting facilities would still use paper ballots. These ballot papers would be data-entered after polling day to enable an electronic count of all ballots, including an electronic distribution of preferences.

The Commission is not convinced that it would be appropriate to use the Internet for voting for the 2001 election. The Commission considers that the risks with Internet voting using current technology are too great. These risks include the possibility of breaches of security, corruption of voting data, "denial of service" attacks, voting fraud and voter intimidation, and the difficulty in providing cost-effective unique voter identification.

Amendments to the Electoral Act would be needed to allow electronic voting and electronic vote counting for Legislative Assembly elections. Should the necessary amendments be passed in time to develop an electronic voting system, the Commission would look forward to introducing a major Australian innovation in voting processes at the 2001 election.

2001 Legislative Assembly election preparations

In 1999/2000 Commission staff completed the revision of the Commission's operational plans that commenced the year before. These plans will begin to be implemented in 2000/2001 in preparation for the Legislative Assembly election due to be held on 20 October 2001.

The Commission's operational plans may need further revision if legislation is passed by the Legislative Assembly amending the Electoral Act to introduce electronic voting and computerised vote counting and/or adopting other changes to the Electoral Act resulting from the Commission's *Review of the Electoral Act 1992* (see page 5).

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 to expand in 1999/2000.

Interstate and Commonwealth elections

The Commission provided pre-poll voting facilities and/or enquiry services for eight interstate general elections and by-elections, and a Commonwealth constitutional referendum in 1999/2000.

No additional costs were incurred by the Commission in providing these services. The costs of employing additional casual staff to assist with the large number of votes issued for the Victorian State election were reimbursed by the Victorian Electoral Commission.

One staff member was seconded to the Victorian Electoral Commission to assist in the conduct of its general election. The same officer was also seconded to the Australian Electoral Commission to assist with its international visitor program for the Commonwealth referendum held on 6 November 1999.

Commission staff also dealt with a large number of public enquiries about the referendum.

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 1999/2000 the Commission provided assistance for interstate and Commonwealth elections as follows:

Election	Polling day	Assistance provided	Votes
Northern Territory (Blain and Wanguri by-elections)	31/7/99	postal voting	0
Tasmanian Legislative Council (Murchison, Rumney, Pembroke [by])	28/8/99	postal vote applications	0
Victorian general election	18/9/99	postal and pre-poll voting and staff secondment	589
Victoria (Frankston East supplementary)	16/10/99	postal and pre-poll voting	4
Commonwealth (Constitutional referendum)	6/11/99	enquiries and staff secondment	0
Victoria (Burwood by-election)	11/12/99	postal and pre-poll voting	8
Queensland (Bundamba and Woodridge by-elections)	5/2/00	postal vote applications	0
Northern Territory (Port Darwin by-election)	11/3/00	postal voting	7
Victoria (Benalla by-election)	13/5/00	postal and pre-poll voting	4
Total			612

Table 3 — Interstate and Commonwealth elections

Statutory and fee-for-service elections

Health Professions Boards Elections

The Commission conducts elections for the Health Professions Boards of the Australian Capital Territory under the *Health Professions Boards (Elections) Act 1980*. These elections are conducted as postal ballots every three years.

The Commissioner is appointed as the Returning Officer and calls for nominations, processes nominations as they are received, prepares and sends ballot material to eligible practitioners, and conducts the scrutiny. The relevant Boards reimburse the Commission for any expenses incurred in conducting these elections.

The following table shows Health Professions Boards elections concluded in 1999/2000:

Election	Vacancies	Candidates	Nominations closed	Polls closed	Result provided	Votes
Medical	3	7	21/6/99	9/8/99	9/8/99	470
Physiotherapists	3	2	27/9/99	no election	29/9/99	0
Nurses	4	8	14/10/99	2/12/99	3/12/99	862
Optometrists	1	2	28/10/99	16/12/99	16/12/99	24
Veterinary Surgeons	2	4	25/1/00	14/3/00	14/3/00	90
Total	13	23				1446

Table 4 — Health Professions Boards elections

Note: Elections for the Chiropractors and Osteopaths, Pharmacy and Dental Boards were completed in 1998/1999.

