



State Electoral Office Annual Report 2007–08



**STATE ELECTORAL OFFICE**  
*South Australia*

---



**STATE ELECTORAL OFFICE**  
*South Australia*

## **CONTACT US**

### *Visit*

134 Fullarton Road (corner Kensington Road), Rose Park SA 5067  
between 9am and 5pm, Monday to Friday

### *Write*

GPO Box 646, Adelaide SA 5001

### *Phone*

61 8 8401 4300 or TTY 61 8 8332 9454

### *Fax*

61 8 8401 4333

### *Email*

[comments@seo.sa.gov.au](mailto:comments@seo.sa.gov.au)

or use 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](http://www.seo.sa.gov.au)

ABN 99 891 752 468

ISSN 1444-7282

September 2008

---

# Contents

## OUR VISION

TOGETHER, STRENGTHENING  
OUR DEMOCRACY

## OUR AIM

TO DELIVER INNOVATIVE  
ELECTORAL SERVICES TO  
AN ENGAGED AND INFORMED  
SOUTH AUSTRALIAN  
COMMUNITY

### Letter of Transmittal

- 1 Chief Executive's Statement **1**
  - 2 Elections **11**
  - 3 Community Awareness and Research **20**
  - 4 Enrolment and Roll Management **24**
  - 5 Technology **28**
  - 6 Human Resources **30**
  - 7 Finance (Business Management) **37**
  - 8 Legislative Matters **40**
  - 9 Financial Statements **44**
- Freedom of Information Act – Information summary **67**





In reply please quote

29 September 2008

The Hon Michael Atkinson MP  
Attorney-General  
Attorney-General's Department  
Level 11, 45 Pirie Street  
ADELAIDE SA 5000

134 Fullarton Road  
Rose Park  
South Australia 5067  
GPO Box 646  
Adelaide  
South Australia 5001  
Telephone (08) 8401 4300  
Facsimile (08) 8401 4333  
TTY (08) 8332 9454  
[www.seo.sa.gov.au](http://www.seo.sa.gov.au)  
ABN 99 891 752 468

Dear Attorney

I have pleasure in presenting the Annual Report for the State Electoral Office (SEO) for the year ended 30 June 2008.

The office continued to provide a range of electoral services throughout the past year with the major event being the Adelaide City Council election in November 2007.

An organisational review and the launch of the SEO Strategic Plan 2008-12 were also significant events undertaken over the past 12 months. The Strategic Plan was developed with the commitment of all staff and a number of valued stakeholders to equip the agency with the skills to manage change and achieve higher goals.

The SEO faces further challenges and excitement in 2008-09 with continuation of project management for the 2010 State election and relocation to new office accommodation.

This report is a submission to Parliament and complies with the requirements of the *Public Sector Management Act 1995* and the *Public Finance and Audit Act 1987*.

Yours sincerely

Kay Mousley  
ELECTORAL COMMISSIONER

# Chief Executive's Statement

I am pleased to submit the State Electoral Office Annual Report for 2007-08.

Two notable corporate activities were instigated during the year, a review of the organisation to address the workload balance and the development of a new Strategic Plan. The significant outcomes from the review were the amalgamation of two separate work areas and the identification of 2.8 additional staff.

The launch of the Strategic Plan 2008-12 in April was the result of a long and complex process with invaluable input from staff and stakeholders to identify the challenges and future opportunities facing the organisation. The Strategic Plan will enable us to operate as a capable and adaptable business maintaining focus on our well earned reputation. The development of a Disability Action Plan also furthers our commitment to support equitable access to our services.

A detailed evaluation of the 2006 State election identified a number of new initiatives for the 2010 State election to improve service delivery by providing IT infrastructure in Returning Officer's work sites, additional administrative support for rural Returning Officers, an increase in the number of early voting centres and staff resources, together with modifications to training sessions for identified staff. A decision was also made to use hand held devices (Personal Digital Assistants) to provide roll search facilities to confirm enrolled addresses for declaration voters.

Planning commenced for the redesign of election specific IT applications to support decentralised processing within a secure online web environment. ServiceSA will assist in identifying the best method for progressing the applications and selection of an appropriate provider to redevelop the online user interface.

A forum of State and Territory Electoral Commissioners was established to allow informed discussion on electoral issues with operational staff attending relevant workshops to share information and develop improved practices and procedures.

Deferment of the Adelaide City Council elections from November 2006 to October 2007 to finalise their representation review resulted in elections for Mayor, 5 Area Councillors and 6 Ward Councillors. Issues to be addressed are the high number of business entities completing more than one set of ballot papers for the same election.

A continuing commitment to Target 5.4 of the South Australian Strategic Plan indicates positive progress to increase the proportion of eligible young South Australians (18 -19 years) enrolled to better the national average by 2014. The increased youth cohort was mainly due to the extensive advertising campaign for the November 2007 Federal election. A collaborative venture with the Australian Electoral Commission and the Senior Secondary Assessment Board of SA resulting in the issue of a customised birthday card to all eligible youth will continue to increase youth numbers on the electoral roll.

