



Australian Capital Territory

**ACT  
Electoral  
Commission**

**Annual  
Report  
2002 – 2003**





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Report  
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Mr Jon Stanhope MLA  
Attorney-General  
ACT Legislative Assembly  
London Circuit  
CANBERRA ACT 2601

Dear Attorney-General

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

We hereby certify that the attached Annual Report is an honest and accurate account and that all material information on the operations of the ACT Electoral Commission during the period 1 July 2002 to 30 June 2003 has been included and that it complies with the Chief Minister's Annual Reports Directions.

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

A handwritten signature in black ink, appearing to read "Graham Glenn".

Graham Glenn  
Chairperson

8 September 2003

A handwritten signature in black ink, appearing to read "Phillip Green".

Phillip Green  
Electoral Commissioner

8 September 2003

A handwritten signature in black ink, appearing to read "Christabel Young".

Christabel Young  
Member

8 September 2003

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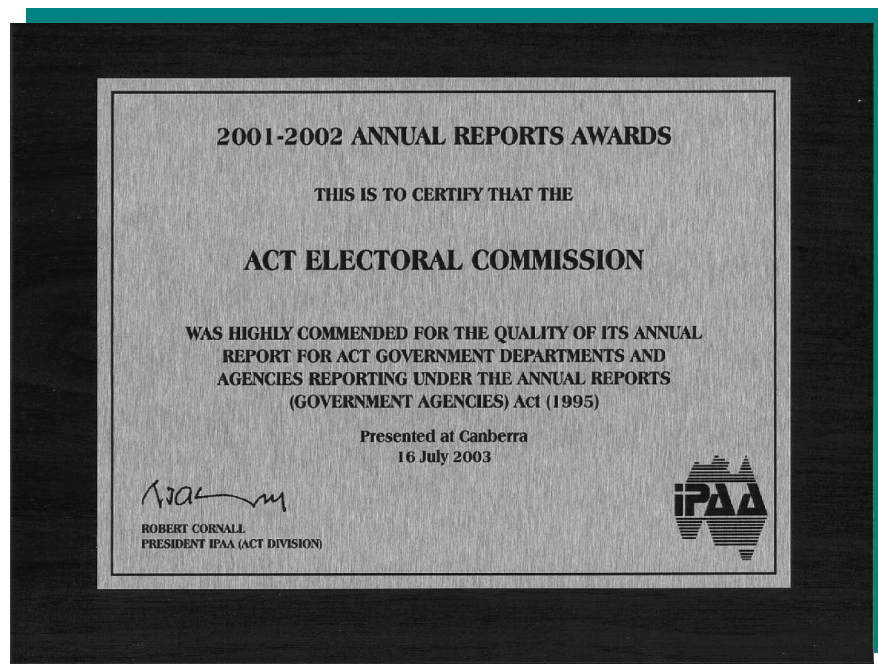
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## Glossary

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



Highly commended award received by the Commission for its 2001/2002 annual report.

# Part A – Overview and major achievements

## The year in review

This is the eleventh Annual Report of the Australian Capital Territory Electoral Commission (the Commission). It covers the period 1 July 2002 to 30 June 2003.

Following the successful conduct of the 20 October 2001 ACT Legislative Assembly election in the previous reporting year, this year saw the Commission reviewing its election practices, encouraging staff development, conducting 31 fee-for service ballots and consolidating its roll update activities.

Highlights of the year included:

- ❑ Commencing a redistribution of electoral boundaries;
- ❑ Using the electronic counting system to conduct a recount for the first time – to fill a casual vacancy following the resignation of Mr Gary Humphries MLA;
- ❑ Securing Government agreement to, and budget funding for, electronic voting at the 2004 Legislative Assembly election;
- ❑ Reviewing and reporting to the Legislative Assembly on the operation of the *Electoral Act 1992* at the 2001 election;
- ❑ Facilitating the introduction of amendments to the Electoral Act to implement all the changes recommended by the Commission in its review of the operation of the Electoral Act; and
- ❑ Receiving a highly commended award for the quality of the Commission's *Annual Report 2001/2002*, in the Annual Reports Awards presented by the Institute of Public Administration.

Other notable activities undertaken during the year included:

- ❑ Reviewing the Commission's operational procedures in preparation for the 2004 election;
- ❑ Providing model rules, generic procedures and tools on the Commission's website for the conduct of elections by schools and organisations;

- ❑ Commencing an audit of disclosure returns provided by selected political parties and associated entities;
- ❑ Assisting with a review of the address base included in the ACT electoral roll, conducted by the Australian Electoral Commission (AEC);
- ❑ 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 East Timor, Lesotho, South Korea and Thailand on ACT election practices, particularly on the use of technology;
- ❑ Upgrading the Commission's personal computers and software applications;
- ❑ Drafting a records management policy and records management procedures in accordance with the *Territory Records Act 2002*; and
- ❑ Giving presentations on electronic voting and election scrutineers at two conferences in Canberra and Sydney.

Ongoing activities undertaken during the year included:

- ❑ Fostering development opportunities for staff;
- ❑ Continuing to work with the AEC and the Electoral Council of Australia (ECA) to improve electoral roll maintenance procedures;
- ❑ Pursuing Continuous Roll Update initiatives, including securing enrolment forms from 17-18 year old ACT school students and negotiating receipt of data from ACT agencies;
- ❑ Continuing the Commission's non-parliamentary election program, conducting 31 fee-for service ballots, including 13 enterprise bargaining ballots, and assisting with the conduct of 5 interstate elections; and
- ❑ Continuing the schools based electoral education program, including a revision of the Commission's fact sheets.



## Outlook for 2003/2004

In 2003/2004 the Commission will focus on completing the redistribution of electoral boundaries and preparing for the 2004 election. The Commission will also continue its education, staff development, non-Parliamentary election and Continuous Roll Update programs.

Projects to be undertaken will include:

- ❑ Completing the redistribution of electoral boundaries that commenced in May 2003;
- ❑ Upgrading the electronic voting and counting system for use at the 2004 election;
- ❑ Providing advice on amendments to the Electoral Act introduced in the Legislative Assembly on 8 May 2003 based on changes recommended by the Commission in its review of the operation of the Electoral Act;
- ❑ Preparing for the October 2004 Legislative Assembly election;
- ❑ Devising a new election results package for the Tally Room and for the internet for the 2004 election;
- ❑ Completing the audit of disclosure returns provided by selected political parties and associated entities;
- ❑ Implementing Continuous Roll Update processes, including securing enrolment forms from 17-18 year old ACT school students and finalising negotiations for receipt of data from selected ACT agencies;
- ❑ Continuing to work with the AEC and the ECA and its subcommittees to improve electoral roll maintenance procedures;
- ❑ Renegotiating the Joint Roll Arrangement cost with the AEC;
- ❑ Participating in the JACS corporate renewal program;
- ❑ Completing the upgrading and documentation of the Commission's in-house suite of databases;
- ❑ Continuing the Commission's non-parliamentary election program; and
- ❑ Continuing the schools based electoral education program.

## Overview of the ACT Electoral Commission

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

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

In the departmental structure for 2002/2003, 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 2002/2003 budget papers for Output 2.7 is on page 32 of this report.

### Description of activities

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

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

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

Another major function of the Commission is the redistribution of electoral boundaries between elections. A redistribution of boundaries commenced in May 2003. The redistribution process is due to be completed in the second half of 2003.

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

Some of the other tasks for which the Commission is responsible include electoral education, maintaining the register of political parties, administering 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 Commission also works with other electoral authorities to improve the accuracy of the electoral roll.

## Legislative framework

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

- ❑ *Electoral Act 1992;*
- ❑ *Referendum (Machinery Provisions) Act 1994; and*
- ❑ *Health Professions Boards (Elections) Act 1980.*

## Organisational structure

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

**Table 1 — Members of the ACT Electoral Commission**

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

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

- ❑ Deputy Electoral Commissioner (Senior Officer Grade B);
- ❑ Election Applications Manager (Senior Officer Grade C);
- ❑ Project and Office Manager (Administrative Service Officer Class 6);
- ❑ Education and Information Officer (Administrative Service Officer Class 5); and
- ❑ Administration and Finance Officer (Administrative Service Officer Class 4).

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

# 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 Part B of this Annual Report.

The next section reports on activities undertaken in each Key Result Area in 2002/2003 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
<b>Key result areas:</b>		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
<b>Key result areas:</b>		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
<b>Key result areas:</b>		3.1 Human resource management
		3.2 Financial management
		3.3 Records management
		3.4 Information technology management



### Goal one – To conduct high quality elections and referendums

#### Key result area 1.1

#### Elections for the ACT Legislative Assembly

##### The 2001 ACT Legislative Assembly election: Review of the Electoral Act 1992

The Commission's review of the operation of the *Electoral Act 1992* in relation to the conduct of the 2001 Legislative Assembly election was provided to the Attorney-General on 14 August 2002 and tabled in the Legislative Assembly on 20 August 2002.

Specific issues discussed in this review included:

- ❑ Legislation changes since the 1998 election – listing the changes that were made to the Electoral Act since the previous election;
- ❑ Nominations – examining the operation of the changes made to the nominations requirements, and questioning the right of candidates to be listed on ballot papers in non-party groups;
- ❑ Review of decisions – looking at the decision-making process related to requests for recounts of ballot papers;
- ❑ Party registration – discussing the process of determining whether a political party is eligible for registration, and suggesting that there be a fixed date by which applications for party registration must be submitted before an election;
- ❑ Authorisation of electoral advertisements – examining the operation of the changes made to the authorisation requirements after the 1998 election;
- ❑ Election funding and disclosure scheme – suggesting that thresholds for disclosure of donations and expenditure for candidates and other political participants be brought into line with thresholds that apply to political parties;

- ❑ The linear vote – analysing the effect of increasing the number of Robson rotations of ballot papers printed to determine whether the changes succeeded in reducing the impact of the linear vote;
- ❑ Voters' numbering on formal ballot papers – looking at the results of the survey of numbering behaviour on ballot papers;
- ❑ Informal voting – analysing the results of the survey of informal ballot papers; and
- ❑ Postal voting – examining those postal votes that were not able to be included in the election count, and suggesting an earlier deadline for submission of applications for postal votes from overseas.

