



ACT Electoral Commission



Annual Report



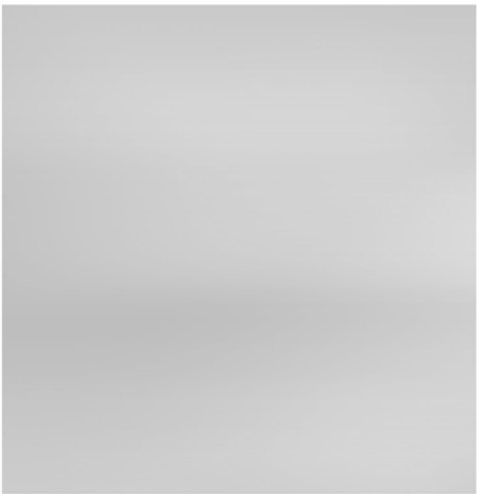
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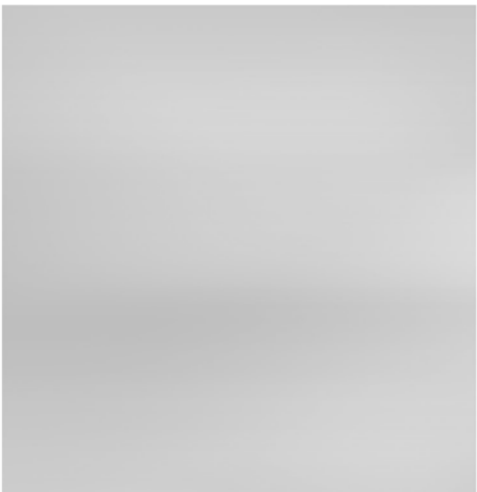
Australian Capital Territory



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Annual Report



2003 | 2004



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Mr Jon Stanhope MLA
Attorney-General
ACT Legislative Assembly
London Circuit
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Dear Attorney-General

This report has been prepared under section 6(1) of the *Annual Reports (Government Agencies) Act 2004* and in accordance with the requirements referred to in the 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 and that all material information on the operations of the ACT Electoral Commission during the period 1 July 2003 to 30 June 2004 has been included and that it complies with the Chief Minister's Annual Report Directions.

Section 13 of the *Annual Reports (Government Agencies) Act 2004* requires that you cause a copy of the Report to be laid before the Legislative Assembly within 3 months of the end of the financial year.

Handwritten signature of Graham Glenn.

Graham Glenn
Chairperson

23 August 2004

Handwritten signature of Phillip Green.

Phillip Green
Electoral Commissioner

23 August 2004

Handwritten signature of Christabel Young.

Christabel Young
Member

23 August 2004

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Glossary



ACT	Australian Capital Territory
AEC	Australian Electoral Commission
ANU	Australian National University
Ballot group	A name registered under the Electoral Act by an independent MLA for the purpose of grouping candidates on ballot papers
Commission	ACT Electoral Commission
CPI	Consumer Price Index
CRU	Continuous Roll Update
ECA	Electoral Council of Australia
EEO	Equal Employment Opportunity
Election funding	Public funding of candidates and registered political parties at ACT Legislative Assembly elections
Elections ACT	Unofficial “corporate name” of the ACT Electoral Commission
Electoral Act	<i>Electoral Act 1992</i>
EVACS	Electronic Voting And Counting System
FAD	Funding and Disclosure
FOI	Freedom of Information
FOI Act	<i>Freedom of Information Act 1989</i>
Hare-Clark	The proportional representation electoral system used in the ACT
InTACT	The ACT Government information technology management agency
JACS	ACT Department of Justice and Community Safety
Joint roll	Agreement between the ACT and Commonwealth to maintain a common electoral roll
OH&S	Occupational Health and Safety
Party	A political party registered under the Electoral Act
Redistribution	A redistribution of electoral boundaries
SRC	Student Representative Council

Major issues, challenges and achievements for the reporting year

This is the twelfth Annual Report of the Australian Capital Territory Electoral Commission (the Commission). It covers the period 1 July 2003 to 30 June 2004.

Major issues, challenges and achievements for the year included:

- ❑ Completing a redistribution of electoral boundaries;
- ❑ Facilitating the passage of amendments to the *Electoral Act 1992* to introduce 4 year terms for the Legislative Assembly after the 2004 election;
- ❑ Preparing for the 16 October 2004 Legislative Assembly election;
- ❑ Completing an audit of disclosure returns provided by selected political parties and associated entities;
- ❑ Facilitating the passage of amendments to the Electoral Act to implement changes recommended by the Commission in its review of the operation of the Electoral Act after the 2001 election; and
- ❑ Receiving a commended award for the quality of the Commission's *Annual Report 2002/2003*, in the Annual Reports Awards presented by the Institute of Public Administration.

Overview of agency performance and financial results

In addition to these major issues and achievements, other notable activities undertaken during the year included:

- ❑ Securing additional budget funding for additional election costs stemming from population growth and enterprise bargaining pay increases; and
 - ❑ Participating in the Department of Justice and Community Safety (JACS) corporate renewal process;
 - ❑ Contributing to the renegotiation of the JACS Enterprise Bargaining Agreement;
 - ❑ Briefing officials from Kenya, Thailand and Singapore on ACT election practices, particularly on the use of technology;
 - ❑ Working with the Australian Electoral Commission (AEC) on a major mail review of the ACT electoral roll in preparation for the forthcoming ACT and federal elections; and
 - ❑ Finalising drafting of the Commission's records management policy and procedures in accordance with the *Territory Records Act 2002*.
- Ongoing activities undertaken during the year included:
- ❑ Continuing the Commission's non-parliamentary election program, conducting 12 fee-for-service ballots, including 4 enterprise bargaining ballots, and assisting with the conduct of 3 interstate elections; and
 - ❑ Continuing to work with the AEC and the Electoral Council of Australia (ECA) to improve electoral roll maintenance procedures;
 - ❑ Renegotiating the Joint Roll Arrangement cost with the AEC;
 - ❑ Pursuing Continuous Roll Update (CRU) initiatives, including securing enrolment forms from secondary school students and obtaining data from a comprehensive range of ACT agencies; and
 - ❑ Continuing the schools based electoral education program.
- The Commission's expenditure in 2003/2004 was within its allocated budget.

Outlook for the coming year

In 2004/2005 the Commission will focus on the conduct of the 2004 Legislative Assembly election and subsequent legislative and strategic reviews. The Commission will also continue its education, staff development, non-parliamentary election and CRU programs.

Projects to be undertaken will include:

- ❑ Conducting the October 2004 Legislative Assembly election;
- ❑ Implementing the enhanced electronic voting and counting system (EVACS);
- ❑ Implementing a new results package for the Tally Room and for the internet for the 2004 election;
- ❑ Conducting a review of the operation of the Electoral Act after the 2004 election;
- ❑ Conducting enterprise bargaining ballots for most ACT agencies;
- ❑ Commencing a strategic review of the Commission's structure and corporate plan in the light of the introduction of 4 year terms;
- ❑ Reviewing the strategy for maintaining the Commission's in-house suite of databases in preparation for the 2008 election;
- ❑ Negotiating a memorandum of understanding with JACS for the provision of corporate services;
- ❑ Providing advice to Government and the Legislative Assembly on amendments to the Electoral Act as required;
- ❑ Implementing CRU processes, including securing enrolment forms from secondary school students and obtaining data from selected ACT agencies;
- ❑ Continuing to work with the AEC and the ECA and its subcommittees to improve electoral roll maintenance procedures;
- ❑ Examining changes made to Commonwealth enrolment entitlements and procedures in 2004 to analyse their impact on the ACT;
- ❑ Implementing the Commission's records management procedures, including a new electronic integrated document management system;
- ❑ Continuing the Commission's non-parliamentary election program; and
- ❑ Continuing the schools based electoral education program.

Overview of the agency

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 Attorney-General is the Minister responsible for electoral matters and the Commission is included in the JACS portfolio for administrative purposes.

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.

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.

A major function of the Commission related to the conduct of elections is the redistribution of electoral boundaries between elections. The new boundaries determined in the 2000 redistribution were used at the 2001 election. The boundaries were reviewed in 2003 with the redistribution process completed in September 2003. The 2000 boundaries remained unchanged in the 2003 review and will be used again at the 2004 election.

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.

The *ACT Electoral Commission Corporate Plan* is set out on page 5.

In the departmental structure for 2003/2004, 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 2003/2004 budget papers for Output 2.7 is on page 29 of this report.

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 ACT Electoral Commission consists of a Chairperson, the Electoral Commissioner and a third Member.

Table I — Members of the ACT Electoral Commission

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

The 3 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. Remuneration for all 3 Members is determined by the Remuneration Tribunal.

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

The Commissioner is assisted by 5 permanent officers employed under the Public Sector Management Act.

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.