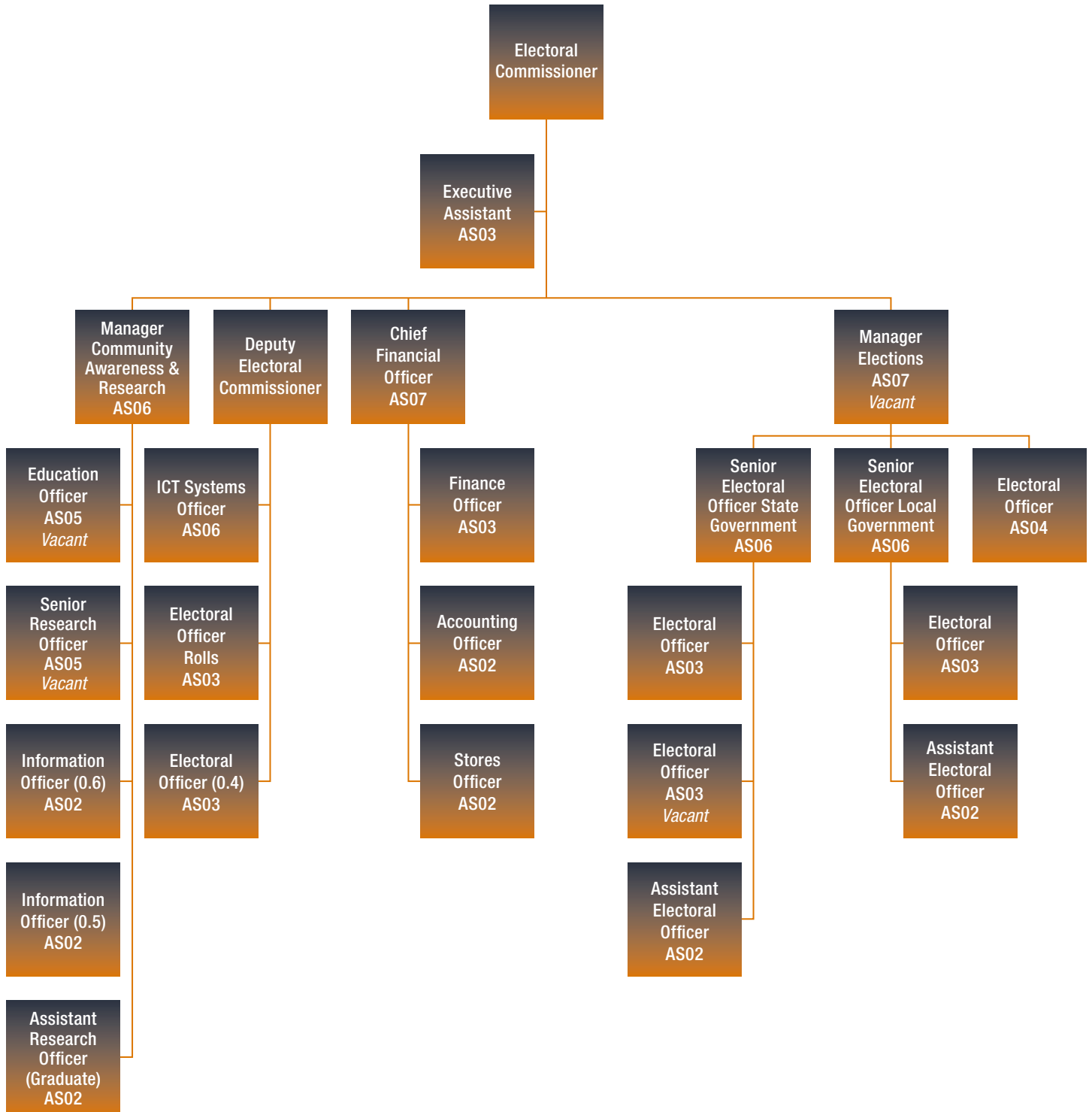
Recommendations from the Independent Review of Local Government Elections are still under consideration by the relevant Minister and a number of these will have an effect on the operations of the State Electoral Office in conducting local government elections. It is anticipated that legislative amendments to the Electoral Act will be debated during the next reporting year while the Commonwealth Special Minister of State indicated there would be a process to modernise and reform electoral processes at the Commonwealth level with input from each of the States.

Once again I express my sincere appreciation for the commitment and endeavour of all staff who through their professionalism have continued to uphold the vision, aim and values of the office. I also acknowledge the Crown Solicitor's Office for the invaluable assistance provided by legal advisers, and the Office of State and Local Government Relations and Local Government Association for their high level of co-operation.

K. Mousley  
ELECTORAL COMMISSIONER



## Organisation Structure at 30 June 2008







## Organisational Review

Locher & Associates Pty Ltd was the successful tender for an organisational review of the State Electoral Office (SEO). The terms of reference included an investigation of the functions and operations of the office; consideration of the changing needs of electoral services; evaluation of alternative structural models; and determining the appropriate organisational structure, resourcing and classification levels. A final report was forwarded in mid October 2007 with a number of recommendations offered to increase organisational efficiency.

A three stage approach was adopted to consider the review of the current functions and operations, best practice benchmarking with other electoral jurisdictions and recommendations regarding the structure and resourcing.

The consultancy team conducted interviews with individual staff to allow for wide ranging discussions and preliminary feedback was presented to the Communications Group. Draft recommendations were presented to managers and a meeting of all staff in an interactive session that provided the opportunity for questions and feedback. A further meeting was held with managers and the Communication Group to obtain additional feedback after staff had time to consider the recommendations.

The report confirmed that the office had absorbed significant increases in workloads over recent years with additional activities undertaken without corresponding growth in staffing levels.

A number of recommendations addressed the organisation structure; resourcing; career progression; communications and culture; management development; work procedures; election planning and workload management; and job classifications. All report recommendations have been adopted with responsibility for a number of initiatives delegated to appropriate officers.

The major recommendations focussed on an increase of 2.8 full time equivalent (FTE) staff in the Elections Branch and amalgamation of the Community Awareness and Research Branches. Approval for additional staff was secured through the bilateral bid process in February 2008.



# Customer Service Charter

## OUR AIM

*To deliver innovative electoral services to an engaged and informed South Australian community.*

### *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.







## Achieving Strategic Goals

The office has achieved many specific objectives during the reporting year and set an agenda for progressing a number of initiatives over the coming twelve months in preparation for the next round of major electoral events in South Australia.

## Highlights and Targets

The following Highlights and Targets were identified in the 2007-08 Portfolio Statements.