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 1999/2000 the Commission provided election services to the Australian National University, the Southern Cross Club and the Australian Universities Quality Agency Board. All multi-member elections were conducted using variations of the Hare-Clark system.

In addition, 15 enterprise bargaining ballots were conducted for ACT government agencies.

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 1999/2000 expenditure and revenue* from page 24 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 1999. Nominations for the Union elections closed on 10 August, polling was conducted from 23 to 26 August and the result was provided on 27 August. For the ANUSA, nominations closed on 27 August, polling was from 13 to 16 September and final results were determined on 21 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 directors (full two year term)	3	10	700
Election of one director (post-graduate student or academic staff)	1	2	697
Total	4	12	1397

Table 5 — ANU Union annual elections, August 1999

Election	Vacancies	Candidates	Votes
President	1	10	1106
Education Officer	1	9	1102
General Secretary	1	8	1103
Social Officer	1	7	1101
Treasurer	1	9	1103
General Representatives	13	69	1104
Faculty Representatives:			
Faculty of Arts	2	6	494
Faculty of Asian Studies	2	2	no election
Faculty of Economics and Commerce	2	5	291
Faculty of Engineering and Information Technology	2	6	103
Faculty of Law	2	4	298
Faculty of Science	2	9	261
Editor of Woroni	1	3	1102
The Sexuality Departmental Officer	1	1	no election
The Environment Departmental Officer	1	7	1103
The Women's Departmental Officer	1	8	534
Delegates to the Meetings of National Conference of the National Union of Students Inc.	4	18	1104
Total	38	181	11909

Table 6 — ANU Students' Association annual elections, September 1999

The Commission also conducted two elections for the ANU Council during 1999/2000.

nominations, preparing candidates' statements, printing and preparation of postal voting material, receipt of votes and conduct of the scrutiny.

For these elections, the Commission provided assistance with checking

Election	Vacancies	Candidates	Nominations closed	Polls closed	Result provided	Votes
Members of Council by Convocation	2	8	31/5/99	20/8/99	25/8/99	4099
ANU Council – General Staff	1	2	17/3/00	8/5/00	9/5/00	767
Total	3	10				4866

Table 7 — ANU Council elections

Enterprise bargaining ballots

The Commission provided assistance to various ACT agencies for their enterprise bargaining ballots in 1999/2000.

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
Chief Ministers Department (round 2)	19/8/99	20/8/99	185
ACT Education Department (Janitors and Caretakers)	23/9/99	23/9/99	93
ACT Education Department (Principals)	20/10/99	21/10/99	103
ACT Housing (round 2)	19/11/99	22/11/99	129
Planning and Land Management	6/12/99	7/12/99	221
ACT Education Department (Principals – round 2)	10/12/99	10/12/99	93
ACT Ambulance Service	13/12/99	13/12/99	68
ACT Education Department (Central Office – round 2)	22/12/99	23/12/99	365
ACT Education Department (School Based Admin Staff)	23/12/99	23/12/99	456
Canberra Hospital Nurses	14/3/00	15/3/00	840
ACT Ambulance Service (round 2)	5/4/00	5/4/00	52
Cultural Facilities Corporation	15/5/00	15/5/00	65
Justice and Community Safety	2/6/00	5/6/00	412
Canberra Institute of Technology	22/6/00	23/6/00	492
ACT Fire Brigade	30/6/00	30/6/00	204
Total			3778

Table 8 — Enterprise bargaining ballots

Other elections

In 1999/2000, the Commission also assisted with the conduct of elections for the Southern Cross Club and the Australian Universities Quality Agency Board (AUQA).

The Commission's only responsibility for the Southern Cross Club was counting of votes.

For AUQA, the Commission provided advice on election rules, 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
Southern Cross Club	5	6	12/7/99	10/9/99	13/9/99	3200
Australian Universities Quality Agency Board	2	21	28/6/00	29/6/00	30/6/00	45
Total	7	27				3245

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 1999/2000. The Commission's internet site address is www.elections.act.gov.au

New services provided on the Internet in 1999/2000 included:

- the facility for interested persons to lodge submissions regarding the redistribution of electoral boundaries electronically;
- the provision of information regarding the redistribution of electoral boundaries; and
- the provision of funding and disclosure returns.