For a list of staff positions see the appendix **Staffing profile** on page 42.

ACT Electoral Commission Corporate Plan

The *Corporate Plan 2002–2005* 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 **Reporting outcomes against performance indicators set out in 2003/2004 budget papers** on page 29.

The next section reports on activities undertaken in each key result area in 2003/2004 to achieve the Commission's goals.

Table 2 — ACT Electoral Commission Corporate Plan 2002–2005

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		

Report on overall agency performance

Goal one – To conduct high quality elections and referendums

Key result area 1.1

Elections for the ACT Legislative Assembly

Preparing for the conduct of the 2004 ACT Legislative Assembly election

Preparations for the October 2004 Legislative Assembly election were a major focus of the Commission's activities in 2003/2004.

Activities undertaken in preparation for the 2004 election included:

- Negotiating contracts for election-related services;
- Completing a scenario analysis for enhancements to EVACS to automate the system setup;
- Convening a new EVACS reference group;
- Exploring electronic voting hardware options;
- Upgrading the Commission's electoral database applications;
- Updating the Commission's internet site, www.elections.act.gov.au, to include information on the 2004 election (uploaded in July 2004);
- Developing in-house a new internet election results system;
- Rewriting all election staff training manuals and revising staff training procedures;
- Updating the information booklets for candidates, scrutineers and funding and disclosure;
- Writing to potential polling staff to check their availability;
- Negotiating hire of polling places; and
- Seeking the agreement of the AEC to undertake the declaration vote scrutiny on a contract basis.

Recent changes to ACT Government procurement requirements have significantly increased the time and effort required to let major contracts. In the lead up to a general election, this process has become one of the Commission's major tasks.

In 2003/2004, negotiations commenced on service agreements for the following:

- Enhancing the EVACS software;
- Independent auditing of EVACS;
- Printing of ballot papers and electronic voting barcodes;
- Scanning and printing of certified lists of electors;
- Election advertising;
- Market research;
- Data entry;
- The election telephone call centre;
- Payroll services; and
- Documentation of election database systems, preparation of a data map and data plan, and the provision of database support services.

For more information on contractors see the appendix **External sources of labour and services** on page 41.

As at 30 June 2004 the Commission's 2004 election preparations were well advanced.

Innovations and other changed procedures to be used at the 2004 election include:

- Enhancements to the EVACS system (see below);
- Improved barcodes for use by the EVACS system;
- A new internet and tally room election results system;

- ❑ Improved data-entry procedures intended to reduce the time taken to complete the election scrutiny;
- ❑ Improved polling staff training procedures;
- ❑ Revised polling place procedures to streamline issuing of declaration votes and to more clearly define the role of the 'second in charge';
- ❑ Revised declaration vote scrutiny procedures;
- ❑ Use of the Canberra Connect call centre, which will provide a dedicated ACT election team (this task has been undertaken in-house by permanent and casual staff at previous elections);
- ❑ Various services to be provided under contract by the AEC, including payroll services, scanning of certified lists, and the conduct of the declaration vote scrutiny;
- ❑ Reducing the cost of the election advertising program by re-using the campaign theme from the 2001 election; and
- ❑ Revised ballot paper layout intended to reduce the cost of printing ballot papers.

Electronic voting and vote counting

Following the successful implementation of EVACS at the 2001 ACT Legislative Assembly election, the ACT Government indicated that it supported the use of electronic voting and counting at future elections along the lines used at the 2001 election.

As indicated in the *Annual Report 2002/2003*, the ACT Government provided the Commission with funding for electronic voting at the 2004 election. The funds were provided to upgrade the software and to provide electronic voting at the same number of polling places as used for electronic voting in 2001.

In 2003/2004 the Commission negotiated a contract with the developers of the EVACS program, Canberra company Software Improvements Pty Ltd, for enhancements to EVACS. These enhancements included:

- ❑ Improving the set-up process to automate the loading of election details, particularly candidate names, ballot paper images and audio files;
- ❑ Placing the cursor at a random position on the ballot paper at the start of voting;
- ❑ Shortening the barcode to improve barcode reader performance;

- ❑ Extending the range of statistics that can be published electronically during the count; and
- ❑ Enhancing the useability of the error-control reports used in the data-entry process.

The Commission worked with Software Improvements to prepare a detailed scenario analysis for the enhancements to EVACS.

Some of the enhancements to EVACS were completed by June 2004. The remaining enhancements are expected to be delivered and tested during July and August 2004.

The Commission also intends to have the revised EVACS computer code independently audited before the system is used at the 2004 election.

The Commission also examined alternative methods of providing electronic voting hardware in polling places. At the 2001 election, standard PC equipment being issued to other ACT agencies was used for electronic voting and counting. As at 30 June 2004, the Commission was exploring other options. These included purchasing second-hand PC equipment on a "buy back" arrangement and evaluating a purpose-built prototype of an electronic voting "tablet" designed to run EVACS. The Commission expects to make a decision on which hardware to use at the 2004 election early in 2004/2005.

EVACS reference group

The Commission convened a new EVACS reference group in April 2004. This reference group consists of representatives nominated by MLAs and registered political parties and other special interest groups, including the Proportional Representation Society and Blind Citizens Australia.

The reference group was established to provide an advisory mechanism to the Electoral Commissioner on the use of electronic voting and vote counting for Legislative Assembly elections. Feedback from the reference group will be considered by the Commissioner before use of EVACS at the October 2004 election.

The Commissioner will use the feedback received to determine if the systems meet community needs and are consistent with the high standards expected by the community for elections.

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 2003/2004.

Interstate elections

The Commission provided over-the-counter pre-poll voting, postal vote applications, postal ballot papers and/or enquiry services for 3 interstate general elections and by-elections in 2003/2004.

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.

Commission staff visited Queensland during the State general election to observe election processes.

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 3 years. The Commission did not conduct these elections in 2003/2004, with the next round of elections due to commence in 2005. From 2003 the Boards have been charged on a fee-for-service basis in line with the provision of electoral services to other organisations.

In 2003/2004 the Commission advised ACT Health on amendments to the legislation governing Health Professions Boards elections. This new legislation is expected to be in place for the 2005 elections.

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. Electoral services provided in 2003/2004 are listed in tables 3 to 8.

Enterprise bargaining ballots

The Commission provided assistance to various ACT and outside agencies for their enterprise bargaining ballots in 2003/2004.

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

Australian National University elections

The Commission assisted with the ANU Union annual elections and the ANU Students' Association (ANUSA) annual elections in 2003.

Nominations for the Union elections closed on 12 August, polling was conducted from 25 to 28 August and the result was provided on 28 August.

For the ANUSA, nominations closed on 22 August, polling was from 8 to 11 September and final results were determined on 15 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 count.

Other elections

The Commission also assisted with the conduct of elections for the ACT Multicultural Council, the Royal College of Nursing, Australia, the Community Housing Federation of Australia and the National Press Club.

The Commission's only responsibility for the National Press Club election was the counting of votes.

Internet resources

A series of documents to guide organisations through their own elections are available on the Commission's internet site and include:

- Principles for conducting elections;
- Sample electoral regulations;
- Ballot papers on an Excel spreadsheet which can be automatically Robson rotated; and
- Scrutiny sheets on an Excel spreadsheet where a Hare-Clark count can be calculated automatically.



During 2003/2004 the Commission recorded 835 hits on the web page *elections for organisations*, 168 on the nomination form and over 100 on all versions of the ballot paper.



Table 3 — Interstate elections

Election	Polling day	Assistance provided	Votes
Northern Territory By-election - Katherine	04/10/03	pre-poll voting	0
Queensland State Election	07/02/04	pre-poll voting	672
Tasmanian Legislative Council Election	01/05/04	postal voting applications	
Total			672

Table 4 — Enterprise bargaining ballots

Agency	Polls closed	Result provided	Votes
ACT Ambulance Service	22/07/03	22/07/03	77
Australian Government Analytical Laboratories	21/08/03	21/08/03	134
Alcohol and Drug Foundation ACT Inc	26/03/04	26/03/04	16
National Measurement Institute	16/06/04	17/06/04	260
Total			487

Table 5 — ANU Union annual elections, August 2003

Election	Vacancies	Candidates	Votes
Election of 3 ANU Union directors (full 2 year term)	3	8	1234
Election of 1 ANU Union director, postgraduate or staff	1	3	1229
Total	4	11	2463



Table 6 — ANU Students' Association annual elections, September 2003.