### HIGHLIGHTS 2007-08

- Contributed to achieving South Australia's Strategic Plan target on youth enrolment through implementing the Birthday Card youth enrolment strategy
- Completed Election and Statistics reports on the 2006 State elections for tabling in Parliament
- Completed a report on the conduct and outcomes of the 2006 periodic elections for local government
- Certified a review of representation for Adelaide City Council and conduct of general elections under the new representation structure
- Provided input to the local government elections review commissioned by the Minister for State/Local Government Relations and the President of the Local Government Association
- Provided assistance to the Australian Electoral Commission for the conduct of the federal election
- Redeveloped state specific software for the Electoral Education Centre to complement the curriculum framework
- Conducted a review of the organisational structure to ensure the office continues to effectively perform electoral activities, uphold legislative responsibilities and meet the changing needs of electors and the wider community
- Completed strategic planning activities in order to set the office's strategic directions for 2008-12
- Prepared and planned for the relocation and refurbishment of the office
- Developed an intranet site to facilitate dissemination of current information to staff
- Developed a Disability Action Plan
- Implemented a management development training program for all senior staff

### TARGETS 2008-09

- Contribute to achieving South Australia's Strategic Plan target on youth enrolment by exploring and implementing strategies for increasing the proportion of eligible young South Australians (18-19 years) who are enrolled to vote and maintaining the state's higher than national average youth enrolment rate
- Partnership with SA government departments, TAFE, tertiary institutions and the vocational education sector (government & non-government), to increase youth enrolment
- Relocate to new accommodation
- Change of name to a Commission and new corporate image
- Initiate election planning for the 2010 State and local government elections
- Undertake a review of iRolls (Personal Digital Assistants) used interstate and develop a plan for their introduction at the 2010 State Election
- Appoint 47 House of Assembly Returning Officers and 1 Returning Officer for the Legislative Council in preparation for the 2010 election
- Investigate computing infrastructure for Returning Officer offices
- In conjunction with the Office for State/Local Government Relations & Local Government Association, develop an operational guide on the elector representation review process
- Develop an action plan for Financial Management Framework
- Develop and implement an Environmental Action Plan
- Develop an Information, Communication and Technology Plan

## Strategic Planning Activities

With the expiry of the SEO's Strategic Plan in December 2007, considerable efforts were expended during the reporting year in analysing the organisation's future directions and developing the framework to support its ongoing operations, particularly the next round of major election events due in 2010.

Staff undertook the initial challenge, over two workshop sessions, of exploring and agreeing on terminologies that reflected a strong collective ownership of the plan. This resulted in the use of 'Our Vision', 'Our Aim' and 'Our Values' as key statements with support for the setting of Goals, Actions and Measures as the guiding principles for the plan.

The Vision, Aim and Values statements that underpin the framework of the new plan were discussed and refined to reflect the following:

### OUR VISION:

*Together, strengthening our democracy*

### OUR AIM:

*To deliver innovative electoral services to an engaged and informed South Australian community*

### OUR VALUES:

*Independence, Impartiality & Transparency, Respect, Professionalism, Continuous Improvement*

The next stage included a workshop session in which key stakeholders were invited to attend to provide feedback on a series of questions under the categories of:

- Stakeholder Engagement;
- Information Access, Management and Presentation;
- Customer Service;
- The Future.

This feedback was invaluable in focussing on priorities from an external perspective together with an environmental scan and SWOT analysis that resulted in the development of a draft strategic direction framework. Following further discussion and affirmation the framework was agreed as:

- Electoral Services – our core business;
- Enablers – factors that assist in delivering our services;
- External Influences – elements that impact upon us.

The final processes in bringing the plan together revolved around the determination of the Goals, Actions and Measures within each area and the presentation and launch of the new Strategic Plan on Monday 14 April 2008 at a gathering of invited guests, stakeholders who assisted in the process and SEO staff who developed the plan.

The result of these efforts was the development of a Strategic Plan that will give direction to the organisation until 2012 in meeting its statutory obligations while maintaining a strong focus on traditional values and well earned reputation.



# Strategic Plan 2008-12

## ELECTORAL SERVICES

### 1. Goal

*Conduct elections in accordance with relevant legislation or electoral rules.*

#### Actions

- Develop, implement and maintain procedures to comply with relevant legislation or electoral rules.
- Implement project management to conduct State and local government elections.

#### Measure

- No elections are challenged and upheld due to administrative error.

### 2. Goal

*Raise the level of the community's awareness of their democratic rights and obligations.*

#### Actions

- Investigate, design, develop and implement targeted electoral programs.
- Develop networks and partnerships within the education sector.

#### Measures

- Number of targeted electoral programs delivered.
- Increased voter participation.
- Lower informality rates.

### 3. Goal

*Increase staff and stakeholder knowledge and improve procedures through electoral research.*

#### Actions

- Develop specific research projects to provide information and drive innovation.
- Conduct and analyse surveys to support continuous improvement.

#### Measure

- Number of research projects conducted that contribute to electoral knowledge or improved procedures.

## ENABLERS

### Our People

#### 4. Goal

*Promote a healthy and safe work environment.*

#### Actions

- Deliver health and safety workshops to enhance a safe workplace.
- Promote regular and effective workplace communication.
- Comply with relevant OHS&W legislation, regulations and Australian standards.

#### 5. Goal

*Invest in the skills and capacity of our people to ensure a flexible and dedicated team.*

#### Actions

- Identify and deliver development opportunities that enhance skills and knowledge.
- Establish a mentoring program to facilitate multi-skilling and succession planning.
- Enhance team development by actively sharing information.

