

Contents

1	Letter from the Electoral Commissioner
2	Organisation structure
3	Report overview
9	Enrolment and roll management
12	Education and information
16	Elections
24	Research
25	Continuous improvement
27	Technology
29	Stakeholders /customers
31	Human resources
36	Finance
38	Electoral boundary and representation matters
39	Legislative matters
41	Financial statements
53	Freedom of Information Act Information Summary

Vision *Striving for excellence in electoral administration*

Mission *To administer the elections that we conduct with impartiality, integrity, transparency and fairness*

Electoral Commissioner

Kay M Mousley

Minister for the Office

The Honorable MJ Atkinson MP

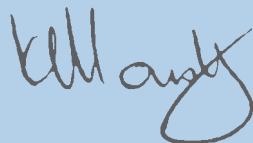
Attorney-General

Minister for Justice

Minister for Multicultural Affairs

To the Hon Attorney-General MP

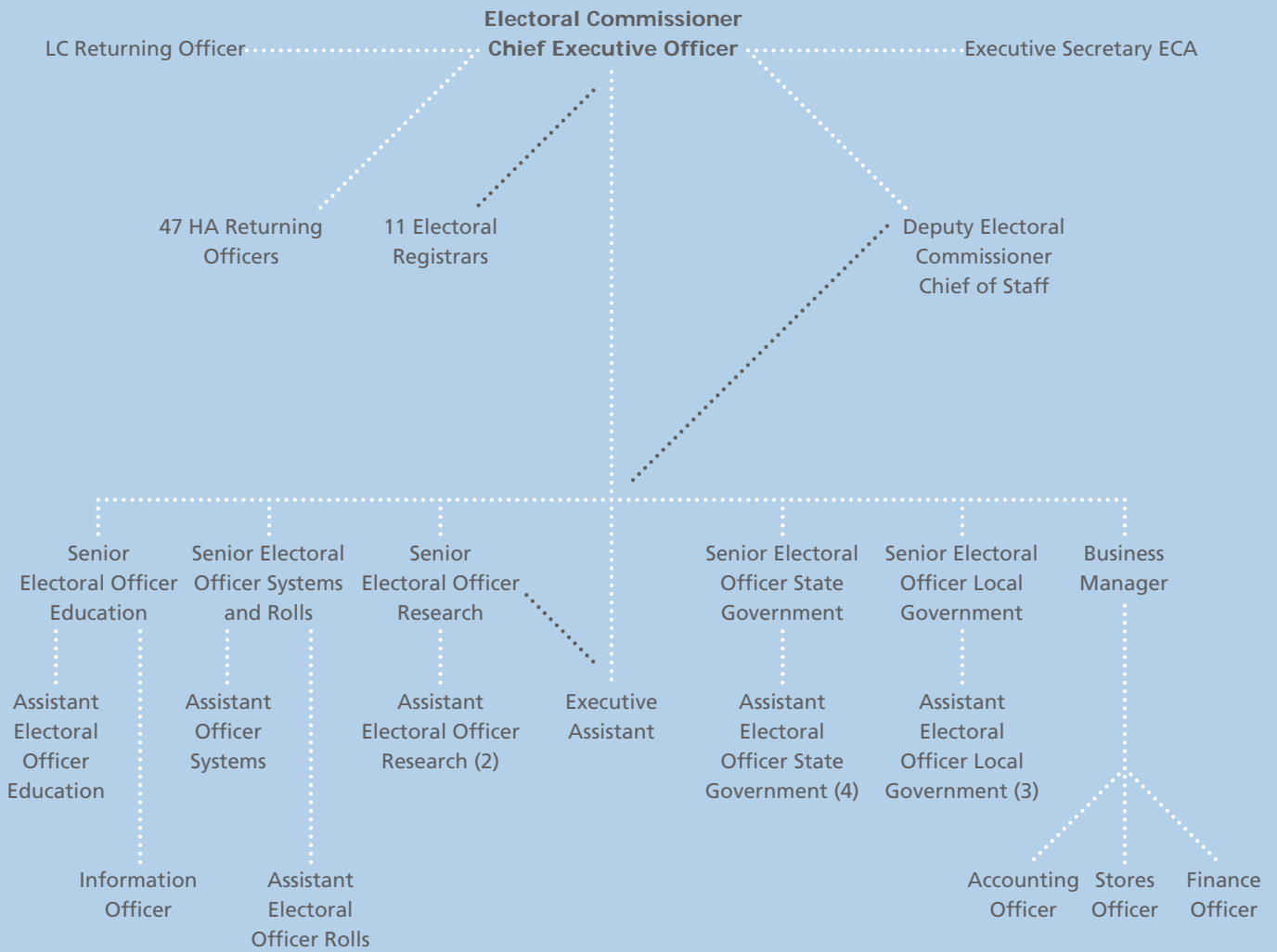
I am pleased to submit the Annual Report of the State Electoral Office for 2004-05. The office farewelled its previous Commissioner, Steve Tully, in January of the reporting year. I look forward to representing the office in the capacity of State Electoral Commissioner and continuing the long-held traditions of impartial, fair and independent electoral administration for the State of South Australia.



Kay Mousley
Electoral Commissioner
30 September 2005

ORGANISATION STRUCTURE

At 30 June 2005



1.1 The Office

The South Australian State Electoral Office (SEO) is the administrative unit that, under the management of its chief executive, the Electoral Commissioner, is charged with:

- > the independent and impartial conduct of State and local government electoral events;
- > providing public education programs and electoral research services for the parliamentary sector;
- > roll products and database management for the State House of Assembly roll.

The office does not:

- > consider it appropriate for it to publicly or privately comment on matters of policy;
- > administer any boards, committees or trusts.

The Minister responsible for the office, the Attorney-General, is also Minister for Justice. The SEO receives support from various agencies under that portfolio's umbrella:

- > the Attorney-General's Department provides payroll administration and assistance on portfolio reporting matters;
- > the Courts Administration Authority liaises over non-voter matters;
- > the Crown Solicitor gives advice on legal issues.

The office responds to the Public Trustee over will matters with the agreement of the potential beneficiary and provides restricted roll data to approved branches of the SA Police and the Sheriff's Office for jury lists.

Parliamentary elections are funded by an appropriation from Treasury. Costs are recovered for expenses incurred in conducting local government and non-government elections and ballots.

1.2 Electoral Commissioner Responsibilities

The Electoral Commissioner is responsible for the administration of the Electoral Act 1985, and, at the year end, was the prescribed service provider for the following:

<i>Recipient</i>	<i>Election objective</i>	<i>Enabling legislation</i>	<i>Election frequency</i>
State of South Australia	Parliamentary elections 47 House of Assembly and 11 Legislative Council Members	Electoral Act 1985	4 years
Adelaide City Council	Council elections Lord Mayor and 8 councillors	City of Adelaide Act 1998 Schedule 1	3 years*
All other councils except Roxby Downs	Council elections	Local Government (Elections) Act 1999	3 years*
Nurses Board	Election of 5 members	Regulations to the Nurses Act 1999	3 years
South Australian Superannuation Funds Management Corporation	Election of 1 member	Regulations to the Superannuation Funds Management Corporation of South Australia Act 1995	3 years
Superannuation Board	Election of 2 members	Superannuation Act 1988	3 years
South Eastern Water Conservation Drainage Board	Election of 3 members	South Eastern Water Conservation Drainage Act 1992	4 years
Anangu Pitjantjatjara Yankunytjatjara (APY) Lands Council	Election of chairperson and 10 members	Pitjantjatjara Land Rights (Executive Board) Amendment Act 2004	1 year
Medical Board of South Australia	Election of 3 members	Regulations to the Medical Practice Act 2004	3 years

* Expected four year terms from August 2005

The Commissioner cannot be directed by government in the exercise of statutory duties under administered legislation. The Commissioner may also, subject to the approval of the responsible Minister, conduct industrial ballots for the private and public sectors.

Under the *Public Sector Management Act 1995*, the Electoral Commissioner, as chief executive officer, has responsibility for the State Electoral Office administrative unit and workforce issues and is required to comply with:

- > legislation aimed at equality of employment opportunities and the wellbeing of employees, the *Equal Opportunity Act 1984* and *Occupational Health, Safety and Welfare Act 1986*;
- > *Freedom of Information Act 1991* and Privacy Principles;
- > provisions of the *Public Finance and Audit Act 1987*;
- > *Electronic Transactions Act 2000*.

The Commissioner's responsibilities for representation issues include:

- > serving as a member of the Electoral Districts Boundaries Commission (EDBC) that reconvenes following each State election to review electoral boundaries;
- > certifying local government elector representation reviews under the *Local Government Act 1999*;
- > ensuring that boundary redistributions are effected onto the roll management database.

1.3 Key Result Areas

The office has objectives, performance measures and strategies for nine key result areas. During the reporting year, the Strategic Plan 2004-2007 was implemented. The target for the next financial year is the conduct of the State Election due 18 March 2006.

<i>Key result area</i>	<i>Highlights 2004-05</i>	<i>Targets 2005-06</i>
Enrolment and Roll Management	Implementation of the 2003 State redistribution onto the roll management system	80% enrolment in all age bands / A State election roll that stands the test of integrity
Education and Information	Commencement of planning for an integrated community information program / Examination of strategies for the promotion of youth and Aboriginal enrolment and participation	Review and reprint materials; implement integrated election advertising and information strategies for the community using the SEO website, print, radio, TV mediums
Elections	Mandated conduct of elections for the Anangu Pitjantjatjara Council / Assistance for the October 2004 federal elections and 305 interstate electors / Conduct of 11 local government supplementary elections, 20 non-government elections, one poll and seven enterprise ballots / 100% targets in timeliness and quality were achieved from local and non-government election activities / Election projects were allocated and election planning commenced	Implementation of programs for the conduct of elections for 11 Legislative Councillors and 47 House of Assembly members of State Parliament / Planning for the conduct of periodic elections for local government currently scheduled for 2006 / Certify representation reviews for 15 councils
Research	Collection and electronic capture of election result data 1857-2002 for sesquicentenary of representative government 1857 to 2007 / Papers on by-elections, referenda and local government electoral history were released	Finalisation of sesquicentennial material and research on the establishment of an independent office for State electoral matters / Initial evaluation and reporting of parliamentary election conduct
Continuous Improvement	Participation in discussions on State, local government and non-government legislation proposals; continued advocacy of mechanisms to enhance the administrative framework for conducting elections in these areas / New initiatives for election projects were identified / Manuals and documentation for the public domain were subject to external review	Evidence of innovation in election equipment and processes, within budget parameters
Technology	Roll scanning, count and mapping software for State elections and boundary redistributions were evaluated / A business case for the retention of centralised computer processing for postal and declaration votes was prepared and accepted / Software specifications were sought to enhance election systems	Implementation of enhancements to periodic election software; procurement and installation of election hardware; IT support for parliamentary election processes
Stakeholders and Customers	Structures for contacting and liaising with key stakeholders were investigated / Election programs commenced in consultation with major stakeholders and suppliers to explore possible election linkages and confirm feedback from previous elections	More than 90% positive feedback from surveys of stakeholders
Human Resources	Completion of a review of the office structure and positions / The organisation structure was revised to complement key result areas / Discussions were initiated on performance management techniques	Provide informative documentation for all election staff that incorporates feedback from the external assessor / Obtain more than 90% satisfaction on materials provided from surveys of stakeholders
Finance	Implementation of revised financial policies for the office / Development and allocation of election project budgets; discussions with project staff on the allocations	Implementation of improved budgeting and reporting control of State election projects

1.4 Electoral Service Results

Electoral activities during the year were as follows:

Table 1: Calendar of electoral activities 2004-05

<i>Activity</i>	<i>Sector</i>	<i>Significant date</i>
July to September		
		2004
1 supplementary election - Peterborough (Area councillor)	Local government	19 July
Poll - Olive Growers	Non-government	31 July
4 elections - Mount Gambier (East), Ceduna (Area Councillor), Wattle Range (Sorby), Charles Sturt (Cheltenham)	Local government	16 August
EB ballot - Dept. for Administrative and Information Services	Non-government	16 August
1 election - Ngaanyatjarra Pitjantjatjara Yankunytjatjara (NPY) Women's Council Aboriginal Corporation AGM election	Non-government	26 August
1 election - University of Adelaide Council	Non-government	6 September
October to December		
1 election - SHine SA	Non-government	1 October
1 election - Anangu Pitjantjatjara (AP) Council	Non-government	4 October
EB ballot - Dept. for Administrative and Information Services	Non-government	15 October
EC + 3 staff gave evidence to Aboriginal Lands Parliamentary Standing Committee (SC)		27 October
4 elections - The University of Adelaide Council	Non-government	28 October
2 elections - Campbelltown (Hectorville and Woodforde)	Local government	15 November
Revised organisation structure became operable	Whole agency	22 November
2 elections - Mount Remarkable (Forest), Walkerville (Vale)	Local government	20 December
1 election - SA Community Housing Authority	Non-government	20 December
January to March		
		2005
Resignation of Steve Tully, Electoral Commissioner		23 January
EB ballot - The University of Adelaide Council	Non-government	10 February
EB ballot - Workcover Corporation	Non-government	15 February
EB ballot - St Andrew's Hospital	Non-government	14 March
April to June		
2 elections - Le Hunte, Gawler (Area Councillors)	Local government	17 May
EB ballot - Royal Automobile Association Inc.	Non-government	24 May
1 election - Julia Farr Services	Non-government	3 June
EB ballot - Hills Industries	Non-government	6 June

End of year service results, with the preceding year's results, are detailed below:

Table 2: Electoral service results in the last two operating years

<i>Description:</i>		<i>Electoral services for the parliamentary and non-parliamentary sectors</i>	
<i>Performance Indicators</i>		<i>End of year results</i>	
		<i>2004-05</i>	<i>2003-04</i>
Quantity	Parliamentary elections	None	None
	Occasions non-parliamentary clients serviced	26	30
	Parliamentary representatives elected	None	None
	Non-parliamentary representatives elected	46	47
	Parliamentary electors served	None	None
	Non-parliamentary electors served	183 422	417 524
	Representation reviews certified	2*	None
	Education programs maintained	5	5
	Non-parliamentary information programs maintained	2	2
	Research activities maintained	5	2
	No. State sources supplying roll data	4	4
	% of people eligible to vote enrolled on the roll	>95#	>90
Quality %	Polls in which electoral conduct within reasonable control of SEO was accepted by client(s)	100.0	100.0
	Size of the variance between initial results and any required recount	0.000	0.000
Timeliness %	Parliamentary polls declared within 18 days of poll close	N/A	N/A
	Non-parliamentary polls provisionally declared within 12 working hours from poll close	100.0	100.0
	24 working hours from poll close	100.0	100.0
Cost \$'000	Total expenses	3 442	3 130
	Total revenue	2 899	3 046
	Operating result	(543)	(84)

*additional review re Port Adelaide Council - mayoral elections from within council

ABS indicates that there has been little movement in SA. Attrition due to deaths, objections off the roll etc have been matched by 18 year olds, transfers moving on to the database

1.5 Financial Position

The State Electoral Office maintained a cash position of approximately \$0.9 million. This has provided adequate funding levels to meet outstanding long service leave commitments, purchases of essential materials and equipment and to provide working capital for fee for service elections and industrial ballots.

The actual cash position as at 30 June 2005 was \$938 000, up \$65 000 on the balance at 30 June 2004.

Table 3: Summary of the budget and actual outcome for 2004-05 and 2003-04

<i>Budgeted items</i>	<i>2004-05</i>		<i>2003-04</i>
	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>
	<i>\$'000</i>	<i>\$'000</i>	<i>\$'000</i>
Operating expenses	2 919	3 442	3 130
Operating revenues	918	740	1 087
Net cost of services	2 001	2 702	2 043
Revenues from government	2 076	2159	1 959
Change in net assets	75	(543)	(84)

As part of the Government's cash alignment policy, an amount of \$184 000 of the SEO's cash reserves was returned to Treasury.

Unbudgeted items in the past year included \$40 000 over and above funding provided for the APY elections in October 2004 and around \$30 000 costs associated with the advertising and recruitment to fill the Electoral Commissioner vacancy.

Other unbudgeted expenses included an increase of \$133 000 in long service provisions due to the short term appointment of staff who have significant long service leave entitlements.

A projected 2005-06 operating surplus of \$172 000 is forecast and this is due to an increase in cost recovery revenue associated with the conduct of the local government periodic elections.

Program Budget Operating Statement

	2005-06 \$'000	2004-05 \$'000	Variance \$'000
Appropriation	9 843	2 076	7 684
Other revenue	4 159	918	3 230
Expenses	-13 830	-2 919	-10 782
Operating result	172	75	132

Appropriation

Increased funding in 2005-06 is for the conduct of the State Election. The total election budget is \$7.75 million and \$70 000 was spent in 2004-05 on minor printing and returning officer training costs.

1.6 Report Card on Specific Strategic Objectives to be Addressed 2004-2007

*Minimum progress

*****Satisfactorily Achieved

Strategic objective	Rating	Action still required
Review of the office structure, ensuring that appropriate resources are allocated and roles defined to address the human resource, elector education and information, roll management, technology and media liaison issues	***	Media liaison issues to be clarified
Foster internal communication networks and productive work relationships	**	Focus on team service delivery
Project planning for the next State and local government elections including risk management assessment	***	In hand
Developing an education and information program to address enrolment targets and informed elector participation	***	In hand
Implementing an electoral research program that includes identifying and raising awareness of current emerging trends	***	In hand
Establishing and implementing a continuous improvement program to ensure that processes and procedures are of the highest quality	***	In hand - innovations identified
Preparing a 5 year technology plan for positioning the SEO at the forefront of best practice innovation	***	In hand
Establishing and implementing a contact relationship program with key stakeholders	***	In hand - requires refinement
Prudent financial management to ensure securing appropriate future funding	***	Continued progress

1.7 Targeted Service Results 2005-06

Table 4: Performance criteria targeted for 2005-06

Performance Indicators	Electoral Services Estimated Activity Level for 2005-06	
	Parliamentary	Non-parliamentary
Quantity		
Government elections, referenda, polls	48	>250
Non-parliamentary elections prescribed by parliament		3 [^]
Occasions non-government client organisations serviced	N/A	12
Members elected		
- Government	58	>700
- Non-government	-	>20
Electors served		
- Parliamentary	>1m	-
- Interstate/territory ^À	10	-
- Local government [#] ~	-	>1.2m
- Non-government	-	>45 000
Representation reviews certified	N/A	15
Education/information programs maintained	5	2
Research activities maintained	5	N/A
State sources supplying roll data	4	N/A
% of people eligible to vote enrolled on the roll	>90	N/A
Registers/schedules maintained	3	N/A
Quality		
Polis/referenda in which electoral conduct within reasonable control of SEO is accepted by client(s)	100.0	100.0
Size of the variance between initial results and any required recount	0.002	0.002
Timeliness		
Parliamentary polls declared within 18 days of poll close	100.0	N/A
Non-parliamentary polls provisionally declared within:	N/A	
12 working hours from poll close		100.0
18 working hours from poll close		100.0
Enrolment transactions completed within 5 days of formal notification	100.0	N/A
Registers/schedules updated within 2 working days of completion of final processes	100.0	N/A
Cost		
Total expenses \$'000	9 793	4 037
Total revenue	9 843	4 159
Operating result	50	122
Total 2004-05 budget expenses of this output	2 180	739

[^] The office is currently involved in discussions re the mandated delivery of electoral services to a small number of para-medical organisations

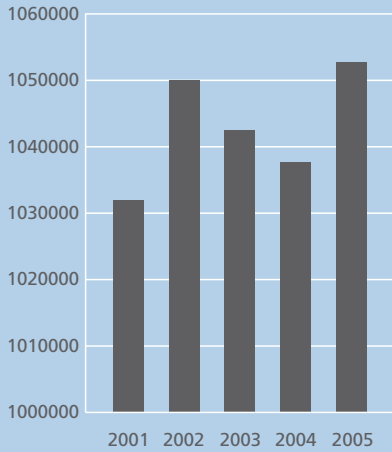
^À No general elections are anticipated in interstate jurisdictions

[#] Local government periodic elections are likely to be deferred to the 2006-07 financial year.