Other services already provided included:

- a downloadable change of address and electoral enrolment form;

- provision of information about the Commission, ACT Legislative Assembly elections and referendums, electoral boundaries, enrolment, registration of political parties and the election funding and disclosure scheme;
- 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 the lead up to the next ACT Legislative Assembly election.

Publications

The following items were published in 1999/2000:

- ACT Electoral Commission Annual Report 1998/1999 (September 1999);
- Two workbooks entitled *What is the ACT Legislative Assembly?* for primary and secondary school students visiting the Legislative Assembly (November 1999);
- ACT Legislative Assembly Electoral Boundaries Redistribution 2000: Guidelines for submissions and current and projected electoral enrolment statistics (December 1999);
- ACT Legislative Assembly Electoral Boundaries Redistribution 2000: Proposed Redistribution of the Australian Capital Territory into Electorates for the Legislative Assembly (April 2000);

- The final report of the Augmented Electoral Commission: ACT Legislative Assembly Electoral Boundaries Redistribution 2000: Augmented Electoral Commission (June 2000); and
- Maps of the new electorates (June 2000).

In addition to these publications the following are available from the Commission:

- 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;
- 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;
- Funding and Disclosure Information booklets and related forms; and
- Redistribution reports, public submissions and statistics for the 1992 and 1996 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 on the Review of the *Electoral Act 1992* (see page 5);
- advising the Government on options for electronic voting and vote counting (see page 5); 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. In 1999/2000, joint roll payments totalled \$123,793, based on a cost per elector of \$0.59046. Negotiations to determine the fee for the next three years began in June.

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 1999/2000 remained the implementation of more efficient methods for updating the electoral roll, collectively described as Continuous Roll Update.

The ACT Electoral Commissioner served as Chairperson of the ECA for the 1999 calendar year.

Continuous Roll Update (CRU)

Continuous Roll Update is the term used to describe a range of methods used to update the electoral roll that are gradually being introduced to replace the traditional “habitation reviews” where field staff doorknocked 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 following sub-headings 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 was used in 1999/2000 to generate letters to households where electors may need to update their enrolment.

The Australian Electoral Commission’s existing electoral roll data 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 trialled in 1999/2000, including door-knock and telephone follow-up. Further development of follow-up procedures will take place in 2000/2001.

ACT specific activities

In 1999/2000 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, motor vehicle, drivers licence, rates, library, dog registration 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. Approximately 17% of forms in circulation were returned completed. A survey showed 98% of clients using the forms were satisfied with the service.

During the year the Rental Bond Board agreed to provide the change of address form with bond receipts. This has allowed the Commission to provide the form directly to renters. The form continued to be distributed to households with new electricity accounts by ACT Electricity and Water (ACTEW) and to be made available at a range of ACT Government public contact areas.

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. The other participating ACT agencies cover the cost of casual staff employed to process the ACT data.

A total of 7959 change of address notifications were processed during the financial year.

In a significant initiative aimed at generating enrolment of young people, in June 2000 the Commission obtained the cooperation of all ACT schools and colleges with year 11 and 12 students to collect completed enrolment forms from their 17 and 18 year old students. It was agreed that the Australian Electoral Commission would (using Joint Roll funds) pay the schools \$2.50 plus GST for each

completed enrolment form. Forms were to be delivered to schools in July 2000.

The Australian Electoral Commission conducted a targeted door-knock roll review in the ACT in 1999/2000, concentrating on high growth areas and new suburbs. Field officers visited 21 437 residences and collected 3 210 enrolment forms.

Key Result Area 2.3

Electoral education

The Electoral 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.

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.

All material continued to be updated in 1999/2000 and was also placed on the Commission's internet site.

In conjunction with the Legislative Assembly two workbooks entitled *What is the ACT Legislative Assembly?* were produced in November 1999 to be used by primary and secondary students who visit the Assembly.

A campaign to encourage secondary schools to use the Commission's services to elect members to the Student Representative Council resulted in 7 elections and positive contact with 50% of ACT high schools.