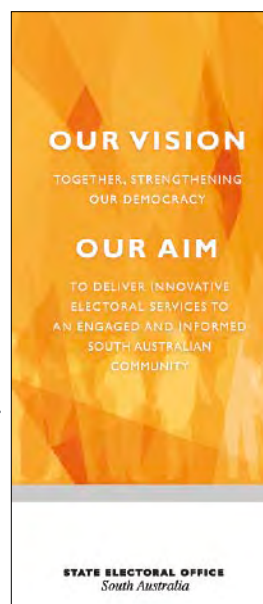
### Information Management

#### 6. Goal

*Provide accurate and accessible information to meet stakeholder and operational needs.*

#### Actions

- Maintain and enhance information and records management.
- Collect and evaluate information to identify changes, trends and improvements.
- Comply with government requirements.





## Resource Management

### 7. Goal

*Manage resources to achieve organisational objectives.*

#### Action

- Identify, secure and manage financial, physical and human resources at the appropriate level.

### 8. Goal

*Comply with targets for government environmental initiatives.*

#### Action

- Develop and implement an Environmental Action Plan.

## Technology

### 9. Goal

*Investigate and implement innovative technologies that improve service delivery.*

#### Action

- Develop an Information, Communication and Technology Plan.

### 10. Goal

*Comply with government Information, Communication and Technology policies and standards.*

#### Action

- Respond to government surveys and undertake technology audits.

## EXTERNAL INFLUENCES

### 11. Goal

*Ensure technical and operational advice is provided on proposed electoral legislative change.*

#### Actions

- Monitor and provide technical and operational advice.
- Liaise with relevant government officials.

#### Measure

- Advice provided is accurate and timely.

### 12. Goal

*Work towards increasing enrolment of 18-19 year olds (Target 5.4 of the South Australian Strategic Plan).*

#### Actions

- Collaborate with the Australian Electoral Commission to provide education and information materials for young people.
- Partner with government departments to target the youth sector.
- Undertake promotional activities to encourage young people to enrol to vote.

#### Measure

- Increase the proportion of eligible young South Australians (18-19 years) enrolled to vote to better the Australian average by 2014.

### 13. Goal

*Ensure our services meet the needs of a diverse community.*

#### Actions

- Monitor changing demographics to ensure our services are appropriate.
- Conduct market research to determine the best methods for delivery of services.

#### Measure

- High customer satisfaction rates for services provided.



## Election Projects

A review of the project reporting mechanisms that support the conduct of State elections was undertaken during the reporting year. While the previous project reporting arrangements were sound, in terms of data collection and reporting within individual areas of project responsibility, considerable effort was required to extract, analyse and consolidate information across the organisation.

Additionally, the process of coordinating and monitoring interdependencies between multiple projects was complicated, given the current format of comparative and exception reporting.

A draft project management recording and reporting plan was agreed with responsibility at the Process, Activity and Task level allocated to staff within the office dependent upon their level of experience and responsibility.

The development of the Project Management and Reporting System allows for the recording of all State election related project information while providing the mechanism for overall project management and reporting across the organisation.

## Disability Action Plan

The SEO is committed to providing electoral services that support access to the democratic process for all electors, thereby ensuring that all eligible electors are able to cast their vote during elections. To this end the SEO currently provides the following services to cater for the disabled when preparing for State elections:

- election staff assess all polling booth locations for wheelchair accessibility, and at the last State election in 2006 approximately 93% of all polling places provided wheelchair access;
- if an elector cannot physically access a polling place from their car on election day, then the polling booth manager will attend to that individual at their car and collect their vote;
- a published list of polling places which provide wheel chair access;
- there were 239 Declared Institutions, eg nursing homes, hospitals, hostels, aged care facilities, rest homes, correctional institutions, etc, where election staff visit these institutions to collect votes from electors;
- election information is made available in Braille, large print and audio cassette;
- magnifiers are provided at specified locations for the vision impaired;
- captioning of all television advertising is arranged;
- TTY (telephone typewriter) facilities are available to hearing impaired voters.

In addition a range of services have been implemented to assist people in the community with special needs:

- electors with a disability are able to apply to be included on the register of declaration voters to have a postal vote sent whenever there is an election;
- remote area polling is conducted to ensure all eligible voters in remote regions can vote on election day;
- early voting centres are available for those who are unable to attend a polling place on election day and in the 2006 State election there were 19 locations in SA, nine interstate and 11 overseas localities;
- electoral information is translated into 18 languages and distributed widely throughout the ethnic community;
- a telephone interpreter service was made available for local government elections in November 2006;
- triangular grip pencils are provided for electors with dexterity issues;
- desktop voting screens are provided for use by electors in wheelchairs;
- all voting compartments and ballot boxes are clearly defined with contrasting colours to increase visibility.

Internally, the SEO updated recruitment and selection policies to be inclusive and accessible to people with disabilities. The office consults with relevant stakeholders and endeavours to ensure that its services comply with the provisions of the *Commonwealth Disability Discrimination Act 1992*, and the *SA Equal Opportunity Act 1984* to guarantee equality of opportunity and access for all South Australians. To this end the SEO has developed an agency Disability Action Plan 2008-11. Through the development of this plan, the SEO strives to support a fair and equal democracy by providing high quality customer service to South Australian's with a disability.