Following analysis of these issues, the Commission recommended that the Electoral Act be amended to provide that:

- ❑ Only candidates belonging to registered political parties be able to be listed in groups on ballot papers; the provision of non-party groups be removed; and all non-party candidates be listed in the "ungrouped" columns on the ballot papers;
- ❑ The Commissioner not be permitted to be present during any deliberation of the Commission in relation to a review of a decision of the Commissioner not to conduct a recount, and that the Commissioner not be permitted to take part in making any such decision, unless the original decision was made by a delegate of the Commissioner;
- ❑ An additional requirement be imposed on parties applying for registration, such that the party must provide a list of members with its application for registration, and that this list must contain the names and addresses of at least 100 members who are electors;



- ❑ The Commissioner must refuse an application to register a political party if the Commissioner believes on reasonable grounds that the party did not have at least 100 members who were electors on the date on which the party applied for registration;
- ❑ The latest date on which an application for party registration may be made is 30 June in the year in which an election is due to be held;
- ❑ The disclosure thresholds set out in sections 217, 218, 221 and 224 of the Electoral Act, that currently specify \$200, be increased to \$1500;
- ❑ The threshold at which anonymous gifts to candidates, non-party groups, parties, ballot groups and associated entities may not be received be increased to \$1500;
- ❑ Broadcasters and publishers be required to provide the addresses of those people who have placed election advertisements when submitting returns under section 226 of the Electoral Act;
- ❑ Postal vote applications from electors who are overseas must be received before the last mail delivery on the Friday the week before polling day; and
- ❑ Postal votes must be issued for the electorate for which the elector is enrolled, or, if the issuing officer cannot determine whether the elector is currently enrolled, the vote is to be issued for the electorate in which the elector claims to be entitled to vote.

All these recommendations were accepted by the ACT Government, and were included in the Electoral Amendment Bill 2003 introduced in the ACT Legislative Assembly by the Attorney-General, Mr Jon Stanhope MLA, on 8 May 2003.

Copies of the review can be obtained from the office of the Commission or from the Commission's website at [www.elections.act.gov.au/adobe/2001ElectionReviewComputerVoting.pdf](http://www.elections.act.gov.au/adobe/2001ElectionReviewComputerVoting.pdf).

## Electronic voting and vote counting

Following the successful implementation of electronic voting and electronic vote counting system (EVACS) at the 2001 ACT Legislative Assembly election, the Commission published a report on the operation of EVACS: *The 2001 ACT Legislative Assembly Election: Electronic Voting and Counting System Review*. This report was tabled in the ACT Legislative Assembly on 27 June 2002.

Copies of the review can be obtained from the office of the Commission or from the Commission's website at [www.elections.act.gov.au/adobe/2001ElectionReviewComputerVoting.pdf](http://www.elections.act.gov.au/adobe/2001ElectionReviewComputerVoting.pdf).

In the review, the Commission recommended that:

- ❑ Electronic counting using the EVACS computer system be made standard practice at ACT elections. Continued use of this system does not require legislative change or additional funding.
- ❑ Electronic voting using the EVACS computer system be continued at the 2004 election. Use of this system does not require legislative change but may require additional funding, depending on the implementation option chosen.
- ❑ The ACT Government and the ACT Legislative Assembly consider the options set out in the report for increasing the proportion of electronic votes cast, and decide to either:
  - ❑ Retain existing polling arrangements, whereby most electors vote on polling day at their local polling place, and provide funding to enable electronic voting at pre-poll centres and a small number of polling places; or
  - ❑ Amend the Electoral Act to replace the traditional concept of "polling day" with a 3 week "polling period" when any elector may vote at a polling centre, and provide funding to enable electronic voting at 12 locations strategically placed near main shopping centres and workplaces.
- ❑ To assist with making the above decision, the ACT Legislative Assembly refer the issue of the future of electronic voting and counting to an Assembly Committee, so that a public inquiry can be held.





- ❑ Any relevant Government decisions be made in a timely fashion so as to allow sufficient time for the development, testing and implementation of any new electronic voting and counting software and procedures.
- ❑ The Commission make the following enhancements to EVACS and to related procedures:
  - ❑ Improving the performance of the barcode readers attached to the voting terminals;
  - ❑ Extending the range of statistics that can be published electronically during the count;
  - ❑ Improving the set-up process to automate the loading of election details, particularly candidate names and audio files;
  - ❑ Minimising the likelihood of down-time of computers used at polling places;
  - ❑ Enhancing the useability of the error-control reports used in the data-entry process;
  - ❑ Revising the election night system to improve internet access facilities and to extend the range of available data;
  - ❑ Providing more comprehensive interim preference results to candidates and the media, and more clearly identifying close contests; and
  - ❑ Providing enhanced training for scrutineers, particularly political party “managers” of scrutineers, on the operation of the electronic voting and counting system, especially the data-entry process.

In response to the issues raised in this report, the ACT Government indicated<sup>1</sup> that it supported the use of electronic voting and counting at future elections along the lines used at the 2001 election. However, it also indicated that it did not support replacing the traditional concept of “polling day” with a three week “polling period” as suggested by the Commission in its report. The Government considered this to be too big a change in the nature of the political process in the ACT. The Government noted that no changes to the

Electoral Act were needed to continue the use of electronic voting and counting.

The Government decided not to refer the issue of the future of electronic voting and counting to an Assembly Committee.

With regard to electronic voting, the ACT Government requested the Commission to prepare a business case for additional funding for electronic voting to be provided at the 2004 election at the same number of polling places as used for electronic voting in 2001. This business case was accepted by the Government and funding of \$150,000 over 2003/2004 and 2004/2005 was provided for electronic voting in the 2003/2004 budget.

The electronic counting system can be implemented for the 2004 election using the Commission’s normal election budget. The Commission intends the electronic counting system to become a routine part of the conduct of ACT Legislative Assembly elections.

The Commission worked with the original developers of EVACS, Software Improvements Pty Ltd, on minor enhancements to the counting modules of EVACS to improve the reports generated by the counting system.

The casual vacancy module of EVACS was used for the first time on 7 February 2003 to conduct the count to fill the casual vacancy resulting from the resignation of Gary Humphries MLA (see below). This enabled the count to be conducted without re-examining the original ballot papers by using the voting data stored in the EVACS database generated after the 2001 election. As a result, the declaration of the contesting candidates and the count were completed and the successful candidate was identified in less than an hour of the close of applications to contest the vacancy. By comparison, the manual count to fill the vacancy following the resignation of Kate Carnell MLA took 2 working days to complete.

In 2003/2004 the Commission intends to undertake the enhancements to the voting and counting software identified in the EVACS review. The Commission also intends to examine improvements to the voting hardware, particularly the barcode reader, in preparation for implementing electronic voting at the October 2004 election.

<sup>1</sup> See the Presentation Speech to the Electoral Amendment Bill 2003, presented by the Attorney-General, Mr Jon Stanhope MLA on 8 May 2003.



## Non-voters at the 2001 election

Voting is compulsory for ACT elections. It is an offence for an enrolled elector to fail to vote at an election without a valid and sufficient reason.

The Commission's 2001/2002 Annual Report noted that the Commission sent 11,796 notices on 17 January 2002 to electors who apparently did not vote at the 2001 Legislative Assembly election. On 7 March 2002 the Commission sent reminder notices to the 4,506 apparent non-voters who had failed to reply at that stage. On 29 May 2002 the Commission sent final notices of possible prosecution to the 2,378 apparent non-voters who had failed to reply to the reminder notice.

On 30 July 2002 the Commission issued 660 summonses to those electors who failed to reply to the final notice of prosecution and to those electors who provided a reason that was not taken to be valid and sufficient.

The final notices and the summonses were both sent using registered mail that had to be signed for by or on behalf of the addressee on delivery. This mechanism significantly reduced the number of summonses issued and ensured that all electors summonsed to appear before the Magistrates Court were aware of the summons.

As at 30 June 2003, 334 of those summonses had been withdrawn by the Commission following advice that the electors either claimed to have voted or had valid and sufficient reasons for failing to vote. The remaining 326 summonses were dealt with by the Magistrates Court. The Court does not provide the Commission with the results of those cases.

The following table outlines the replies to non-voters notices received up to 30 June 2003 compared with the replies received for the 1998 election.

**Table 3 — Non-voter statistics from the 1998 and 2001 elections**

Details	1998	2001
Total enrolment	205 248	218 615
Number of votes counted	188 484	198 721
<b>Total number of apparent non-voters</b>	<b>16 764</b>	<b>19 894</b>
Valid reason for not voting provided before notices sent <sup>1</sup>	6 425	9 525
<b>Number of electors sent non-voters notices <sup>2</sup></b>	<b>10 414</b>	<b>11 796</b>
Elector claimed to have voted	747	689
Elector unable to vote due to mental incapacity or being infirm	79	104
Elector deceased	11	4
Valid and sufficient reason provided	4 019	4 196
\$20 penalty paid	1 426	1 767
Elector moved permanently interstate or overseas	1 551	1 001
Letter returned undelivered	1 625	3 375
Summonses issued and not withdrawn	407	326
Summonses issued and withdrawn	549	334

Note 1: Includes electors whose postal votes or declaration votes were not admitted to the count, electors who provided valid excuses in person or by telephone or letter and electors who transferred their enrolment interstate before notices were sent.