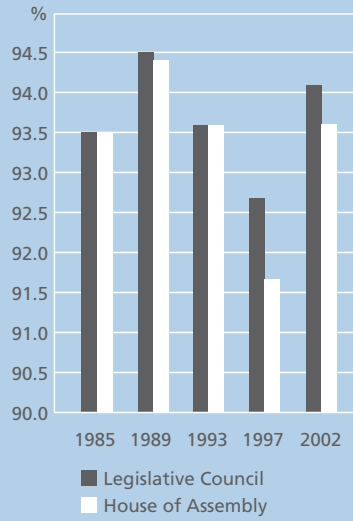
~ Supplementary election activity is expected to diminish as the cut off date for conducting supplementary elections prior to periodic elections comes into force.

1.8 Snapshot in Time of Key Indicators

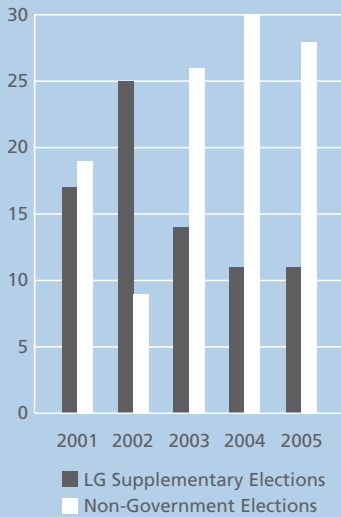
Electors on Roll



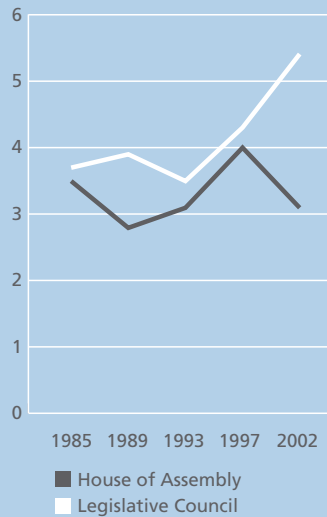
Election Participation/Turnout



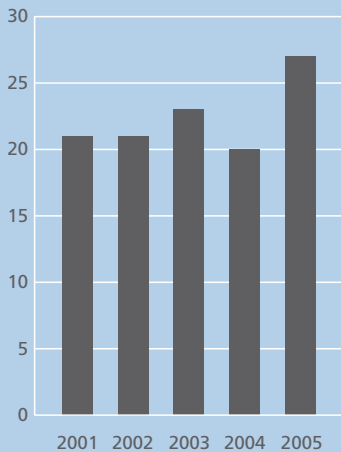
Non-Parliamentary Elections Conducted



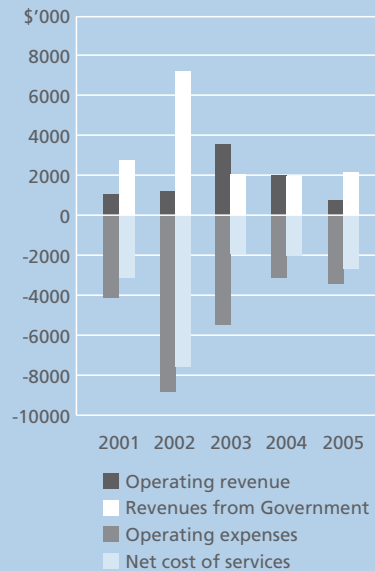
State Election Informality



PSM Act and Executive Staff Numbers



SEO Budget



2

Objective	<i>Maintain an accurate and readily available roll of electors</i>	<i>Achieved current year</i>
Strategies	Provide considered input to user group forums with the Australian Electoral Commission at State level and the national consultative body. Monitor the timeliness and accuracy of roll data input.	✓ ✓
Measures	Accuracy of address and amendment changes for the South Australian electoral roll. Timely completion of enrolment transactions after formal notification (actual v targeted). Joint Roll Arrangement reviews of service levels and national performance measures.	93.4% 100% Satisfactory

A Joint Rolls Arrangement signed by the Governor-General on behalf of the Commonwealth of Australia and by the Governor for the State of South Australia formalises legislative responsibilities for the management and maintenance of the State electoral roll:

- > State and local government requirements rest with the SEO;
- > federal requirements reside with the Australian Electoral Commission (AEC).

The arrangement, essentially a business contract for the collection, storage and supply of enrolment data and review of the roll, provides for:

- > a single joint form for State and Commonwealth enrolment;
- > the maintenance of the State roll on the AEC's roll management system (RMANS);
- > the input of enrolment data by AEC staff.

The SEO has on-line access to the national joint roll and provides the AEC with relevant elector and geographic information towards maintaining the roll. When required, the AEC supplies electoral rolls and other roll products to the SEO.

2.1 Enrolment

At 30 June 2005 there were 1 052 664 electors on the State roll, an increase of 15 106 during the reporting year.

Table 5: Five-yearly enrolment statistics since 1995

	<i>State and CW</i>	<i>State only</i>	<i>CW only</i>	<i>Provisionals</i>	<i>Total on database</i>	<i>Eligible electors State</i>	<i>CW</i>
<i>Year ending 30 June</i>	<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(a+b+c+d)</i>	<i>(a + b)</i>	<i>(a+c)</i>
1995	1 003 100	43	507	4 967	1 008 617	1 003 143	1 003 607
2000	1 028 179	26	2 791	3 564	1 034 560	1 028 205	1 030 970
2005	1 052 502	162	2 228	4 033	1 058 925	1 052 664	1 054 730

State only electors are caused by franchise differences for (i) prisoners and (ii) senators and members of the House of Representatives who can enrol for the division which they represent even if they do not reside there. They remain as electors for State purposes at their residential address.

Commonwealth only electors are persons

- > choosing not to enrol as a first time State elector or ineligible for State purposes eg enrolled overseas electors, itinerant, Norfolk Island and Antarctic electors;
- > lodging a declaration vote at a federal election and subsequently re-instated in accordance with the provisions of the Commonwealth Electoral Act 1918. As State legislation does not provide for re-instatement, these electors are re-instated as Commonwealth electors only. This group of electors will be asked to clarify their current status and complete an enrolment form for State purposes.

Enrolment activity

There were approximately 229 000 enrolment and deletion transactions during the year.

Table 6: Enrolment transactions 2002 to 2005

Enrolment activity	2004-05 ²	2003-04	2002-03	2001-02 ¹
1 July 2004	1 037 558	1 042 427	1 049 991	1 021 857
Additions to the Roll				
^New enrolments	29 590	21 398	13 875	29 495
Re-enrolments	22 719	8 743	3 987	16 665
Re-instatements	348	210	141	974
Interstate transfers to SA	9 676	10 054	8 716	10 839
Net Additions	+62 333	+40 405	+26 719	+57 973
Movements within State				
Transfers between Districts	61 452	61 758	43 660	77 562
Changes within District	53 582	54 965	45 055	59 448
No change/Amendments	14 367	13 193	17 101	15 079
Deletions to the Roll				
Removal by objection	25 299	24 428	14 288	7 566
Deaths	9 502	10 050	10 022	9 837
Duplications	473	244	242	749
Interstate Transfers from SA	11 726	10 634	9 790	13 066
Net Deletions	- 47 000	- 45 356	-34 342	- 31 218
*Adjustments (net)	-227	+82	+59	+1 379
30 June 2005	1 052 664	1 037 558	1 042 427	1 049 911

¹ The last State election was 9 February 2002.

² The last Commonwealth election was 9 October 2004.

^ Includes enrolments by 18 year old persons (15 862 in 2004-05).

*Adjustments cover non address changes made to the enrolment details of electors who were previously enrolled for Federal purposes and who subsequently enrol for the State (Additions to the Roll), and data entry corrections for provisional (17 year old) and Federal only enrolments (Deletions).

S27A information

Section 27A of the Electoral Act 1985 (SA), legislated during 1997, enables prescribed authorities (Health, Justice and State Superannuation) to apply for any information in the possession of the Electoral Commissioner about an elector; and persons of a prescribed class (Members of Parliament) to apply for the following elector information:

- > sex;
- > place of birth;
- > the age band within which the elector's age falls.

One request was received from a House of Assembly member for this data during 2004-05.

Information is not to be disclosed to a person of a prescribed class if an elector has requested the Electoral Commissioner in writing not to do so. At 30 June 2005 a total of 232 221 electors, 22.06% of electors on the State roll, had indicated that they did not want this information released to State Members of Parliament.

2.2 Roll Management

Roll management and maintenance functions are delegated to electoral registrars (divisional returning officers of the AEC), who undertake roll update and revision under Commonwealth legislation:

- > processing enrolment forms from electors claiming entitlement to enrol or notifying a change of address or name;
- > reviewing enrolment eligibility through continuous roll update (CRU) strategies, correcting errors or omissions on the roll;
- > removing names of electors no longer entitled through objection, interstate transfer or death (deletions);
- > updating the roll database to incorporate boundary changes resulting from the Electoral Districts Boundaries Commission deliberations and local government representation reviews.

A Joint Roll Management Committee meets regularly to monitor and report on the operation of the Arrangement and to review costs. Arrangements were assessed as satisfactory.

An operations user group comprising SEO and AEC staff holds meetings every two months and reports on roll maintenance activities, develops action plans for any activity of joint concern, provides forward planning information and reports to the SA joint roll committee on any relevant matters.

During the year, uniform guidelines were discussed for special category enrolment and objection procedures for inclusion in the General Enrolment Manual (GEM), the national manual outlining procedures for AEC divisional staff.

The address register maintenance program continued and field investigation activities ensured uniform address register management throughout the state resulting in: 31 673 address additions to the database; 27 742 amendments to addresses.

The microfiche was withdrawn from public access and from January 2005 the roll available to the public was provided in electronic format - e-roll.

Continuous Roll Update (CRU)

The Joint Roll Arrangement requires regular reviews to be undertaken to maintain the accuracy and quality of the roll. The principal method of maintaining an accurate electoral roll is through a Continuous Roll Update (CRU) program.

The joint SEO and AEC CRU program is based on a comprehensive range of State data sources including Transport SA, Residential Tenancies Tribunal, SSABSA, State Land Services and data from federal agencies including Australia Post, Centrelink and Department of Immigration. Data from the agencies is matched to the electoral roll to target electors who have moved and to review addresses.

Enrolment reminder and roll review letters are mailed and if there is no reply, fieldwork may be undertaken. Other enrolment activities include attendance at citizenship ceremonies and universities.

CRU activities managed directly by the SEO during the year included:

- > collection of 7 200 enrolment forms from inserts in residential tenancy mailings;
- > an estimated 1 400 enrolment forms received through school programs.

The office also provides State data to the AEC for follow up, such as MPs' mail to electors returned as unclaimed.

For the period 1 July 2004 to 30 June 2005, 222 861 enrolment review letters were mailed by the AEC resulting in 79 813 enrolment changes and address amendments (35.8% of possible amendments).

Address maintenance and amendment activities and implementation of the State Redistribution into RMANS were monitored monthly through the year, showing a 93.4% accuracy.

Enrolment cards received at SEO were forwarded to the AEC and updated accurately in the designated timeframe.

The SEO agreed to pilot the scanning of enrolment forms with the AEC, an exercise which ran during the second half of the reporting year. The form was modified to permit scanning to be undertaken. Early indications were that there were no substantial benefits gained, costs were increased and there was a concern re processing and turnaround at time critical roll close periods due to the volume of material awaiting processing.

Objections

Registrars take objection action if they have reason to believe an elector is no longer residing at their enrolled address, or is otherwise not eligible to be on the roll. The main sources of objection information are roll review activities, non-voter notice processing, written advice from electors moving overseas and official mail marked 'return to sender' (RTS), including postal ballot and mail from members of parliament (MPs). Another elector may also object to an enrolment if they believe a person is not entitled, subject to registrar enquiries. The objection process requires that the elector is given 20 days written notice before removal from the roll.

From 1 July 2004 to 30 June 2005, 25 299 electors were removed from the roll by objection action, approximately 95% on the ground that they were no longer residing at their enrolled address. The balance of objections was on the grounds of unsound mind and not having Australian citizenship.

Database revisions for the EDBC

The 2003 Order of the Electoral Districts Boundaries Commission becomes effective on polling day in March 2006. Procedures to effect changes to the roll database to accommodate the changes were implemented into RMANS 18 August 2004. Subdivisions will be gazetted in the first quarter of the next reporting year.

Local Government roll maintenance and information

The House of Assembly (HA) roll, with the council's own voters roll, comprises the electoral roll for local government elections. The State Electoral Office (SEO) supplies:

- > a monthly file to councils with an extract of the addition, deletions and changes to the HA electoral roll for the month;
- > a file containing the full roll for their authority to all councils at the end of February and August for ongoing roll maintenance and for collecting enrolment statistics for elector representation reviews.

For general and supplementary elections, each council's chief executive officer is supplied, within seven days of roll closure, a list of eligible persons on the roll for the relevant area. The HA roll is supplemented with the council voters roll, consisting of additional property entitlements based on ownership or occupancy of persons, bodies corporate and groups of persons within the area.

Any return to sender mail received as a result of supplementary or periodic elections is forwarded to the Australian Electoral Commission to enable further investigation and action. This information, together with programs implemented by the AEC, is used in the process of continuous maintenance of the electoral roll. All council voters Return to Sender (RTS) mail is referred to the council for updating on their system.

2.3 Electoral Council of Australia (ECA)

The ECA, a consultative forum with membership comprising the Commonwealth, state and territory electoral commissioners and a number of other senior electoral officers, meets approximately quarterly and at the time of elections to consider issues such as roll maintenance.

During 2004-05 the ECA undertook projects and consulted on a range of roll management issues including:

- > proposed changes to Commonwealth electoral enrolment legislation;
- > the redesign of the joint Commonwealth/State and Territory electoral enrolment forms;
- > a review of arrangements for public access to the electoral roll.

A subcommittee of the council, the Continuous Roll Update Steering Committee (CISCO) met regularly to jointly manage the implementation and progress of the CRU program for the review of the joint rolls. Outcomes of the CRU program for the year included:

- > the redesign of all mail review letters;
- > the implementation of a new computer system and operational procedures to better integrate the various Commonwealth, state and territory data sources used to stimulate enrolment and check the accuracy of the roll.

The ECA also considers non-roll matters that are of common interest to all the electoral jurisdictions such as the operation of new electoral legislation and 'best practice' election management. Specific topics 2004-05 included:

- > sponsorship of a three year research scholarship at the Australian National University entitled 'Enrolling the People: the Development of Modern Electoral Administration',
- > planning for an electoral educators conference to take place in late 2005.

3

Objective	Increase the level of public awareness about the democratic processes	Achieved current year
Strategies	Develop and implement for the next election cycle an education and information program focused on maximising the levels of enrolment and informed participation in elections. Build community requirements into all aspects of program delivery.	Being developed ✓
	Promote the electoral education centre as a vehicle for increasing community understanding of electoral processes.	✓
	Use community forums to deliver electoral education and provide information.	✓
Measures	Comparison of electoral enrolment in all age bands. Critical analysis of election participation rates, particularly amongst youth and in rural and remote areas, against State and national trends.	See 3.3 NYA*
	Trend analysis of	
	> informality rates at elections	NYA
	> the ticket voting rate in lower house elections.	NYA
	The number of education/information programs maintained.	5
	The number of website hits	2 470 829

*NYA = not yet available

The Electoral Act 1985 s8(1) requires the Electoral Commissioner to provide appropriate programs of publicity and public education in order to ensure the public is adequately informed of their democratic rights and obligations.

3.1 Education and Information

The SEO employs a variety of mechanisms and mediums to inform the community about the electoral processes. Resource developments are consequent on the election cycle, consultation with stakeholders and evaluation of how best to disseminate information.

Electoral materials include historical data and research papers, election results, electoral information sheets, maps, the Electoral Districts Boundaries Report. These are available in hard copy and/or on the SEO website for community use, distribution at professional development sessions, school career days, university orientation 'O' week enrolment drives.

Students and teachers attending the Electoral Education Centre (see 3.2) are provided with information packs containing electoral boundary maps, information sheets, brochures and web address book marks which are also available on request.

Website www.seo.sa.gov.au

The internet has increasingly become a widely accessed community education resource. The SEO website was initially created in the months prior to the 1997 election and was redesigned and enhanced around the time of the 2002 election. Ongoing monitoring and evaluation of the site enables the SEO to respond to industry developments and community expectations. The website address is promoted on all SEO materials.

Information available on the website includes:

- > 1997 and 2002 election results; it is envisaged that once the data entry of all past election results has been completed (see Section 5) this information will also be made available on the SEO website;
- > a 'Resources for Teachers' section with comparative election data, historical facts and a student electoral workbook;
- > the interactive 'How Your Vote Counts' program which received praise from Elections Canada and was recommended as a prime resource for first year politics students by staff at the University of Western Australia. Negotiations took place to have a modified version placed on the British Columbian Citizens' Assembly on Electoral Reform website for that Province's recent review and subsequent referendum on the adoption of an alternative voting system.

Reports indicate that the most frequently accessed pages relate to electoral district, suburb and district map information (45% of site visits) followed by enrolment, MP, voting system and result information.

Feedback on the website (content, currency, range of information and ease of navigation) resulted in a quality rating averaging 80%.

During the year, staff received web maintenance training that enables manipulation and modification of the site content to be managed in house.

Education sectors

The office responds to requests from teachers and students for electoral information on a wide range of topical issues and also participates in education programs and curriculum discussions with professional educators. The office maintains a relationship with the tertiary sector through information provision and the research program.

Schools Constitution Convention program

SEO has supported the Schools Constitution Convention program since 1995. It encourages public discussion and understanding of the Australian Constitutional system. State conventions, attended by approximately 110 Year Eleven students, are held annually in the House of Assembly chamber. Subsequently, 15 South Australian students are selected to attend the national convention in Canberra. The conventions are supported by members of parliament, political commentators, members of the judiciary and a number of community leaders. The agendas complement the Civics and Citizenship education program.

Mature aged electors

The office developed an information page describing services available for the senior age group which appeared in the Seniors Card Directory, a publication for senior citizens.

General community information

A page of electoral related information 'How to Enrol to Vote for State Parliament' is published in the community section of the metropolitan and four regional SA telephone directories.

The SEO and AEC funded an information stand at the Royal Agricultural Show in September 2004, a month prior to the Commonwealth elections. Those attending were able to initiate first time enrolments, update their enrolment, check their details on the electoral roll, access a range of electoral materials and clarify election processes with staff.