# Disability Action Plan 2008-11: Statement of Objectives

## **OUTCOME 1:**

*Our services are tailored to meet the needs of people with disabilities.*

### **Strategies**

- Investigate and develop strategies to identify those with disabilities who may not be enrolled.
  - Ensure postal voting material is in plain language.
  - Continue to develop information which will maximise opportunity for people with disabilities to vote.
  - Provision of appropriate voting options at designated polling locations.
  - In conjunction with relevant organisations, develop customer service satisfaction surveys for people with disabilities.
- 

## **OUTCOME 2:**

*Improving physical access to buildings and facilities for people with disabilities.*

### **Strategies**

- Endeavour to have venues that are accessible to people with disabilities.
  - At least one wheel chair accessible voting compartment is provided in polling places.
  - Communicate the accessibility of every voting centre.
  - Ensure that the physical layout of voting centres enables easy access for people with disabilities.
  - Assess all signage.
  - Review ballot box height to ensure it is accessible by a voter in a wheelchair.
- 

## **OUTCOME 3:**

*Improve staff awareness to provide assistance for people with disabilities.*

### **Strategies**

- Include a module in training sessions for staff who interact with the public.
  - Ensure disability awareness training is included in staff induction.
  - Review and update training manuals.
- 

## **OUTCOME 4:**

*Engage and inform people with disabilities to enable participation in the electoral system.*

### **Strategies**

- Provide information in plain language.
  - Ensure advertising includes the provision of electoral information for people with disabilities.
  - Provide information on the website to outline assistance available.
  - Ensure website content complies with accessibility standards.
- 

## **FUTURE INITIATIVES**

New technologies and developments are constantly monitored and investigated.

Furthermore the SEO will observe, assess and evaluate trials of electronic voting for vision impaired electors amongst other electoral jurisdictions in Australia and develop a strategy for electronic voting for the vision impaired after the 2010 State election.



# 2 Elections

## STRATEGIC GOAL 1

*Conduct elections in accordance with relevant legislation or electoral rules.*

### Parliamentary Election Activities

The 2006 State election evaluation and reporting activities were completed which culminated with the Election Report and Election Statistics being tabled in Parliament on 11 September 2007.

The evaluation activities included an analysis of ballot papers and stakeholder surveys. Ballot papers were examined in respect to informal voting, ticket voting, donkey voting for the House of Assembly (HA) and how-to-vote card compliance for both houses of Parliament.

As reported in the previous financial year a number of initiatives for the 2010 State election were formalised and additional funding sought through the Department of Treasury and Finance. The approved bilateral bids cover a range of initiatives to improve service delivery and enhance operational activities for Returning Officers (ROs).

The major election initiatives include:

- IT infrastructure for ROs offices;
- additional support for ROs;
- modifications to training sessions;
- additional early voting centres and staff resources.

#### IT INFRASTRUCTURE FOR ROs OFFICES

The provision of computing infrastructure to ROs will provide additional operational benefits in the areas of election preparation, staffing and training. It will also provide access to a whole-of-state electronic roll search, direct input of polling place results on election night and input of recheck and final count results in the week following election day. ROs for the first time will be 'connected' with both the SEO and their fellow ROs to improve efficiencies.

This will deliver considerable benefits in the conduct of the State election by distributing low risk processing back to ROs, reducing the workload at the centralised processing centre and allowing ROs more control over the timing and conduct of their post election day scrutines.

#### ADDITIONAL SUPPORT PROVIDED TO ROs

ROs face considerable challenges in conducting elections in a timely, accurate and professional manner due to the continuously changing electoral environment and the demands placed on them by the office, the public and the media. To assist ROs in their duties the office plans to increase the number of RO Liaison Officers from three to four, assign Reserve ROs with additional duties and allocate 'Support Officers' to 11 country ROs.

The primary role of the RO Liaison Officer is to provide relevant information, advice and support to a specified group of ROs during the conduct of State parliamentary elections. The introduction of an additional Liaison Officer will benefit both the SEO and ROs and will act as a first point of contact between the two. Each Liaison Officer will be responsible for 11 to 12 ROs.

It is recognised that country ROs are disadvantaged as they work in isolation and do not have the same support network as metropolitan ROs who work in shared offices. The size of the country districts also gives rise to unique logistical problems and the distribution of material to polling places and training of polling staff is considerably more difficult.

Due to the additional polling places in country electorates and the greater volumes of materials for ROs to manage, it is appropriate that an additional resource known as a 'Support Officer' is allocated to each country RO.

#### MODIFICATIONS TO TRAINING SESSIONS

It is imperative that election officials receive sufficient levels of training appropriate to their position and that training is delivered in a professional and uniform manner. The significance of training cannot be underestimated as it not only ensures that correct procedures are undertaken throughout the election period but also promotes quality customer service on election day with accurate advice and information provided to stakeholders.

It was deemed necessary to increase the level of training appropriate to the level of responsibility for specific officials (ROs, Polling Booth Managers and Deputies), revising the method of training by introducing smaller group sessions for ROs and incorporating technological advancements into the training sessions.

An additional conference for ROs will be held and training sessions for Polling Booth Managers and Deputies will be extended from two to three hours to allow for hands-on training and demonstration of iRolls (Personal Digital Assistants or PDAs) that are planned for use at the 2010 election. The iRolls will be used at all declaration vote issuing points to determine current enrolment details and will significantly reduce the number of rejected declaration votes.

### ADDITIONAL EARLY VOTING CENTRES AND STAFF RESOURCES

In recent State and Federal elections there has been an increasing trend for electors to vote prior to election day. The escalating number of early votes together with the growth of elector numbers in the north and south of the metropolitan area requires the SEO to provide improved levels of customer service to cope with this increased demand.

Additional resources have also been earmarked for some country early voting centres and in particular Roxby Downs has been identified as a growth area that will require additional resources and an extension of voting hours.

### ELECTION ACTIVITIES FOR 2008-09

Election activities for 2008-09 will include the planning and commencement of election projects allocated to staff. Approximately 62 major election projects have been identified for the 2010 state election which encompasses some 200 tasks.

Major projects due for early commencement include:

- development of action plans for both IT infrastructure in RO offices and iRolls used at declaration vote issuing points;
- review of polling place locations and estimated voting figures following the redistribution of boundaries;
- review and update of election manuals and inventories;
- review of election official training materials and methods;
- recruitment and appointment of ROs for 47 HA districts and the Legislative Council (LC);
- preparation of tenders for major procurements.