Election	Vacancies	Candidates	Votes
President	1	4	1145
Vice President	1	4	1147
Education Officer	1	3	1137
General Secretary	1	4	1146
Social Officer	1	3	1145
Treasurer	1	3	1142
General Representatives	14	51	1038
Editor of Woroni	1	3	1139
Delegates to the Meetings of National Conference of the National Union of Students Inc.	4	17	1034
Faculty Representatives:			
Faculty of Arts	2	3	441
Faculty of Asian Studies	2	4	94
Faculty of Engineering and Information Technology	2	5	88
Faculty of Law	2	6	286
Faculty of Science	2	4	207
Total	35	114	11189

Table 7 — Other ANU elections

Election	Vacancies	Candidates	Nominations closed	Polls closed	Result provided	Votes
ANU Council – General Staff	1	6	12/03/04	03/05/04	04/05/04	532
Total	1	6				532

Table 8 — Other elections

Election	Vacancies	Candidates	Polls closed	Result provided	Votes
Southern Cross Club	4	4	no election	15/07/03	0
Royal College of Nursing Australia	6	13	10/07/03	11/07/03	1122
National Press Club	4	5	18/09/03	19/09/03	138
Community Housing Federation of Australia	5	7	26/11/03	26/11/03	18
ACT Multicultural Council Inc	12	23	18/02/04	18/02/04	61
Total	31	52			1339

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, by telephone or by email;
- Publishing a range of information booklets and pamphlets;
- Answering written correspondence; and
- Maintaining a comprehensive internet site.

Internet

The Commission's internet site address is www.elections.act.gov.au. This site continued to be maintained and updated in 2003/2004.

Information and services provided on the internet in 2003/2004 included:

- General information about the Commission;
- Details of past ACT Legislative Assembly elections, casual vacancies 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;
- Information for organisations wishing to run their own elections;
- Information for schools to run their own elections;
- A link to the AEC electoral enrolment form, and other enrolment information;
- Printable copies of the Commission's publications; and
- Links to electoral legislation, other electoral bodies and ACT agencies.

Publications

The following items were published in 2003/2004:

- Proposed Redistribution of the ACT into Electorates for the Legislative Assembly* (July 2003);
- ACT Legislative Assembly Electoral Boundaries: Redistribution 2003* (October 2003);
- ACT Electoral Commission Annual Report 2002/2003* (September 2003); and
- Information *Fact Sheets* on:
 - The Hare-Clark voting system;
 - Ballot papers; and
 - Authorisation of electoral material.

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, 1998 and 2001 elections;
- Review of the Electoral Act 1992* for the 1995, 1998 and 2001 elections;
- The 2001 ACT Legislative Assembly Election: Electronic Voting and Counting System Review*;
- Electronic voting data from the 2001 ACT election on CD-ROM.
- Funding and disclosure information booklets and related forms;
- Election Guide Shaping Canberra's Future* booklet of general information;
- Commitment to Service Statement*;



- ❑ Information brochures on the ACT electoral system;
- ❑ Maps of ACT electorates;
- ❑ Various electoral enrolment and voting forms;
- ❑ Information *Fact Sheets*;
- ❑ *Candidates Information* booklets and related forms;
- ❑ *Scrutineers Information* booklets and related forms; and
- ❑ Redistribution reports, public submissions and statistics for the 1992, 1996, 2000 and 2003 redistributions.

Advice

Providing advice to the Attorney General, Assembly Committees and other MLAs is one of the Commission's most significant tasks, particularly in a non-general election year. Examples of advice provided during the year include:

- ❑ Advising the Government and Legislative Assembly Members on legislation to amend the Electoral Act;
- ❑ Making written and oral submissions to the Standing Committee on Legal Affairs regarding its inquiry into *Changing the term of Assembly Members from three years to four years* (a copy of this submission can be obtained at www.elections.act.gov.au/adobe/FourYearTermsSubmission.pdf) (refer to **Legislative Assembly committee inquiries and reports** on page 43); and
- ❑ Appearing before the Select Committee on Estimates.

The Electoral Commissioner also made written and oral submissions to the Commonwealth parliamentary inquiry conducted by the Senate Legal and Constitutional References Committee into the *State Elections (One Vote, One Value) Bill 2001*. For further information on this inquiry, see the Committee's report at www.apf.gov.au/senate/committee/legcon_ctte/one_vote_one_value/report/report.pdf

Legislation to amend the Electoral Act

Several Acts amended the Electoral Act in 2003/2004.

The *Electoral Amendment Act 2003* was introduced in the Legislative Assembly on 20 November 2003 and passed on 27 November 2003. This Act amended the Electoral Act to introduce 4 year terms for the Legislative Assembly from the 2004 election. As a result, the next election after the 2004 election is scheduled to be held on the third Saturday in October 2008.

This Act implemented the recommendations made by the Standing Committee on Legal Affairs in its report on *Changing the term of Assembly Members from three years to four years*. This report was tabled on 23 October 2003. A copy of the report can be obtained from the ACT Legislative Assembly website at www.legassembly.act.gov.au.

The *Electoral Amendment Act 2004* was introduced in the Legislative Assembly on 8 May 2003 and passed on 15 May 2004. This Act gave effect to most of the recommendations made by the Electoral Commission in its report, *The 2001 ACT Legislative Assembly Election: Review of the Electoral Act 1992*.

Amendments were made in the Assembly to:

- ❑ Retain the opportunity for 2 or more candidates to appear on ballot papers in non-party group columns;
- ❑ Remove provisions that allowed independent MLAs to register ballot groups; and
- ❑ Provide that it will be an offence to induce a person to complete a postal vote application form and return it to an address other than an address authorised by the Electoral Commissioner.

Other changes made by the *Electoral Amendment Act 2004* included:

- ❑ Requiring applications to register a party or to change a party's registered name or abbreviation to be lodged by 30 June in an election year;
- ❑ Providing that parties must have 100 members at the time that an application is lodged to register the party;
- ❑ Changes to postal voting procedures, including an early cut-off for applications for postal votes from overseas;
- ❑ Preventing the Electoral Commissioner from taking part in the review by the Electoral Commission of a decision not to conduct a recount of ballot papers; and

- Bringing thresholds for disclosure of political donations and expenditure up to \$1500, to remove inconsistencies in the current disclosure scheme.

The following Acts also made minor consequential amendments to the Electoral Act:

- *Planning and Land (Consequential Amendments) Act 2002;*
- *Criminal Code (Theft, Fraud, Bribery and Related Offences) Amendment Act 2004;* and
- *Annual Reports Legislation Amendment Act 2004.*

Key result area 2.2

Electoral enrolment

Joint roll arrangement

Under the ACT/Commonwealth joint roll arrangement the AEC 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 Commission pays the AEC a yearly fee for maintaining the joint roll. This fee is adjusted yearly for CPI, and renegotiated every 3 years. This fee was renegotiated with the AEC in 2003/2004. A fee of \$0.5871 per elector was set for 2003/2004. Joint roll payments for the year totalled \$128,416 (excluding GST).

Electoral Council of Australia

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

In 2003/2004 the ECA continued to focus on the implementation of more efficient methods for updating the electoral roll, collectively described as CRU. The major projects undertaken by the ECA included:

- Drafting performance indicators for monitoring the accuracy and completeness of the electoral rolls;
- A full review of the ECA's information material;
- Examining proposed changes to Commonwealth enrolment legislation and a redesign of the electoral enrolment form;
- Deciding to discontinue the purchase of Australia Post change of address data, as over 90% of the data being supplied was also being supplied by other, less expensive, government agency data sources;

- Participating with other government agencies and Australia Post in the development and first release in April 2004 of the Geo-coded National Address File;
- Completion of the Electoral Law project, a research initiative undertaken in partnership with the University of NSW and the Australian Research Council, including publication of *Realising Democracy: Electoral Law in Australia*, a collection of papers presented at the December 2002 electoral law conference (including a chapter on "Transparency and Elections in Australia: The Role of Scrutineers in Australian Electoral Practice", by Phillip Green, the ACT Electoral Commissioner); and
- Commencing a sponsorship of a 3 year research scholarship at the Australian National University.

Continuous Roll Update

CRU is the term used to describe a range of methods used to update the electoral roll that was introduced nationally in 1999. These methods are described in detail in the Commission's *Annual Report 2002/2003*.

The following 2 sub-sections describe the main CRU activities that impact on the maintenance of the ACT electoral roll.

National activities

Australia-wide change of address data provided by Centrelink and State/Territory specific data sources continued to be used in 2003/2004 to generate letters to households where electors may need to update their enrolment.





In June 2004 the AEC commenced an Australia-wide “background review” of the electoral roll, which involved sending almost 2 million letters nationwide, combined with a national advertising campaign. Over 27,000 letters were sent in the ACT to over 20,000 different addresses. This review targeted all those addresses that had not been reviewed by the CRU process in the preceding 2 years.

The ACT Electoral Commissioner continued as a member of the sub-committee of the ECA charged with overseeing the national implementation of CRU. In 2003/2004 this sub-committee evaluated the effectiveness of a trial redesign of the main CRU letters to electors and oversaw new roll integrity initiatives undertaken by the AEC.

ACT specific activities

Analysis of CRU activities undertaken across Australia has indicated that use of State and Territory government databases is a key factor in making CRU a success.