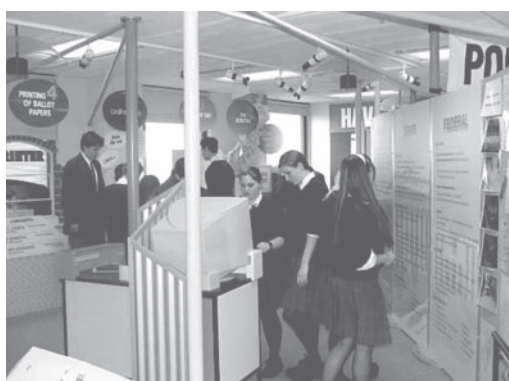
Specific activities for the 2006 State election will include:

- > publicity encouraging enrolment and voting (see Section 3.3);
- > distribution of coloured maps indicating current federal boundaries and state boundaries effective for the 2006 election to all schools, libraries and electorate offices;
- > the issue of three information packs for the media, election analysts and participants.

3.2 Electoral Education Centre (EEC)

The EEC, established in 1998, is an education resource jointly funded and managed by the SEO and the AEC which reaches out to community groups and the education sectors and supports the SA education curriculum including 'Studies of Society and Environment'. The previous Memorandum of Understanding was extended for a 12 month period allowing discussions to take place on future operational arrangements.

The centre, situated in the CBD, commands a panoramic view of the nearby Parliament and Government House buildings, which are both of constitutional importance. It conducts sessions, at no cost, for students, teachers and community groups on topics such as voting and vote counting processes, information on the role of the three spheres of government, development of Australian democracy, voting systems, referendums and state and federal election processes.



The majority of clients place priority on participation in a preferential ballot and count. The interactive area, which can be accessed by students (see photo above), contains touch screen computer programs, including State specific software illustrating stages of an election and SA democratic timelines.

A reference group meets quarterly to review session content and resource materials, to devise strategies to expand the client group and to ensure that the centre is continuing to support the South Australian Curriculum Standards and Accountability Framework. It comprises representatives from the Department of Education and Children's Services, the Local Government Association, the two education officers from Parliament House and the SEO, and a teacher from the Education Centre.

**Table 7: Sessions conducted
1 July 2004 - 30 June 2005**

<i>Client groups</i>	<i>No. attending</i>	<i>No. of sessions</i>
Primary students	2 211	77
Secondary students	3 071	122
Youth enrolment program	1 673	28
Tertiary	539	26
Community groups	680	34
Total	8 174	277

Professional development sessions were attended by 65 teachers and student teachers and the program was supported by the education officer from Parliament House.

3.3 Enrolment and Participation

Enrolling to vote is the initial act of becoming eligible to participate in the electoral process. Persons aged 18 and over, of sound mind, holding Australian citizenship and with an established residence within the State are eligible to enrol and vote. Provisional enrolment criteria enable 17 year olds to enrol but not vote until they turn 18.

Administrative activities for roll maintenance are described in Section 2.2 of this report. The SEO is proactive in encouraging enrolment and the education program provides a context for enrolment activities using a range of mechanisms. Research indicates that by far the most significant source of information relating to youth enrolment and the voting process are parents, therefore electoral information targeted across all age ranges is pivotal.

Youth enrolment

The 18-20 age group is comparatively under represented on the electoral roll nationally.

Table 8: South Australian enrolments by age band compared with estimated SA resident population June 2004

Age range	Estimated resident population	Enrolments		% Enrolled		Enrolments		% Enrolled	
		Male	Female	Male	%	Female	%		
18-19	41 418	21 276	20 142	26 929	65.0*	12 898	47.9	14 031	52.1
20-24	102 512	52 873	49 639	81 910	79.9	40 606	49.6	41 304	50.4
25-29	94 003	48 460	45 543	76 836	81.7	38 489	50.1	38 347	49.9
30-34	106 109	53 589	52 520	87 740	82.7	43 260	49.3	44 480	50.7
35-39	107 976	54 261	53 715	92 117	85.3	45 196	49.1	46 921	50.9
40-44	117 404	58 622	58 782	102 251	87.1	50 035	48.9	52 217	51.1
45-49	111 200	55 160	56 040	103 253	92.9	50 230	48.6	53 023	51.4
50-54	104 905	51 725	53 180	97 572	93.0	47 453	48.6	50 119	51.4
55-59	97 358	48 263	49 095	93 972	96.5	46 101	49.1	47 870	50.9
60-64	72 637	36 189	36 448	71 482	98.4	34 991	49.0	36 491	51.0
65-69	61 792	30 007	31 785	58 922	95.4	28 527	48.4	30 395	51.6
70-74	53 877	25 478	28 399	50 096	93.0	23 718	47.3	26 378	52.7
75-79	50 597	22 543	28 054	47 413	93.7	21 452	45.2	25 961	54.8
80-84	36 171	14 341	21 830	34 904	96.5	13 966	40.0	20 938	60.0
Total	1 157 959	572 787	585 172	1 025 397		496 922		528 475	

*Prior to October 2004 federal election.

ABS figures include persons not eligible to enrol, eg non citizens, those temporarily out of the country, of unsound mind, domiciled in institutions etc therefore estimates could vary by a number of %.

ABS estimated Resident population figures June 2004. Enrolment figures for 30 June 2004

Enrolment activities during the year

The Senior Secondary Assessment Board of South Australia (SSABSA) was provided with enrolment forms and reply paid envelopes to place in all Year 12 results packs and an encouragement to enrol advertisement for the accompanying results booklet. The enrolment advertisement was also published in 15 Rural Press Education and Careers supplements.

SEO and AEC staff attended university orientation 'O' days to promote and encourage enrolment and provide electoral information.

Members of parliament were sent samples of the revised SEO brochure titled 'Vote and have your say' targeted at the youth sector and offered the opportunity to acquire additional copies for their constituents; the uptake of that offer was positive.

Indigenous electors

ABS statistics reveal that in SA, 46% of people nominating that they were of Aboriginal origin live in metropolitan Adelaide. Demographic estimates are considered 'experimental' in that the standard approach to population estimation is not as reliable in this group.

The level of enrolment and participation of the urban Aboriginal population cannot be measured while data indicates that the level of enrolment of Aboriginal people living in remote communities is relatively high, while participation in elections is markedly lower than the State average.

Media campaign

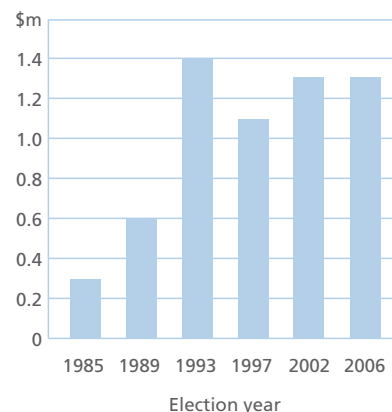
The first 'media' campaign undertaken by the SEO, then State Electoral Department, occurred at the 1982 election. The public election advertising campaign via television, radio and newspapers has traditionally begun following the issue of the writs with reminders to enrol before the roll close date, followed by how to vote information. The office will consider an earlier commencement of the enrolment campaign given a set term election date.

The graph adjacent indicates advertising expenditure at the last 5 elections and the budget for 2006. The 1993 costs were incurred over a six week election period. The Government Master Media Agency advises that media rate average increases for 2004-05 are: newspaper 5%; radio metropolitan 33% & regional 6%; and television 10%.

The mechanisms for disseminating electoral information have expanded over time and now include:

- > an election guide that is both illustrative and text based;
- > internet audio files;
- > captioned and Auslan signed television commercials;
- > multi lingual translations;
- > coverage in mainstream and ethnic press;
- > extensive radio coverage across the State.

Advertising expenditure



A request for tender document in accordance with government guidelines was released late in the reporting year. The creative campaign will have three foci:

- > encouragement to enrol;
- > the importance of participation and each vote;
- > how to cast a formal vote for both houses of parliament.

Creative concepts will be market tested prior to development; following the election, the overall campaign will be assessed externally to help determine direction for future electoral events. Informality and ticket voting rates will also be analysed.

Information resources and strategies for targeted dissemination are being developed to meet the needs of both rural and metropolitan communities.

Education/information activities undertaken by SEO staff during 2004-05 included:

<i>Program and recipients</i>	<i>Dates</i>	<i>Result</i>
Year 12 politics students Annual State Convention <i>Politics Teachers Association, politics students</i>	27 August 2004	Approx 100 attendees
Schools Constitutional Convention <i>Year 11-12 students from government and non government SA schools</i> Main topic: 'The River Murray - State and Federal Perspectives'	2 September 2004	125 students
Royal Show with AEC <i>Attendees at the show</i>	3 to 11 September 2004	899 enrolments, 2 035 electors checked enrolments, range of requests for information
Open day at Tauondi Aboriginal College, Pt Adelaide <i>Local community</i>	9 September 2004	Adult re-entry students and local school groups were able to enrol, receive education materials and hold informal discussions
SSABSA initiatives <i>Year 12/13 students - secondary sector</i>	December 2004	980 enrolments
'O' days at Adelaide and Flinders Universities <i>Tertiary students</i>	21 February (Adelaide) 9 March (Flinders) 2005	
10th National Schools Constitutional Convention in Canberra, funded by the Commonwealth Department of Education, Science and Training <i>Students</i>	16 to 18 March 2005	122 students, 15 from SA
'Vote and have your say' pamphlet <i>All MPs for their constituents</i>	20 April 2005	
<i>2004-05 summaries</i>		
Electoral Education Centre <i>Community members</i>		8174 attendees, 277 sessions
Website hits <i>Community with internet access</i>		2 427 630 hits, excluding 9 to 10 October 2004 Total hits 2 470 829, daily average 6750
Website 'contact us' facility <i>Community with internet access</i>		386 requests for information
Telephone queries		9 953
In person queries		865

<i>Objective</i>	<i>Deliver accurate, timely and cost effective election services</i>	<i>Achieved current year</i>
Strategies	Review the viability and cost effectiveness of centralised processes v decentralised operations.	✓
	Develop and implement:	
	> integrated project management plans for State and local government elections;	✓
	> management plans to address identified areas of possible risk.	✓
	Manage the secured funds and confirm the budget.	In hand
Measures	The number of Court of Disputed Returns hearings upheld due to administrative error.	NYA
	Analyses of audits of election services and public commentary.	NYA
	Size of variances between initial results and recount figures (actual v targeted).	0.0%
	Performance indicators for response times (actual v targeted).	100%
	Business and project budget variations (actual v targeted).	NYA

Election conduct comprises the core business of the SEO and both State and local government elections are scheduled for 2006.

Major election events are co-ordinated on a project management basis. Budget parameters determine the extent of new initiatives, technologies and processes that can be adopted for election conduct. New methodologies can only be introduced after an assessment of need, cost implications and proven capacity to perform the function to the required standard.

4.1 Parliamentary Election Activities

4.1.1 State Election

The next State election will be the first conducted under fixed terms and is scheduled for 18 March 2006.

All project reports from 2002 were reviewed, responsibilities for the 2006 election allocated to staff and an initial project assessment was undertaken by March 2005. Progress meetings commenced. Major responsibilities include:

- > the development of a publicity and advertising campaign that will target particularly youth, regional and remote enrolment and participation (see Section 3.3);
- > resourcing, training and deployment of staff;
- > the review of voting numbers and location of polling booths;
- > procurement of election materials;
- > determining and implementing the election infrastructure;
- > processing of ballot materials and results.

The benefits of centralised v decentralised operations were assessed and centralised processing of postal and declaration materials will continue (Section 7.1). Options for the LC scrutiny were canvassed (Section 12.1).

Returning officers (ROs) were appointed to all districts in April 2005 plus three coordinating ROs and two reserves. The first of three RO training conferences was held at the end of April 2005 when ROs were asked to physically inspect and recommend the appointment of polling booths.

The implications of fixed term elections were addressed in planning forums. Project budgets were allocated from the next State election budget.

Allocation of election projects

More than 90 election projects were identified and allocated to staff. Each project leader is required to develop procedures and strategies to manage their project, while being mindful of the critical timeframes and potential risks of the project. Staff meet on a regular basis to discuss the progress of projects and to report on any foreseeable problems or assistance required within projects.

Appointment of returning officers

The office conducted interviews for the position of returning officer and made appointments for each of the 47 House of Assembly districts and one for the Legislative Council. District allocations were based on previous electoral knowledge and experience and, in the case of Assembly district ROs the district status (safe, fairly safe, marginal), proximity of the district to the officer's residential address and knowledge of the electorate.

- At the same time a number of support staff were appointed:
- > two reserve returning officers;
 - > a deputy returning officer to assist the RO for Finnis on Kangaroo Island who will provide logistical support with the transportation of polling booth equipment and training of polling officials;
 - > three RO liaison officers, a new position for the office but one that has worked successfully in interstate electoral offices.

The role of the three liaison officers will include providing information, advice and support, assisting ROs at training sessions, rechecks and recounts, monitoring election progress and identifying potential problems, assisting ROs in seats where high interest is expressed in the outcome and providing feedback to the office.

In total 16 new ROs were appointed, all having election experience in polling booths at either State or federal elections.

Returning officers conference

An introductory conference held on Saturday 30 April 2005 gave both SEO staff and ROs the opportunity to meet one another and gain an understanding of each other's roles and responsibilities. The agenda also included information on:

- > revised RO pay structures and conditions of employment;
- > the SEO structure, staff and their roles;
- > an election overview;
- > RO accommodation;
- > polling booth locations and reviews;
- > district budgets and accounting matters.

Review of voting numbers, polling booths and other voting facilities

During the reporting year, reviews took place of pre-poll facilities for electors voting in person prior to polling day, mobile polling locations in remote areas of the State, declared institutions receiving visits from electoral officials providing voting facilities to residents and polling places for attendance voting on election day.

Anticipated voting numbers for the next State election were derived after comparing previous State and federal election elector voting data in order to:

- > establish sufficient polling booths to accommodate voters;
- > provide additional booths or larger facilities in growth areas;
- > determine shared location polling booths (booths that issue ordinary votes for more than one electoral district);
- > provide anticipated voting numbers to ROs so that the required number of electoral staff, ballot papers and polling equipment are allocated to each of the booths.

The reviews took into account both state and federal electoral boundaries and the possible effect on voting patterns following an alteration to one of those boundaries.

A polling booth safety/hazard inspection checklist was developed by the office and each potential booth venue was required to be physically checked and evaluated by the RO (or in some cases polling booth manager) prior to completing an agreement form with the hirer. The checklist captured a variety of information:

- > polling booth address details, hirer contact names and telephone numbers;
- > condition of the building, fixtures, fittings and surrounding areas;
- > facilities for staff and electors;
- > public accessibility including wheelchair access.

ROs were requested to return the checklists early in the 2005-06 reporting year.

It is expected that declared institutions will be reviewed and Gazetted by December 2005, along with the list of polling places.

Pre-poll interstate and overseas locations will be determined in the next reporting year after negotiations have taken place with industry partners, defence organisations and overseas missions.

Register of political parties

The legislative requirements for registering a political party include:

- > submission of an application form;
- > nomination of a party name and an enrolled elector as a registered officer;
- > the provision of a copy of the party's constitution that must have as one of its objectives the election of endorsed candidates to either House of the South Australian Parliament;
- > a copy of party membership comprising at least 150 persons who are on the South Australian House of Assembly electoral roll (unless the party is a parliamentary party).

In the report on the 2002 State Election, a review of the registration criteria currently outlined in Part 6 of the Act was recommended.

Party registration processes require the Electoral Commissioner to arrange the placement of a notice concerning an application in the Government Gazette and The Advertiser newspaper. The notice must specify that there is a one month period for any elector to object to the registration of the party and, at the end of the one month period and after consideration of objections lodged (if any), the Electoral Commissioner determines whether the party should be registered.

Registration details for the year ending 30 June 2005 are listed below. See Table 9 for full registration details.

Registered/deregistered during the year	Nil
Application for name change*	1
Currently registered (including parties related to a major party)	27

*Pauline Hanson's One Nation Party to One Nation SA Division Party, expected to become effective early in the next reporting year.

Register of declaration voters

The register is available for electors who satisfy the Electoral Commissioner that they are unable to attend a polling booth to vote due to one of four reasons. These electors automatically receive voting material when ballot papers become available.

The register is updated on a monthly basis and throughout the year maintenance checks were performed on the database and the cards were encoded with the new electoral district for each elector. All electors on the register will be advised, prior to the State Election, of procedures for the receipt of their voting material.

8017 electors were listed on the register under the categories listed below at the 30 June 2005.

	No.	%
Remoteness of place of living (not within 8km of a polling booth)	2 167	27.0
Membership of a religious order or religious beliefs	120	1.5
Permanent physical disability	1 668	20.8
Suppression of address on the electoral roll (silent elector)	4 062	50.7

Table 9: Party registration details as at 30 June 2005

<i>Date of Registration</i>	<i>Name of Registered Political Party</i>	<i>Abbreviated name</i>	<i>Name and address of Registered Officer</i>
17.10.1985	Australian Labor Party (South Australian Branch)	Australian Labor Party > New Labor	Ian Hunter Trades Hall, 11-16 South Terrace Adelaide SA 5000
15.01.1998	> New Labor Party	> Country Labor	
25.11.1999	> Country Labor Party		
17.10.1985	Liberal Party Of Australia (S.A. Division)	Liberal Party	John Burston* 104 Greenhill Road Unley SA 5061
17.10.1985	Australian Democrats (South Australian Division Inc.)	Australian Democrats	Keryn Hassall 18 Glenburnie Drive Plympton SA 5038
17.10.1985	National Party Of Australia (S.A.) Inc.	The Nationals	Anthony Phillip Parmiter
30.04.1998	> Young National Party of Australia - SA	YNPA	7 Alexandra Place Blackwood Park SA 5051
27.10.1989	Christian Democratic Party - Fred Nile Group	CDP	David Rodway 15A Gertrude Street Magill SA 5072
7.01.1993	Shooters Party		Michael Thomas Hudson 31 Yalpa Road Marino SA 5049
13.02.1996	Australian Greens S.A.	Australian Greens The Greens	Heather R McDermott 20 Acacia Avenue Glenelg North SA 5045
10.04.1997	Over -Taxed Motorists, Drinkers, Smokers Assoc.		Brett McHolme 8 Kidman Avenue Kidman Park SA 5025
17.07.1997	> Smokers Rights Assoc.		
17.07.1997	> Over-Taxed Smokers Assoc.		
17.07.1997	> Over-Taxed Drinkers Assoc.		
17.07.1997	> Over-Taxed Motorists Assoc.		
5.04.2001	> Over-Taxed Pokies Party		
15.01.1998	Pauline Hanson's One Nation	One Nation	Basil Vincent Hille 11 Frick Street Lobethal SA 5241
25.05.2000	Australian Federal Republican Party (SA)	The Republican Party	Ian Draper 3 Tweedale Avenue South Brighton SA 5048
29.06.2000	No Emergency Services Levy Party		Leonard Andrew Spencer PO Box 418 Brighton SA 5048
14.09.2000	Save The River Murray Party		Kym Hall PO Box 418 Brighton SA 5048
26.10.2000	No Nuclear Dump In S.A. Party		Leonard Andrew Spencer PO Box 418 Brighton SA 5048
21.06.2001	Community Leadership Independence Coalition Party	CLIC Party	Ivan Peter Lewis 64 Adelaide Road Murray Bridge SA 5253
5.07.2001	S.A. Nuclear Free Future	S.A.N.F.F.	Arthur James Keats Green 9/21 Surfle Street Adelaide SA 5000
19.07.2001	Family First Party		Colin Geoffrey Sinclair 57 Darling Avenue Murray Bridge SA 5253
13.09.2001	Stormy Summers Reform Party		Kazimierz Druszcz 2/155 Waymouth Street Adelaide SA 5000
20.09.2001	Aboriginal Political Party		Marlene Edith McArthur 4/29 Euston Terrace Croydon SA 5008
10.01.2002	Albert Bensimon's No Hoo Haa Party	No Hoo Haa Party	Albert Bensimon 151 Fisher Street Malvern SA 5061

* from July 2005

Non voters

The Electoral Commissioner issues 'Apparent Failure to Vote' notices to electors who appear to have failed to participate in the voting processes following each election. Subsequent to the return of the notices, Expiation and Reminder Expiations are sent in accordance with the requirements of the Expiation of Offences Act 1996 to all who either failed to respond to previous notices or failed to provide a 'valid and sufficient' reason. All notices are required to be returned within the time prescribed by legislation.