### REGISTER OF POLITICAL PARTIES

Part 6 of the *Electoral Act 1985* enables political parties to be registered, where criteria defined in the legislation are satisfied. This includes:

- the submission of an application form and a copy of the party's constitution, an objective of which is the intention to stand candidates for election to the Parliament of SA;
- the nomination of a registered officer and party name;
- evidence of at least 150 members who are electors (unless the party is a parliamentary party).

A non-parliamentary party can be de-registered if the party fails to endorse a candidate for either State House of Parliament at the past two general elections. Following a request for voluntary deregistration, Dignity for Disabled was deregistered by the Electoral Commissioner during the reporting period.

No additional political parties were registered as at 30 June 2008. Currently there are 27 political parties registered including parties related to the major party.

### REGISTER OF DECLARATION VOTERS

Electors who satisfy the Electoral Commissioner that they are unable to attend a polling place to vote due to the remoteness of their place of residence; membership of a religious order or religious beliefs; physical disability; or their address has been suppressed from publication, can be included on the Register of Declaration Voters. These electors automatically receive voting material when ballot papers become available.

The register is updated on a monthly basis and throughout the year checks are performed to maintain the accuracy of the database. At 30 June 2008 there were 10 197 electors on the register under the following categories:

| Criteria  | No.           | %    |
|---|---------------|------|
| Remoteness of place of living (not within 8km of a polling place) | 1 998         | 19.6 |
| Membership of a religious order or religious beliefs              | 139           | 1.4  |
| Physical disability   | 2 535         | 24.8 |
| Suppression of address on the electoral roll (silent elector)     | 5 525         | 54.2 |
| <b>Total</b>  | <b>10 197</b> |      |

## PARTY REGISTRATION DETAILS AT 30 JUNE 2008

| Date of Registration | Name of Registered Political Party                       | Abbreviation of Party Name      | Name and Address of Registered Officer of Registered Officer    |
|----------------------|--|---------------------------------|---|
| 17.10.1985           | Australian Labor Party<br>(South Australian Branch)      | Australian Labor Party          | MICHAEL EDISON BROWN<br>141 Gilles Street ADELAIDE SA 5000      |
| 15.01.1998           | • New Labor Party  | • New Labor                     |   |
| 25.11.1999           | • Country Labor Party                                    | • Country Labor                 |   |
| 17.10.1985           | Liberal Party of Australia<br>(SA Division)              | Liberal Party                   | JOHN BURSTON<br>104 Greenhill Road UNLEY SA 5061                |
| 17.10.1985           | Australian Democrats<br>(South Australian Division Inc.) | Australian Democrats            | AUSSIE KANCK<br>711 South Road BLACK FORREST SA 5035            |
| 17.10.1985           | National Party of Australia<br>(SA) Inc                  | The Nationals                   | MARY VOWIAS<br>1 Thompson Street WAIKERIE SA 5330               |
| 30.04.1998           | • Young National Party of Australia - SA                 | • YNPA                          |   |
| 27.10.1989           | Christian Democratic Party - Fred Nile Group             | CDP                             | DAVID RODWAY<br>634 Glynburn Road BEAUMONT SA 5066              |
| 07.01.1993           | Shooters Party   |                                 | MICHAEL THOMAS HUDSON<br>31 Yalpa Road MARINO SA 5049           |
| 13.02.1996           | Australian Greens SA                                     | Australian Greens<br>The Greens | HEATHER R McDERMOTT<br>239 Wright Street ADELAIDE SA 5000       |
| 10.04.1997           | Over-Taxed Motorists, Drinkers, Smokers Assoc            |                                 | BRETT McHOLME<br>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                             |                                 |   |
| 05.04.2001           | • Over-Taxed Pokies Party                                |                                 |   |
| 25.05.2000           | Australian Federal Republican Party (SA)                 | The Republican Party            | IAN DRAPER<br>3 Tweedale Avenue SOUTH BRIGHTON SA 5048          |
| 29.06.2000           | No Emergency Services Levy Party                         |                                 | LEONARD ANDREW SPENCER<br>PO Box 418 BRIGHTON SA 5048           |
| 14.09.2000           | Save The River Murray Party                              |                                 | KYM HALL<br>PO Box 418 BRIGHTON SA 5048                         |
| 26.10.2000           | No Nuclear Dump In SA Party                              |                                 | LEONARD ANDREW SPENCER<br>PO Box 418 BRIGHTON SA 5048           |
| 21.06.2001           | Community Leadership Independence<br>Coalition Party     | CLIC Party                      | IVAN PETER LEWIS<br>64 Adelaide Road MURRAY BRIDGE SA 5253      |
| 05.07.2001           | SA Nuclear Free Future                                   | SANFF                           | ARTHUR JAMES KEATS GREEN<br>9/21 Surfle Street ADELAIDE SA 5000 |

## PARTY REGISTRATION DETAILS AT 30 JUNE 2008 (cont...)

| Date of Registration | Name of Registered Political Party | Abbreviation of Party Name | Name and Address of Registered Officer of Registered Officer  |
|----------------------|------------------------------------|----------------------------|---|
| 19.07.2001           | Family First Party                 |                            | CHRIS BAKER<br>PO Box 420 CAMPBELLTOWN SA 5074                |
| 13.09.2001           | Stormy Summers Reform Party        |                            | TODD JAMES SAUNDERS<br>9 Bishop Street GAWLER SA 5118         |
| 20.9.2001            | Aboriginal Political Party         |                            | MARLENE EDITH McARTHUR<br>4/29 Euston Terrace CROYDON SA 5008 |
| 10.01.2002           | Albert Bensimon's No Hoo Haa Party | No Hoo Haa Party           | ALBERT BENSIMON<br>151 Fisher Street MALVERN SA 5061          |
| 7.07.2005            | One Nation SA Division             | One Nation                 | BASIL VINCENT HILLE<br>11 Frick Street LOBETHAL SA 5241       |

## NON VOTERS

The Electoral Act s85(3) sets out the procedures to be implemented by the Electoral Commissioner relating to electors that appear not to have voted at an election. The first notice (Form 8) is sent to electors at their most recent address. This is prescribed by the Regulations and states that he/she appears to have failed to vote at the election and gives the elector the opportunity to provide a valid reason for their apparent failure to vote.