Note 2: The number of notices sent and the number of valid reasons provided before notices were sent do not sum to the total number of apparent non-voters because the process of scanning certified lists of electors who voted did not identify some electors who did vote, and because some of the votes counted included electors who were not listed on the certified lists but whose declaration votes were admitted at the scrutiny as they were entitled to be on the roll.

## Filling the casual vacancy following the resignation of Mr Gary Humphries MLA

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

On 24 January 2003, the Speaker of the ACT Legislative Assembly notified the Electoral Commissioner that former Chief Minister, Mr Gary Humphries MLA had that day resigned his office as a Member for Molonglo. (Mr Humphries was subsequently chosen to represent the ACT in the Senate following the resignation of Senator Margaret Reid.)

The Electoral Commissioner published a notice in the *Canberra Times* on 28 January 2003 inviting unsuccessful candidates who had stood for Molonglo in 2001 to apply to contest the vacancy. A copy of that notice was also sent to the last known address of those candidates eligible to apply to contest the vacancy.

Eight candidates applied to contest the casual vacancy by the closing date of 7 February 2003. The declaration of the candidates contesting the vacancy and the recount of the ballot papers showing first preference votes for Mr Humphries using the EVACS system was completed less than an hour after the close of applications at noon on Friday 7 February 2003.

The following table shows the initial allocation of votes from those ballot papers that contributed to the election of Mr Humphries.

**Table 4 — Allocation of votes from Mr Humphries**

Candidate	Party <sup>1</sup>	Ballot papers <sup>2</sup>	Votes
Burke, Jacqui	Liberal Party	6 400	3 950
Matheson, Amalia	Liberal Party	3 213	1 983
Xyrakis, Manuel	Liberal Party	4 851	2 994
Reynolds, Jonathon	Gungahlin Equality Party	208	128
James, Claire	Canberra First Party	99	61
Pasternak, Joel	Canberra First Party	74	45
Ryan, Christina	Australian Labor Party	243	149
Foskey, Deb	The ACT Greens	135	83
Exhausted		633	420
Loss by fraction			4
<b>Total</b>		<b>15 858</b>	<b>9 817</b>

Note 1: Party affiliations shown are as they appeared on the ballot papers for the 2001 election.

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

As no candidate had an absolute majority of votes after the initial allocation of votes, the candidates with the fewest votes were excluded one by one until a candidate had received a majority of the votes counted to candidates remaining in the count. At the conclusion of the count, Ms Jacqui Burke had received 5112 votes and Mr Manuel Xyrakis had received 3792 votes, with 902 votes exhausted and 11 votes lost by fraction.

Full details of the distribution of preferences can be obtained from the office of the Commission or from the Commission's website at [www.elections.act.gov.au/Castabs4.html](http://www.elections.act.gov.au/Castabs4.html).

The Electoral Commissioner declared Ms Jacqui Burke elected to the ACT Legislative Assembly for the electorate of Molonglo on Monday 10 February 2003.

## 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 2002/2003.

#### Interstate elections

The Commission provided enquiry services and in some cases over-the-counter pre-poll voting, postal vote applications and postal ballot papers for five interstate general elections and by-elections in 2002/2003.

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

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

In this year Commission staff visited New South Wales and Victoria during their state elections 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 three years. The Commission provided services for nine such elections in 2002/2003.

For these elections Commission staff called for nominations, processed nominations as they were received, prepared and sent ballot material to eligible practitioners, and conducted the count.

Up to the end of 2002, the relevant Boards reimbursed the Commission for the expenses incurred in conducting these elections, other than permanent staff costs. From 1 January 2003, following agreement with the Health Professions Boards secretariat, the Boards were charged on a fee-for-service basis in line with the provision of electoral services to other organisations. This enabled the Commission to fully recover its costs, including permanent staff costs, incurred in running Health Professions Boards 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.

The conduct of fee-for-service elections is a growing part of the Commission's business. In order to set some boundaries on the conduct of these elections and to give some guidance to potential clients, on 30 May 2003 the Commission published a policy on the circumstances in which the Commission would conduct a fee-for-service election.

Under this policy, an agreement to provide electoral services may be entered into with organisations who need outside help to complete free and fair elections. An agreement will only be entered into if:

- ☐ The organisation is a not-for-profit organisation;
- ☐ The organisation has a significant ACT presence;
- ☐ The organisation has established election rules for free and fair elections which comply with the Commission's principles for conducting elections; and
- ☐ The Commission has the resources available at the requested time.

The Commission will not be involved in any election where:

- ☐ Voting is conducted by email or internet;
- ☐ Proxy votes are permitted;
- ☐ Voting is by a show of hands; or
- ☐ The secrecy of the vote may be compromised.

To support this policy and to give guidance to bodies establishing or amending electoral rules, the Commission also published a set of principles for rules for free and fair elections. The Commission's fee-for-service policy and principles for elections are available on the Commission's website at [www.elections.act.gov.au/OrgElec/OrgElec.html](http://www.elections.act.gov.au/OrgElec/OrgElec.html).

Refer to *Details of 2002/2003 expenditure and revenue* from page 30 for financial details of these elections.



### Enterprise bargaining ballots

The Commission provided assistance to various ACT and outside agencies for 13 enterprise bargaining ballots in 2002/2003.

Assistance consisted of preparation and printing of ballot papers, the conduct of postal and/or 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 2002.

Nominations for the Union elections closed on 23 July, polling was conducted from 20 to 22 August, and the result was provided on 22 August.

For the ANUSA, nominations closed on 13 August, polling was from 3 to 6 September, and final results were determined on 10 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.

The Commission also provided electoral assistance for three elections for the ANU Council during 2002/2003. For these elections, the Commission provided assistance with checking nominations, preparing candidates' statements, printing and preparation of postal voting material, receipt of votes and conduct of the count.

The Commission assisted with the counting of ballot papers for the election of four Fellows by University House.

### Other elections

The Commission also assisted with the conduct of elections for the ACT Multicultural Council, the Alcohol and Drug Foundation of the ACT, and the National Press Club.

**Table 5 — Interstate elections**

Election	Polling day	Assistance provided	Votes
Victorian State general election	21/11/02	pre-poll voting	408
New South Wales State general election	22/03/03	pre-poll voting	957
Queensland State by-election – Maryborough	26/04/03	postal/pre-poll voting	0
Tasmanian Legislative Council election	03/05/03	postal voting applications	0
New South Wales State by-election – Londonderry	31/05/03	pre-poll voting	1
<b>Total</b>			<b>1 366</b>



**Table 6 — Health Professions Boards elections**

Election	Vacancies	Candidates	Nominations closed	Polls closed	Result provided	Votes
Dental Board	3	7	29/05/02	17/07/02	22/05/02	142
Medical Board	3	6	19/06/02	07/08/02	08/08/02	481
Physiotherapists Board	3	3	25/09/02	Election not required	25/09/02	0
Nurses Board	4	2	14/10/02	Election not required	17/10/02	0
Optometrists Board	1	0	28/10/02	Election not required	28/10/03	0
Nurses Board	2	13	09/12/02	28/01/03	29/01/03	793
Veterinary Surgeons Board	2	2	24/01/03	Election not required	24/01/03	0
Optometrists Board	1	1	28/01/03	Election not required	29/01/03	0
Chiropractors & Osteopaths Board	1	3	24/03/03	19/05/03	19/05/03	43
<b>Total</b>	<b>20</b>	<b>37</b>				<b>1 459</b>

**Table 7 — Enterprise bargaining ballots**

Ballot	Polls closed	Result provided	Votes
Sexual Health & Family Planning ACT	01/11/02	01/11/02	38
Cultural Facilities Corporation	27/02/03	27/02/03	46
Department of Education, Youth and Family Services	08/04/03	08/04/03	1 020
Department of Justice and Community Safety	16/04/03	16/04/03	463
Chief Minister's Department	17/04/03	17/04/03	212
Department of Disability, Housing & Community Services	17/04/03	17/04/03	347
ACT Workcover	29/04/03	29/04/03	65
Australian Research Council	05/05/03	05/05/03	26
Department of Urban Services	07/05/03	07/05/03	884
ACT Health – Clerical, Technical, Professional, General Service Officers	16/05/03	16/05/03	1 349
ACT Department of Treasury	28/05/03	28/05/03	351
Department of Justice and Community Safety - Custodial Officers	30/05/03	30/05/03	40
ACT Health – Medical Officers	20/06/03	20/06/03	143
<b>Total</b>			<b>4 984</b>



**Table 8 — ANU Union annual elections, August 2002**

Election	Vacancies	Candidates	Votes
Election of three ANU Union directors (full two year term)	3	13	700
Election of one ANU Union director postgraduate or staff	1	2	713
<b>Total</b>	<b>4</b>	<b>15</b>	<b>1 413</b>

**Table 9 — ANU Students' Association annual elections, September 2002**

Election	Vacancies	Candidates	Votes
President	1	4	940
Vice President	1	2	939
Education Officer	1	3	939
General Secretary	1	4	941
Social Officer	1	3	938
Treasurer	1	2	939
General Representatives	14	54	897
The Women's Departmental Officer	1	3	446
Editor of Woroni	1	3	936
Delegates to the Meetings of National Conference of the National Union of Students Inc.	4	18	945
<b>Faculty Representatives:</b>			
Faculty of Arts	2	6	345
Faculty of Asian Studies	2	2	66
Faculty of Economics and Commerce	2	5	310
Faculty of Law	2	6	244
<b>Total</b>	<b>34</b>	<b>115</b>	<b>9 825</b>