Non voter payments received from the Courts Administration Authority for the period 1 July 2004 to 30 June 2005 amounted to \$5025.

Expiation Notices

Expiation Notices issued 14 June 2002 requesting a payment of \$10 expiation + \$7 Criminal Injuries Levy (CIC)*	13 199
--	--------

Reminder Expiation Notices issued requiring the payment of \$10 expiation, \$7 CIC levy + \$30 reminder fee	8 081
---	-------

Enforcement Orders

Enforcement Orders issued by the Courts Administration Authority (CAA) 2003-04	4 457
--	-------

Requests for cancellation of Enforcement Orders forwarded to the Courts Administration Authority Fines Penalty Payment Unit due to electors forwarding statutory declarations to the SEO providing a 'valid and sufficient' reason for their apparent failure to vote. (Total requests for cancellation 904)	26
---	----

Expiation Notices requiring the payment of \$10 expiation, \$10 Victims of Crime (VIC) levy reissued during the period 1 July 2004 to 30 June 2005 following an electors review of enforcement order and subsequent notification of the outcome by the courts	6
---	---

*On 1 January 2003 the Victims of Crimes Act 2001 came into operation and repealed the Criminal Injuries Compensation (CIC) Act 1978. The levy associated to an offence that can be expiated is now \$10 and is known as the Victims of Crime Levy (VIC).

As at 30 June 2005, the number of outstanding enforcement orders relating to the 2002 State election was 1689.

Warehousing

Alternative warehousing facilities have been under review for some time and the office will need to consider new storage arrangements both short term for the State election and longer term for storage of ballot paper and polling inventories for potential by-elections. It is anticipated that a warehouse proposal will be submitted to the Electoral Commissioner in the latter part of 2005.

4.1.2 Reciprocal arrangements with interstate electoral administrations

Reciprocal arrangements between interstate electoral administrations allow electors travelling outside their home state during a general or by-election to cast their vote at an interstate electoral office.

Tasmania, previously the only state where electors had to apply to their home state to receive voting material by post, is included in these arrangements following recent changes to the Tasmanian Electoral Act.

The South Australian State Electoral Office provides pre-poll voting facilities enabling electors to vote either by post or in person at the office prior to polling day. If voting by post, an elector is required to complete a written application and election material is forwarded to them at an address nominated on that application.

Assistance provided by the office for the 2004-05 period is shown in Table 10 and includes three Legislative Assembly general elections for which 303 votes were issued.

Table 10: Non SA electoral jurisdiction services 2004-05

Jurisdiction	Election		Chamber	District/ Division	No. electors served
	Date	Type			
New Zealand	10.07.04	By	House of Representatives	Te Tai Hauauru	-
Australian Capital Territory	16.10.04	GE	Legislative Assembly		17
New South Wales	20.11.04	By	Legislative Assembly	Dubbo	-
Western Australia	26.02.05	GE	Legislative Assembly, Legislative Council		173
Tasmania	07.05.05	GE	Legislative Council	Murchison, Paterson, Rumney	2
Northern Territory	18.06.05	GE	Legislative Assembly		113

Whenever a South Australian election is held, these other jurisdictions are authorised to issue only in person votes as all postal votes are issued centrally by the SEO.

4.2 Local Government Election Services

The Electoral Commissioner is the returning officer for all local government elections and council appointed polls in South Australia under the City of Adelaide Act 1998, Schedule 1 and the Local Government (Elections) Act 1999.

Council advises the returning officer as soon as a casual vacancy occurs and, providing a policy does not exist for the deferral of an election, a supplementary election is required to commence as soon as practicable. In most instances, deputy returning officers are appointed to perform specific functions, under a delegated framework, with the assistance of electoral officials.

In the last reporting year, eleven supplementary elections were held, six for country and five for metropolitan councils. The elections were conducted under the following arrangements:

Conduct option	Election Arrangements	No. of elections
1 SEO	State Electoral Office (SEO) conducted the election in its entirety.	6
2 SEO/CNCL	SEO prepared and placed statutory notices, prepared and printed ballot material including the mail-out of ballot material to electors; Council undertook all other functions associated with the election.	0
3 CNCL	Council conducted the election in its entirety under delegation to the local Deputy Returning Officer.	4
4 SEO/AEC	SEO prepared and placed statutory notices, corresponded with Chief Executive Officer and candidates, prepared and printed ballot material including the mail-out of ballot material to electors; the Australian Electoral Commission undertook all other functions associated with the election.	1

Councils without a ward structure may adopt a policy not to fill a single vacancy until the next periodic election. However if a subsequent vacancy occurs, a supplementary election must be held to fill all vacancies. These provisions do not extend to mayoral positions which must be filled through normal supplementary processes. Provisions also exist for the deferral of a supplementary election to fill a vacancy in certain circumstances.

A casual vacancy occurred in the Town of Gawler (10 June 2004), late in the previous reporting year. A policy was in place not to fill the vacancy until the next general election, but a subsequent vacancy during the 2004-05 reporting year resulted in a supplementary election for the two vacancies.

An amount of \$78 000 was recovered from councils for costs associated with the conduct of supplementary elections 2004-05.

Turnout

The non-compulsory nature of local government elections represents a challenge to councils with regard to voter turnout. The highest average turnout achieved in South Australia for periodic elections was 40.1% at the 2000 elections, down to 32.7% in 2003.

The decline in participation rate was also evident in supplementary elections, with the average turnout rate dropping from 41.1% in 2001-02 to 34.0% in 2004-05, with significant differences between metropolitan and country elections.

Table 11: Supplementary elections - average voter turnout %

Year	Turnout %		
	Metro	Country	Total
2001-02	28.8	46.3	41.1
2002-03	29.9	48.9	44.1
2003-04	23.4	43.7	37.9
2004-05	27.6	42.0	34.0

The State Strategic Plan targets a 50% participation rate for local government turnout¹ and the Electoral Commissioner has indicated support for the local government sphere to promote interest in electoral information and participation across all councils.

Periodic Elections 2006

In conjunction with other possible amendments, the timing of the next periodic elections, scheduled for May 2006, two months after the State election, is being reviewed by Parliament (see Section 12.2).

Projects were reviewed and provisionally allocated in December 2004. Major responsibilities include:

- > liaison with councils and roll management;
- > training and deployment of staff;
- > procurement of election materials;
- > nomination and profile management;
- > ballot material mail out and processing arrangements;
- > result processing.

Project budgets will be allocated in the first half of the 2005-06 financial year. Preliminary work took place on revising training manuals, handbooks and forms. Further work will commence in the 2005-06 financial year.

Feedback from internal and external stakeholders is being incorporated where appropriate. Legislative changes currently under consideration include a proposal for most forms to be determined by the Electoral Commissioner instead of prescribed by regulation as is current practice. This would allow the office to design forms with clarity and ease of use for electors in mind, as well as making the in-house processing of these forms more streamlined and efficient.

The office anticipates technology and infrastructure arrangement benefits following on from the State Election.

¹ *Creating Opportunity, Moving forward together - Objective 5.5 - Building Communities, Political participation, March 2004*

Table 12: Summary of Elections Conducted 2004-05

Council name- Election type	Admin agency	Election date	Ratio of candidates to vacancy	No. Electors		Returned ballot material	Voter turnout %
				On Roll	Contested Elections		
District Council of Peterborough - Area Councillor	SEO	19.07.2004	3:1	1 729	1 729	712	41.2
City of Mount Gambier - East Ward*	SEO/AEC	16.08.2004	1:1	9 110	0	0	0.0
District Council of Ceduna - Area Councillor	CNCL	16.08.2004	2:1	2 624	2 624	1 051	40.1
Wattle Range Council - Sorby Adams Ward	CNCL	16.08.2004	3:1	1 899	1 899	614	32.3
City of Charles Sturt - Cheltenham Ward	SEO	16.08.2004	4:1	8 139	8 139	2 075	25.5
City of Campbelltown - Hectorville Ward	SEO	15.11.2004	5:1	8 008	8 008	1 650	20.6
City of Campbelltown - Woodforde Ward	SEO	15.11.2004	6:1	7 258	7 258	1 955	26.9
District Council of Mount Remarkable - Forest Ward	CNCL	20.12.2004	2:1	481	481	261	54.3
Corporation of the Town of Walkerville - Vale Park Ward	SEO	20.12.2004	3:1	2 027	2 027	827	40.8
District Council of Le Hunte - Area Councillor*	CNCL	17.05.2005	1:1	1 199	0	0	0.0
Town of Gawler - Area Councillor	SEO	17.05.2005	7:2	15 205	15 205	3 700	24.3
Total				57 679	47 370	12 845	

* No election required as candidate elected unopposed

Table 13: Supplementary Election Activity Summary 2004-05

			2004-05		2003-04			
			No.	%	No.	%		
Councils with Supplementary Elections			11		11			
Voters Roll	Electors on roll	HA	49 363	85.6	51 261	84.1		
		Council Supplementary Roll	8 316	14.4	966	15.9		
		Total	57 679		60 927			
Eligible Electors	Contested elections *	Country	6 733	14.2	7 753	12.7		
		Metro	40 637	85.8	45 717	75.0		
		Statewide	47 370		53 470	87.7		
	Uncontested elections	Country	10 309	100.0	7 457	12.3		
		Metro			0	0.0		
		Statewide	10 309		7 457	12.3		
Nominations	Candidates standing	Male	23	62.2	20	74.1		
		Female	14	37.8	7	25.9		
		Total	37		27			
	Ratio of candidates to positions	In contested elections	35	94.6	23	85.2		
		Elected unopposed	2	5.4	4	14.8		
		Total	37		27			
			3.4:1		2.5:1			
Elections	Contested	Mayoral	0		0			
		Area councillor	3		1			
		Councillor at large	0		0			
		Ward	6		6			
		Total	9		7			
	Uncontested	Mayoral	0		0			
		Area councillor	1		0			
		Councillor at large	0		1			
		Ward	1		3			
		Total	2		4			
		Members elected through supplementary election processes						
			Following contested election	10	83.3	7	63.6	
			Elected unopposed	2	16.7	4	36.4	
			Following appointment by council	0		0	0.0	
	Total	12		11				
	Female members elected/appointed	3		3				
Turnout *	Country	2 638	39.2	3 193	41.2			
	Metro	10 207	25.1	9 390	20.5			
	Statewide	12 845		12 583				

*Turnout calculated as a % of eligible electors for contested elections

4.3 Non-Government Elections and Ballots

The objectives for this area are to:

- > provide a service for statutory bodies and outside organisations in the conduct of their elections and polls;
- > provide advice on established electoral practices and the development of election rules;
- > ensure that elections conducted by the SEO conform with the requirements of the organisation's election rules and/or constitution; and
- > conduct elections and polls efficiently and cost effectively.

During the year, the office conducted 28 elections efficiently and without complaint. The elections involved 12 individual organisations and more than 100 000 electors.

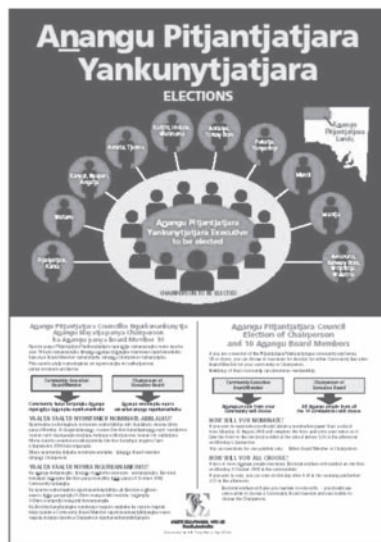
The largest election conducted by the office was for the election of two graduates to the University of Adelaide Council involving approximately 41 000 electors. The smallest election involved only 28 electors for SHine SA in their election of two council members.

As reported last year, an increasing number of organisations are seeking an independent body to conduct their employment agreement ballots rather than undertaking this process themselves. Seven enterprise bargaining agreement ballots were conducted this financial year, the largest for salaried employees of the South Australian Government.

Costs recovered amounted to \$182 000.

Anangu Pitjantjatjara Council (AP) Elections 4 October 2004

The election highlight of the year and the most challenging logistically due to distance and communication was the election of 11 executive board members of Anangu Pitjantjatjara, comprising a chairperson and 10 community members, one elected from each of the 10 communities/groups prescribed in the Act. Although the office had previously been involved in these elections, this was the first election conducted under new legislation prescribing the Electoral Commissioner as the returning officer.



Considerable organisation and time was spent in an election advertising campaign that resulted in a display of election posters in each of the communities and a series of broadcasts by two radio stations (PY Media and CAARMA). Two officers (one each from the SEO and the Dept. of Aboriginal Affairs) spent a number of days on the Lands co-ordinating the display of posters and 'spreading the word' among community members. All advertising was presented in both English and Pitjantjatjara and outlined the election timetable and nomination process. A copy of the election notice is above.

School teachers and TAFE lecturers were appointed as electoral officials. In the majority of communities, their role was to receive nominations and take photographs of candidates throughout the seven day nomination period. In communities where assistance was not available, SEO officers were sent to the Lands to undertake these duties.

At the close of nominations on Monday 6 September 2004, a total of 33 nominations were received and accepted for the 11 vacancies, including three nominations for the position of chairperson. An election was necessary in each of the ten communities. The Act specified that voting was to be conducted between 9.30am and 3pm in each electorate on the same day.

Arrangements were made after the close of nominations for further advertising including radio broadcasts and the production of posters for communities containing photographs of the candidates contesting the election together with the dates and times when voting would take place in each of the communities.

Due to the vast distances between communities and the time specified for the commencement of voting, the only means of travelling to the communities was to fly electoral officials into each of the voting locations. Three planes dropped 23 electoral officers into the 10 communities.

Voting commenced at 9.30 am in each community and electors attended throughout the day to cast their vote. A CD containing voting instructions in the local language was placed at the entrance to the voting area to assist both electoral officials and voters. Two sets of coloured marbles, each colour signified the election type (ie chairperson or community representative) were used for the voting process and were handed to voters one at a time to place in voting boxes displaying photographs of the candidates.



Electoral officials with Plane 1 left to right: Jade Bruss, Coralie Lowe, Leeanna and Brenton Booth, Jim Doyle, Mark McLoughlin, Norris Austin, Lynton Barry

At the close of voting the marbles were counted in each of the communities and a provisional declaration was made for community executive board member. In the case of chairperson, the results for each individual community were telephoned through to a central location where the votes were tallied prior to making a declaration.

The election was conducted successfully and though the election drew heavily on resources, increased elector/community participation was a satisfactory outcome and was extremely rewarding for all those that participated.

Voter turnout

<i>Elected representatives</i>	<i>2004</i>	<i>2002</i>	<i>% Increase</i>
Chairperson	703 (included absentee voting)	222	216.7
Executive Board Member	656	429	52.9
Females elected	3 women, one each from east, west and southern communities	1	

Combined elections attendance increase of 108.8%

The Electoral Commissioner and a number of officers gave evidence to the Aboriginal Lands Parliamentary Standing Committee 27 October 2004 with additional information submitted on 17 November 2004.

The office also supported, at no cost, elections for the Ngaanyatjarra Pitjantjatjara Yankunytjatjara (NPY) Women's Council in August 2004. An officer each from the SEO and AEC travelled to the Black Hill Homeland, approximately five hours drive south of Alice Springs, to conduct the election for chairwoman, vice-chairwoman and the executive members. As with the AP Council elections, electors voted with marbles that were placed in wooden receptacles.

Table 14: Non-government elections and ballots conducted 2004-05

<i>Organisation</i>	<i>Election date</i>	<i>Election</i>			
		<i>Type</i>	<i>No.</i>	<i>Voting method</i>	<i>No. of electors</i>
Olive Growers	31.07.04	Yes/No Levy Poll	1	FPTP	2 145
Dept. for Administrative and Information Services	16.08.04	SA Government Wages Parity (Salaried) Enterprise Agreement	1	FPTP	31 350
NPY Womens Council	26.08.04	Election of 10 council members	1	FPTP	116
The University of Adelaide Council	6.09.04	Election of 2 graduates	1	PR	41 169
SHine SA	1.10.04	Election of 2 council members	1	FPTP	28
Anangu Pitjantjatjara Council	4.10.04	Election of chairperson and 10 community representatives	11	FPTP	n/a
Dept. for Administrative and Information Services	15.10.04	SA Government Wages Parity (Weekly Paid) Enterprise Agreement	1	FPTP	7 320
The University of Adelaide Council	28.10.04	Election of 2 academic staff members	1	PR	1 054
The University of Adelaide Council	28.10.04	Election of 2 general staff members	1	PR	1 306
The University of Adelaide Council	28.10.04	Election of 1 undergraduate student	1	PR	11 608
The University of Adelaide Council	28.10.04	Election of 1 postgraduate Student	1	PR	3 861
South Australian Community Housing Authority	20.12.04	Election of 2 housing co-operative representatives	1	FPTP	1 394
The University of Adelaide	10.02.05	Staff Certified Agreement	1	FPTP	2 890
WorkCover Corporation	15.02.05	Staff Certified Agreement	1	FPTP	329
St Andrew's Hospital	14.03.05	Nursing Employees (Theatre Suite) Enterprise Agreement	1	FPTP	85
Royal Automobile Association Inc.	24.05.05	Automotive, Engineering and Technical Trades Enterprise Agreement	1	FPTP	138
Julia Farr Services	3.06.05	Election of 1 employee representative	1	FPTP	482
Hills Industries	6.06.05	Home and Hardware Products Division (Manufacturing) Edwardstown Enterprise Agreement	1	FPTP	139

Voting method code:

PR = Proportional Representation

FPTP = First Past the Post

Objective	Promote awareness and debate of current practices and emerging electoral trends	Achieved current year
Strategies	Identify, investigate and monitor external issues impacting on SEO's activities, environment and opportunities.	✓
	Examine at least one research topic on an annual basis.	✓
	Publish commentary on electoral developments and events.	NYA
	Commit to supporting a major national conference every two years through the Electoral Council of Australia.	✓
Measures	The number of analytical publications prepared annually.	4
	Customer satisfaction ratings and feedback on research conducted.	80%

The Electoral Act 1985 s8(1)(d) empowers the Electoral Commissioner

- (i) To conduct and promote research into electoral matters;
- (ii) To publish the results of such research and other material on electoral matters.