The Commission also contributes to civics education activities sponsored by the ACT Chapter of the Constitutional Centenary Foundation. In 1999/2000 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 1999/2000 financial year. The total number of participants at 3662 was significantly higher than the number reached in

1998/1999 (503), reflecting the greater number of students reached through conducting student representative council elections.

Organisation type	Organisation name	Number of participants	Date
Primary Schools	Florey Primary School	56	12/11/1999
	Miles Franklin Primary School	96	15/06/2000
	St Francis of Assisi Primary School	83	05/04/2000
	St Peter and Paul Primary School	27	21/10/1999
	Torrens Primary School	60	02/07/1999
	Trinity Christian School	90	23/05/2000
High Schools	Alfred Deakin High School	261	03/03/2000
	Ginninderra District High School	300	03/12/1999
	Ginninderra District High School	90	31/03/2000
	Lanyon High School	740	01/03/2000
	Lyneham High School	710	24/02/2000
	Melba High School Democracy Expo	250	26/10/1999
	Melrose High School	453	21/02/2000
	Melrose High School	150	08/05/2000
Colleges	MacKillop Catholic College	56	23/06/1999
	Narrabundah College	20	29/05/2000
	Radford College	80	12/03/1999
Community Groups	Melba Uniting Church	10	16/11/1999
	Rotary Club – South Canberra	29	16/08/1999
	University of the Third Age	8	18/05/2000
Professional Groups	ACT Graduate Administrative Assistants	30	14/12/1999
	ACT Graduate Administrative Assistants	40	27/06/2000
	ACT Public Service	23	5/05/2000
Total	23 groups	3662	

Table 10 — Electoral education provided to organisations during 1999/2000

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 1999 there were ten parties on the Register. There were no changes to the party names on the Register during the reporting period.

At 30 June 2000 the ten 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)
United Canberra Party

Table 11 — Registered political parties as at 30 June 2000

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 1998/1999 financial year by October 1999.

During the reporting period 10 annual returns for the 1998/99 financial year were received from political parties, three were received from independent MLAs, two were received from associated entities and six from donors.

Checking of these returns indicated substantial compliance with the Electoral Act. These returns were made public on 1 February 2000.

Redistributions

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

A redistribution commenced in November 1999 with the appointment of the Redistribution Committee.

The members of the Redistribution Committee were:

Mr Phillip Green Electoral Commissioner (Chairperson)
Lincoln Hawkins ACT Planning Authority
Rod Menzies Chief Surveyor
Dalma Jacobs Regional Director, ACT Office, Australian Bureau of Statistics

Table 12 — Members of the Redistribution Committee.

The redistribution was completed in June 2000, according to the following timetable:

Formation of Redistribution Committee	24 November 1999	
Suggestions period opened	17 February 2000	
Suggestions period closed	16 March 2000	10 suggestions received
Comments period opened	17 March 2000	
Comments period closed	30 March 2000	2 comments received
Proposed redistribution published	20 April 2000	
Objections period closed	18 May 2000	3 objections received
Announcement of final redistribution	8 June 2000	
Determination of redistribution	22 June 2000	
Report submitted to Minister	28 June 2000	
Report tabled in the Legislative Assembly	29 June 2000	

Table 13 — Redistribution timetable 1999/2000

The Redistribution Committee considered public suggestions and comments before making its proposed redistribution. The Redistribution Committee noted that, if the boundaries were not changed, the electorates of Ginninderra and Molonglo would be outside the permissible 5% enrolment tolerance at the time of the next election. In order to ensure that the boundaries would be within the permissible enrolment range at the next election, the Committee proposed to transfer the suburb of Nicholls from Molonglo to Ginninderra. The Committee considered that this change best fit the criteria set out in the Electoral Act, and in particular, that the proposed boundary resulted in disruption to the minimum number of electors possible while also meeting the statistical requirements.

Other minor boundary changes to correct anomalies were proposed to ensure that all of the suburb of Hume was included in Molonglo and all of the village of Hall was included in Ginninderra.