Of the 42 949 notices issued to electors following the 2006 State election, 8860 resulted in the lodgement of enforcement orders with the courts due to failure to respond. Non voter follow up action during the periods 2007-08 and 2006-07 is shown in the following table:

### Non voter activity 2006-07 to 2007-08

| Activity                      | 2007-08 | 2006-07 |
|-------------------------------|---------|---------|
| Enforcements Orders Withdrawn | 204     | 1607    |
| Re-issued Expiation Payments  | 148     | 307     |

The office still follows up outstanding non voter activity from previous elections and during the reporting year dealt with eleven responses as a result of the 2002 State election and two actions from the 1997 State election.

## Reciprocal Arrangements with Electoral Administrations

A reciprocal arrangement between electoral administrations allows electors travelling outside their home state to cast their vote at a state or territory electoral office whenever a by-election or general election is held.

Assistance provided by the office to interstate visitors for the 2007-08 period was minimal as no general election was held in any Australian State or Territory. By-elections were held in Victoria, Queensland and Western Australia and Legislative Council elections were held in Tasmania for two divisions. These elections are held on the 1st Saturday in May each year.

General elections are scheduled for the Australian Capital Territory, Northern Territory, Queensland and Western Australia in the 2008-09 reporting period.

The office also provided advice and assistance to interstate electors regarding their voting obligations in compulsory local government elections. During the year local government elections were held in Queensland on 15 March 2008 and the Northern Territory for the municipal councils of Darwin, Palmerston, Katherine and Alice Springs on 29 March 2008.

## Non SA electoral services 2007-08

| Jurisdiction      | Date       | Type | Chamber              | District/Division | No. of votes issued |
|-------------------|------------|------|----------------------|-------------------|---------------------|
| Victoria          | 15.09.2007 | By   | Legislative Assembly | Albert Park       | 2                   |
| Victoria          | 15.09.2007 | By   | Legislative Assembly | Williamstown      | 3                   |
| Queensland        | 13.10.2007 | By   | Legislative Assembly | Brisbane Central  | –                   |
| Western Australia | 23.02.2008 | By   | Legislative Assembly | Murdoch           | 5                   |
| Tasmania          | 03.05.2008 | GE   | Legislative Council  | Huon, Rosevears   | –                   |
| Victoria          | 28.06.2008 | By   | Legislative Assembly | Kororoit          | 2                   |

## State and Territory Electoral Commissions

The State and Territory Electoral Commissions (STEC) was established in November 2007 by the State and Territory Electoral Commissioners to allow more informed discussion on local electoral issues with meetings scheduled, where possible, with Electoral Council of Australia (ECA) meetings. A charter was developed to define the purpose and scope of the body to:

- discuss and consider electoral policy and operational matters of mutual interest;
- promote best practice electoral administration;
- promote and or undertake research into contemporary electoral issues;
- encourage cooperative development and sharing of information technology systems.

Although not a member of STEC the Australian Electoral Commission (AEC) or other relevant parties may attend and participate in meetings or workshops in connection with any area of electoral administration being reviewed. STEC members envisaged that many of the workshops will be attended by operational staff to, amongst other things, share information and develop improved practices and procedures.

A workshop was conducted in Victoria to canvass issues on attracting and retaining RO's together with web based training for RO's and election officials. It was also agreed that a scoping study be undertaken on equal access to democracy with Western Australia taking the lead on the early document. A paper was distributed on the use of PDAs in polling places and NSW tabled a paper on direct enrolment that is intended for use at their next election in March 2011.

## Local Government Election Services

The Electoral Commissioner is the Returning Officer for all local government elections in South Australia under the *Local Government (Elections) Act 1999* and the *City of Adelaide Act 1998*. A Local Government Activity Report is prepared for the Minister for State/Local Government Relations providing a more detailed review of activities for the year.

During the reporting year, the November 2006 Local Government Election Report was finalised and tabled in Parliament on 25 September 2007.

### ADELAIDE CITY COUNCIL

The Adelaide City Council elections were deferred from May 2006 to 20 October 2007, a date no later than November 2007, as determined by the *City of Adelaide (Representation Review) Amendment Act 2006*.

Council specific information was printed for the Adelaide City Council elections to facilitate specific legislation requirements for voting entitlements. This included a separate Postal Voting Guide, candidate handbooks and declaration voting envelopes. Profiles for the 44 candidates were printed in booklet form which was well received by electors.

The separate Postal Voting Guide which accompanied the ballot material clearly mentioned it is an offence for electors to complete more than one set of ballot papers or sign more than one declaration envelope. This is still an issue for the council with 490 declaration envelopes rejected before the commencement of the scrutiny and count as they contained signatures of electors who had already returned ballot material.