5.1 Issues impacting on the SEO

A SWOT analysis was undertaken as part of the 2004 strategic planning process. Factors impacting on SEO's activities, environment and opportunities include:

- > a legislative framework which fails to reflect the current electoral environment and election practices; the legislation was last amended in 1997 (see Section 12);
- > opportunities for timely planning of workloads, implementation of project determinations and capacity to look over the horizon at competitive influences;
- > operating at the margins due to an inadequate funding base. The parliamentary program is funded by Treasury. The first strategic plan was written in 1996, prior to the introduction of computerised processes for the 1997 elections, and committed the office to no more than a 10% CPI increase in election costs from the 1993 State elections. The office incurred unbudgeted high costs to support an evolving IT infrastructure which has not since been adequately recognised in its funding base.

5.2 Research activities

An examination of aspects of electoral law in federal, state and territory jurisdictions was completed - Australian Research Council (ARC) project in conjunction with the ECA.

- During the reporting year the following research activities were pursued:
- > a three year collaboration with the University of Adelaide (ARC industry linkage project 2004-2007): 'Electronic voting and electoral inclusion: Implications for SA';
 - > a collaboration with the History Trust and Professor Dean Jaensch for a sesquicentenary publication of electoral statistics 1857 to 2002;
 - > an examination of the history of redistributions;
 - > work on a history of the South Australian State Electoral Office, 1907-2007, commenced;
 - > a paper and index of all returning officers since 1851 (for the 2006 sesquicentenary election) was completed;
 - > the paper 'History of Electoral Provisions for Local Government in South Australia' was published on the Democratic Audit of Australia website in March 2005 <http://democratic.audit.anu.edu.au/BrussSALocalGovt.pdf>;
 - > short papers on South Australian by-elections and referenda were also released.

The three published reports were placed on the SEO website which now has a dedicated section for reports. Feedback from hard copy recipients indicated an average 80% rating for content and format quality.

All staff are involved with the investigation of issues arising out of election project planning and ad-hoc project work eg the investigation of on-line transactions in other electoral jurisdictions, information on electoral districts.

5.3 Electoral commentary

The office has statutory annual reporting requirements. It also confirms election results to candidates, councils and employer organisations who have an interest in events in their sphere. The Electoral Commissioner does submit an annual report to the Minister for State/ Local Government Relations for activities in the local government sector, though this is not required, and may collate material on electoral matters for the responsible minister or the parliament on request.

Following the next round of general and periodic elections, the office will analyse data from those events and any subsequent ballot paper investigations, compile statistical records and review operational and technical provisions of the legislation that could be recommended for the consideration of the parliament.

5.4 Conference

Planning took place for a conference to be held in October 2005 for electoral educators and education officers. The ECA is part sponsoring this project and costs will be apportioned to each electoral jurisdiction according to funding formula.

6

Objective	Ensure that SEO processes are leading practice	Achieved current year
Strategies	<p>Develop and implement a continuous improvement program including evaluation of current SEO services. Monitor the office environment, examine business relationships, investigate best practice mechanisms and implement cost effective enhanced services. Use the election project framework to examine and report on potential new processes and procedures prior to program development. Review:</p> <ul style="list-style-type: none"> a) staff training and development modules and opportunities; b) polling services, resources and materials; c) the format of published materials. <p>Arrange secondments to other administrations to increase staff understanding of electoral processes and procedures.</p>	<p>In hand</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Measures	<p>The number of projects providing evidence of reappraisal of previous procedures.</p> <p>The number of initiatives considered and subsequently implemented.</p> <p>The number of staff secondments secured.</p>	<p>NYA</p> <p>NYA</p> <p>6</p>

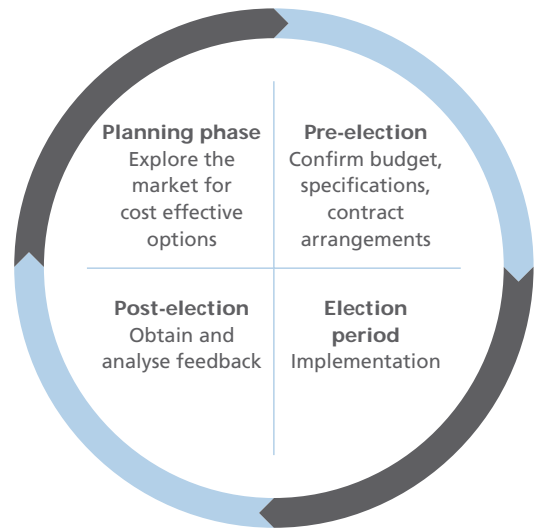
The monitoring of ongoing programs and election specific work (the core business of the SEO) via evaluation, research and feedback was identified as essential to the office's ability to continually improve and, at the same time, comply with strategic objectives. A committee was set up to monitor strategic plan progress and assess yearly achievements. Expenditure limitations were identified as a factor that might constrain service delivery levels.

6.1 Continuous Improvement Mechanisms

A structured performance management system for staff was identified as paramount to continuous improvement - see Section 9.4. Other tools identified as important for progress in processes adopted and material and equipment deployed were:

- > collegial discussions on project and strategic planning objectives;
- > project and post-election reporting:
 - identification and recording of issues, problems and areas of improvement for ongoing and election programs;
 - charting the relationships/personnel and formal processes needed;
 - addressing any previously identified issues;
 - analysing and reporting on quality, timeliness and cost parameters;
 - assessing and introducing measures to correct or improve the situation;
- > examination of requirements for future elections and projects and investigation of realistic, cost effective and innovative ways of achieving goals;
- > consideration of possible budget implications.

6.2 The Business Environment



During the previous reporting year, current technologies for roll scanning, postal vote addressing and ballot paper mark recognition were examined. Cost constraints ruled out the latter. Business relationships were activated, best practice mechanisms were investigated and cost effective services were being planned at the year's end. Preferred supplier contracts eg for advertising and ballot paper printing, required intensive review and negotiation.

Benchmarking at the strategic level was considered significant, particularly with regard to the conduct of State and local government elections.

Best practice measurement mechanisms

A number of evaluation mechanisms were identified for certain projects such as pre-election product testing, market research and use of focus groups to determine concept acceptability and viability.

- After the election, the office will be:
- > assessing the effectiveness and quality of its advertising;
 - > approaching stakeholders and electoral participants eg electoral staff and candidates to ascertain their satisfaction with materials and equipment provided;
 - > benchmarking a number of election outcomes against other administrations.

Benchmarking is viable where administrative procedures are similar, or where results are easily comparable (such as % eligible voters on roll and voter turnout). It is not as viable in other circumstances such as variations in informality figures, due to different voting systems and ballot paper instructions in different jurisdictions (ie in SA, the wording 'You are not legally obliged to mark this paper' increases the number of informals).

Benchmarking

A number of parameters were discussed and identified, eg:

% of eligible electors on the roll	Admittance rates for declaration envelopes
Voter turnout	Formality rates
Cost per elector	Budgetary performance
Customer satisfaction ratings	% of elections conducted without contest due to administrative malfunction

After the elections, data will be analysed across these indicators.

6.3 Election Projects

The election project framework was examined and refined. New projects were established in order to allocate responsibilities for technical aspects of the website administration, the capture of nominations data and support for financial operations.

Project allocations allow less experienced members of staff to acquire project management skills, mostly under the leadership of a more experienced staff member.

6.4 Review of Materials

In the second half of the reporting year, polling services, resources and materials, staff training and development modules were assessed as part of program planning (see Section 4.1.1). Suppliers were consulted over cost effective options for election materials which took account of feedback from the 2002 State election eg ease of assembly and safety of polling compartments.

An external consultant was asked to review all office documentation, election and non-election and suggest improvements. The reports were circulated to all staff who were asked to incorporate suggestions in their review of manuals, reports, information sheets and other materials produced by the office.

6.5 Secondments

Opportunities for staff to work in other administrations are sought in order to develop and broaden staff skills and increase understanding of electoral processes and procedures. During the year:

- > four staff assisted in financial and senate scrutiny operations for the Commonwealth elections in October 2004;
- > two staff provided support for ballot material and upper house vote processing for the Western Australian elections in February 2005.

Three staff attended the WA election in an observing capacity and several staff provided polling place and mobile polling support for the federal election.



Objective	<i>Maintain viable, accurate, secure, user friendly, efficient and flexible technologies to support SEO business needs</i>	<i>Achieved current year</i>
Strategies	Develop and implement a 5 year technology plan including a review of the user pays/cost recovery system and identification of resource support. Schedule hardware and software acquisitions for appropriate times within the electoral cycle. Trial software systems according to rigorous criteria.	✓ ✓ NYA
Measures	Response time from EDS for system repairs/downtime (within 24 hours for minor repairs/updates, 7 days for major server problems). The number of security breaches. The number of major system failures. Achievement of service levels through provider agreements. User satisfaction ratings on EDS service.	Within average None identified None Satisfactory Satisfactory

The office contributed to whole of government Information Communication Technology (ICT) transition and ICT asset management processes; strategies which will contribute to a five year technology plan were identified.

7.1 IT Plan Progress

Phase 1

Analyses undertaken following the 2004 strategic planning process re-emphasised that centralised computerisation of critical election procedures such as postal and declaration vote processing is crucial to:

- > meeting strict time frames during the conduct of elections;
- > ensuring that standard methods are adopted and common practices followed;
- > delivering significant cost savings through the central management and support of the infrastructure required to facilitate these events.

Implementation of computerised processes for RO offices for the 2006 elections, while desirable and becoming more cost effective due to fixed election dates, was difficult to justify in terms of overall improvement in efficiency and timeliness against budget restrictions.

Accordingly, it was determined that:

- > centralised processing of critical election tasks would remain;
- > computerised processes for RO offices for the 2006 elections would not proceed due to cost constraints. A decision for future elections would be subject to budget negotiations and strategic planning outcomes.

IT infrastructure

Since the late 1980s, the SEO has increasingly used technology to assist office operations and election conduct. Timely software development, implementation and hardware acquisitions are an integral part of IT planning.

Software

Office software includes Microsoft Office, ACCPAC (Accounting Software Package), Dyna Pay (Payroll System) and DeskBank (Westpac EFT System).

Customised programs have been developed to enhance the conduct and processes associated with parliamentary, local government and non-parliamentary elections:

SEO customised software

State:

- State Electoral Management System
- Candidates System
- Declaration Voters/Enquiries Module
- Non-Voter System
- Legislative Council Scrutiny System
- Election Night System

Local Government:

- LG Management System
- LG Roll Production Systems
- LG Candidates System
- LG Enquiries/Reissue System
- LG Returns System
- LG Results Module

The majority of customised programs are developed in-house. Software specifications to enhance processing and reporting capacities of existing parliamentary systems were being addressed at the end of the reporting year in order to allow timely testing prior to the elections. Software requisition forms incorporate sign-off criteria. The development and implementation of new initiatives are limited by current budget parameters.

Local government software amendments are required by December 2005 to allow testing prior to implementation for elections, expected to be rescheduled for November 2006.

During the year the office:

- > approached providers in the market place to evaluate roll scanning, count and mapping software for State election and boundary determination purposes and final decisions on suppliers are likely to be made early in the 2005-06 reporting year;
- > negotiated with the AEC re upgrading Legislative Council scrutiny and count software;
- > approached a software consultant to work on enhanced specifications for the parliamentary results software and a system capable of computerised searches of the electoral roll within certain polling locations. The latter assists in the identification of electors voting outside their own district and lowers declaration certificate rejection rates.

Hardware

During the latter half of the reporting year, preferred hardware acquisitions were canvassed and prioritised for consideration. The office will seek the assistance of other government agencies to acquire laptop computers under a rental/lease arrangement. This and other hardware acquisitions are being addressed in planning forums.

Phase 2

An IT infrastructure will be established and maintained for the enquiry service, the central processing centre (postal and declaration votes), results processing (upper and lower houses) and to support SEO office functions for all election activities.

Phase 3

The platforms for most of the current election software were originally developed in 1997 (parliamentary) and 2000 (local government). It is considered that a full assessment of the continuing viability of these systems and development options will be required after the 2006 elections.

A number of PCs purchased for election use will be retained to replace the current office infrastructure as part of its technology refresh program. \$100 000 has been secured from Treasury for a four year computer replacement cycle.

7.2 Future Developments

The office has an interest in the potential of e-voting for supporting the framework for election conduct. It continues to monitor world wide developments including a pilot e-voting program in the ACT administration and a study of the potential for e-voting in Victoria.

The SEO is part funding an examination into electronic voting and electoral inclusion in remote and other disadvantaged South Australian community sectors through an industry linkage grant with Adelaide University. The office would hope to explore e-voting more comprehensively after the next periodic election cycle has concluded.

Reports consistently indicate that the four main factors that must be addressed in the consideration of on-line voting are authentication, privacy, security and equity of access. Further considerations being debated with regard to the implementation of Direct Recording Equipment (DRE) strategies in the US are those relating to paper audit trails that enable voters and/or administrators to check the veracity of the value recorded by the voter against what is stored electronically. This ability, whilst technically viable, may intrude against the principle of the secret ballot.

Suppliers' capacity to provide appropriate systems and support within a reasonable cost framework is, at this stage, questionable and the costs of implementing electronic voting appear significant.

8

Objective	Ensure stakeholders/customers have confidence in and are satisfied with SEO services	Achieved current year
Strategies	Develop integrated contact programs for liaising with key stakeholders.	In hand
	Adopt market research, survey, and other assessment mechanisms for program development. Targeted services for diverse client groups are a fully costed and planned component of program budgeting.	In hand
		In hand
Measures	Stakeholder/customer satisfaction ratings as measured by survey.	NYA

Stakeholders/customers are key groups who contribute to SEO's core business activity and include employees, suppliers, business partners and clients, universities and the SA community. The office has a sound reputation for delivering quality services and maintaining positive working relationships with its clients. As part of the strategic planning process, the Customer Service Charter was revised (see next page) taking into account strategic objectives.

8.1 Contact Program

Stakeholder particulars are maintained through a number of sources including:

- > registers of political parties and permanent declaration voters;
- > the schedule of declared institutions;
- > lists of
 - South Australian returning officers and their deputies;
 - members of the Legislative Council and House of Assembly;
 - ministry and shadow ministry;
 - Australian Electoral Commission divisional returning officers;
 - interstate electoral agencies;
 - South Australian local government councils;
- > software such as Accpac for control of organisations raising and receiving accounts and election software such as StEMS - the State election management system;
- > personal contact directories and individual contacts for organisations such as the Local Government Association, the Office of Local Government, Australia Post project reports which are required to hold stakeholder/customer details as part of the administrative record.

The office will be looking at mechanisms to consolidate database management.

8.2 Feedback

The SEO involves customers and stakeholders in its review of service development by engaging them in a survey process to measure satisfaction with services provided and highlight areas that require improvement. That process, in conjunction with verbal feedback, serves to refine and consolidate the relationships between SEO and this key group.

Evaluation gathered after the 2002 and 2003 elections has been considered and the office has committed resources to surveying, measuring and analysing the performance of the office in service delivery for its customers and stakeholders at the 2006 elections.

Survey design and methodology is being reviewed with feedback being sought from project leaders. The data obtained from the survey process will be collated and analysed to monitor the office's performance in relation to its operational and strategic objectives.

Developments in other administrations have been noted and suppliers invited to discuss technical advances and product initiatives that the SEO can use. External market testing of the advertising campaign will be undertaken.

8.3 Diversity Charter

The SEO delivers a range of services that are inclusive, respecting without discrimination the political, social, cultural, economic, religious and linguistic characteristics of the SA community. The office is mindful of the seven charter principles for public service in a diverse society adopted by its umbrella agency, the Justice Portfolio. These are: access, equity, communication, responsiveness, effectiveness, efficiency and accountability.

The office monitors current demographic information, policy developments, consults with specialist organisations and client groups and audits current services and procedures to ensure quality outcomes and equitable access to information and voting facilities, thereby enabling all eligible electors to participate in electing their government representatives. At the 2006 elections, this aspect of program delivery has been factored into election expenditure.

Services to disadvantaged sectors

Disability action plans

The 2003 Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (SDAC) stated that one in five people (20%) had a reported disability. The office endeavours to ensure that all services, voting facilities and information are appropriate and accessible to those in the community with a disability.

During the year, staff from the office received awareness training in the principles contained in State and federal disability legislation and attended a seminar conducted by DeafSA. All polling booths are being assessed for wheelchair accessibility and, for the first time prior to the next election, all returning officers will receive disability awareness training. Client groups are being consulted on appropriate mechanisms for service delivery for the next round of elections.

Current information services to enhance the ability of those in the community with a disability to participate in the electoral processes include:

- > a register of permanent declaration postal voters - 20.8% of those on the register nominated 'disability' as the reason for their application;
- > voting by post;
- > declared institutions (care facilities) visited by electoral staff during an election period;
- > print enlargers in identified polling locations;
- > wheel chair access advertised in election material;
- > election information available in braille, large print and audio cassette;
- > captioning and Auslan signing on television advertising;
- > audio files on the SEO website;
- > TTY telephone;
- > translators advertised in election material.

Aboriginal reconciliation

The SEO is committed to integrating the principles of reconciliation into office policy and procedures. The office consults with the elders and administrators in the remote Aboriginal communities to ensure that SEO staff are aware of and adhere to cultural protocols when visiting the Lands for election activities. Staff attended an Aboriginal cultural awareness seminar.

At the 2002 State election, one Aboriginal person was employed in each of the nine remote communities to facilitate election processes, two worked as part of a remote polling team and four in polling booths across the State.

Three members of the indigenous community worked with SEO staff during the Anangu Pitjantjatjara Council elections in October 2004. At those elections, the SEO provided posters, audio-tapes and

radio advertisements with information relating to the election in Pitjantjatjara. Electoral information will be translated into several Aboriginal languages prior to the next election following consultation regarding content and format.

English as a second language (ESL) sector
Program plans incorporate:

- > updating multi-lingual translated brochures in around 20 languages for both election and ongoing programs for ethnic associations and community groups;
- > employing a number of polling officials who can relate linguistically to the local electorate;
- > translator services via a telephone hook-up facility;
- > a voters guide in polling booths in more than 20 languages.

The office consulted the Interpreting and Translating Centre (ITC) which identified the appropriate language groups for 2006.

CUSTOMER SERVICE CHARTER

Mission: To administer the elections that we conduct with impartiality, integrity, transparency and fairness.

Our customers are

- > electors;
- > the wider community;
- > students, teachers and analysts;
- > State government agencies, local councils, non government groups requiring electoral services;
- > candidates, government elected representatives and political parties;
- > other electoral administrations and the Electoral Council of Australia;
- > the media.

Our customers are offered

- > quality electoral services;
- > commitment to working with our customers and delivering targeted products and services;
- > electoral education and information in a variety of mediums and languages - hard copy, website, Electoral Education Centre and community forums;
- > information on voting systems, the advantages and disadvantages of the various vote counting methods and electronic voting;
- > assistance in developing election rules and procedures;
- > election management programs for State, local government and non government organisations;
- > reports on electoral events and office programs.

Our service objectives are

- > contributing to the maintenance of public awareness about the democratic processes, electoral rights and obligations, enrolment and participation;
- > maintaining an accurate and accessible roll of SA House of Assembly electors;
- > responding to electors with diverse needs;
- > delivering timely, accurate, verifiable and cost effective election services;
- > examining emerging technologies, evaluating electoral trends and practices, encouraging debate and implementing improvements;
- > supporting the Electoral Districts Boundaries Commission and verifying local government elector representation reviews.