Under section 67 of the Electoral Act the Commissioner has the power to seek information from Territory agencies and from prescribed entities for purposes related to the maintenance of the electoral rolls. This power was used in 2003/2004 to obtain data for CRU purposes from the Rental Bond Board, the ACT Motor Registry, the ACT Board of Studies and ActewAGL.

Access to ongoing updates of ACT Motor Registry and ACT Board of Studies data was negotiated in 2003/2004. With the acquisition of this data, the Commission considers that the ACT has secured the optimum suite of data sources for the effective implementation of CRU. However, the Commission will continue to evaluate alternative data sources.

Enrolment of young people

On 31 March 2004 the Legislative Assembly passed the following resolution:

That this Assembly:

- (1) notes with concern estimates that as many as one in four people aged 18-24 are not on the electoral roll;

- (2) calls on the ACT Electoral Commission to examine further ways to encourage young people to enrol to vote such as sending out enrolment information with Year 12 school results, provisional drivers licence applications and proof of age cards and acknowledges the initiatives the Electoral Commission currently has in place to address this matter;
- (3) recognises that existing educational programs of civics education play an important role in including young people in processes of electoral education and participation; and
- (4) calls on the Minister for Education, Youth and Family Services to refer current civics programs used in schools to the curriculum review team for investigation into the adequacy of these programs.

The Commission is aware that a significant proportion of young people, particularly in the 18-20 year old age group, tend to delay their electoral enrolment until an election is announced. This tendency is apparent Australia-wide.

The following table shows actual enrolment figures by age group in the ACT as at 30 June 2004, compared to estimates of the eligible population in those groups. The figures exclude estimated numbers of non-citizens and other people ineligible to enrol in the ACT. Readers should be aware that these estimates need to be treated with caution as they are based on various assumptions.

**Table 9 — Enrolment by age group at 30 June 2004**

Age group	Number enrolled	% of estimated entitled to enrol
18	2747	59.1%
19	3421	73.8%
20	4012	83.9%
21-25	23225	88.8%
26-30	22387	93.9%
31-35	23697	97.9%
36-40	21916	94.8%
41-45	23178	97.1%
46-50	22064	97.0%
51-55	21569	98.1%
56-60	17646	96.7%
61-65	11311	95.8%
66-70	8304	96.4%
71+	17774	93.0%
Total	223251	93.9%

Note: This table does not include 17 year olds, for whom enrolment is voluntary.

It can be seen that participation rates are high for people in age groups over 25 years of age. Participation rates are lowest for people aged 18-20. This result is likely to be influenced by the fact that there has not been an election roll close in the ACT since 2001.

It is anticipated that the proportion of young people enrolled in the ACT will increase significantly in the lead up to the October ACT election as people become aware of the deadline for enrolling for the election.

In order to increase the participation rate of people in this age group, the Commission, in conjunction with the AEC, has in place a series of initiatives aimed at encouraging young people to enrol to vote.

The Commission is confident that this range of initiatives will significantly increase the proportion of young people on the ACT electoral roll at the time of the October 2004 election.

These initiatives include:

The school enrolment project

The Commission conducts an annual school enrolment project that is aimed at working with schools to collect electoral enrolment forms. Each government and private school with college-age students in the ACT is paid \$2.50 for each enrolment form it collects from its students. This program has been conducted successfully since 2000. A total of 1065 enrolment forms were received in 2003/2004 as a result of the school enrolment initiative.

Continuous Roll Update

The CRU process specifically targets young people with direct mail using data sourced from ACT Motor Registry, the ACT Secondary Schools Board, Centrelink and the ACT Rental Bond Board.

Electoral education

The Commission's electoral education program is aimed primarily at raising awareness of the ACT's electoral system. Electoral enrolment requirements are featured in this program. For more detail on the electoral education program, see **Key result area 2.3**

Electoral education on page 16.

Election roll close advertising

The Commission will be conducting its usual advertising campaign in the run-up to the October 2004 election, with a focus on the need to enrol before the rolls close.

The Commission will monitor the participation rates of the 18-24 age group at the election and will continue to explore ways of increasing participation. In 2004/2005 the Commission intends to investigate the suitability of data related to applicants for proof of age cards.

Electoral education program

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. 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 at the Assembly. Participants at these sessions are shown how the Members of the Legislative Assembly are elected and how the Assembly functions. The Assembly prepared audio-visual material in 2003 that includes material on the electoral system. An education session can be taken into schools using the same materials as are used in the Assembly.

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 in 2003/2004 and sent to all ACT school libraries.

This material is primarily aimed at providing teachers with the ability to conduct electoral education in their own classrooms. This service is a contribution to an Australia-wide incorporation of electoral education and civics education into compulsory school curricula.

All electoral education material is available from the Commission's internet site.

A campaign to encourage secondary schools to elect members to their Student Representative Council (SRC) by conducting their own elections using the Hare-Clark system continued in 2003/2004.

A series of documents is available on the website to guide teachers through the electoral process should they want to run their own school elections. The documents include:

- Instructions on the election process, the voting system, election day and counting the votes;
- A nomination form;
- Ballot papers on an Excel spreadsheet with automatic Robson rotation, or as a Word document; and
- A scrutiny sheet that calculates the Hare-Clark system automatically.

During 2003/2004, the Commission's website recorded 279 hits on the SRC instructions page, 130 on the nomination form and 130 on the Robson rotated multi-member ballot paper.

The Commission's education program is advertised, in conjunction with the Legislative Assembly, by direct mail-out to schools and by referral from other organisations.

During Youth Week in February 2004 the Commission and the Legislative Assembly distributed information and enrolment forms in the Garema Place information marketplace.

The following table lists electoral education sessions conducted by Commission staff during the 2003/2004 financial year.



Table 10 — Electoral education provided to organisations during 2003/2004

Organisation type	Organisation name	Number of participants	Date
Colleges	Canberra College – Woden Campus	135	06/11/03
	Church of England Girls Grammar School	150	18/09/03
	MacKillop Catholic Senior College	476	31/10/03
	Orana School	15	02/03/04
	Student Constitutional Convention – Information Session at Parliament House – Plebiscite vote	100	08/08/03
	Student Constitutional Convention Referendum Session – Legislative Assembly	100	15/08/03
	Ted Noffs Foundation Program	6	27/02/04
Community Groups	Carers ACT	10	19/03/04
	Carers ACT	5	29/06/04
	Duffy Mums and Dads Club	10	23/09/03
	The Canberra Show	500	27-29/02/04
	University of the Third Age	22	26/08/03
	Youth Week	30	02/01/04
High Schools	Belconnen High School	0	01/12/03
	MacKillop Catholic College	600	19/11/03
	MacKillop Catholic College	600	26/11/03
	MacKillop Catholic College	70	05/04/04
	Melrose High School	450	12/12/03
	Melrose High School	150	08/04/04
Primary Schools	Curtin Primary School	60	16/06/04
	Curtin Primary School	60	30/06/04
	Marist College (Primary)	152	20/08/03
	Marist College (Primary)	150	09/03/04
	St Francis of Assisi Primary School	89	13/11/03
	St Thomas the Apostle	50	23/06/04
	St Thomas the Apostle	50	24/06/04
Professional Groups	Teachers Professional Development Program	25	16/03/04
Total		4065	

Key result area 2.4

Other electoral statutory requirements

Registration of political parties

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

At 1 July 2003, there were 7 parties on the register of political parties.

During 2003/2004, the following major changes were made to the register of political parties:

- The Christian Democratic Party ACT Division was registered on 16 February 2004;

- The registered abbreviation for the Australian Democrats was changed to ACT Democrats on 19 May 2003;
- The registered abbreviation for the Australian Labor Party, Australian Capital Territory was changed to ACT Labor on 19 May 2003; and
- The Canberra First Party was deregistered at the request of the party on 27 May 2004.

As at 30 June 2004, the following 7 parties were entered on the register of political parties.

Table 11 — Registered political parties as at 30 June 2004

Party name	Party abbreviation
ACT Equality Party	Equality Party
Australian Democrats	ACT Democrats
Australian Labor Party, Australian Capital Territory	ACT Labor
Christian Democratic Party ACT Division	CDP
Liberal Democratic Party	LDP
Liberal Party of Australia (A.C.T. Division)	Liberal Party
The ACT Greens	The Greens

Two significant changes to the party registration scheme were made by the *Electoral Amendment Act 2004*, passed by the Legislative Assembly in May 2004.

One change removed the provisions that allowed independent MLAs to register ballot groups. This did not have an immediate practical impact, as there were no ballot groups registered in 2003/2004. As a result of this change, an independent MLA who wishes to be listed under a registered name on a ballot paper must be a member of a registered political party containing at least 100 members on the ACT electoral roll.