Objections to the Committee's proposed redistribution were considered by the augmented Electoral Commission, which consisted of the members of the Electoral Commission and members of the Redistribution Committee. The augmented Commission decided not to uphold the objections and determined that the boundaries be changed in accordance with the Committee's proposal.

The redistribution cost \$15 512 to conduct. This cost included printing, advertising and provision of statistics by the Australian Bureau of Statistics.

Full details of the redistribution are in the Augmented Electoral Commission's final report: *ACT Legislative Assembly Electoral Boundaries Redistribution 2000: Augmented Electoral Commission*, which is available from the Commission's website and from the Commission's office.

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 and to develop new skills through on-the-job training and external training courses. During 1999/2000 one officer was seconded to the Victorian Electoral Commission to assist with the 1999 Victorian State election and to the Australian Electoral Commission to assist with its international visitors program for the Commonwealth Referendum.

Further development opportunities are planned for 2000/2001, including the possibility of secondments to work on the Western Australian State election.

Commission staff continued to improve their in-house computer system development skills in 1999/2000, and were responsible for upgrading various database systems and the Commission's internet site. Staff also continued research into international uses of technology for electoral purposes with the intention of using technology to speed the voting and/or counting processes for the next ACT Legislative Assembly election.

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 weekly 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 Electoral Commissioner and Commission staff, together with the staff and management of the Department of Justice and Community Safety (JACS), engaged in negotiations on a new agreement in 1999/2000. It was agreed that the Commission would not pursue a Commission specific agreement, but that the Commissioner would become a signatory to the JACS agreement which would cover all Commission staff. The Commission oversaw the ballot which determined acceptance of the agreement by a majority of staff who voted. The Agreement was certified in the Industrial Relations Commission on 10 July 2000.

Key Result Area 3.2**Financial management**

The introduction of the goods and services tax (GST) imposed a heavy workload on Commission staff, particularly towards the end of the financial year:

- staff attended training and information sessions;
- internal finance procedures were revised and updated;

- Commission staff provided input into changes to the Department of Justice and Community Safety's systems and procedures; and
- the finance system used by Commission staff was upgraded.

Refer to *Part B — Financial and Performance Reporting* from page 23 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 files are stored within the Commission's office. An in-house database records the names and details of all files held by the Commission.

For the first part of 1999/2000, the Commission's electronic records were stored on a server maintained within the Commission's office. These records were backed up onto tape each week night. In late 1999, the Commission's electronic records were transferred to a centralised server maintained by InTACT, the ACT

Government information technology management agency. InTACT is now 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 1999/2000, 151 items were recorded as having been received and all were replied to within the standard. Over 75% of items were replied to within 3 days.

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. The Committee met during the year to discuss issues affecting agencies across the portfolio.

InTACT continued to provide IT resources to the Commission. As part of the whole of Government modernisation project the Commission's software and hardware were upgraded in 1999. The Commission no longer has its own server, becoming instead part of the larger ACT Government network with server facilities provided centrally by InTACT.

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 1999/2000 include:

- Elections Conducted or Assisted With (ECAW);
- Redistribution Modelling; and
- Finance Estimates, Expenditure, Revenue and Reporting (FEERR).

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

- The Information Gateway to Electoral Resources (TIGER);
- the Postal Vote System;
- the Declaration Vote System;
- the Non Voters System;
- the Election Results System;
- the Hare-Clark Scrutiny System (HC-Auto);
- Monitoring of Election Telephone Enquiries (METE);

- Various databases for use with Health Professions and fee-for-service elections;
- 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 (ROPAFAD);
- Operational Database of Electoral Education Resources (ODEER);
- Register of Correspondence (ROC);
- Register of Electoral Files (REF); and
- Inventory of stores and equipment.

All Commission databases were reviewed and if necessary amended to ensure Y2K compliance in 1999.

Internet

The Commission continued to maintain and update its Internet site during 1999/2000 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 12.

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 1999/2000, the Commission is included in Output Class 2.7 Electoral Services.