Our customers can expect services from our experienced staff that are

- > impartial, transparent, independent and ethical;
- > professional, responsive, reliable and efficient;
- > highly reputable and successfully managed;
- > cost effective;
- > based on ensuring elector confidentiality and maintaining vote secrecy, security and authenticity.

To ensure customers have confidence in and are satisfied with our services, the State Electoral Office seeks their input and uses their feedback to continuously improve processes and practices and address customer needs.

Our customers can help us by

- > *telling us how you think we can improve our services or products;*
- > *keeping your electoral enrolment up to date;*
- > *voting.*

Contact us

Visit our office at
134 Fullarton Road (corner Kensington Road), Rose Park
between 8.30am and 5.00pm
Monday to Friday

Write to us at
GPO Box 646, Adelaide SA 5001

Phone us on
(08) 8401 4300 or
TTY (08) 8332 9454

Fax us on
(08) 8401 4333

Email us at
comments@seo.sa.gov.au
or using the 'Contact Us' facility
on our website.

For information on enrolling, voting, results, election processes, electoral districts and more, visit our website
www.seo.sa.gov.au

Objective	<i>A committed, skilled and motivated workforce undertaking meaningful work</i>	<i>Achieved current year</i>
Strategies	Undertake reviews of the office structure and positions. Develop and implement: - a performance management framework; - a staff training and development program; - a mentoring program. Maintain currency in OH&S policies and procedures. Facilitate communication for positive outcomes.	✓ Proposal circulated - Leadership positions identified ✓ In hand
Measures	Staff satisfaction survey ratings by external assessor. Skills gap assessment ratings. Training costs as percentage of total remuneration costs. Critical analysis of retention and absentee rates.	- - 2.7 -

Issues in human resource management in the agency during the year were to:

- > finalise a structure and support mechanisms that permitted attention to key result areas defined in the strategic plan;
- > plan workloads and human resource allocations for State and local government periodic elections in 2006;
- > consider options for performance management.

The office has two statutory position holders at the executive level, the Electoral Commissioner and Deputy Electoral Commissioner. The Electoral Commissioner is appointed by the Governor following a resolution and recommendation of both houses of Parliament. The deputy is appointed by the Governor following a recommendation of Cabinet.

Incumbents of these statutory positions are entitled to hold them until the age of 65 years. Remuneration is determined annually by the Remuneration Tribunal.

Steve Tully resigned as Electoral Commissioner on 23 January 2005 after nearly eight years in the position. A highlight of his administration was the implementation, in 1997, of computerised processes for election management and, in 2000, of an operational framework for the conduct of all local government elections and polls. David Gully, Deputy, acted as Commissioner until the appointment of a new Commissioner was confirmed (Ms Kay Mousley, commencement date 29 August 2005).

At the year end, the office complement also included:

- > eighteen full-time and one part-time permanent staff and seven contract personnel under the Public Sector Management (PSM) Act;
- > one full time employee under the Electoral Act (EA), the Executive Secretary to the Electoral Council of Australia, whose pay and conditions of service were administered by the SEO.

Public sector employees are bound by a government wide wages parity agreement. Casual rates for Electoral Act employees are approved by the Attorney-General and have some equivalence with PSM Act levels.

Staff appointed under the Electoral Act for the purposes of an election or the administration of the Act, include:

- > returning officers who administer elections for the Legislative Council and 47 House of Assembly districts;
- > eleven registrars, staff of the AEC divisions, who undertake the preparation, alteration and revision of the rolls (12 until the October 2004 Commonwealth election).

Table 15: Statutory, PSM Act and contract employee numbers, gender and status 30 June 2005

Persons			28
FTE's			27
<i>Gender</i>	<i>% Persons</i>	<i>% FTE</i>	
Female	42.9	44.4	
Male	57.1	55.6	
No. persons separated from the agency during 2004-05			1
No. persons recruited to the agency during 2004-05			8
No. persons on leave without pay at 30 June 2005			0

Table 16: No. executives by status in current position, gender and classification

<i>Classification</i>	<i>Total ongoing</i>		
	<i>Male</i>	<i>Female</i>	<i>Total</i>
ELECCM			
EXEEOA	1		1
Total	1		1

Table 17: No. employees by salary bracket

<i>Salary Bracket</i>	<i>Male</i>	<i>Female</i>	<i>Total</i>
\$0 - \$38 000	2	6	8
\$38 001 - \$49 000	4	7	11
\$49 001 - \$64 000	3	3	6
\$64 001 - \$83 000	2	0	2
\$83 001+	1	0	1
Total	12	16	28

Table 18: Status of employees in current position

FTE's	Contract			Casual	Total
	Ongoing	Short-term	Long-term		
Female	6	5	1		12
Male	10.6	4.4	0		15
Total	16.6	9.4	1		27

Persons	Contract			Casual	Total
	Ongoing	Short-term	Long-term		
Female	6	5	1		12
Male	11	5	0		16
Total	17	10	1		28

9.1 Planned Workforce

Head office staff

During the strategic planning processes, staff were asked to consider their commitment to the office for the next election cycle. The age profile of staff (see Table 25) was assessed, the need for support roles spelt out both for transfer of corporate knowledge and equitable sharing of workloads.

A senior PSM Act employee was seconded to the office to act as returning officer for the Legislative Council and also provide administrative and election planning support.

Electoral Act positions

ROs for the 47 House of Assembly districts were appointed (see Section 4.1.1).

Staffing provider

Consistent with the procedure at previous elections, the office will be engaging an employment agency to recruit suitable persons with the necessary expertise to supplement its core staffing component.

The office will require:

- > approximately 200 staff to provide data entry, call centre, vote scrutiny and supervisory services for the election;
- > more than 1500 new staff for polling booths around the State. Some 60% of booth staff with previous service are likely to be available for the election and the provider will be required to distribute any applications for vacant booth positions to the relevant district returning officer.

The SEO can also access a pool of experienced casual staff for election and administrative support.

9.2 Quality Staffing

Key agency objectives are:

- > selection and recruitment processes based on the principles of merit and equity;
- > the planned rotation of staff wherever possible to promote awareness of cross agency functions;
- > to build on experience gained over an election cycle to permit flexibility in election project allocations;
- > exploration of lateral development for challenging work to counter somewhat limited promotional opportunities;
- > continuation of broadbanding two sets of classification levels to provide career progression, subject to performance outcomes.

Head office staff

New support positions were identified and vacancies in eight positions across all functions were filled in the reporting year via approved recruitment processes. Staff were expected to be deployed across functions in order to acquire a working knowledge of core business activities. Three staff were seconded to other agencies.

Electoral Act positions

Returning officer employment conditions for set term elections were appraised. A RO position description was drawn up and a substantial fee per election substituted for the previous staggered quarterly retainer and smaller election fee. Proposals to impose more rigorous availability and performance criteria for House of Assembly returning officer positions were made known prior to selection processes taking place.

Consultancies

No consultants were employed.

9.3 Responsive and Safe Employment Conditions

Strategic planning discussions raised options for creating teams to apportion workloads more equitably and carry out ongoing program activities based around group leadership positions. The leadership role includes mentoring staff in own team and across teams.

Occupational Health and Safety and Injury Management (OH&S & IM)

During the last three operating years the office has had no reportable claims nor incurred compensation costs.

Reportable activities during the year included:

- > significant amendment to two of the eight OH&S & IM policies following consultation with all staff:
 - the 'no-smoking' policy; and
 - the sexual harassment policy which was considerably modified and retitled 'office harassment', to cover a broader definition of harassment in the work environment;
- > improvement to the long standing general evacuation procedure; a new action plan was agreed to after staff consultation and testing;
- > investment in significant training hours in OH&S & IM: one staff member completed a senior first aid certificate and all staff were able to undertake fire suppression and CPR training.

The office will be assessing its action plans for temporary facilities prior to the elections.

Sick, family carer and special leave

Table 19: Average days leave taken per FT equivalent employee

Leave Type	Average days taken per FTE			
	2004-05	2003-04	2002-03	2001-02
1 Sick Leave	4.8	6.5	6.2	6.5
2 Family Carer's Leave	1.2	0.8	0.6	0.5
3 Special Leave with Pay	0.4	0.5	1.8	0.4

All leave types were accessed by staff during the year.

Table 20: Occupational health, safety and injury management 2002-05

Issue	Category	2004-05	2003-04	2002-03
1	OHS legislative requirements			
	No. notifiable occurrences under OHS&W Regs Div 6.6	-	-	-
	No. notifiable injuries under OHS&W Regs Div 6.6	-	-	-
	No. notices served under OHS&W Act ss 35, 39, 40	-	-	-
2	Injury Management legislative requirements			
	Total no. employees participating in rehabilitation program	-	-	-
	Total no. employees rehabilitated back to original work	-	-	-
3	WorkCover Action limits	NIL	NIL	NIL
4	No. claims			
	No. new workers compensation claims during year	-	-	-
	No. Fatalities	-	-	-
	Medical treatment only	-	-	-
	Lost time	-	-	-
	Total no. whole working days lost	-	-	-
5	Cost of workers compensation \$			
	Cost of new claims for financial year	-	-	-
	Cost of all claims excluding lump sum payments	-	-	-
	Amount paid for lump sum payments			
	s42			
	s43			
	s44	-	-	-
	Total amount recovered from external sources (s54)	-	-	-
	Budget allocation for workers compensation	2000	2000	2000
6	Trends			
	Injury frequency rate for new lost time injury/disease for each million hours worked	-	-	-
	Most frequent cause (mechanism) of injury	-	-	-
	Most expensive cause (mechanism) of injury	-	-	-
7	Meeting strategic targets			
	Compliance with workplace inspection and hazard management	100%	100%	100%
	Expenditure \$	5 800	2 300	1900
	Unresolved hazards	NIL	NIL	NIL

Voluntary flexible working arrangements

The range of leave arrangements permissible under award agreements has not been explored. The terms and conditions for executive positions do not include these arrangements and access to flexible working arrangements by other staff is limited in election periods.

Table 21: No. of employees using voluntary flexible working arrangements by gender

Leave Type	Male	Female	Total
Purchased Leave			
Flexitime	9	14	23
Compressed Weeks			
Part-time Job Share		2	2
Working from Home		1	1

9.4 Managed Performance

Performance management

A paper was circulated to all SEO staff detailing options for a performance management system within the agency. Staff consultation on the process is expected to commence early in the next reporting period, though implementation of a system is not anticipated until the completion of the next electoral cycle. Surveys measuring staff satisfaction will form part of the performance management process.

Considerations include:

- > identifying a package from the market place that is suitable for a small agency and acceptable to staff;
- > the form of training staff (particularly managers) would be required to undertake to properly institute effective performance management;
- > a budget for system purchase and training.

Ethical conduct

Office electoral staff adhere to two codes of conduct, one for South Australian public sector employees, the other for electoral officials.

The latter was revised during the year for placement in manuals and incorporates the sector wide demands for integrity, respect and accountability in the business environment and requirements for impartiality and neutrality in service provision.

Policies

The office has 25 internal policies that guide staff in their response to work environment issues, listed in the FOI document at the end of this report.

Table 22: SEO policies by category

<i>Policy category</i>	<i>No. of policies</i>
Electoral operations	5
Finance	3
OH&S	8
Workplace issues	9
Total	25

An additional policy exists for the handling of Return to Sender (RTS) mail initiated by the AEC.

Disciplinary procedures

No formal disciplinary matters were considered during the year.

9.5 Planned HR Development

Participation in formal training opportunities and forums where social and global issues were explored was encouraged.

The agency does not document individual performance development plans. The strategic plan for 2004-07 targets the development and implementation of:

- > a performance management framework (see 5.4);
- > a mentoring program (leadership positions have been defined);
- > a staff training and development program.

A number of training and development opportunities were explored (see also 6.5 Secondments). Four staff studied electoral governance, one management and three staff undertook graduate public sector training

Table 23: Training expenditure as a % of total remuneration expenditure by salary bands

<i>Salary Bracket</i>	<i>Target 2005-06</i>	<i>Actual 2004-05</i>	<i>Target 2004-05</i>
\$0 - \$38 000	2	2.1	2
\$38 001 - \$49 000	2	2.4	2
\$49 001 - \$64 000	2	2.4	3
\$64 001 - \$83 000	2	1.7	N/A
\$83 001+	2	6.1	4
Average	2	2.7	3

Electoral Act employee training program

Training methodologies for EA employees were assessed and the structure for the first RO conference in April 2005 was revised. It is intended that the second and third conferences will incorporate hands-on training. All manuals and workbooks were being reassessed.

9.6 Protection of Merit and Equity

The agency services a richly diverse client group and encourages that same diversity in its workforce, particularly for staff taken on for electoral events. The office welcomes staff for those events who have previous service at either federal, State or local government events.

ROs for parliamentary elections were appointed on the basis of previous employment or following interview. Deputy returning officers for local government elections will be allocated by this office or discussed with councils and electoral partners. The office has indicated its reluctance to appoint council executive officers to these positions because of the potential for and/or perception of conflict of interest.

The external agency selected to source persons for election support positions will be advised of merit, equity and diversity criteria.

Workforce diversity

Table 24: PSM Act employees by stream, appointment type and gender 30 June 2005

<i>Stream</i>	<i>Ongoing</i>			<i>Contract short term</i>			<i>Total</i>			
	<i>M</i>	<i>F</i>	<i>Total</i>	<i>M</i>	<i>F</i>	<i>Total</i>	<i>M</i>	<i>F</i>	<i>Total</i>	
<i>Administrative Services Officers</i>									<i>No.</i>	<i>%</i>
ASO1		1	1					1	1	3.8
ASO2	1	4	5	2	4	6	3	8	11	42.3
ASO3	2	4	6	1		1	3	4	7	26.9
ASO6	3	3	6				3	3	6	23.2
ASO7	1		1				1		1	3.8
Total	7	12	19	3	4	7	10	16	26	
%	36.8	63.2	73.1	42.9	57.1	26.9	38.5	61.5		100

Deployment of staff into recognised support positions eliminated some of the concerns arising from the agency demographic profile. Imbalances in the 35-44 age range require monitoring. The office continues to face issues of skills utilisation of senior staff whilst building up experience at other levels.

Table 25: No. of employees by age bracket by gender

Age bracket	Male	Female	Total	% of total	% of SA workforce*
15 - 19	0	0	0	0.0	7.4
20 - 24	1	3	4	14.3	11.3
25 - 29	1	2	3	10.7	10.0
30 - 34	3	2	5	17.9	10.7
35 - 39	1	1	2	7.1	11.1
40 - 44	0	1	1	3.6	12.2
45 - 49	3	2	5	17.9	12.3
50 - 54	1	1	2	7.1	11.3
55 - 59	2	3	5	17.9	8.1
60 - 64	0	1	1	3.6	4.0
65+	0	0	0	0.0	1.6
Total	12	16	28	100	100

*Benchmark as at February 2005 from ABS Supertable LM8

Aboriginal and Torres Strait Islander employees

The office does not employ any indigenous employees in its permanent workforce. It encourages their recruitment for positions under the Electoral Act particularly for electoral positions in rural and remote areas.

Table 26: Cultural and linguistic diversity

	Male	Female	Total	% of total	% of SA community
No. employees born overseas	4	1	5	17.9	20.3
No. employees speaking language(s) other than English at home	1		1	3.6	15.5

*Benchmarks from ABS Publication Basic Community Profile (SA) Cat No. 2001.0

Disabled workers

The office has no employees with a permanent disability requiring workforce adaptation.

Grievance resolution

No formal grievances were lodged during the reporting year. The agency will be addressing its lack of a grievance handling policy.

9.7 Continuous Improvement

The organisation structure now reflects:

- > position functions that incorporate key result outcomes for 2004-07;
- > task allocations that provide for meaningful work in all positions;
- > identification of leadership and support roles;

The office is still required to address the following objectives:

- > a structured training and development program that includes:
 - plans for skills transference;
 - identification of job and person needs;
 - a skills gap analysis;
- > the adoption of performance management and formal mentoring tools.

All staff will be involved in addressing the remaining objectives. Positive employee satisfaction and skills gap assessment ratings will reflect work outcomes that are productive and goal oriented.

Objective	<i>Manage SEO finances responsibly and efficiently, ensuring adherence to principles of due diligence and probity</i>	<i>Achieved current year</i>
Strategies	Prepare budgets, financial plans, reports and arrange for annual audit.	✓
	Utilise an integrated project and job costing module to cascade budgets and reports to project managers.	✓
	Optimise opportunities for additional revenue raising.	Not pursued
Measures	Satisfactory audit outcomes.	Yes
	Monthly variance from budget at business and project levels (actual v targeted).	Abnormal expenditure variance - see 1.3
	Benchmarks with comparative electoral organisations (cost per elector).	NYA

10.1 Budget, Reporting and Auditing

The State Electoral Office continues to:

- > improve the framework for financial management of its operations;
- > ensure that timely financial reports are provided to management for monitoring expenditure on various electoral programs, State Election projects, fee for service elections and industrial ballots.

In order to maintain prudent financial management and accounting services, the office has implemented ongoing software updates to the ACCPAC computer accounting system including the purchase of an integrated job costing module. Financial policies for the office were reviewed and financial reporting was modified. Consideration was given to an electronic purchasing and inventory control system to enhance stock and material management.

Table 27: Account payment performance 1 July 2004 to 30 June 2005

Particulars	Accounts paid		Value of accounts paid	
	No.	%	\$A	%
Paid by the due date*	931	98	1 766 662	99
Paid within 30 days or less from due date	15	2	5 617	1
Paid more than 30 days from due date	-	-	-	-

*The date by which payment was required to receive discounts, the date stated by the supplier, or where no date was specified, where applicable, within 30 days of receipt of the invoice.

Contracting out arrangements

No contracts were negotiated, or in existence, exceeding \$4 million.

Energy efficiencies

The office monitors utility consumption through an ongoing assessment of appropriate lighting and other energy usage and contracts a maintenance firm to undertake this task. Longer working hours by staff preparing for and managing the 2006 State Election election projects may impact on energy usage in 2005-06.

Table 28: Energy consumption and costs

Electricity consumption	2004-05	2003-04	2002-03
	Energy Use (GJ)	281.3	303.7
Expenditure \$	13 301	13 281	13 837
GHG emissions	92.7	100.1	106.2

Fraud management

Financial practices are reviewed internally and by prescribed auditors.

Long Service Leave (LSL) liability

LSL liability increased by 65% and this large increase was mainly due to the short term appointment of two staff from other SA Government agencies, who have significant long service entitlements. Two more staff members qualified for long service leave during the year, one staff member resigned and one staff member's LSL entitlements were paid out.

Table 29: LSL Liability

Reporting Category		30 June 2005	30 June 2004	% Change
Number	Employees	12	11	
	Days liable	2 064	1 514	+36
Liability (\$)	Total liability cost	464 000	282 000	+65
	Average LSL liability per employee	38 700	25 600	+51

Overseas travel

No staff departed for overseas in the reporting year.

Audit

Satisfactory outcomes were achieved at audit.

Risk management

The SEO has responsibility for the conduct of all South Australian State and local government elections, is the nominated electoral service provider for several other state organisations and may conduct industrial ballots within the private sector. Risk assessment for the office relates to both ongoing business activities and time critical event management.