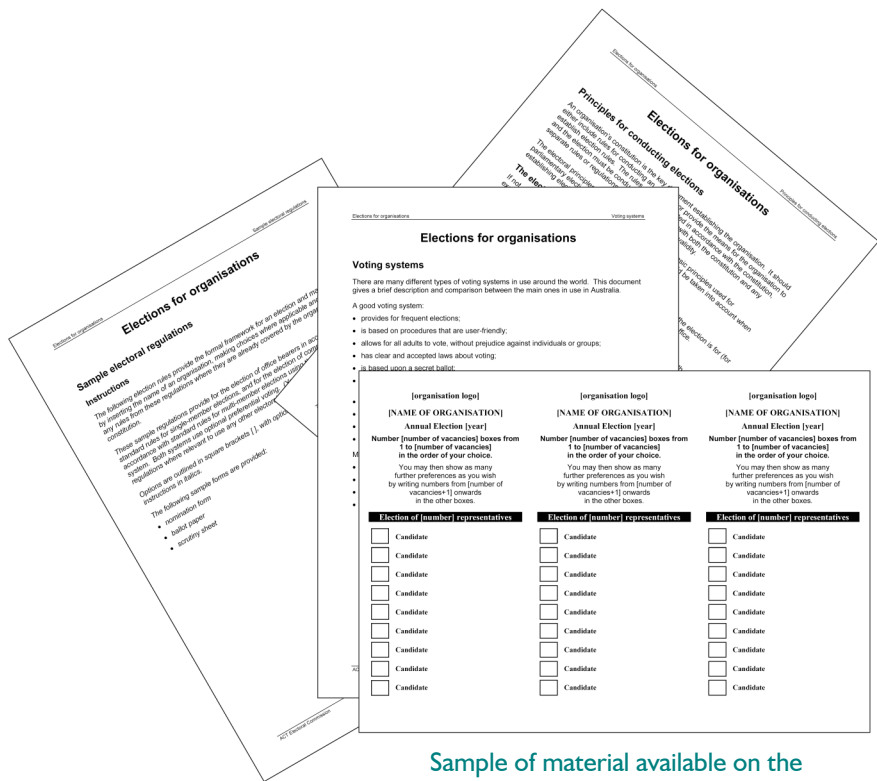


Table 10 — Other ANU elections

Election	Vacancies	Candidates	Nominations closed	Polls closed	Result provided	Votes
ANU Council – Convocation	2	5	03/07/02	30/08/02	03/09/02	3 613
ANU Council – Academic Staff (IAS)	1	1	22/07/02	Election not required		
ANU Council – Academic Staff (The Faculties)	1	1	31/07/02	Election not required		
University House – Election of 4 Fellows	4	8		Assisted with count only	20/12/02	276
<b>Total</b>	<b>8</b>	<b>15</b>				<b>3 889</b>

Table 11 — Other elections

Election	Vacancies	Candidates	Polls closed	Result provided	Votes
ACT Multicultural Council Inc	12	27	16/09/02	16/09/02	65
National Press Club	4	6	18/09/02	18/09/02	177
Alcohol & Drug Foundation of the ACT	1	1	Election not required		
<b>Total</b>	<b>17</b>	<b>34</b>			<b>242</b>



Sample of material available on the Commission's website to assist organisations to run their own elections.



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



### Key result area 2.1

### Electoral information and advice

#### Information service

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

- ☐ Providing information in person over the counter, 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](http://www.elections.act.gov.au). This site continued to be maintained and updated in 2002/2003.

Information and services provided on the internet in 2002/2003 included:

- ☐ General information about the Commission;
- ☐ Results of the 2001 election;
- ☐ Result of the casual vacancy count following the resignation of Gary Humphries;
- ☐ Details of past ACT Legislative Assembly elections and referendums;
- ☐ Information regarding electoral boundaries, including redistributions;
- ☐ Media releases;
- ☐ The party register, including details on the registration of political parties;
- ☐ Information on the funding and disclosure scheme, including downloadable copies of forms, manuals and returns;
- ☐ Information for organisations wishing to run their own elections;
- ☐ Information for schools to run their own elections;

- ☐ A link to the Australian Electoral Commission's electoral enrolment form, and other enrolment information;
- ☐ Printable copies of the Commission's publications; and
- ☐ Links to electoral legislation and other electoral bodies and ACT agencies.

#### Publications

The Commission's *Annual Report 2001/2002* received a highly commended award for the quality of the report, in the Annual Reports Awards for ACT Government agencies for 2001/2002 presented on 16 July 2003 by the Institute of Public Administration.

The following items were published in 2002/2003:

- ☐ *The 2001 ACT Legislative Assembly election: Review of the Electoral Act 1992* (August 2002);
- ☐ *ACT Electoral Commission Annual Report 2001/2002* (September 2002); and
- ☐ *ACT Legislative Assembly Electoral Boundaries Redistribution 2003: Guidelines for Submissions* (May 2003).

(The ACT Redistribution Committee published the ACT Legislative Assembly Electoral Boundaries Redistribution 2003: Proposed Redistribution of the ACT into Electorates for the Legislative Assembly in July 2003.)

In addition, the following are available from the Commission:

- ☐ 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 and 1998 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* for schools;
- ❑ Two workbooks entitled *What is the ACT Legislative Assembly?* for primary and secondary school students visiting the Legislative Assembly (November 1999);
- ❑ *Candidates Information* booklets and related forms;
- ❑ *Scrutineers Information* booklets and related forms; and
- ❑ Redistribution reports, public submissions and statistics for the 1992, 1996 and 2000 redistributions.

### Advice

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

- ❑ Advising the Government and Legislative Assembly Members on legislation to amend the Electoral Act; and
- ❑ Appearing before the Select Committee on Estimates.

The Electoral Commissioner and other Commission staff also provided briefings to officials from East Timor, Lesotho, South Korea and Thailand on ACT election practices, particularly use of technology and electronic voting and counting.

### Inquiry into the size of the Legislative Assembly

As reported in the Commission's 2001/2002 Annual Report, in that year the Standing Committee on Legal Affairs conducted an inquiry into the size of the Legislative Assembly. The Commission contributed oral and written submissions to the inquiry, and provided advice to the Government on issues raised by the inquiry.

Report No. 4 of the Standing Committee on Legal Affairs, The appropriateness of the size of the Legislative Assembly for the ACT and options for changing the number of Members, electorates and any other related matter, was tabled in the Legislative Assembly on 27 June 2002.

In the report, the Committee recommended that the number of Members in the ACT Legislative Assembly be increased. A majority of the Committee recommended that the ACT Legislative Assembly be increased to 21 Members based on three electorates of seven Members each. In a dissenting report, one Member of the Committee recommended a 23 Member Legislative Assembly, comprising three electorates of six Members and one of five Members.

The Commission provided advice to the Government on these recommendations in 2002/2003.

To allow the Legislative Assembly time to consider these recommendations, the *Electoral Amendment Act 2002*, passed by the Assembly on 24 September 2002, deferred the start of the redistribution of electoral boundaries that was due to commence after 19 October 2002, until after 30 April 2003. (See the following section for further detail on this legislation.)

On 25 September 2002 Mr Stanhope MLA tabled notice of a motion related to an increase in the number of Members of the Legislative Assembly from 17 to 25.

On 19 November 2002 Ms Tucker MLA tabled notice of a motion related to an increase in the number of Members of the Legislative Assembly from 17 to 21, with 7 Members elected from each of 3 electorates.

These matters had not been pursued by the Legislative Assembly by 30 June 2003.



## Legislation to amend the Electoral Act

One Act to amend the Electoral Act was passed by the Legislative Assembly in 2002/2003. One Government bill and one private Member's bill to amend the Electoral Act and a private Member's bill intended to introduce Community Initiated Referendums were also introduced in 2002/2003 and remained on the Legislative Assembly notice paper on 30 June 2003.

### Government legislation

The Attorney-General, Mr Jon Stanhope MLA, introduced the Electoral Amendment Bill 2002 (No 2) on 29 August 2002. The Bill was passed by the Assembly on 24 September 2002 and became the *Electoral Amendment Act 2002*. This bill deferred the start of the redistribution of electoral boundaries (which would have been due to commence after 19 October 2002 if this amendment had not been made) until after 30 April 2003. This bill followed the Standing Committee on Legal Affairs recommendation that the number of Members to be elected to the Legislative Assembly should be increased, discussed in the previous section.

The Electoral Amendment Bill 2003 was introduced into the Assembly by the Attorney-General on 8 May 2003. The provisions in this Bill are based on recommendations made in the Commission's report, *The 2001 ACT Legislative Assembly Election: Review of the Electoral Act 1992*.

This Bill provides for amendments to the Electoral Act to provide that:

- ❑ An additional requirement will be imposed on a political party applying for registration. Each party must provide a list of members with its application for registration. This list must contain the names and addresses of at least 100 members who are electors.
- ❑ Party membership lists received by the Electoral Commissioner should not be able to be used for any purpose other than for checking whether a party has 100 members who are electors.
- ❑ The Electoral Commissioner must refuse an application to register a political party if the Commissioner believes on reasonable grounds that the party did not have at least 100 members who were electors on the date on which the party applied for registration.

- ❑ The latest date on which an application for party or ballot group registration, or an application to change the name or abbreviation of a registered political party or ballot group, may be made before an election will be 30 June in the year in which the next ordinary general election is due to be held.
- ❑ Only candidates belonging to registered political parties or ballot groups will be able to be listed in groups on ballot papers. As a result, the provisions relating to non-party groups will be removed. All non-party candidates will be listed in the "ungrouped" columns on the ballot papers.
- ❑ Postal vote applications from electors who are overseas must be received before the last mail delivery on the Friday 8 days before polling day.
- ❑ Postal votes must be issued for the electorate for which the elector is enrolled, or, if the issuing officer cannot determine whether the elector is currently enrolled, the vote is to be issued for the electorate in which the elector claims to be entitled to vote.
- ❑ The Electoral Commissioner will not be permitted to be present during any deliberation of the Commission in relation to a review of a decision of the Commissioner not to conduct a recount, and the Commissioner will not be permitted to take part in making any such decision, unless the original decision was made by a delegate of the Commissioner.
- ❑ The thresholds related to disclosure of identities of donors to candidates and submission of disclosure returns by persons incurring electoral expenditure, that currently specify \$200, will be increased to \$1500.
- ❑ The threshold at which anonymous gifts may not be received by candidates, MLAs, parties, ballot groups and associated entities will be increased to \$1500.
- ❑ Broadcasters and publishers will be required to provide the addresses of those people who have placed election advertisements when submitting election disclosure returns.