The Electoral 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 1999/2000 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	803	803	801
User charges	39	39	122
Resources received free of charge	7	7	7
Interest	1	1	5
Other	0	0	14
Total revenue	850	850	949
Expenditure²			
Employee expenses	430	430	461
Administrative expenses	415	439	371
Depreciation and amortisation	5	5	2
Interest	0	0	0
Other expenses	0	0	0
Rounding correction	0	0	1
Total expenditure	850	874	835
Operating result	850	-24	114

Table 14 — 1999/2000 Operating Statement: Output 2.7 — Electoral Services

Note 1. The variation column represents an adjustment from the 1999/2000 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 1999/2000 expenditure and revenue

The following two tables show a more detailed breakdown of expenditure and revenue for 1999/2000. 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 achieved a saving in 1999/2000 of over \$117,000, primarily through receipt of greater than expected income from fee-for-service elections.

Savings were also achieved by continuing use and development of in-house information technology resources. In addition, less than expected was spent on investigations into electronic voting, and

the redistribution was finalised at about half the expected cost.

Money is also allocated each year for possible casual vacancies in the Legislative Assembly. As there were no vacancies, this allocation represents a saving.

In both of the following tables, the revenue column includes reimbursement of expenses as well as independent revenue received for provision of services. Part of the reimbursement relates to an election in which part of the expenditure was incurred in the 1998/1999 financial year.

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	4 651		4 651
KRA 1.2 - Election and referendum services to other agencies	32 967	91 419	-58 452
Goal two – Information, education, advice and services			
KRA 2.1 - Electoral information and advice	See note		
KRA 2.2 - Electoral enrolment	147 755	25 461	122 294
KRA 2.3 - Electoral education	23 575	5 365	18 210
KRA 2.4 - Other electoral statutory requirements	15 721	164	15 557
Goal three – Management	529 777	400	529 377
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	754 446	122 809	631 637
Budget	788 000	39 000	749 000
Saving	33 554	83 809	117 363

Table 15 — Statement of expenditure and revenue by goals and KRAs for 1999/2000

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)	37 592		37 592
Advertising	11 558		11 558
Computers – leasing, repairs, maintenance, other costs	16 291		16 291
Depreciation	2 005		2 005
Joint roll costs	123 793		123 793
Miscellaneous	9 756		9 756
Office machines/furniture – purchase, repair, maintenance	3 536	100	3 436
Postage and freight	20 614	35 697	-15 083
Printing	38 519	30 325	8 194
Resources received free of charge	7 000		7 000
Storage	5 526	300	5 226
Supplies and stationery – general	3 072		3 072
Telephones	7 144		7 144
Training	7 698		7 698
Travel	5 292	1 968	3 324
Vehicle hire	14 491		14 491
Total administration expenditure and revenue	313 887	68 390	245 497
Employee expenditure and revenue			
Fringe benefits tax	14 226		14 226
Leave entitlements	18 330		18 330
Remuneration of part-time Commission Members	35 638		35 638
Salaries	305 722	53 060	252 662
Superannuation – liability	53 960		53 960
Superannuation – productivity	10 288	1 359	8 929
Workers compensation	2 395		2 395
Total employee expenditure and revenue	440 559	54 419	386 140
Total expenditure and revenue	754 446	122 809	631 637
Budget	788 000	39 000	749 000
Saving	33 554	83 809	117 363

Table 16 — Detailed statement of expenditure and revenue for 1999/2000

Reporting outcomes against performance indicators set out in 1999/2000 budget papers

This section reports on the Commission's performance in 1999/2000 in terms of the following performance indicators set out in the 1999/2000 budget papers.

Output 2.7: Electoral Services		Price (\$'000): 801		
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.	208 000	208 000	214 717 ①	+3%
• Number of elections/referendums conducted or assisted with.	13	13	36 ②	+177%
Quality				
• Compliance with standards.	100%	100%	100% ③	0%
• Percent of clients satisfied with electoral services.	95%	95%	99.96% 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.	\$4.10	\$4.20	\$3.88 ⑦	-8%
Total Cost: (\$'000)	\$850	\$874	\$835 ⑧	-5%

Table 17 — 1999/2000 Reporting outcomes against performance indicators: Output 2.7 — Electoral Services

Notes on 1999/2000 results:

1. This is the ACT enrolment figure as at 30 June 2000.
2. Result is client driven. Target is an estimate only. There has been a greater than expected demand for services. Refer to *Key Result Area 1.2 Election and referendum services to other agencies* on page 7.