The SEO risk management processes are based on AS/NZS 4360:1999. Risk management procedures ensure that all new risks are identified, recorded and reported to appropriate managers without delay for implementation of appropriate action.

A risk management committee:

- > oversees and regularly reviews risk management policies and processes;
- > maintains a risk register to provide evidence of key risks having been identified;
- > monitors that appropriate controls are maintained at strategic and operational levels.

In late 2005 the office will reassess risks for the 2006 local government elections; in mid 2006 the office will evaluate all risks identified/occurring during the 2006 State election period.

Risk assessment and strategies for the office have been formalised as follows:

Overview of risk assessment and strategies for the office	2001
Risks inherent in the conduct of periodic local government elections identified in a risk management plan	2003
Plans developed for the ongoing day to day business activities, including industrial ballots and supplementary local government elections	2004
State election, by-election and ad-hoc events were formally assessed, risks recognised and risk plans documented	By 30 June 2005

10.2 Project and Job Costing

The office examined mechanisms for more refined budgeting and reporting controls for State election projects; during the reporting year State election project budgets were allocated and discussed with project managers. Project cost monitoring will be imposed.

10.3 Revenue Raising

Opportunities to optimise additional revenue raising activities were limited by the office's capacity to take on board additional election responsibilities at the same time as preparing for general and periodic elections.

II

11.1 Electoral Districts Boundaries Commission (EDBC)

The Electoral Districts Boundaries Commission is an autonomous body established under a 1975 amendment to the South Australian Constitution Act to review and carry out periodic redistributions of the boundaries of the State's House of Assembly electoral districts. It has perpetual succession and the powers and functions of a Royal Commission.

The boundaries were reviewed following the 2002 State election and the Commission's Report was released on 20 March 2003. The report, transcripts and submissions received can be accessed on the SEO website: www.seo.sa.gov.au

Boundary changes resulting from the Commission were effected into the electoral roll database during the reporting year and the resultant subdivision changes will be Gazetted early in the next reporting year, effective on polling day 18 March 2006.

The next Commission must commence its proceedings within 3 months after polling day - 18 June 2006 - and proceed with all due diligence to complete those proceedings (*Constitution Act 1934* s82).

The retirement of the Hon Justice Prior in 2004, will necessitate the appointment of a new Chairman. The resignation of Steve Tully will also result in the appointment of a new Electoral Commissioner who will also be a member of the Commission.

The Commission will be reviewing the mapping software used for redistribution purposes.

11.2 Local Government Elector Representation Reviews

The *Local Government Act 1999* s12(4) requires a council to conduct an elector representation review at least once every six years. The council may give notice in the *Government Gazette* of their intention to: review the composition of the council; or, divide or redivide the area into wards or abolish wards.

The council must refer to the Local Government Act (ss 12, 26 & 33) to ensure they comply with all requirements. A final report is prepared by the council and submitted to the Electoral Commissioner who determines if the requirements have been met. Either a certificate of compliance is issued or, if the Commissioner believes that requirements have not been satisfied, the matter is referred back to council.

All changes come into effect from the day of the first periodic election after the expiration of five months from the date of publication in the *Gazette*.

During the reporting year, two elector representation reviews were referred to the Electoral Commissioner, for which certificates of compliance were issued: City of Port Adelaide Enfield*; and, Regional Council of Goyder.

**If legislative changes before the Parliament at the year end come into effect, the certificate of compliance issued to Port Adelaide Enfield (resulting in an alteration to the composition of council enabling the principal member to be chosen by the members of the council instead of electors at large), would be revoked.*

A further seventeen councils commenced elector representation reviews; these will be completed during the 2005-06 reporting year:

Metropolitan

City of Burnside
City of Campbelltown
City of Charles Sturt*
Town of Gawler
City of Mitcham
Corporation of the City of Unley

Country

Coorong District Council
Rural City of Murray Bridge
The Flinders Ranges Council
Port Pirie Regional Council
District Council of Franklin Harbour
District Council of Robe
District Council of Le Hunte
District Council of Tatiara
Light Regional Council*
District Council of Tumby Bay
District Council of Mount Barker

**In May 2005, the City of Charles Sturt and Light Regional Council voluntarily determined to conduct a review*

Following a comprehensive review, the Statutes Amendment (Local Government Elections) Bill 2004 was introduced to Parliament on 9 March 2005 and was expected to receive assent in July 2005. The bill, if passed, would require councils to conduct elector representation reviews once every eight years instead of the current six years and, in order to commence a review, to:

- > initiate the preparation of a 'representation options paper' by a qualified person; and
- > ensure that the paper examined the advantages and disadvantages of the various representation options available to council.

To be effective on polling day for the next periodic elections, the proposal would need to be received and certified by the Electoral Commissioner before 1 January of the periodic election year. If received on or after 1 January of a year in which a periodic elections is due, the proposal will take effect as from polling day for the following periodic election.

12.1 Electoral Act 1985

The Election Reports on the 1997 and 2002 State Elections recommended a number of legislative amendments to tighten the administrative framework for parliamentary election conduct. All recommendations from the Electoral Commissioner are of an administrative and technical nature.

An Electoral (Miscellaneous) Amendment Bill, tabled in 2001, passed the upper house but debate did not proceed in the lower house. Further discussions took place during 2004 and 2005 on Electoral Act legislation. It was suggested that any amendments could include some of the provisions passed in the upper house in the 2001 Bill and other recommendations made by the Electoral Commissioner since that time including:

- > the benefits to be gained from a partly decentralised count for the Legislative Council;
- > the need to review the eight forms contained in the Schedule to the Electoral Act to ensure the language is user friendly and the formatting, where applicable, is suitable for computer processing operations.

The office requires sufficient time for measured implementation of any new provisions should legislative amendments be made in the next reporting year.

As previously reported, an objective of South Australia's Strategic Plan² is to halve the number of informal votes as a percentage of total votes cast in State Government elections over the next 10 years ie 2006 and 2010.

The office reviewed and suggested changes to all regulatory forms to increase opportunities for electors to cast a valid vote. Any other measures that may make a meaningful contribution towards meeting the stated objective would be of a policy nature such as the introduction of optional preferential voting and/or removal of the wording on the ballot paper 'You are not legally obliged to mark the ballot paper'.

² *Creating Opportunity, Moving forward together - Objective 5.4 - Building Communities, Political participation, March 2004*

12.2 Local Government Legislation

Following consultation, the Statutes Amendment (Local Government Elections) Bill 2004 was introduced to parliament on Wednesday 9 March 2005. The Bill proposed amendments to the City of Adelaide, Local Government and Local Government (Elections) Acts.

The main change proposed in the Bill was the alteration of the time-frame for local government elections, in addition to amending the date for the next periodic election, due Tuesday 16 May 2006. Changing the members' term of office from 3 to 4 years would bring South Australian local government elections in line with most other states. The re-scheduling of the periodic election date to the 2nd Saturday in November would assist avoid an overlap of election responsibilities between the March 2006 State election and May local government elections.

Proposed amendments to the Local Government Act 1999:

Composition and wards	The proposed introduction of a formal paper detailing the advantages and disadvantages of representation options available to the Council
Casual vacancies	A member standing unsuccessfully for another office may not necessarily cause a casual vacancy

Proposed amendments to the Local Government (Elections) Act 1999 are listed below:

Periodic elections	To be held at 4 year intervals, closing at 5pm on the last business day before the second Saturday of November, commencing 2006
Supplementary elections	Vacancies occurring on or after 1 January of a year in which a periodic election is due to be held to remain unfilled
Qualification for enrolment	The criteria for qualifications for enrolment amended
The voters roll	The returning officer to determine the date for the close of roll for periodic elections
Entitlement to vote and stand for election	Cannot nominate or vote unless above the age of majority
Nominations period	Reduced to 14 days from 21 days
Recount	Recount time extended to 72 hours from 48 hours
Recount if successful candidate dies	Recount allowed if a successful candidate dies between the close of voting and the first meeting of the council after the election
Forms	The Electoral Commissioner to determine forms by notice in the Gazette

Councils showed considerable support for the re-scheduling of the periodic elections as the November date would provide newly elected members with the opportunity to familiarise themselves with council issues prior to budget determination.

The proposed change to four year terms for periodic elections would also impact on the time-frame for elector representation reviews, currently required to be completed at least once every six years - five months prior to the periodic elections. The successful implementation of four year terms would necessitate an alteration in this time-frame from six to eight years.

Proposed amendments to the City of Adelaide Act include alignment of voters roll provisions with those in the Local Government (Elections) Act 1999 and other less significant amendments of an administrative nature.

12.3 Other State Legislation

Legislation giving a mandated role to the Electoral Commissioner in the conduct of elections for Board members of the Anangu Pitjantjatjara Council came into operation 16 August 2004 [Pitjantjatjara Land Rights (Executive Board) Amendment Act 2004]. Discussions took place during the year on a possible extension of the term to three years and modifying the Board's composition which could lead to less frequent elections and a change to the number of vacancies available.

The Medical Practice Act 2004 provided for three Board members, sitting for a three year term, to be chosen at an election conducted in accordance with regulations. The Medical Practice (Elections) Regulations 2005 were Gazetted 21 April 2005 and provided for the Electoral Commissioner to be the returning officer for any such election. Vote counting system to be proportional representation.

The office is currently involved in discussions relating to the Electoral Commissioner becoming the mandated electoral service provider for other paramedical professional boards.

12.4 Commonwealth Electoral Legislation

As previously reported, the *Electoral and Referendum (Access to Electoral Roll and Other Measures) Act 2004* was passed in the federal parliament in June 2004. Matters of relevance to other electoral administrations included:

- > roll issues:
 - extending end-use restrictions for roll information to all forms of the roll;
 - allowing the AEC to provide the roll on the Internet and on computer in each divisional office;
 - removing the roll from sale in any format;
- > requiring reasons to be published when the AEC decides that a party name cannot be registered;
- > allowing scrutineers to be present at pre-poll voting centres;
- > prohibiting broadcasting of political material that is audible within close proximity of polling places;
- > allowing the temporary suspension or adjournment of polling for physical and safety reasons.

The Electoral and Referendum Amendment (Enrolment Integrity and Other Measures) Act 2004 passed Parliament 26 June 2004 and was assented to on 13 July 2004, with most provisions coming into effect 10 August 2004. The provisions of significance to states and territories include:

- > address based enrolment based on residence at an address in a subdivision;
- > the extension of demand powers enabling the AEC to obtain information from prescribed state and territory officers in relation to proof of identity and address arrangements;
- > the requirement for proof of identity and residence at the time of enrolment necessitating electors to state their driver's licence number on the enrolment form; and if they do not have a driver's licence, the signature of two witnesses who have either known the elector for one month or who have sighted proof of the elector's identity and address.

Provisions relating to the latter two come into effect at a date after 1 July 2005 at the earliest, subject to Gazettal of the necessary Regulations.

Electors who can provide a driver's licence number will not require a witness. Other types of enrolment (itinerant, overseas electors) are exempt from the requirements.

It will take considerable time to set up the technical arrangements for the transfer of motor vehicle licensing data, should the State and Territory authorities agree, and at least a year to establish goodwill with the various parties and determine processes for the transfer of data. It is thought the Federal government will not move to seek cooperation at the technical level until it has the cooperation of all State and Territory governments. Officers of the AEC and the Federal Dept of Finance visited SA in May 2005 to discuss implementation of the Commonwealth legislation and particularly the legal and technical issues surrounding the use of State motor vehicle license data to confirm claims regarding ID and current address shown on enrolment forms.

A number of concerns arise from these provisions:

- > if someone has a current motor vehicle license, they must use it; if it is not up to date then they cannot enrol or must find two witnesses to their enrolment.
- > relatively low match rates have been found between persons changing their enrolment and the address shown on their motor vehicle license eg elderly people who have stopped driving and moved address may still have a current five year license which they are under no obligation to update as they are never going to drive again;
- > the right and obligation to enrol ie the franchise, is being linked to a commercial transaction.



Auditor-General's
Department

INDEPENDENT AUDIT REPORT

TO THE ELECTORAL COMMISSIONER

SCOPE

As required by section 31 of the *Public Finance and Audit Act 1987*, I have audited the financial report of the State Electoral Office for the financial year ended 30 June 2005. The financial report comprises:

- A Statement of Financial Performance;
- A Statement of Financial Position;
- A Statement of Cash Flows;
- A Program Schedule of Revenues and Expenses;
- Notes to and forming part of the Financial Statements;
- A Statement of Administered Revenues and Expenses;
- Notes to and forming part of the Administered Financial Statements;
- Certificate by the Acting Electoral Commissioner and the Business Manager.

The Acting Electoral Commissioner and the Business Manager are responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the Electoral Commissioner.

The audit has been conducted in accordance with the requirements of the *Public Finance and Audit Act 1987* and Australian Auditing and Assurance Standards to provide reasonable assurance whether the financial report is free of material misstatement.

Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987*, Accounting Standards and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with my understanding of the State Electoral Office's financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In my opinion, the financial report presents fairly in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987*, applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the State Electoral Office as at 30 June 2005, the results of its operations and its cash flows for the year then ended.

15 September 2005

K I MacPHERSON
AUDITOR-GENERAL

Certification of the Financial Report

We certify that:

- > the financial statements are in accordance with the accounts and records of the State Electoral Office and give an accurate indication of the financial transactions of the State Electoral Office for the year then ended;
- > as presenting fairly, in accordance with the Treasurer's Instructions promulgated under provisions of the Public Finance and Audit Act 1987, applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the State Electoral Office as at 30 June 2005 and the result of its operations and its cash flows for the year then ended; and
- > that internal controls over financial reporting have been effective throughout the reporting period.



DN Gully
Acting Electoral Commissioner



RJ Mulholland
Business Manager

Statement of Financial Performance	<i>Note</i>	<i>2005</i>	<i>2004</i>
For the Year Ended 30 June 2005	<i>No.</i>	<i>\$'000</i>	<i>\$'000</i>
Expenses from Ordinary Activities			
Employee Expenses	5	1375	1353
Supplies and Services	6	1636	1531
Depreciation	7	86	109
Other		161	137
Total Expenses from Ordinary Activities		3258	3130
Revenues from Ordinary Activities			
Fees and charges	9	684	1022
Interest		56	65
Total Revenues from Ordinary Activities		740	1087
Net Cost of Services from Ordinary Activities		2518	2043
Revenues from / Payments to SA Government			
Revenues from SA Government		2159	1959
Payments to SA Government		(184)	-
Net Result from Ordinary Activities		(543)	(84)
Total Changes in Equity other than those resulting from Transactions with State Government as owner		(543)	(84)

The above statement should be read in conjunction with the accompanying notes.

Statement of Financial Position	<i>Note</i>	<i>2005</i>	<i>2004</i>
As at 30 June 2005	<i>No.</i>	<i>\$'000</i>	<i>\$'000</i>
Current Assets			
Cash		938	873
Receivables	10	52	280
Inventories		79	71
Prepayments		17	18
Total Current Assets		1086	1242
Non-Current Assets			
Property, Plant and Equipment	11	238	311
Total Non-Current Assets		238	311
Total Assets		1324	1553
Current Liabilities			
Payables	12	348	212
Employee Benefits	13	108	71
Total Current Liabilities		456	283
Non-Current Liabilities			
Payables	12	48	20
Employee Benefits	13	265	152
Total Non-Current Liabilities		313	172
Total Liabilities		769	455
Net Assets		555	1098
Equity			
Accumulated Surplus	14	555	1098
Total Equity		555	1098
Commitments	16		

The above statement should be read in conjunction with the accompanying notes.

Statement of Cash Flows	Note	2005	2004
For the Year Ended 30 June 2005	No.	\$'000	\$'000
		<i>Inflows</i> <i>(Outflows)</i>	<i>Inflows</i> <i>(Outflows)</i>
Cash flows from Operating Activities			
Cash Inflows			
Receipts from SA Government		2159	1959
Receipts from Customers		926	1491
Interest received		53	62
GST input tax credits		111	164
Total Inflows from Operating Activities		3249	3676
Cash Outflows			
Payments to SA Government		(184)	-
Payments to employees		(1204)	(1495)
Payments to suppliers		(1776)	(2049)
GST payments on purchases		(20)	(74)
Total Outflows from Operating Activities		(3184)	(3618)
Net Cash Inflows from Operating Activities	17	65	58
Cash flows from Investing Activities			
Cash Outflows			
Payments for Property, Plant and Equipment		-	(59)
Total Outflows from Investing Activities		-	(59)
Net Cash Outflows from Investing Activities		-	(59)
Net Increase/(decrease) in Cash Held		65	(1)
Cash at the Beginning of the Financial Year		873	874
Cash at the End of the Financial Year	17	938	873

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Program Schedule of Revenues and Expenses

For the Year Ended 30 June 2005	Program 1		Program 2		Program Total	
	2005	2004	2005	2004	2005	2004
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<i>Refer note 4</i>						
Revenues from Ordinary Activities						
Revenues from SA Government	2159	1959	-	-	2159	1959
Fees and Charges	37	284	647	738	684	1022
Interest	56	65	-	-	56	65
Total Revenues from Ordinary Activities	2252	2308	647	738	2899	3046
Expenses from Ordinary Activities						
Payments to SA Government	184	-	-	-	184	-
Employee Expenses	1041	915	334	438	1375	1353
Supplies and Services	1422	1289	375	379	1797	1668
Depreciation	61	72	25	37	86	109
Total Expenses from Ordinary Activities	2708	2276	734	854	3442	3130
Total Changes in Equity other than those resulting from Transactions with State Government as owner	(456)	32	(87)	(116)	(543)	(84)

Notes to the Financial Statements		Page
Note 1	Objectives of the State Electoral Office	45
Note 2	Summary of Significant Accounting Policies	45
Note 3	Changes in Accounting Policies	46
Note 4	Programs of the Office	47
Expense notes		
Note 5	Employee Expenses	47
Note 6	Supplies and Services	47
Note 7	Depreciation	48
Note 8	Auditor's Remuneration	48
Revenue notes		
Note 9	Fees and Charges	48
Asset notes		
Note 10	Receivables	48
Note 11	Property, Plant and Equipment	48
Liabilities notes		
Note 12	Payables	49
Note 13	Employee Benefits	50
Equity note		
Note 14	Equity	50
Other notes		
Note 15	Financial Instruments	50
Note 16	Commitments	51
Note 17	Cash Flow Reconciliation	51
Note 18	Administered Items / Financial Statements	52

Note 1: Objectives of the State Electoral Office

The State Electoral Office (the office) is an administrative unit which has been established to assist the Electoral Commissioner to discharge his statutory duties in accordance with the provisions of the Electoral Act 1985. The objectives of the office are to engender in the community an understanding of electoral matters including the rights and responsibilities of electors and to provide the opportunity to vote at properly conducted State parliamentary and non-parliamentary elections and polls.

Note 2: Summary of Significant Accounting Policies

2.1 Basis of Accounting

The financial report is a general purpose financial report. The accounts have been prepared in accordance with:

- > Treasurer's Instructions (TIs), Accounting Policy Statements (APS) promulgated under the provisions of the Public Finance and Audit Act 1987 and Statements of Accounting Concepts;
- > applicable Australian Accounting Standards (AAS) and Urgent Issue Group Consensus Views (UIG);
- > other mandatory professional reporting requirements in Australia.