This Bill had not been debated by the Legislative Assembly by 30 June 2003.



The Commission was responsible for advising the Attorney-General on the preparation of these Bills. A briefing on the Electoral Amendment Bill 2003 was also provided to the Deputy Leader of the Opposition and Shadow Attorney General, Mr Bill Stefaniak MLA.

### **Private Members legislation**

Ms Kerrie Tucker MLA introduced the Electoral Amendment Bill 2002 on 6 March 2002. The intention of this Bill is to tighten the disclosure requirements for parties, MLAs and associated entities so that all amounts, except those under \$100 given at fund-raising events, would be counted when determining if the reporting threshold has been met. (Currently, amounts of less than \$1500 do not have to be taken into account when determining whether a donor has given over the \$1500 threshold.) This Bill had not been debated by the Legislative Assembly by 30 June 2003.

The Community Referendum Bill 2002 was introduced by Mr Gary Humphries MLA on 28 August 2002. The purpose of this Bill is to provide a mechanism for electors of the Australian Capital Territory to initiate changes to the laws of the ACT to the extent permitted by the *Australian Capital Territory (Self-Government) Act 1988*. This Bill had not been debated by the Legislative Assembly by 30 June 2003.

The Commission provided advice to the Attorney-General on both these Bills.



The Commission's two reports on the 2001 ACT Legislative Assembly election.

### 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. A fee of \$0.577569 per elector was set for 2002/2003. Joint roll payments for the year totalled \$126,035 (excluding GST). This fee is due to be renegotiated with the AEC in 2003/2004.

### Electoral Council of Australia

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

In 2002/2003 the ECA continued to focus on the implementation of more efficient methods for updating the electoral roll, collectively described as Continuous Roll Update (CRU). In particular, the ECA looked at the cost of CRU and at performance measures for roll maintenance.

In December 2002 the ECA hosted a conference on electoral law in Sydney (see *Continuous improvement* at page 25 below).

### 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 to replace the traditional "habitation reviews" where field staff doorknocked all households to gain electoral roll information.

CRU methods are intended to target contact with electors and households where information indicates that an enrolment transaction may be needed. The main CRU strategies employed in 2002/2003 included:

- Mailing to persons and addresses where data matching with external sources indicated that an enrolment follow-up was required;

- "Data mining" of the electoral roll to generate mail to households where enrolment may be needed (such as residences with no persons enrolled or residences where too many people appear to be enrolled);
- Providing enrolment opportunities at life events, such as citizenship ceremonies;
- Targeted review activities, such as reminder mailings and field work (door knocks) to follow up cases where responses have not been received to mailings;
- Youth enrolment initiatives, such as using databases to target young people by post and approaching schools to collect enrolment forms from students;
- Verifying the addresses listed on the electoral roll's address register, to accurately record "enrollable" and "non-enrollable" addresses; and
- Using information received from all the above activities and from "unsolicited" enrolment transactions to review the entire electoral roll and the national list of addresses, so as to identify further cases where targeted review action may be needed, and to verify the accuracy of enrolment records where no change is needed.

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

### National activities

The ACT Electoral Commissioner continues to be a member of the sub-committee of the ECA charged with overseeing the national implementation of CRU. In 2002/2003 the Commissioner was a member of a working party of this sub-committee that commissioned a redesign of the main CRU letters to electors. This redesign was intended to increase the comprehension of the letters and to increase the response rate of electors. The redesigned forms are to be tested in selected areas in various States in 2003/2004. If the redesigned forms are judged to be effective, they will be introduced nationally.





Australia-wide change of address data provided by Australia Post and Centrelink and State/Territory specific data sources continued to be used in 2002/2003 to generate letters to households where electors may need to update their enrolment.

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

A structured process of sending reminder letters was also used to follow up non-respondents to the above mailings.

### **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 2002/2003 to obtain data for CRU purposes from the Rental Bond Board and ActewAGL.

In 2001/2002 the Commission reached an agreement with the ACT Motor Registry for the supply of data including names and addresses of drivers licence holders and owners of registered vehicles. This data was supplied shortly before the 2001 election and proved to be very effective at generating responses from eligible persons. However, the supply of regular updates of data was deferred in 2002/2003 pending the introduction of a new computer system at the ACT Motor Registry. The Commission expects that this data will be supplied later in 2003.

Negotiations for the supply of data from the ACT Board of Studies related to students aged 17 and over were nearing completion as at 30 June 2003. The Commission expects that this data will also be supplied later in 2003.

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

A total of 624 enrolment forms were received in 2002/2003 as a result of the school enrolment initiative.

In February 2002, the AEC commenced a review of the address base that underlies the electoral roll, using data obtained from the Land Information Service, Planning and Land Management and field work where necessary. This review was intended to ensure that the addresses recorded on the electoral roll were accurate. The review of the address base was nearing completion at 30 June 2003.

In 2002/2003 the Commission transferred the administration of the "One Form Does It All" project to Canberra Connect. With this whole-of-government change of address form moving to include an internet version under Canberra Connect, it was no longer appropriate to include electoral enrolment on the form, as under Commonwealth legislation the form must be signed by the elector and a witness.

### 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. Participants at these sessions are shown how the Members of the Legislative Assembly are elected and how the Assembly functions.

In addition to conducting face-to-face education sessions, the Commission has developed a range of printed electoral education resources for distribution to schools and community groups. These resources were reviewed and updated in 2002/2003.

These resources are primarily aimed at providing teachers with the materials they need to conduct electoral education in their own classrooms. This service is part of an Australia-wide move to incorporate electoral education and civics education in regular school curricula.

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

A campaign to encourage secondary schools to use the Commission's services to elect members to the Student Representative Council continued in 2002/2003 with elections conducted in 7 schools and assistance given to 2 other schools who conducted their own elections using the Hare-Clark system.

A series of documents was made 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;
- ☐ Nomination form;

- ☐ Ballot papers on an Excel spreadsheet with automatic Robson rotation, or as a Word document; and
- ☐ Scrutiny sheet which calculates the Hare-Clark system automatically.

The Commission has formulated a series of documents to guide organisations through their own elections. The documents are available on the Commission's internet site and include:

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

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

The Commission held a half day planning seminar on 24 February 2003 to discuss strategic directions for electoral education for 2003 and 2004. The seminar was attended by all Commission staff, the Education Officer of the Legislative Assembly and the Manager of the AEC Electoral Education Centre. The seminar concluded that the programs currently being undertaken were worthwhile and successful, and new strategies were considered for implementation at the next ACT Legislative Assembly election. These included:

- ☐ Developing a kit for schools with election specific information such as where to find candidate and party names and other information on the internet;
- ☐ Providing more background information for the ACT media;
- ☐ Issuing media releases to interstate media about the ACT election;
- ☐ Providing more information about electronic voting, perhaps with interactive displays;



- ❑ Ensuring that Canberra Connect is equipped to answer or transfer election enquiries at election time;
- ❑ Offering an election information workshop for ACT public servants before the election; and

- ❑ Providing election results in a more logical and informative way for the media and for scrutineers.

The following table lists electoral education sessions conducted by Commission staff during the 2002/2003 financial year.

**Table 12 — Electoral education sessions provided to organisations during 2002/2003**

Organisation type	Organisation name	Number of participants	Date
Primary Schools	Red Hill Primary School	76	08/05/03
	Sacred Heart Primary School	50	06/03/03
	St Anthony's Primary School	164	16/09/02 18/09/02 19/09/02
	Torrens Primary School	33	25/09/03
High Schools	Calwell High School	530	12/02/02 21/02/03
	Ginninderra District High School	134	11/12/02
	Kaleen High School	120	09/12/03
	Lyneham High School	720	12/11/02
	MacKillop Catholic College	330	08/11/02
	Melba High School	120	03/03/03 07/03/03
	Melrose High School	755	12/08/02 26/08/02 13/12/02 10/04/03
	Telopea Park School	Information and equipment provided	19/02/03
Colleges	Canberra College	102	14/11/02
	Canberra Girls Grammar School	140	25/09/02
	Legislative Assembly – Celebrating Democracy Program – Discovering Democracy Project	70	29/10/02
	Legislative Assembly – Student Constitutional Convention – referendum vote	80	16/10/03
Community Groups	University of the Third Age	5	15/05/03
Professional Groups	Whole of Government On-Line Seminar	50	01/10/02
<b>Total</b>		<b>3 479</b>	

Note: This table includes student representative council elections.



## Key result area 2.4

### Other electoral statutory requirements

#### Registration of political parties and ballot groups

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

At 1 July 2002, there were eight parties on the register of political parties. The Nurses Good Government Party was deregistered at the request of the party on 7 January 2003. The Gungahlin Equality Party changed its name to ACT Equality Party on 29 January 2003.

As at 30 June 2003, seven parties were entered on the register of political parties. There were no registered ballot groups.

**Table 13 — Registered political parties as at 30 June 2003**

ACT Equality Party
Australian Democrats
Australian Labor Party, Australian Capital Territory
Canberra First Party
Liberal Democratic Party
Liberal Party of Australia (A.C.T. Division)
The ACT Greens

#### 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 \$1,500 to a party, ballot group, MLA or associated entity were required to lodge an annual return for the 2001/2002 financial year by October 2002.