The other significant change was to provide for a fixed cut-off date for applications for party registration, and for changes to registered party names or abbreviations, in an election year. The Commission recommended this change to remove uncertainty about the latest date on which applications for party registration could be made, and to allow time for review of party registration decisions made by the Electoral Commissioner.

As a result of this change, applications for party registration, and for changes to registered party names or abbreviations, may only be made up until 30 June in an election year.





As at 30 June 2004, the Commission had received 3 applications for party registration. Notice of these applications was published on 8 July 2004. Objections were invited to applications received by the following 3 parties:

- Free Range Canberra;
- Harold Hird Independent Group; and
- Helen Cross Independents Group.

Funding and disclosure scheme

Annual returns

Under the funding and disclosure provisions of the Electoral Act, registered political parties, ballot groups, Members of the Legislative Assembly (MLAs), associated entities and persons who donated more than \$1500 to a party, ballot group, MLA or associated entity were required to lodge an annual return for the 2002/2003 financial year by October 2003.

For the 2002/2003 financial year, 8 annual returns were received from political parties, 18 from MLAs (which included the 17 current MLAs and Senator Gary Humphries, who resigned from the Legislative Assembly in January 2003), 3 from associated entities and 9 from donors.

These returns were made public on 2 February 2004. Copies of the returns can be viewed at www.elections.act.gov.au/FAD03.html.

In February 2003 the Commission commenced a compliance audit of disclosure returns provided by selected political parties and associated entities. The findings of this audit were announced in December 2003. As a result of this audit, 9 donors were identified who should have submitted annual returns for 2001/2002, and 1 donor was identified who should have submitted an annual return for 2000/2001. These donors are listed at www.elections.act.gov.au/FAD02.html for the 2001/2002 financial year and at www.elections.act.gov.au/FAD01.html for the 2000/2001 financial year (the donors are identified by the inclusion of a published date after the donor's name).

The Commission intends to address the issues raised by the compliance audit and other matters related to disclosure of donations and expenditure in its report on the operation of the Electoral Act after the 2004 election.

Redistributions

A redistribution of electoral boundaries commenced during the 2002/2003 financial year. The process continued into 2003/2004 and was completed on 15 October 2003 when the final report was submitted to the Minister.

For information on the commencement of the redistribution process, see the Commission's *Annual Report 2002/2003*.

The Redistribution Committee published its proposed redistribution on 11 July 2003. The Committee recommended that the existing electorate names and boundaries should remain unchanged. Six objections to the proposed redistribution were received by the close of the objection period on 8 August 2003.

The objections were considered by the augmented Electoral Commission, which consists of the members of the Electoral Commission and the Redistribution Committee. As some matters raised in the objections were not raised in the suggestions and comments stages, the augmented Commission held a public hearing into the objections on 2 September 2003. Four people made oral submissions at the hearing.

After considering the written objections and the matters raised at the public hearing, the augmented Commission was not satisfied that any proposed alternative boundaries better met the redistribution criteria than the current boundaries. Therefore the augmented Commission decided the existing electorate boundaries should remain unchanged as per the Redistribution Committee's proposal.

The redistribution cost \$20,477. This cost included postage, printing, newspaper 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 2003*, which is available to the public from the Commission's office and on its website at www.elections.act.gov.au/Redis03fd.html.

The redistribution was conducted according to the following timetable.



Table 12 — Redistribution timetable

Formation of Redistribution Committee	1 May 2003	
Suggestions period open	8 May 2003	
Suggestions period closes	5 June 2003	7 suggestions received
Comments period opens	6 June 2003	
Comments period closes	19 June 2003	7 comments received
Proposed redistribution published	11 July 2003	
Objections period closes	8 August 2003	6 objections received
Public hearing	2 September 2003	4 submissions made
Announcement of final redistribution	12 September 2003	
Determination of redistribution notified	18 September 2003	
Report submitted to Minister	15 October 2003	



**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 for its staff.

Permanent staff are encouraged to pursue secondments to other agencies, to contribute to international, interstate and national electoral projects and to develop new skills through on-the-job training and external training courses.

During 2003/2004, all staff at the Commission had several opportunities to attend a variety of courses, seminars and conferences, secondment opportunities and consultancy projects to expand their knowledge and skills both for their professional and personal development.

The Commission also uses industrial democracy to enhance the quality of work for Commission staff. 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 and in particular staff improvement and development opportunities and enterprise bargaining, see **Human resource performance** from page 32.

Key result area 3.2 **Financial management**

Commission staff provided input into changes to JACS finance procedures during the financial year, including the corporate renewal program.

Following the 2002/2003 upgrade of the Oracle financial information system, Commission staff continued to explore ways to improve retrieving and extracting information for reporting purposes from Oracle. However, the Commission continued to maintain its own in-house financial monitoring system to track estimates, expenditure and commitments.

As part of the JACS 2003/2004 Strategic Internal Audit Program, a review of financial processes of agencies in the portfolio, including the Commission, was undertaken during April 2004 by consultants Walter Turnbull.

The review recommended several minor changes to internal finance controls, which have been implemented by the Commission.

Refer to **Financial performance** from page 26 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.

As required by the *Territory Records Act 2002*, the Commission continued work on its records management program, with the *Records Disposal Schedule – Electoral Records* being approved by the Territory Records Office and notified on the legislation website on 18 June 2004.

Drafts of the rest of the Commission's records management program have been completed in consultation with the Territory Records Office and these documents are expected to be finalised and approved before the end of 2004/2005.

Key result area 3.4

Information technology (IT) management

IT resources

InTACT, the ACT Government information technology management agency, continued to provide IT resources to the Commission in 2003/2004.

The Commission also participated in JACS portfolio IT management during the year. The Electoral Commissioner was Chair of the JACS Information Management Strategy Committee for July-December 2003.

IT applications

Commission staff create and maintain a wide range of 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.

The Commission concluded a major upgrade of its in-house databases in preparation for the 2004 election. Commission staff also developed a new internet election results system for use at the election.

A consultant was employed during the year to document the election database systems, prepare a data map and data plan, and provide database support services during the election period.

In 2004/2005 the Commission intends to review its strategy for maintaining the Commission's in-house suite of databases in preparation for the 2008 election.

Internet

The Commission continued to maintain and update its internet site during 2003/2004, with all work being completed in-house. The Commission website address is www.elections.act.gov.au.

The Commission is represented on the ACT Web Managers Forum.

For more detail on the Commission's internet site see **Information service** on page 11.

Organisational governance arrangements



Internal accountability structures and processes

As a very small agency, the Commission does not have complex internal accountability structures and processes.

The full Commission, consisting of the Chairperson, the Electoral Commissioner and the third Member, oversees the operation of the Commission, sets general directions and approves reports to the Legislative Assembly. Under the Electoral Act, the Commission is responsible for undertaking internal reviews of a range of decisions that can be made in the first instance by the Commissioner or by his or her delegate.

The full Commission also forms part of the augmented Electoral Commission, together with the members of a redistribution committee. The augmented Electoral Commission considers objections to proposed electoral boundaries and makes final determinations of electorate names and boundaries.

The Electoral Commissioner performs the role of chief executive officer of the Commission. The Commissioner is empowered to make a wide range of decisions under the Electoral Act and the Public Sector Management Act. The Commissioner generally approves all major projects undertaken by Commission staff, including contracts, legislative instruments, publications and memorandums of understanding for fee-for-service elections. The Commissioner also carries a delegation under the Financial Management Act to commit expenditure up to the limit of the Commission's budget.

The Deputy Electoral Commissioner performs a range of management functions in support of the Commissioner, including contracts manager, funding and financial disclosure manager and registrar of political parties. The Deputy Electoral Commissioner carries a standing delegation to perform the Commissioner's functions should the Commissioner be unavailable.

Details of the Commission's structure can be found at **Organisational structure** on page 4.

Strategic and organisational planning

As an independent statutory authority, the Commission's role is largely defined by, and constrained by, the functions and responsibilities set out in the Electoral Act and other relevant legislation.

The **ACT Electoral Commission Corporate Plan** is set out on page 5 of this report. The **Report on overall agency performance** from page 6 gives a detailed report on achievements against the Commission's key result areas in 2003/2004.

The corporate plan is underpinned by more detailed operational plans, which set out strategies and procedures for each key result area. These plans are further supported by detailed project plans that set out tasks, timelines and staff responsibilities.

The Commission's corporate plan and operational plans are developed in a collegiate fashion involving all staff in a workshop environment.

Project plans are regularly reviewed at staff meetings to ensure that task deadlines are met.

The Commission's annual reports are its main avenue for reporting its compliance with its statutory obligations to the Legislative Assembly and other stakeholders.

Risk management and internal audit arrangements

The Commission undertakes risk management assessments for all its major projects and contracts. For example, the introduction and continued use of the electronic voting and counting system has been subjected to extensive risk assessment.