The office's Statement of Financial Performance and Statement of Financial Position have been prepared on an accrual basis and are in accordance with historical cost convention except where stated.

2.2 Comparative Figures

Comparative figures have been adjusted to conform to changes in presentation in these financial statements where required.

2.3 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

2.4 Taxation

The office is not subject to income tax. The office is liable for payroll tax, fringe benefits tax and Goods and Services Tax (GST). In accordance with the requirements of UIG Abstract 31 Accounting for the Goods and Services Tax (GST), revenues, expenses and assets are recognised net of the amount of GST except that:

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

2.5 Revenues and Expenses

Revenues and Expense are recognised in the office's Statement of Financial Performance when and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured. Revenues and Expenses have been classified according to their nature in accordance with APS 13 Form and Content of General Purpose Financial Reports and have not been offset unless required or permitted by another accounting standard. Revenue from fees and charges are recognised upon the completion of services to customers. Fees charged to local government and other third parties are in relation to the conduct of elections and industrial ballots. Revenue from disposal of non-current assets is recognised when control of the asset has passed to the buyer.

2.6 Revenues from/Payments to SA Government

Appropriations for program funding are recognised as revenues when the office obtains control over the assets. Control over appropriations is normally obtained upon their receipt and are accounted for in accordance with TI 3 Appropriation. Payments to SA Government comprised of the transfer of surplus cash from the State Electoral Office operating account to the Department of Treasury and Finance. This transfer was subject to the Treasurer's approval and in line with the Department of Treasury and Finance Cash Alignment Policy.

2.7 Current and Non-Current Items

Assets and liabilities are characterised as either current or non-current in nature. The office has a clearly identifiable operating cycle of 12 months. Therefore assets and liabilities that will be realised as part of the normal operating cycle will be classified as current assets or current liabilities. All other assets and liabilities are classified as non-current.

2.8 Cash

For the purposes of the Statement of Cash Flows, cash includes cash at bank and on hand and is used in the cash management function on a day-to-day basis. Cash is measured at nominal value.

2.9 Receivables

Trade receivables and other debtors arise in the normal course of selling goods and services to other agencies and to the public. Trade receivables are payable within 30 days after the issue of an invoice or the goods/services have been provided under a contractual arrangement. The provision for doubtful debts is based on a review of balances within trade receivables that are unlikely to be collected. These are generally receivables that are 90 days or more overdue.

2.10 Inventories

Inventories are stated at the lower of cost or their net realisable value.

2.11 Non-Current Asset

Acquisition and Recognition

Assets are initially recorded at cost or at the value of any liabilities assumed, plus any incidental cost involved with the acquisition. The office capitalises all non-current physical assets with a value of \$1,000 or greater in accordance with APS 2 Asset Recognition.

2.12 Depreciation of Non-Current Assets

All non-current assets, having a limited useful life, are systematically depreciated over their useful lives in a manner that reflects the consumption of their service potential.

The useful lives of all major assets held by the office are reassessed on an annual basis. The value of leasehold improvements is depreciated over the unexpired period of the building lease.

Depreciation for non-current assets is determined as follows:

<i>Class of asset</i>	<i>Depreciation method</i>	<i>Useful Life (Years)</i>
Office equipment and furniture and fittings	Straight Line	10
Leasehold improvements	Straight Line	6
Computer equipment	Straight Line	3
Office equipment (post July 2003 acquisitions)	Straight Line	5

2.13 Payables

Payables include creditors, accrued expenses and employment on-costs. Creditors represent the amounts owing for goods and services received prior to the end of the reporting period that are unpaid at the end of the reporting period. Creditors include all unpaid invoices received relating to the normal operations of the office. Accrued expenses represent goods and services provided by other parties during the period that are unpaid at the end of the reporting period and where an invoice has not been received.

All amounts are measured at their nominal amount and are normally settled within 30 days in accordance with TI 8 Expenditure for Supply Operations and Other Goods and Services after the office receives an invoice.

Employment on-costs include superannuation contributions and payroll tax with respect to outstanding liabilities for salaries and wages, long service leave and annual leave.

The office makes contributions to three superannuation schemes operated by the SA Government. These contributions are treated as an expense when they occur. There is no liability for payments to beneficiaries as the South Australian Superannuation Board (SASB) has assumed these. The only liability outstanding at balance date relates to any contributions due but not yet paid to the SASB.

2.14 Employee Benefits

These benefits accrue for employees as a result of services provided up to the reporting date that remain unpaid. No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees is estimated to be less than the annual entitlement of sick leave. Liability for salary and wages are measured as the amount unpaid at the reporting date at remuneration rates current at reporting date. The liability for annual leave reflects the value of total annual leave entitlements of all employees as at 30 June 2005 and is measured at the amount expected to be paid at the time the liability is settled.

The liability for long service leave is recognised and measured at the actuarial assessment by the Department of Treasury and Finance based on a significant sample of employees throughout the South Australian public sector. The liability has been calculated at present value of future cash outflows using a benchmark of seven years as advised by the Department of Treasury and Finance.

2.15 Provisions

No liability has been reported on workers compensation as the office has no workers compensation claims pending or outstanding.

2.16 Operating Leases

The lessor effectively retains substantially the entire risks and benefits incidental to ownership of the leased items. Payments are charged to the Statement of Financial Performance on a basis, which is representative of the pattern of benefits derived from the leased assets.

Note 3: Changes in Accounting Policies

Impact of adopting Australian equivalents to International Financial Reporting Standards.

Australia will be adopting Australian equivalents to International Financial Reporting Standards (IFRS) for reporting periods commencing on or after 1 January 2005. The office will adopt these standards for the first time in the published financial report for the year ended 30 June 2006.

The State Electoral Office is in the process of transitioning its accounting policies and financial reporting from current Australian Accounting Standards (AGAAP) to Australian equivalents of International Financial Reporting Standards (IFRS) which will be applicable for the financial year ended 30 June 2006. In 2004/05 the office undertook a review of IFRS and identified key areas that would be impacted by the transition to IFRS. As a result of this review it has been determined that there are no material accounting policy changes which have a quantitative impact on total equity as at the date of transition (1 July 2004). It should be noted that the office's position is management's current and best assessment of the impact of AIFRS as at 30 June 2005. The actual results of transition to IFRS may differ due to:

- ongoing internal review work of the IFRS ;
- potential amendments to IFRSs and interpretations thereof being issued by the standard-setters and the International Financial Reporting Interpretations Committee (IFRIC); and
- emerging accepted practice in the interpretation and application of IFRS and UIG interpretations.

The office is using the Model Financial Report for SA Government entities developed by the Department of Treasury and Finance (DTF) and keeping abreast of changes in Accounting Standards, Treasurer's Instructions and APS by attending exposure draft reference group meetings (facilitated by DTF) and information forums organised by the DTF and professional accounting bodies.

Note 4: Programs of the Office

The office provides electoral services and this is achieved through two programs and their broad terms are as follows:

Program 1: Parliamentary Electoral Services

- > ensure that eligible electors can register their votes effectively and conveniently and have confidence in the management of the electoral process;
- > maintain an accurate register of voters;
- > ensure 'disadvantaged' electors are not denied the ability to exercise their franchise;
- > develop appropriate publicity and education programs to ensure that the public is informed of its democratic rights and obligations;
- > provide comprehensive and efficient administrative, human resources, research and education, financial management and computing services.

Program 2: Non-Parliamentary Electoral Services

- > provide statutory, industrial and other organisations with a facility capable of meeting their electoral needs economically and effectively;
- > provide information to organisations seeking advice on electoral matters;
- > conduct elections for and provide electoral service to local government authorities.

	2005 \$'000	2004 \$'000
Note 5: Employee Expenses		
Wages and Salaries	938	847
TVSP (refer below)	-	221
Long Service Leave	180	30
Annual Leave	85	78
Employment on-costs	172	177
Total Employee Expenses	1375	1353

Targeted Voluntary Separation Packages (TVSPs)

TVSPs paid to employees during the reporting period	-	221
Recovery from the Department of the Premier and Cabinet	-	(221)
Annual Leave and Long Service Leave accrued over the period	-	116
Total TVSPs	-	116
Total number of employees that were paid TVSPs during the reporting period	-	3

Remuneration of Employees

The number of employees whose remuneration received or receivable falls within the following bands:

\$120 000 to \$129 999	-	1
\$130 000 to \$139 999	1	-
\$160 000 to \$169 999	-	1
\$170 000 to \$179 999	1	-
Total Number of Employees	2	2

The table includes all employees whom received remuneration of \$100 000 or more during the year. The total remuneration received by these employees for the year was \$308 000 (\$294 000), which included payment of leave entitlements of \$69 000 upon resignation of one employee.

The office on average employed 24 (23) people throughout the year.

Note 6: Supplies and Services

Supplies and services provided by entities within the SA Government

Rental accommodation services	265	265
Communication and information technology	81	61
Hire and rental	19	12
Total Supplies and Services - SA Government entities	365	338

Supplies and services provided by entities external to the SA Government

Production and maintenance of electoral rolls	712	695
Education and research	126	50
Printing and stationery	105	135
Postage	96	136
Communications and information technology	73	60
Advertising	60	30
Distribution, storage and hire rental	69	29
Training and development	30	58
Total Supplies and Services – Non SA Government entities	1271	1193
Total Supplies and Services	1636	1531

The number and dollar amount of Consultancies paid/payable that fell within the following band:	No.	
Below \$10 000	-	1

	2005 \$'000	2004 \$'000
Note 7: Depreciation		
Depreciation		
Office equipment and furniture and fittings	45	45
Computer equipment	15	25
Leasehold improvements	26	39
Total Depreciation	86	109

Note 8: Auditor's Remuneration

Audit Fees paid/payable to the Auditor-General's Department	22	22
Other Services		

No other services were provided by the Auditor-General's Department.

Note 9: Fees and Charges

Fees and charges received/receivable from entities within the SA Government

Reimbursement of TVSPs paid	(129)	221
Industrial elections	98	160
User fees and charges	125	141
Total Fees and Charges - SA Government entities	94	522

Fees and charges received/receivable from entities external to the SA Government

Other local government services	334	322
Industrial elections	84	5
Local government elections	78	82
User fees and charges	94	91
Total Fees and Charges - Non SA Government entities	590	500
Total Fees and Charges	684	1022

Note 10: Receivables

Receivables	41	253
GST receivable	11	27
Total Current Receivables	52	280

Government/Non Government Receivables

Receivables from SA Government entities	5	178
Receivables from Non SA Government entities	47	102
Total Receivables	52	280

Note 11: Property, Plant and Equipment

Leasehold Improvements

Leasehold Improvements at cost	108	108
Accumulated Depreciation	108	82
Total Leasehold Improvements	-	26

Office Equipment and Furniture and Fittings

Office equipment and furniture and fittings at cost	471	472
Accumulated Depreciation	248	204
Total Office equipment and furniture and fittings	223	268

Computer Equipment and Software

Computer equipment and software at cost	303	379
Accumulated Depreciation	288	362
Total Computer equipment and software	15	17
Total Property Plant and Equipment	238	311

Reconciliation of Property, Plant and Equipment

	Office equipment furniture fittings \$'000	Computer equipment software \$'000	Leasehold improvements \$'000	Total \$'000
The following table shows the movement of Property, Plant and Equipment 2004-05				
Carrying Amount at the Beginning of the Financial Year	268	17	26	311
Additions	-	13	-	13
Depreciation	(45)	(15)	(26)	(86)
Carrying Amount at the End of the Financial Year	223	15	-	238

The following table shows the movement of Property, Plant and Equipment 2003-04

Carrying Amount at the Beginning of the Financial Year	262	41	65	368
Additions	58	1	-	59
Disposals	(7)	-	-	(7)
Depreciation	(45)	(25)	(39)	(109)
Carrying Amount at the End of the Financial Year	268	17	26	311

	2005 \$'000	2004 \$'000
Note 12: Payables		
Current		
Creditors	21	19
Accrued expenses	283	105
Prepaid revenue	-	30
GST payable	3	5
Employment on-costs	41	53
Total Current Payables	348	212
Non-Current		
Employment on-costs	48	20
Total Non-Current Payables	48	20
Total Payables	396	232

Government / Non Government Payables

Payables to SA Government entities

Creditors	5	-
Accrued expenses	34	46
Total Payables to Other SA Government entities	39	46

Payables to Non SA Government entities

Creditors	16	19
Accrued expenses	249	59
Prepaid revenue	-	30
GST payable	3	5
Employment on-costs	41	53
Total Payables to Non SA Government entities	309	166
Total Non-Current Payables to Non SA Government entities	48	20
Total Payables	396	232

	2005 \$'000	2004 \$'000
Note 13A: Employee Benefits		
Current		
Annual Leave	61	44
Long Service Leave	47	27
Accrued Salaries and Wages	16	10
Total Current Employee Benefits	124	81
Non-Current		
Long Service Leave	265	152
Total Non-Current Employee Benefits	265	152
Total Employee Benefits	389	233

Note 13B: Employee Benefits and Related On-costs

Accrued Salaries		
On-costs included in payables - current	22	42
Provision for employee benefits - current	16	10
	38	52
Annual Leave		
On-costs included in payables - current	12	7
Provision for employee benefits - current	61	44
	73	51
Long Service Leave		
On-costs included in payables - current	7	4
Provision for employee benefits - current	47	27
	54	31
On-costs included in payables - non-current		
Provision for employee benefits - non-current	48	20
	265	152
	313	172
Aggregate Employee Benefits and Related On-Costs	478	306

Note 14: Equity

Balance at the Beginning of the Financial Year	1098	1182
Operating Deficit	(543)	(84)
Balance at the End of the Financial Year	555	1098

Note 15: Financial Instruments

(a) Terms and Conditions

Interest on cash at bank is calculated quarterly by DTF and is based on the average end of month balance of the Special Deposit Account. The interest rate is the Treasurer's Approved Rate of Interest on Deposit Accounts which is 5.3% as at 30 June 2005.

(b) Interest Rate Risk

2005			
<i>Financial instrument</i>	<i>Floating interest rate</i>	<i>Non-interest bearing</i>	<i>Total carrying amount</i>
Financial Assets	\$'000	\$'000	\$'000
Cash	938	-	938
Receivables	-	52	52
	938	52	990
Financial Liabilities			
Payables	-	307	307
	-	307	307

Weighted average effective interest rate 5.3%

Interest Rate Risk

2004			
<i>Financial instrument</i>	<i>Floating interest rate</i>	<i>Non-interest bearing</i>	<i>Total carrying amount</i>
Financial Assets	\$'000	\$'000	\$'000
Cash	873	-	873
Receivables	-	280	280
	873	280	1153
Financial Liabilities			
Payables	-	159	159
	-	159	159

Weighted average effective interest rate 5.1%

(c) Net Fair Values

Financial instruments are valued at the carrying amount as per the Statement of Financial Position which approximates the net fair value. The carrying amount of financial assets approximates net fair value due to their short-term to maturity or being receivable on demand. The carrying amount of financial liabilities is considered to be a reasonable estimate of net fair value.

	2005	2004
	\$'000	\$'000

Note 16: Commitments**Operating Lease Commitments**

Commitments under non-cancellable operating leases at the reporting date are not recognised as liabilities in the financial report, are payable as follows:

Not later than one year	204	138
Later than one year but not later than five years	136	-
Total Operating Lease Commitments	340	138

The office's operating lease is for office accommodation and leased through Real Estate Management. The lease is non-cancellable and expired in February 2005 with a 2 year right of renewal. The office did exercise this option and the lease commitments shown against greater than 1 year are up until February 2007. Rent is payable in advance and the lease agreement require the minimum lease payments to be increased every 2 years based on CPI movement. The total amount of rental expense for minimum lease payments was \$ 204 000 per annum.

Note 17: Cash Flow Reconciliation**Reconciliation of Cash**

Cash	938	873
------	-----	-----

Reconciliation of Cash Inflows (Outflows) from Operating Activities to Operating Profit:

Change in net assets	(543)	(84)
Add (Less) non cash items		
Depreciation	86	109
Loss on disposal of fixed assets	-	7
Assets free of charge	(13)	-
Changes in Assets / Liabilities		
Decrease in Receivables	229	497
(Increase) decrease in Inventories	(8)	2
Increase (decrease) in Payables	164	(374)
Increase (decrease) in Employee benefits	150	(99)
Net Cash Inflows from Operating Activities	65	58

Statement of Administered Revenues and Expenses

For the Year Ended 30 June 2005

Refer Note 18

	2005			2004	
	Electoral Districts Boundaries Commission \$'000	Special Acts \$'000	Other \$'000	Total \$'000	Total \$'000
Revenues from Ordinary Activities					
Revenues from SA Government	-	303	-	303	287
Fees and Charges	-	-	-	-	1
Total revenues from ordinary activities	-	303	-	303	288
Expenses From Ordinary Activities					
Employee Expenses	-	254	-	254	294
Fees and Charges	-	-	-	-	1
Total expenses from ordinary activities	-	254	-	254	295
Total Changes in Equity other than those resulting from transactions with State Government as owner	-	49	-	49	(7)

Statement of Administered Assets and Liabilities

For the Year Ended 30 June 2005

Refer Note 18

	2005			2004	
	Electoral Districts Boundaries Commission \$'000	Special Acts \$'000	Total \$'000	Total \$'000	Total \$'000
Current Assets					
Cash	2	-	2	2	2
Receivables	-	128	128	128	128
Total Administered Assets	2	128	130	130	130
Current Liabilities					
Payables	-	6	6	12	12
Employee Benefits	-	22	22	37	37
Total Current Liabilities	-	28	28	49	49
Non-Current Liabilities					
Payables	-	8	8	14	14
Employee Benefits	-	74	74	96	96
Total Non-Current Liabilities	-	82	82	110	110
Total Administered Liabilities	-	110	110	159	159
Net Assets	2	18	20	(29)	(29)

Note 18: Administered Items/Financial Statements

Administered Items

In accordance with the DTF model financial statements the office has included a schedule of administered items as notes to the accounts as it is considered that administered transactions and balances are insignificant in relation to the office's overall Statement of Financial Performance and Financial Position.

The office administers, but does not control, certain resources on behalf of the SA Government. The office is accountable for the transactions involving these administered items, but does not have any discretion to deploy resources for achievement of its objectives. For these items, the office acts only on behalf of the SA Government.

Transactions and balances relating to these administered items are not recognised as revenues, expenses, assets or liabilities of the office but are disclosed in the administered schedules.

There are three administered items namely:

Electoral Districts Boundaries Commission

The office administers the receipts and payments of the Electoral District Boundaries Commission.

Special Acts

The Electoral Commissioner and Deputy Electoral Commissioner are appointed as Statutory Officers pursuant to the provisions of the Act. The office receives a separate appropriation for the payment of salaries and allowances for Statutory Officers which is an administered item.

Other

Other includes administered revenue which is collected on behalf of other government agencies and forwarded to them when received. Administered revenue comprises non-voter expiation fees as provided in the Act.

State Electoral Office

134 Fullarton Road Rose Park SA 5067

GPO Box 646 Adelaide SA 5001

Telephone (08) 8401 4300

Teletype (TTY) (08) 8332 9454

Facsimile (08) 8401 4333

Hours 9.00am to 5.00pm

DX 442 Adelaide

Email comments@seo.sa.gov.au

Web www.seo.sa.gov.au

ABN 99 891 752 468



STATE ELECTORAL OFFICE

South Australia