Prior to the 2001 election, changes were made to the Electoral Act requiring all MLAs to lodge annual returns. Prior to this amendment, only independent MLAs were required to lodge annual returns.

For the 2001/2002 financial year, 12 annual returns were received from political parties, 3 from ballot groups, 23 from MLAs (including the 17 current MLAs and 6 from those not re-elected at the 2001 election), 3 from associated entities and 23 from donors.

These returns were made public on 1 February 2003.

In February 2003 the Commission commenced a compliance audit of disclosure returns provided by selected political parties and associated entities. This audit was continuing as at 30 June 2003, and will be completed later in 2003.



**Funding and disclosure manuals.**



## Redistributions

The Electoral Act requires a redistribution of electoral boundaries to be held before each scheduled election.

Ordinarily, a redistribution would have been due to commence after 19 October 2002. However, following a Standing Committee on Legal Affairs recommendation that the number of Members to be elected to the Legislative Assembly should be increased, the Electoral Act was amended to delay the commencement of the redistribution until after 30 April 2003. (See *Inquiry into the size of the Legislative Assembly* above at page 16.)

Accordingly, a redistribution commenced on 1 May 2003 with the appointment of the Redistribution Committee.

**Table 14 — Members of the Redistribution Committee at 30 June 2003**

<b>Mr Phillip Green</b>	<i>Chairperson</i>
Electoral Commissioner	
<b>Mr Lincoln Hawkins</b> <sup>1</sup>	
ACT Planning Authority	
<b>Mr David Dobson</b>	
Commissioner for Surveys	
<b>Ms Tracy Stewart</b>	
Regional Director, ACT Office, Australian Bureau of Statistics	

Note: From 1 July 2003, the ACT Planning Authority was abolished and the ACT Planning and Land Authority was established. Accordingly, Mr Hawkins ceased to be a member of the Redistribution Committee on that day and was replaced by the acting ACT Planning and Land Authority, Dr Colin Adrian.

Public suggestions and comments were invited on 8 May 2003. To assist people making submissions, the Commission also published current and projected enrolment statistics. These included projected enrolment estimates for each suburb of the ACT as at October 2004, calculated by the Australian Bureau of Statistics.

Seven suggestions were lodged with the Redistribution Committee by the close of the suggestions period on 5 June 2003.

Six comments on the suggestions were received by the closing date on 19 June 2003, with an additional late comment received and accepted by the Redistribution Committee on 20 June 2003.

The Redistribution Committee published its proposed redistribution (after the 2002/2003 reporting period) on 11 July 2003. The Redistribution Committee proposed that the existing electorate boundaries should remain unchanged. The redistribution process will be finalised later in 2003.

Copies of the current and projected enrolment statistics, the public suggestions and comments, and the Redistribution Committee's proposed redistribution are available to the public at the Commission's office and on its website, [www.elections.act.gov.au](http://www.elections.act.gov.au).



Map of proposed boundaries.

## 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 2002/2003, 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.

In December 2002 the ECA hosted a conference on electoral law in Sydney. Four Commission officers attended this conference, and the ACT Electoral Commissioner presented a paper on *Transparency and Elections in Australia: The Role of Scrutineers in the Australian Electoral Process*. This paper, in edited form, will be published in book form in a collection of the papers presented at the conference later in 2003.

From April to July 2003, the Deputy Electoral Commissioner was seconded to assist with the Bushfire Recovery Taskforce.

The Electoral Commissioner was granted 21 days leave without pay over March-June 2003 to be a member of a team of consultants conducting a review of electoral practices for the Northern Territory Government.

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.

In 2002/2003, Commission staff held a number of planning sessions, including a review of its electoral education program, a review of its mission and goals, and a review of the learning and development program for all staff.

For further information on human resource management in the Commission and in particular staff improvement and development opportunities, see Part C of this report from page 35.

#### Enterprise bargaining

A new JACS Officers Certified Agreement 2003-2004, to which the Electoral Commissioner was a signatory, was certified in the Industrial Relations Commission on 29 April 2003.

The Electoral Commissioner was a member of the EBA Management Reference Group formed within JACS that considered proposed changes to the Department's Certified Agreement.

Changes made by the new agreement that impacted on Commission staff included a 10.5% pay rise, introduction of a two-day Christmas period shut-down as additional paid leave, and allowing Senior Officer Grade Cs to work flexible hours.



## Key result area 3.2

### Financial management

The Commission continued to improve its internal finance procedures by revising and updating its procedures and practices. In particular, the Commission introduced new internal finance procedures in 2002/2003 to streamline the time taken to prepare internal finance reports.

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

At the beginning of 2003, staff at the Commission received training on the upgraded Oracle financial information system. In 2003/2004 Commission staff plan to use the upgraded system to improve the retrieving and extracting of information for reporting purposes.

Refer to *Part B – Financial and performance reporting* from page 29 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.

With the passage of the *Territory Records Act 2002*, the Commission commenced work on its records management program. Key records management positions were identified and drafts have been completed of the following documents:

- ☐ Business classification scheme;
- ☐ Records management policy;
- ☐ Records management procedures;
- ☐ Thesaurus; and
- ☐ Records disposal schedule.

These documents are expected to be finalised in consultation with the Territory Records Office early in 2003/2004 and to be in place before the 2004 election.

## Key result area 3.4

### Information technology (IT) management

#### IT resources

InTACT continued to provide IT resources to the Commission, with the Commission's software and hardware being upgraded in April 2003.

The Commission continues to be involved in JACS portfolio IT management. In 2002/2003 Commission staff were members of the Information Management Strategy Committee and the Information Management Reference Group. These Committees were created as part of the JACS corporate renewal process.

The Electoral Commissioner is to be Chair of the JACS Information Management Strategy Committee for July-December 2003. The key task of this committee in this period will be the development of an Information Management Strategic Plan for the Department.

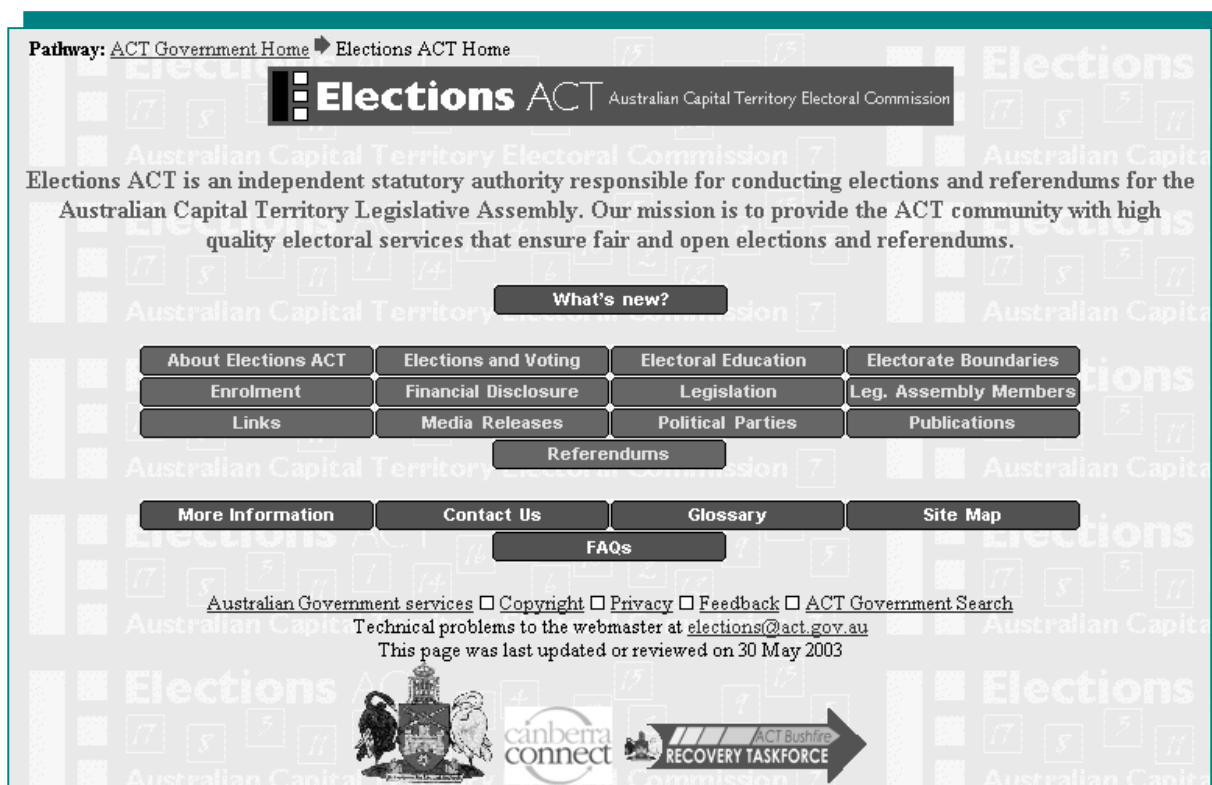
#### IT applications

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

#### Internet

The Commission continued to maintain and update its internet site during 2002/2003, with all work being completed in-house. The Commission is represented on the ACT Web Managers Forum. The Commission website address is [www.elections.act.gov.au](http://www.elections.act.gov.au).

For more detail on the Commission's internet site see *Information service* on page 15.



Home page of the Commission's website.