As the Commission is too small to undertake its own internal audit processes, it takes part in the JACS internal audit arrangements.

As part of the JACS 2003/2004 Strategic Internal Audit Program, a review of financial processes of agencies in the portfolio, including the Commission, was undertaken during April 2004 by consultants Walter Turnbull.

The review recommended several minor changes to internal finance controls, which have been implemented by the Commission.

In 2003 consultants Walter Turnbull also completed a detailed business risk assessment for the Commission as part of the JACS risk management strategy.

All the risks identified were ranked as medium, low or negligible. The assessment noted the large number of controls put in place by the Commission to prevent or mitigate the likelihood of risks occurring.

The Commission's finances are also audited as part of the JACS portfolio.

Fraud prevention arrangements

Prevention strategies

The Commission employed the following fraud prevention strategies in 2003/2004:

- Adherence to fraud prevention procedures in office administration;
- Inclusion of fraud prevention procedures in the Commission's operational plans;
- Analysis of risk assessments in all major contracts;
- Use of a code of conduct relating to the use of information technology, particularly as it relates to electoral roll information;

- Use of standard procedures for viewing proof of identity documents when witnessing applications for enrolment; and
- Secure storage of ballot material for all elections.

The Commission also continued to work closely with the AEC and the ECA on strategies and performance measures related to detection and prevention of electoral enrolment fraud.

Detection strategies

There were no reports or allegations of fraud or corruption received in 2003/2004.

Culture and values

The Commission's culture and values are reflected in its mission: *To provide high quality electoral services that ensure fair and open elections and referendums.*

To meet this aim, Commission staff are conscious of the need to be impartial, politically neutral and professional in all dealings with clients. The Commission's focus on continuous improvement also serves this aim.

Commission staff have adopted the principles of the *ACT Public Service Code of Ethics*. There have been no allegations of breaches of the Code of Ethics.

All casual staff are informed of the Code of Ethics and are required to sign an undertaking that they acknowledge the importance of being completely impartial and politically neutral and that they will take reasonable steps to avoid any conflict of interest.

Procurement contracting principles and processes

In 2003/2004, the Commission engaged a number of contractors to provide services related to the 2004 election.

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: *Achieving the Effective Use of Consultants in the ACT Public Service*.

See **External sources of labour and services** on page 41 for a list of contractors.

External scrutiny

The Commission was not subject to significant external scrutiny in 2003/2004.

Financial performance

Agency financial results and analysis of financial performance

The Commission is included in the JACS portfolio for budgetary purposes. In the departmental structure for 2003/2004, 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 JACS portfolio.

The financial transactions for the Commission for 2003/2004 are formally reported in the consolidated financial statements included in the *JACS Annual Report*.

The following financial statement, which relates only to electoral services and includes costs incurred by JACS on electoral services, is presented for information.

Table 13 — 2003/2004 Operating Statement: Output 2.7 — Electoral Services

	Budget (\$ '000)	Variation ¹ (\$ '000)	Outcome (\$ '000)
Revenue			
Government payment for outputs	948	950	954
User charges	60	60	57
Resources received free of charge	0	0	0
Interest	1	1	6
Other	0	0	29
Total revenue	1 009	1 011	1 046
Expenditure ²			
Employee expenses	556	564	518
Superannuation	45	46	76
Administrative expenses	420	419	454
Depreciation and amortisation	16	16	2
Interest	0	0	0
Other expenses	0	0	2
Total expenditure	1 037	1 045	1 052
Operating result ³	-28	-34	-6

Note 1: The variation column represents an adjustment from the 2003/2004 budget papers to reflect the enterprise bargaining agreement adjustments.

Note 2: This table includes costs incurred by JACS on electoral services. These costs include Ministerial, corporate, finance and information technology services.

Note 3: The negative operating result was primarily due to the superannuation liability being higher than anticipated.

Details of 2003/2004 expenditure and revenue

The following 2 tables show a more detailed breakdown of expenditure and revenue for 2003/2004. 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 JACS.

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.

In both tables, the revenue column includes reimbursement of expenses as well as independent revenue received for provision of services. The revenue column does not include government payments for outputs.

The tables show that the Commission's expenditure was under budget by around \$42,000, taking into account an additional capital injection of \$70,000 for the enhancements to EVACS.

Table 14 — Statement of expenditure and revenue by goals and key result areas for 2003/2004

Goals and key result areas	expenditure(\$) ¹	revenue(\$)	outcome(\$)
Goal one – Elections and referendums			
KRA 1.1 - Elections for the ACT Legislative Assembly	100 356	31	100 325
KRA 1.2 - Election and referendum services to other agencies	10 706	37 659	-26 953
Goal two – Information, education, advice and services			
KRA 2.1 - Electoral information and advice	See note ¹		
KRA 2.2 - Electoral enrolment	137 503	1 358	136 145
KRA 2.3 - Electoral education	1 874		1 874
KRA 2.4 - Other electoral statutory requirements	17 439	11	17 428
Goal three – Management			
KRA 3.1 - Human resource management	See note ¹		
KRA 3.2 - Financial management	See note ¹		
KRA 3.3 - Records management	See note ¹		
KRA 3.4 - Information technology management	See note ¹		
Total	982 353	56 399	925 954
Budget	958 000	60 000	898 000
Capital injection for EVACS	70 000		70 000
Total budget	1 028 000	60 000	968 000
Total budget minus actual	45 647	3 601	42 046

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



Table 15 — Detailed statement of expenditure and revenue for 2003/2004

Administration expenditure and revenue	expenditure (\$)	revenue (\$)	outcome (\$)
Accommodation (including car parking)	43 608		43 608
Advertising	5 883		5 883
Computers – leasing, repairs, maintenance, EVACS software development, other costs	124 308		124 308
Consultants and contractors	24 505		24 505
Depreciation	2 721		2 721
Joint roll costs	127 862		127 862
Miscellaneous – administration	5 021	18 916	-13 895
Office machines/furniture – purchase, repair, maintenance	4 750		4 750
Postage and freight	7 639	11 741	-4 102
Printing	22 328	8 173	14 155
Storage	13 396		13 396
Supplies and stationery	12 310		12 310
Telephones	7 014		7 014
Training	6 730		6 730
Travel	6 586		6 586
Vehicle hire	15 417		15 417
Total administration expenditure and revenue	430 078	38 830	391 248
Employee expenditure and revenue			
Commissioner Members – part-time	34 094		34 094
Fringe benefits tax	5 881		5 881
Leave entitlements	58 092		58 092
Miscellaneous – employee	841		841
Salaries	376 838	17 569	359 269
Superannuation – productivity	10 039		10 039
Superannuation – liability	60 983		60 983
Workers compensation	5 507		5 507
Total employee expenditure and revenue	552 275	17 569	534 706
Total expenditure and revenue	982 353	56 399	925 954
Budget	958 000	60 000	898 000
Capital injection for EVACS	70 000		70 000
Total budget	1 028 000	60 000	968 000
Total budget minus actual	45 647	3 601	42 046



Reporting outcomes against performance indicators set out in 2003/2004 budget papers

This section reports on the Commission's performance in 2003/2004 in terms of the following performance indicators set out in the 2003/2004 budget papers.

Table 16 — 2003/2004 Reporting outcomes against performance indicators: Output 2.7: Electoral Services

Output 2.7: Electoral Services		Price (\$'000): 954		
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.	222 000		224 351 ¹	1.1%
Number of elections/referendums conducted or assisted with.	25		15 ²	-40.0%
Quality				
Compliance with standards.	100%		100% ³	0%
Percent of clients satisfied with electoral services.	95%		100% ⁴	5%
Timeliness				
Compliance with standards and statutory requirements.	100%		100% ⁵	0%
Election results finalised within standards.	100%		100% ⁶	0%
Cost				
Average cost per elector for electoral services.	\$4.7	\$4.7	\$4.7 ⁷	0%
Total cost: (\$'000)	\$1039.0	\$1049.0	\$1 052 ⁸	0.3%



Notes on 2003/2004 results:

1. This is the ACT enrolment figure as at 30 June 2004 including 17 year olds.
2. Result is client driven. Target is an estimate only. The demand for services in 2003/2004 was less than anticipated.
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.

In 2003/2004, the Commission met the first of these standards; the other 2 were not applicable.
4. The Commission has a number of mechanisms in place for its clients to provide feedback on its services and enable the Commission to measure its client satisfaction rate. No clients indicated a lack of satisfaction with the service provided in 2003/2004.
5. The Commission's timeliness standard is that all statutory deadlines will be met.

All the applicable deadlines were met in 2003/2004.
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: 1 week from the close of the poll.

The first, second and third standards did not apply in 2003/2004. The fourth standard was met in all cases in 2003/2004.
7. Result is calculated as the total cost divided by the number of people on the electoral roll (\$1,052,000 divided by 224,351 electors). When taking independent revenue into consideration the actual cost per elector for electoral services was \$4.44 (expenditure of \$1,052,000 minus \$56,399 in independent revenue divided by 224,351 electors).
8. This figure represents only the expenditure for electoral services; it does not take into account revenue received.