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 1999/2000.

4. In 1999/2000 the Commission changed the way it recorded its number of clients for this performance measure.

In previous years only those clients who were surveyed were included; in this year, all clients where contact could be verified were included. This change was made on the basis that all clients are able to express their satisfaction or otherwise using a variety of methods.

Of a total of 20 972 clients, 8 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 20 and *Key Result Area 2.4 Other electoral statutory requirements* on page 17.

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; 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 was met in all cases in 1999/2000. Refer to *Key Result Area 1.2 Election and referendum services to other agencies* from page 7.

7. Performance is calculated as the total cost divided by the number of people on the electoral roll (\$834 523 divided by 214 717 electors). When taking independent revenue into consideration the actual cost per elector for electoral services was \$3.31 (expenditure of \$834 523 minus \$122 809 in independent revenue divided by 214 717 electors).
8. This figure represents only the expenditure for electoral services; it does not take into account revenue received.

Part C — Whole of Government Issues

Key Issues

Customer focused public service

The Electoral 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 strategic plan was rewritten in 1999, taking into account customer requirements.

The "One Form Does It All" project continued to gain acceptance in 1999/2000. The Commission works 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, motor vehicle, drivers licence, rates, library, dog registration 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 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.

Two workbooks were produced for students who visit the Legislative Assembly. They include explanations of the Hare-Clark system of voting, election day and compulsory voting. They are designed for primary and secondary students.

The Commission's standards and procedures are continually reviewed to consider any issues arising from elections run by the Commission. During the year advice was provided to Government regarding recommendations from the review of the 1998 election. It is anticipated legislation will be introduced in 2000/2001 to give effect to some of the Commission's recommendations, including measures intended to improve customer service.

Fraud prevention and detection

The Commission continued to employ the following fraud prevention strategies in 1999/2000:

- continued improvement of office administration procedures;
- 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.

In addition the Commission included fraud prevention strategies in its operational plan, the document that sets out how the Commission goes about its business.

There were no reports or allegations of fraud or corruption received in 1999/2000.

Equal Employment Opportunity

The ACT Electoral Commission is an Equal Employment Opportunity (EEO) 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 policy.

The following table provides statistical information for staff of the Commission as at 30 June 2000:

Classification	Female	Male	Culturally and linguistically diverse background
Commission Chairperson		1	
Electoral Commissioner		1	
Commission Member	1		
Senior Officer Grade C	1		
Administrative Service Officer Class 6		1	
Administrative Service Officer Class 5	1		
Administrative Service Officer Class 4	1		1
Electoral Casual	2		
Total	6	3	1

Table 18 — 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 1999/2000 with a permanent staff of four, including the Electoral Commissioner. The Commission's Chairperson and Member are part-time statutory office holders.

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.

Staff are also seconded from other organisations, such as the Australian Electoral Commission, State electoral authorities and other ACT government departments.

For the pay period ending 22 June 2000, 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 C	1		permanent	Public Sector Management Act
Project and Policy Officer	Administrative Service Officer Class 6		1	permanent	Public Sector Management Act
Education and Information Officer	Administrative Service Officer Class 5	1		temporary	Public Sector Management Act
Administration and Finance Officer	Administrative Service Officer Class 4	1		permanent	Public Sector Management Act
Electoral Casual	Electoral Casual	2		casual	Electoral Act
Totals		6	3		

Table 19 — Staff of the ACT Electoral Commission

Workers compensation

There were no workers compensation claims during the reporting period.

Training and staff development

During 1999/2000 all permanent staff of the Commission received training and gained other experience by attending various courses and seminars, and by secondment to other agencies.

Main areas of training were:

- GST and accounting;
- contracts management;
- IT; and
- Privacy and FOI.

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 GST and accounting skills, IT skills, and contract management skills. These priority areas are addressed through training courses, hands-on experience and projects within the Commission.

Four Commission staff participated in privacy training provided by the Commonwealth Attorney-General's Department.