## Part B – Financial and performance reporting

The Commission is included in the Department of Justice and Community Safety (JACS) portfolio for budgetary purposes. In the departmental structure for 2002/2003, 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 2002/2003 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 15 — 2002/2003 Operating Statement: Output 2.7 — Electoral Services**

	Budget (\$ '000)	Variation <sup>1</sup> (\$ '000)	Outcome (\$ '000)
<b>Revenue</b>			
Government payment for outputs	881	896	896
User charges	62	62	86
Resources received free of charge	0	0	0
Interest	1	1	2
Other	0	0	5
<b>Total revenue</b>	<b>944</b>	<b>959</b>	<b>989</b>
<b>Expenditure <sup>2</sup></b>			
Employee expenses	501	513	508
Superannuation	35	37	87
Administrative expenses	410	410	442
Depreciation and amortisation	6	6	2
Interest	0	0	0
Other expenses	0	0	0
<b>Total expenditure</b>	<b>952</b>	<b>966</b>	<b>1 039</b>
<b>Operating result <sup>3</sup></b>	<b>-8</b>	<b>-8</b>	<b>-50</b>

Note 1: The variation column represents an adjustment from the 2002/2003 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 employee leave and superannuation liability being higher than anticipated.



## Details of 2002/2003 expenditure and revenue

The following two tables show a more detailed breakdown of expenditure and revenue for 2002/2003. 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 over budget by around \$41,000. This was primarily due to the employee leave and superannuation liability being higher than anticipated.

**Table 16 — Statement of expenditure and revenue by goals and key result areas for 2002/2003**

Goals and key result areas	expenditure(\$) <sup>1</sup>	revenue(\$)	outcome(\$)
<b>Goal one – Elections and referendums</b>			
KRA 1.1 - Elections for the ACT Legislative Assembly	57 773	555	57 218
KRA 1.2 - Election and referendum services to other agencies	66 520	70 268	-3 748
<b>Goal two – Information, education, advice and services</b>			
KRA 2.1 - Electoral information and advice	See note <sup>1</sup>		
KRA 2.2 - Electoral enrolment	143 924	15 670	128 254
KRA 2.3 - Electoral education	2 845		2 845
KRA 2.4 - Other electoral statutory requirements	25 572		25 572
<b>Goal three – Management</b>	683 770	2 492	681 278
KRA 3.1 - Human resource management	See note <sup>1</sup>		
KRA 3.2 - Financial management	See note <sup>1</sup>		
KRA 3.3 - Records management	See note <sup>1</sup>		
KRA 3.4 - Information technology management	See note <sup>1</sup>		
<b>Total</b>	<b>980 404</b>	<b>88 985</b>	<b>891 419</b>
<b>Budget</b>	<b>912 000</b>	<b>62 000</b>	<b>850 000</b>
<b>Budget minus actual</b>	<b>-68 404</b>	<b>-26 985</b>	<b>-41 419</b>

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



**Table 17 — Detailed statement of expenditure and revenue for 2002/2003**

<b>Administration expenditure and revenue</b>	<b>expenditure (\$)</b>	<b>revenue (\$)</b>	<b>outcome (\$)</b>
Accommodation (including car parking)	49 147		49 147
Advertising	1 978		1 978
Audit services	15 968		15 968
Computers – leasing, repairs, maintenance, e-voting software development, other costs	77 571		77 571
Depreciation	2 005	2 442	-437
Joint roll costs	131 198		131 198
Miscellaneous – administration	11 917	2 607	9 310
Office machines/furniture – purchase, repair, maintenance	5 911	50	5 861
Postage and freight	39 407	23 221	16 186
Printing	37 283	24 886	12 397
Storage	15 160		15 160
Supplies and stationery	4 697		4 697
Telephones	6 901		6 901
Training	3 282		3 282
Travel	4 596		4 596
Vehicle hire	10 763		10 763
<b>Total administration expenditure and revenue</b>	<b>417 784</b>	<b>53 206</b>	<b>364 578</b>
<b>Employee expenditure and revenue</b>			
Commissioner Members – part time	34 363		34 363
Fringe benefits tax	5 520		5 520
Leave entitlements	89 840		89 840
Miscellaneous – employee	82		82
Salaries	344 744	35 779	308 965
Superannuation – productivity	13 187		13 187
Superannuation – liability	70 163		70 163
Workers compensation	4 721		4 721
<b>Total employee expenditure and revenue</b>	<b>562 620</b>	<b>35 779</b>	<b>526 841</b>
<b>Total expenditure and revenue</b>	<b>980 404</b>	<b>88 985</b>	<b>891 419</b>
<b>Budget</b>	<b>912 000</b>	<b>62 000</b>	<b>850 000</b>
<b>Budget minus actual</b>	<b>-68 404</b>	<b>-26 985</b>	<b>-41 419</b>

## Reporting outcomes against performance indicators set out in 2002/2003 budget papers

This section reports on the Commission's performance in 2002/2003 in terms of the following performance indicators set out in the 2002/2003 budget papers.

**Table 18 — 2002/2003 Reporting outcomes against performance indicators:  
Output 2.7 — Electoral Services**

Output 2.7: Electoral Services			Price (\$'000): 896	
<b>Description:</b> 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.	220 000	220 000	218 462 <sup>1</sup>	-0.7%
Number of elections/referendums conducted or assisted with.	20	20	38 <sup>2</sup>	90.0%
Quality				
Compliance with standards.	100%	100%	100% <sup>3</sup>	0%
Percent of clients satisfied with electoral services.	95%	95%	100% <sup>4</sup>	5%
Timeliness				
Compliance with standards and statutory requirements.	100%	100%	100% <sup>5</sup>	0%
Election results finalised within standards.	100%	100%	100% <sup>6</sup>	0%
Cost				
Average cost per elector for electoral services.	\$4.33	\$4.39	\$4.75 <sup>7</sup>	8.5%
<b>Total cost: (\$'000)</b>	<b>\$952</b>	<b>\$966</b>	<b>\$1 039 <sup>8</sup></b>	<b>9.1%</b>

## Notes on 2002/2003 results:

1. This is the ACT enrolment figure as at 30 June 2003.
2. Result is client driven. Target is an estimate only. The demand for services in 2002/2003 was greater than expected.
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 2002/2003, the Commission met the first of these standards, the other two 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 2002/2003.
5. The Commission's timeliness standard is that all statutory deadlines will be met.  
All the applicable deadlines were met in 2002/2003.

6. The Commission's standards for providing election results are as follows:

- ☐ For general elections and referendums for the ACT Legislative Assembly (where a recount is not needed): 3 weeks from polling day;
- ☐ For general elections and referendums for the ACT Legislative Assembly (where a recount is needed): 4 weeks from polling day;
- ☐ For a count back to fill a casual vacancy in the Legislative Assembly: 3 weeks from the date applications to contest the vacancy close; and
- ☐ For other elections and referendums where the ACT Electoral Commission is responsible for providing election results: one week from the close of the poll.

The first and the second standards did not apply in 2002/2003. The third and fourth standards were met in all cases in 2002/2003.

7. Result is calculated as the total cost divided by the number of people on the electoral roll (\$1,039,078 divided by 218,462 electors). When taking independent revenue into consideration the actual cost per elector for electoral services was \$4.34 (expenditure of \$1,039,078 minus \$88,985 in independent revenue divided by 218,462 electors).
8. This figure represents only the expenditure for electoral services; it does not take into account revenue received.



### Key issues

#### 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 redistribution of electoral boundaries that commenced in 2003 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. Fourteen submissions were received by the Redistribution Committee.

Improvements to the Commission's major service delivery processes are discussed in Part A of this report. These include the Commission's:

- ☐ Electoral education program;
- ☐ Internet site;
- ☐ Enquiry service;
- ☐ Electoral enrolment update strategy; and
- ☐ Fee-for-service election program.

#### Complaints

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

In 2002/2003 the Commission received no formal complaints related to its provision of services.

#### Multicultural framework

The Commission provides a range of services aimed at Australians from culturally and linguistically diverse backgrounds. These include:

- ☐ Providing election information material in a several community languages;
- ☐ Employing bilingual educators at election time to speak to community groups in languages other than English;
- ☐ Disseminating material at election time in various languages to the multicultural community through bilingual educators, printed materials, ethnic radio and ethnic organisations;
- ☐ Providing on-screen computer voting instructions in 12 languages;
- ☐ Employing election staff with multilingual skills;
- ☐ Using the Telephone Interpreter Service; and
- ☐ Advertising the Commission's education program by direct mail-out to school and community groups, and in the newsletter of the ACT Office of Multicultural Affairs (*Communicado*).

#### Fraud prevention

The Commission continued to employ the following fraud prevention strategies in 2002/2003:

- ☐ Adherence to fraud prevention procedures in office administration;
- ☐ Inclusion of fraud prevention procedures in the Commission's operational plans;
- ☐ 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 to devise strategies and performance measures related to detection and prevention of electoral enrolment fraud.

The Commission drafted a risk management plan in the course of preparing its business case for the use of the electronic voting and counting system at the 2004 election.

There were no reports or allegations of fraud or corruption received in 2002/2003.

### Equity and diversity

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.

While awaiting the development of the Department of Justice and Community Safety's (JACS) Equity and Diversity Plan, the Commission has adopted a range of measures aimed at achieving equity and diversity and work and life balance.

These include:

- ❑ Ensuring that employment practices are free from discrimination;
- ❑ Providing access to part time work (2 of the Commission's 6 permanent staff worked permanent part-time in 2002/2003);
- ❑ Providing access to study leave (2 staff members had study leave in 2002/2003);
- ❑ Allowing staff to undertake external secondments and consultancies as development opportunities (2 staff in 2002/2003); and
- ❑ Providing access to flextime and ensuring staff do not work excessive hours.

In 2003/2004 the Commission will be reviewing its employment strategies for election casual staff to ensure that equity and diversity objectives are met for the October 2004 election.