Capital works management

The Commission did not undertake any capital works projects in 2003/2004.

Asset management strategy

The Commission's assets are included in the JACS asset management strategy and reported on in the JACS *Annual Report*.

To assist with tracking computing and office equipment the Commission uses the InTACT ATLAS system, which is updated to reflect any equipment changes.

Government contractual debts (interest)

No interest was paid on overdue payments to suppliers under Part 4 of the *Government Procurement Act 2001*. No contracts were entered into that specified that Part 4 of the Government Procurement Act did not apply.

Human resource performance

Analysis of human resource performance

The Commission is a small agency with a stable permanent work force. There were no changes to the Commission's permanent staff members in 2003/2004.

Casual and temporary staff were employed during the year to assist with fee-for-service elections and with preparations for the 2004 election.

The Commission maintains an in-house database of applicants for casual and temporary employment. Casual staff appointed under the Electoral Act, including polling officials, are employed following a merit selection process based on equal employment opportunity principles, previous experience and performance ratings.

See *Organisational structure* on page 4 and the appendix *Staffing profile* on page 42 for details of staff employed during 2003/2004.

Workplace relations

Certified agreements

The JACS Officers Certified Agreement 2003/2004, which covers Commission staff and to which the Electoral Commissioner is a signatory, expired on 31 March 2004.

The Electoral Commissioner and Commission staff, together with staff and management of JACS, began consultation and negotiations in the reporting period for the next enterprise agreement for 2004 to 2007.

The Electoral Commissioner was a member of the Enterprise Bargaining Agreement Management Reference Group formed within JACS to consider proposed changes to the Department's Certified Agreement. It is expected that a new agreement will be put to a staff ballot early in 2004/2005.

Australian Workplace Agreements

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

Workplace injury prevention and management

In all of its activities the Commission gives careful consideration to occupational health and safety (OH&S) principles and practices. The Commission has adopted the JACS OH&S policy.

All Commission staff underwent a workplace assessment in 2003/2004. As a result appropriate desk equipment was purchased to assist staff to have a safer and more suitable workplace environment.

All incoming mail is scanned by the ACT Government Registry before being opened by Commission staff.

The Commission has a fire warden and access to a designated qualified first aid officer and OH&S representatives in nearby agencies in Allara House.

Workplace health and safety

There was 1 workers' compensation claim during the reporting period. This was for a back injury, which resulted in an employee being absent from work for 8 days.



Workplace diversity

In 2003 the Commission adopted the JACS *Equity and Diversity Plan 2003-2005*, modified as appropriate to the structure and needs of the Commission.

The Commission is committed to the principles of Equal Employment Opportunity (EEO) and equity and diversity. The Commission recognises the necessity of discouraging all forms of discrimination and ensuring the effective use of the abilities and skills of staff from diverse backgrounds.

Equity and diversity measures adopted in 2003/2004 included:

- Ensuring that employment practices were free from workplace discrimination, harassment and bullying;
- Adopting the *ACT Public Service Code of Ethics*;
- Ensuring the Equity and Diversity Plan was communicated to and understood by all staff;
- Continuing the Commission's consultative industrial democracy practices;

- Providing access to part-time work (2 of the Commission's 6 permanent staff worked permanent part-time in 2003/2004);
- Implementing the Commission's performance management and learning and development strategies;
- Participating in the Executive Leadership Development Program;
- Providing access to study leave (2 staff members had study leave in 2003/2004);
- Allowing staff to undertake external secondments; and
- Providing access to flextime and ensuring staff did not work excessive hours.

In 2003/2004 the Commission reviewed its employment strategies and has filled all election casual positions for the October 2004 election based on merit, ensuring that equity and diversity objectives are met.

For a list of staff by EEO group see the appendix **Staffing profile** on page 42.

Learning and development

During 2003/2004, all permanent staff of the Commission received training and/or 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:

- Financial management;
- Advanced information technology training;
- Electoral and parliamentary seminars and conferences;
- Participation by the Electoral Commissioner in the Executive Leadership Development Program; and
- External secondment and consultancy opportunities.

To facilitate the Commission's learning and development strategy, each staff member is allocated up to \$2000 in the Commission's budget each year. In 2003/2004, the Commission directly paid \$6563.05 for training and development purposes (not including travel costs or funds paid on behalf of Commission staff by JACS).

Commission staff have decided not to adopt formal individual performance management plans or development plans. Instead, as the Commission has only 6 permanent staff, performance management and learning and development plans are agreed by consultation at structured planning workshops and monitored and updated through regular meetings of all staff.

A full list of learning and development opportunities undertaken in 2003/2004 is shown in Table 17.



Table 17 — Learning and development activities undertaken by Electoral Commission staff in 2003/2004

Staff Members	Date	Course/seminar/development opportunity	Cost
Electoral Commissioner	8/8/03	Northern Territory electoral review consultancy (leave without pay)	\$0.00
	12/8/03	Electoral governance workshop	\$0.00
	2/9/03	Public sector forum	\$0.00
	19/9/03	Executive leadership development program – coaching session	\$450.00
	17/10/03	Performance management	\$590.91
	27/10/03	Executive presentation skills	\$590.91
	26/2/04	Executive leadership development program – coaching session	\$450.00
	1/3/04	Understanding demographic data	\$318.18
	27/5/04	Executive leadership development program – coaching session	\$450.00
	29/6/04	Human Rights Act for policy officers	\$0.00
Senior Officer Grade B	July 03	Bushfire Recovery Taskforce secondment	\$0.00
	Aug 03	Dealing with harassment in the workplace	\$215.32
	12/8/03	Electoral governance workshop	\$0.00
	29/6/04	Human Rights Act for policy officers	\$0.00
Senior Officer Grade C	completed Dec 2003	Diploma of Information Technology (Software Development)	\$245.00
	4/6/03	Record keeping – introduction	\$100.00
	16/7/03	Record keeping – using a thesaurus	\$115.00
	17/5/04-18/6/04	Labyrinth – self leadership	\$408.18
	27-29/5/04	Australasian Study of Parliament Group 2004 National Conference	\$304.55
Administrative Service Officer Class 6	29/10/02-18/11/03	Diploma of Government Financial Management	\$1980.00
	19/8/03	Record keeping – introduction	\$115.00
Administrative Service Officer Class 5	12/8/03	Record keeping – introduction	\$115.00
	12/8/03	Australians all – engaging students in Australian history/civics professional development	\$0.00
	27/8/03	Our water future – community summit – facilitator	\$0.00
	2/9/03	Public sector forum	\$0.00
	29/9/03	Your vote counts (AEC)	\$0.00
	18/6/04	Future of educational tourism in the ACT	\$0.00
	19/8/03	Record keeping – introduction	\$115.00
Administrative Service Officer Class 4	19/8/03	Record keeping – introduction	\$115.00
Total			\$6563.05

Freedom of information

Section 7 statement

Section 7 of the *Freedom of Information Act 1989* (the FOI Act) requires agencies to publish a statement showing functions of the agency, how the public can participate in the work of the agency, categories of documents in the possession of the agency, and facilities provided for access to the agency's documents.

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*, the *Referendum (Machinery Provisions) Act 1994* and the *Health Professions Boards (Elections) Act 1980*.

Arrangements for external participation

There are several avenues available under the *Electoral Act* for external participation in electoral matters.

- Members of the public are invited to make submissions on proposed changes to electoral boundaries;
- Members of the public are invited to lodge objections to applications for registration of political parties;
- An elector may object to the enrolment of a person on the ground that the person is not entitled to enrolment; and

- Approaches from the community on any electoral matter are welcomed by the Commission.

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, 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** on pages 11 and 12 are provided free of charge.

Facilities for access

Publicly available documents can be obtained from the Commission's office. FOI requests should be directed to the Deputy Electoral Commissioner. See **Contact officer** on page 36 for contact details.

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



Section 8 statement

Section 8 of the FOI Act requires the Commission to publish a statement of documents used for the purpose of making decisions or recommendations. This statement is available on request and is included on the Commission's website at www.elections.act.gov.au/FOI.html and in the statement published by JACS.

Section 79 statement

Section 79 of the FOI Act states that each responsible Minister must prepare an annual report on the operation of the FOI Act in relation to each agency for which the Minister is responsible.

The Commission did not receive any FOI requests in 2003/2004, nor were any FOI matters outstanding at 1 July 2003.

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 JACS.

During 2003/2004, no public interest disclosures related to the Commission were lodged.

Territory records

A description of the Commission's compliance with the Territory Records Act is set out at **Key result area 3.3 Records management** on page 22.