Participation in and cost of training courses and seminars in 1999/2000 is outlined in the following table.

Staff member	Date	Course/Seminar name	Cost
Electoral Commissioner	5&6/8/99	Proportional representation in the Senate	\$60
	10/8/99	GST seminar	\$25
	11&12/10/99	Microsoft Access – advanced	\$498
	18/10/99	Windows NT and Microsoft Outlook	\$0
	4/2/00	e-service forum	\$0
	18/4/00	Digital identity seminar	\$0
	24/5/00	Budget briefing	\$0
	3&4/12/99	Electoral research conference	\$925
Senior Officer Grade C	various	Contract management	\$1500
	27/7/99	Evaluation of tenders	\$300
	18/10/99	Windows NT and Microsoft Outlook	\$0
	3&4/12/99	Electoral research conference	\$588
	4/2/00	Voting fraud seminar	\$20
	30/3/00	Introduction to privacy	\$365
Administrative Service Officer Class 6	various	Public sector management course (completion of course from previous years)	\$0
	13/7/99	Evaluation of offers	\$300
	11/8/99	Fire warden training	\$0
	20/8/99	Internet file transfer	\$0
	12/10/99	Internet batch management system	\$0
	10/11/99	GST seminar	\$0
	30/11/99	Stationery contract information session	\$0
	8/10/99	Process design and print management	\$695
	23/2/00	FBT refresher session	\$0
	27/3/00	Introduction to FOI	\$365
	30/3/00	Introduction to privacy	\$365
Administrative Service Officer Class 5	5&6/8/99	Proportional representation in the Senate	\$60
	18/10/99	Microsoft Outlook	\$0
	6/12/99	Microsoft PowerPoint	\$175
	27/3/00	Introduction to FOI	\$365
	30/3/00	Introduction to privacy	\$365
Administrative Service Officer Class 4	Sep/Oct 1999	Secondment to Victorian Electoral Commission	\$0
	Oct/Nov 1999	Secondment to Australian Electoral Commission	\$0
	30/11/99	Stationery contract information session	\$0
	23/2/00	FBT refresher session	\$0
	27/3/00	Introduction to FOI	\$365
	various	Accrual accounting	\$1300
	18&19/5/00	English grammar	\$495
	various	Deloitte's GST tutor (via the internet)	\$200
	3/5/00	Oracle payables	\$0
	5/5/00	Oracle receivables	\$0
16/5/00	Oracle general ledger	\$0	
Total			\$9331

Table 20 — Training courses, seminars and other development activities attended by staff of the Electoral Commission in 1999/2000

Consultancy and contractor services

In the course of the 1999/2000 financial year the Commission did not engage any consultants for \$5000 or more or any contractors for \$15000 or more.

Capital works management

The Commission did not undertake any capital works projects in 1999/2000.

Asset Management Strategy

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

Passenger 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.

There were no work-related accidents in 1999/2000.

Commissioner for the Environment

The Commission has not contributed to the *State of the Environment Report* in 1999/2000. 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 1999/2000 no public interest disclosures related to the Electoral Commission were lodged.

Government Contractual Debts (Interest) Act 1994

The *Government Contractual Debts (Interest) Act 1994* applied to all contracts entered into by the Electoral Commission during 1999/2000.

Freedom of Information Act Section 7 Statement

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

Documents

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

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 Electoral 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 Electoral Commissioner 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
- Election Returns of donations and expenditure submitted by political parties, candidates, broadcasters and publishers, donors and other political participants.

The following documents are provided free of charge:

- Annual Reports
- Election statistics
- 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
- Funding and Disclosure Information booklets and related forms

- Redistribution reports, public submissions and statistics.

Many items are also available on the Electoral 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 below).

Freedom of Information Act Section 79 Statement

The ACT Electoral Commission did not receive any FOI requests in 1999/2000, nor were any FOI matters outstanding at 1 July 1999.

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
50 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

**Ecologically Sustainable
Development: Environment
Protection Act 1997**

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

- Power to computers, printers and the photocopier is turned off every night.

- Use of one car 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.
- Election material is reused or recycled where possible.

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