The following table provides statistical information for permanent staff of the Commission for 2002/2003:

**Table 19 — Electoral Commission staff by EEO groups**

Classification	Female	Male	Culturally and linguistically diverse background
Commission Chairperson (part time statutory office holder)		1	
Electoral Commissioner (full time statutory office holder)		1	
Commission Member (part time statutory office holder)	1		
Senior Officer Grade B	1		
Senior Officer Grade C		1	
Administrative Service Officer Class 6	1		1
Administrative Service Officer Class 5	1		
Administrative Service Officer Class 4	1		
<b>Total</b>	<b>5</b>	<b>3</b>	<b>1</b>

Note 1: There were no permanent staff in either the disabled or Aboriginal & Torres Strait Islander categories.

Note 2: The Senior Officer Grade (SOG) B was on secondment to the Bushfire Recovery Taskforce and the SOG C was acting in the SOG B position on 30 June 2003.

## Justice options & 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.

## Resource and ownership agreement reporting

### Staffing profile

In 2002/2003 the Commission's permanent staff establishment was increased from 5 to 6 staff. This followed a review of staffing arrangements after the 2001 election and resulted in the conversion of the Administration and Finance Officer (ASO4) position from a temporary to a permanent officer.

The Electoral Commissioner is a full time statutory office holder and the Commission's Chairperson and Member are part-time statutory office holders, employed under the Electoral Act.

The Commission's other 5 permanent staff members are employed under the *Public Sector Management Act 1994*.

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

During 2002/2003, the Commission had the following permanent staff members:

**Table 20 — Staff of the ACT Electoral Commission**

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

Note: As at pay 26 for the period ending 20 June 2003, the Senior Officer Grade (SOG) C was acting in the SOG B position while the Deputy Electoral Commissioner, SOG B was on temporary transfer to the Bushfire Recovery Taskforce.





## Ownership agreement

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

## Certified agreements

A new JACS Officers Certified Agreement 2003-2004, to which the Electoral Commissioner was a signatory, was certified in the Industrial Relations Commission on 29 April 2003.

See *Enterprise bargaining* on page 25 for more detail on the new agreement.

## Australian Workplace Agreements

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

## Workers' compensation

There were no workers' compensation claims during the reporting period.

## Learning and development

The ACT Electoral Commission updated the learning and development plans for each staff member during 2002 over a series of planning workshops and staff meetings attended by all staff. Several learning and development priority areas were identified, including:

- ❑ Financial management;
- ❑ Advanced information technology training;
- ❑ Electoral law and research;
- ❑ Participation by the Electoral Commissioner in the ACT Public Service 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 2002/2003, the Commission directly paid \$3476.90 for training and development purposes (not including travel costs or funds paid on behalf of Commission staff by JACS).

Learning and development opportunities provided to Commission staff in 2002/2003 included:

- ❑ Various financial management training courses, with the Office Manager commencing a Diploma of Government Financial Management course at Canberra Institute of Technology (CIT);
- ❑ The Elections Applications Manager commenced a Diploma of Information Technology (Software Development) at CIT;
- ❑ Four staff members attended an electoral law conference organised on behalf of the ECA, with the Electoral Commissioner giving a paper;
- ❑ The Electoral Commissioner participated in the ACT Public Service Executive Leadership Development Program;
- ❑ The Deputy Electoral Commissioner observed the conduct of the Victorian State election;
- ❑ The Deputy Electoral Commissioner and the Education and Information Officer observed the conduct of the computerised scrutiny for the NSW State election;
- ❑ The Deputy Electoral Commissioner undertook a secondment to the Bushfire Recovery Taskforce; and
- ❑ The Electoral Commissioner was granted leave without pay to be a member of a team of consultants conducting a review of electoral practices for the Northern Territory Government.

Commission staff decided not to adopt formal individual performance management plans or development plans in 2002/2003. 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 fortnightly meetings of all staff.

A full list of learning and development opportunities undertaken in 2002/2003 is shown below.

**Table 21 — Learning and development activities undertaken by Electoral Commission staff in 2002/2003**

Staff Members	Date	Course/seminar/development opportunity	Cost
Electoral Commissioner	30/09/02-01/10/02	Whole of Government Online Conference (the Commissioner was a speaker)	\$0
	12/11/02	Indigenous Cultural Awareness Training	see note
	04-06/12/02	Electoral Law Conference (the Commissioner was a speaker)	\$178
	12/12/02	Directors & Officers Insurance Seminar	\$0
	Various days, Feb-Jun 03	Northern Territory electoral review consultancy (leave without pay)	\$0
	05/03/03	ACT Public Service Executive Leadership Development Program – Launch	see note
	25/03/03	ACT Public Sector Forum	\$0
	24/04/03	BIOSS Career Path Appreciation interview	see note
	24/06/03	ACT Public Service Executive Leadership Development Program – Initial interview	see note
Senior Officer Grade B	30/11/02	Victorian State Election	\$0
	04-06/12/02	Electoral Law Conference	\$178
	04/04/03	Observing the computerised scrutiny for the NSW State election	\$0
	Apr-Jun 03	Bushfire Recovery Taskforce secondment	\$0
Senior Officer Grade C	full year	Diploma of Information Technology (Software Development)	\$460
	16/01/03	Oracle Upgrade – Introduction session	see note
	26/02/03	Oracle Upgrade – General Ledger	see note
	04/06/03	Record keeping	\$100
Administrative Service Officer Class 6	29/07/02-06/12/02	Certificate II in Information Technology	\$206
	29/10/02-18/11/03	Diploma of Govt Financial Management (total cost is \$3980 – \$2000 paid in 02/03)	\$2 000
	31/11/02	JACS Equity & Diversity Focus Group	\$0
	04-06/12/02	Electoral Law Conference	\$178
	16/01/03	Oracle Upgrade – Introduction session	see note
	22/01/03	Oracle Upgrade – Receivables	see note
	29/01/03	Oracle Upgrade – General Ledger	see note
	03/02/03	Oracle Upgrade – Payables	see note
Administrative Service Officer Class 5	04-06/12/02	Electoral Law Conference	\$178
	25/03/03	ACT Public Sector Forum	\$0
	04/04/03	Observing the computerised scrutiny for the NSW State election	\$0
Administrative Service Officer Class 4	16/01/03	Oracle Upgrade – Introduction session	see note
	20/01/03	Oracle Upgrade – A/C Payables	see note
	22/01/03	Oracle Upgrade – A/C Receivable	see note
	26/02/03	Oracle Upgrade – General Ledger	see note
<b>Total</b>			<b>\$3 478</b>

Note: Costs covered by JACS.

## Consultancy and contractor services

In 2002/2003, the Commission engaged the contractors listed in the following table for services related to funding and disclosure audits and enhancement of the electronic voting and counting system.

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.

Acumen Alliance was selected to conduct disclosure audits using the three written quote method.

Software Improvements was selected using the single supplier method to enhance the EVACS software. As Software Improvements won the open tender for the development and implementation of EVACS in the 2001 Legislative Assembly election, the Commissioner considered that taking the "single supplier" approach represented the best value for money for the Territory, as Software Improvements had unique knowledge of the EVACS system.

**Table 22 — Contractor services**

Name of contractor	Description of contract	Cost	Date contract signed
Acumen Alliance	Monitoring compliance with the disclosure scheme – Audit services	\$15 967.80	26/11/02
Software Improvements	Electronic Voting And Vote Counting System – Changes to reports, scenario analysis	\$34 391.54	16/08/02

Note: The cost is the actual cost per contractor as at 30 June 2003.

In addition to the above two contracts, a further \$75,547 was spent on contractor services, involving contracts of less than \$15,000. These services included postage, printing, storage, advertising, travel and security.

## Capital works management

The Commission did not undertake any capital works projects in 2002/2003.

## Asset management strategy

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

# Statutory requirements

## Occupational health and safety

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.

Commission staff made use of a number of occupational health and safety initiatives facilitated by JACS in 2002/2003, including Swiss balls, flu vaccinations and lunchtime yoga classes.

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.

## Commissioner for the Environment

The Commission has not contributed to the *State of the Environment Report* in 2002/2003. Commission activities have not had a significant environmental impact. The Commission has not been the subject of an investigation by the Commissioner for the Environment.

## Public interest disclosure

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

During 2002/2003, no public interest disclosures related to the Commission were lodged.

## Government Contractual Debts (Interest) Act 1994

The Government Contractual Debts (Interest) Act 1994 applied to all contracts entered into by the Commission during 2002/2003.

## Freedom of Information Act section 7 statement

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

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

## Establishment and powers

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

The Commission and the Electoral Commissioner exercise powers under the Electoral Act, 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 also invited to lodge objections to applications for registration of political parties and ballot groups. An elector may object to the enrolment of a person on the ground that the person is not entitled to enrolment.

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 and the register of ballot groups;
- ☐ Annual returns of donations, expenditure and debts submitted by political parties, ballot groups, MLAs, associated entities and donors; and
- ☐ Election returns of donations and expenditure submitted by political parties, ballot groups, candidates, broadcasters and publishers, donors and other political participants.

The documents listed under *Publications* from page 15 are provided free of charge.

Many items are also available on the Commission's internet site at [www.elections.act.gov.au](http://www.elections.act.gov.au).

### Facilities for access

FOI requests should be directed to the Deputy Electoral Commissioner (see *Contact officer* on page 42).

### Freedom of Information Act section 8 statement

The Commission's statement of documents used for the purpose of making decisions or recommendations required to be published under section 8 of the FOI Act is included on the Commission's website and in the statement published by JACS.

### Freedom of Information Act section 79 statement

The Commission did not receive any FOI requests in 2002/2003, nor were any FOI matters outstanding at 1 July 2002.

### 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 is recycled; and
- ☐ Election material is reused or recycled where possible.

It is hoped 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.

### Contact officer

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

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

Telephone: (02) 6205 0033

Fax: (02) 6205 0382

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

or email:  
[elections@act.gov.au](mailto:elections@act.gov.au)

website:  
[www.elections.act.gov.au](http://www.elections.act.gov.au)

# Compliance index

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