Contact officer

For further information about the ACT Electoral Commission, FOI or any other matters raised in this annual report, 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

Community engagement

The Commission's mission is to provide the ACT community with high quality electoral services that ensure fair and open elections and referendums. The Commission uses a variety of community engagement processes to fulfil this mission.

The Commission has an active 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 2002-2005 and its operational plans focus on providing high quality services to customers.

The 2003 redistribution of electoral boundaries included a major community consultation process through the invitation to the public to submit suggestions and comments. Public submissions were invited by advertisements placed in several local newspapers, by direct mail to relevant organisations and individuals, and in stories generated in the media by the Commissioner. A total of 20 submissions were received by the Redistribution Committee and the augmented Commission.

Other community engagement processes employed by the Commission include:

- The electoral education program;
- The Commission's Internet site;

- The Commission's enquiry service;
- The electoral enrolment update strategy; and
- The Commission's fee-for-service election program.

Customer feedback on the electoral education program indicated that customers were very satisfied with program delivery, resources and content. Similarly, customer feedback on the fee-for-service election program indicated a high level of satisfaction.

All Commission staff participated in giving electoral information to the public at the Canberra Show, where the ACT electoral roll was available and there was a hands-on demonstration of computer voting.

Staff at the Commission raised \$470 for cancer research by hosting a Big Morning Tea in May 2004.

Complaints

The Commission has a complaints strategy in place. The contact officer for complaints is the Deputy Electoral Commissioner.

In 2003/2004 the Commission received no formal complaints related to its provision of services.

Cost-benefit analysis of business regulation reform

The Commission is not responsible for administering business regulatory reform.

Commissioner for Environment reporting

The Commission has not contributed to the *State of the Environment Report* in 2003/2004. The Commission has not been the subject of an investigation or recommendations made by the Commissioner for the Environment.

Ecologically sustainable development

The *Environment Protection Act 1997* requires agencies to report on how its actions accorded with the principles of ecologically sustainable development.

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;
- Recyclable consumables are used when available and recycled paper is used for normal office work and for publications where appropriate;

- Office waste paper and toner is recycled; and
- Election material is reused or recycled where possible.

It is expected that the provision of computer voting will lead, in time, to a reduction in the use of paper products.

The Commission also participates in the ACT Green House energy efficiency data collection program.

Fuel management plans

The Commission does not use any bushfire-prone government land.

Multicultural framework

The Commission considers the needs of Australians from culturally and linguistically diverse backgrounds in providing its general information service

In 2003/2004, the Commission assisted the ACT Multicultural Council with rewriting its election rules and with its election of office bearers. The Commission also gave advice to the ACT Spanish Australian Club on electing its office bearers.

Electoral services and information are advertised in the newsletter of the ACT Office of Multicultural Affairs (*Comunicado*).

The Telephone Interpreter Service Information panel is printed on some of the Commission's publications, encouraging electors with limited facility in English to make use of the service to assist with understanding electoral information.

The Multicultural Action Plan for 2003-2004 states that, for the election in 2004, the Commission will:

- Employ bi-lingual educators to provide election information to their communities. The educators will broadcast on multi-cultural radio and distribute pamphlets in community languages;
- Advertise in multicultural newspapers;
- Employ people from culturally and linguistically diverse backgrounds to provide assistance to members of the public at polling places;
- Provide computer voting facilities including instructions to voters in 12 community languages; and
- Provide access to interpreter services as required.

Justice, options and prevention policy framework

This framework aims to ensure that ACT Government agencies work to make the lives of ACT women safer.

The Commission ensures in all its work that the needs of women are considered and that specific programs are introduced as needed to ensure women are able to cast an effective vote.

The Commission continues to work with the AEC to ensure that silent enrolment is available and offered to community members who, for reasons of safety, do not want their address published on the electoral roll.



Financial statements

The Commission does not have financial reporting obligations under the *Financial Management Act 1996*.

Financial transactions for the Commission are formally reported in the consolidated financial statements included in the *JACS Annual Report*.

Financial details are provided for information at ***Financial performance*** from page 26.

Ownership agreement

Electoral services are included in the JACS Ownership Agreement 2003-2004. Reporting under that agreement is the responsibility of JACS.

As an independent statutory authority, the Commission is not a party to an ownership agreement.

External sources of labour and services

In 2003/2004, the Commission engaged the contractors in the following table to provide services related to the 2004 election.

Some of these contracts include work to be undertaken in 2004/2005.

In addition to the following contracts, a further \$8,240 was spent on contractor services involving contracts of less than the \$15,000 reporting threshold. These services included audit, data programming and interpreting.

See Procurement contracting principles and processes on page 25 for more information.

Table 18 — External sources of labour and services in 2003/2004

Name of contractor	Description of contract	Cost (\$)	Date of approval
Kesteven & Associates	Documentation of Access databases utilised by the Commission.	\$16265.00 (exclusive of GST)	19/01/04
Kesteven & Associates	Preparation of a data map and plan and the provision of database support services.	\$5940 for data map and plan \$181.50 per hour for software support services (total cost will depend on actual hours worked) (costs inclusive of GST)	09/06/04
The Green and Green Group Pty Ltd	Provision of data entry operators and supervisors.	\$55,000 to \$70,000 (actual cost will depend on actual time taken to complete data entry)	11/06/04
Software Improvements Pty Ltd	Provision of software enhancements to EVACS.	\$72,468 (GST inclusive)	12/12/03
Australian Electoral Commission	Provision of payroll processing services.	\$26,000 (GST exclusive)	26/05/04

Construction-related activities

The Commission did not undertake any construction-related activities in 2003/2004.

Staffing profile

Table 19 — Staff of the ACT Electoral Commission as at pay 1, 2004/2005

Title	Classification	Female	Male	CLDB ¹	Category		Employment authority
Commission Chairperson	Statutory Office Holder		1		5 year appointment	part-time	Electoral Act
Commission Member	Statutory Office Holder	1			5 year appointment	part-time	Electoral Act
Electoral Commissioner	Statutory Office Holder		1		5 year appointment	full time	Electoral Act
Deputy Electoral Commissioner	Senior Officer Grade B	1			permanent	full time	Public Sector Management Act
Election Applications Manager	Senior Officer Grade C		1		permanent	full time	Public Sector Management Act
Project and Policy Officer	Administrative Service Officer Class 6	1		1	permanent	full time	Public Sector Management Act
Education and Information Officer	Administrative Service Officer Class 5	1			permanent	full time	Public Sector Management Act
Staffing Manager	Administrative Service Officer Class 5	1			temporary	full time	Public Sector Management Act
Project Officer	Administrative Service Officer Class 5		1		temporary	full time	Public Sector Management Act
Administration and Finance Officer	Administrative Service Officer Class 4	1			permanent	part-time	Public Sector Management Act
Totals		6	4	1			

Note 1: CLDB = Culturally and linguistically diverse background.

Note 2: There were no permanent staff in either the disabled or Aboriginal & Torres Strait Islander categories.

Reports by Auditor-General

There were no reports by the Auditor-General specifically related to the Commission in 2003/2004.

Reports by the Ombudsman

There were no reports by the Ombudsman related to the Commission in 2003/2004.

Legislative Assembly committee inquiries and reports

One Legislative Assembly Committee inquiry related specifically to the operations of the Commission in 2003/2004.

The Standing Committee on Legal Affairs tabled its report: *Changing the term of Assembly Members from three years to four years* (report number 7) on 23 October 2003.

The committee, by a majority, recommended that the length of the term of Members of the ACT Legislative Assembly be extended from 3 years to 4 years by making appropriate amendments of the Electoral Act.

This recommendation was supported by the ACT Government. The *Electoral Amendment Act 2003* was introduced in the Legislative Assembly on 20 November 2003 and passed on 27 November 2003. This Act gave effect to the Committee's recommendation by amending the Electoral Act to introduce 4 year terms for the Legislative Assembly from the 2004 election.

For more detail, see **Advice** on page 12.

Government inquiries and reports

There were no Government inquiries or reviews related specifically to the Commission in 2003/2004.

Legislation

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*.

For relevant amending legislation enacted in 2003/2004, see **Legislation to amend the Electoral Act** on page 12.

The *Health Professions Act 2004*, passed by the Legislative Assembly in June 2004 but not substantively commenced by the end of the reporting period, will repeal the *Health Professions Boards (Elections) Act 1980* and provide for future health professionals board elections to be conducted under regulations expected to be made later in 2004.



Regulatory activities

The Commission does not consider its activities to be regulatory in nature.

Advisory and consultative boards and committees

The Commission does not have any relationship with advisory or consultative boards or committees that provide advice to a Minister.

Service purchasing arrangements/community grants/assistance/sponsorship

The Commission did not provide any service purchasing arrangements, community grants, assistance or sponsorship in 2003/2004.

Other sources of information

Further information about the Commission can be found on the Commission's website at www.elections.act.gov.au.

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