### Participation in the Adelaide City Council Elections 2007

| Election         | Ratio of Candidates to Vacancy | No. of Electors on Roll | Returned Ballot Material | Voter Turnout % |
|------------------|--------------------------------|-------------------------|--------------------------|-----------------|
| Lord Mayor#      | 4:1                            | 21 085                  |                          |                 |
| Area Councillor# | 20:5                           | 21 085                  |                          |                 |
| North Ward       | 6:2                            | 6 519                   | 2 329                    | 35.7            |
| Central Ward     | 8:2                            | 7 682                   | 2 216                    | 28.8            |
| South Ward       | 6:2                            | 7 524                   | 2 388                    | 31.7            |
| <b>Total</b>     |                                | <b>21 725</b>           | <b>6 933</b>             | <b>31.9</b>     |

# not included in totals

### Timetable of key dates for the Adelaide City Council elections 2007

|                                      |  |
|--------------------------------------|--|
| Roll Close                           | 5.00pm Friday 20 July 2007                     |
| Nominations Open                     | Tuesday 14 August 2007                         |
| Nominations Close                    | 12 noon Tuesday 28 August 2007                 |
| Mail-out of voting packs to electors | Monday 1 October 2007 to Friday 5 October 2007 |
| Polling Day – Close of Voting        | 5.00pm Friday 19 October 2007                  |
| Scrutiny and Count                   | 9.00am Saturday 20 October 2007                |

### SUPPLEMENTARY ELECTIONS

Any casual vacancy that occurs in a Council's membership, under s54 of the *Local Government Act 1999*, must be notified:

- to members of Council at the next meeting;
- publicly by notice in the *Gazette*;
- to the Returning Officer.

Arrangements for a supplementary election will commence as soon as practicable providing a policy does not exist for the deferral of the election.

The Returning Officer may appoint Deputy Returning Officers to assist with the conduct of the election, with the assistance of electoral officers, under a delegated framework adhering to documented procedures and protocols.

Nine supplementary elections were conducted during the reporting year.



## Supplementary Elections held during 2007-08 in Chronological Order

| Council Name<br>– Election                                      | Admin<br>Agency | Election<br>Date | Ratio of<br>Candidates<br>to Vacancy | No. of Electors<br>On Roll | Contested<br>Elections | Returned<br>Ballot<br>Material | Voter<br>Turnout<br>% |
|---|-----------------|------------------|--------------------------------------|----------------------------|------------------------|--------------------------------|-----------------------|
| District Council of Ceduna<br>– Councillor at Large             | SEO / CNCL      | 09.07.2007       | 3:1                                  | 2 525                      | 2 525                  | 1 087                          | 43.0                  |
| Coorong District Council<br>– Mallee Ward                       | SEO             | 13.08.2007       | 2:1                                  | 2 330                      | 2 330                  | 960                            | 41.2                  |
| Wakefield Regional Council #<br>– Southern Ward                 | SEO             | 11.02.2008       | 0:1                                  | 1 169                      | 0                      | 0                              | 0                     |
| Corporation of the Town<br>of Walkerville ^<br>– Vale Park Ward | SEO             | 03.03.2008       | 1:1                                  | 2 019                      | 0                      | 0                              | 0                     |
| City of Salisbury<br>– Mayor                                    | SEO             | 11.03.2008       | 5:1                                  | 92 522                     | 92 522                 | 20 491                         | 22.1                  |
| Mid Murray Council<br>– River North Ward                        | SEO             | 14.04.2008       | 2:1                                  | 3 094                      | 3 094                  | 1 051                          | 34.0                  |
| City of Campbelltown<br>– River Ward                            | SEO             | 14.04.2008       | 7:1                                  | 7 785                      | 7 785                  | 1 552                          | 19.9                  |
| Coorong District Council<br>– Lakes Ward                        | SEO             | 12.05.2008       | 2:1                                  | 1 775                      | 1 775                  | 720                            | 40.6                  |
| City of Salisbury<br>– Para Ward                                | SEO             | 10.06.2008       | 6:1                                  | 12 861                     | 12 861                 | 2 669                          | 20.8                  |
| <b>Total</b>  |                 |                  |                                      | <b>126 080</b>             | <b>122 892</b>         | <b>28 530</b>                  | <b>23.2</b>           |

# Election failed as no nominations were received. Council required to appoint eligible person to vacancy.

^ No election required as candidate elected unopposed

## DEFERRAL OF CASUAL VACANCIES

During the reporting year five vacancies occurred that remain unfilled as those councils had adopted a policy not to fill a casual vacancy under section 6(2)(b) of the Local Government (Elections) Act.

| Council                             | Date of Vacancy |
|-------------------------------------|-----------------|
| District Council of Loxton Waikerie | 24.07.2007      |
| City of Victor Harbor               | 07.11.2007      |
| District Council of Tumby Bay       | 19.11.2007      |
| District Council of Peterborough    | 04.12.2007      |
| The Flinders Ranges Council         | 02.01.2008      |

## LOCAL GOVERNMENT ELECTION REVIEW

Planning and preparation for the 2010 local government elections will commence in the 2008-09 reporting year. Feedback obtained following the 2006 local government elections and the Adelaide City Council elections will be reviewed and procedures and written materials will be revised.

## Local Government Elector Representation Reviews

All councils are required to conduct an elector representation review under s12 of the Local Government Act at least once in every eight years. The Electoral Commissioner determines whether statutory requirements have been satisfied and council has given due consideration to the criteria for compliance outlined in sections 12, 26 and 33 of the Local Government Act. If the Electoral Commissioner is satisfied a certificate of compliance will be issued. If the requirements are not met the matter is referred back to council.

No elector representation reviews were received during the reporting year.

### TIMING OF ELECTOR REPRESENTATION REVIEWS AND ACTIVITIES

As part of the Independent Review of Local Government Elections, the office recommended a schedule of representation reviews should be considered prior to the next periodic elections in 2010. This schedule will aid with the management of representation reviews as well as enable the increased number of reviews to be completed within the legislated deadlines.

In conjunction with the Office of State/Local Government Relations and the Local Government Association, a steering committee has been formed to develop an operational guide for the conduct of the elector representation review process. The guide will be finalised by September and distributed to all councils.

Correspondence was forwarded to relevant councils advising that an elector representation review for their council is required to commence in the near future with 49 councils to commence a review by no later than January 2009.

The review process requires:

- an 'options paper' to be prepared by a qualified person to address representation and governance issues including advantages and disadvantages;
- initial public consultation to inform the community of the availability of the options paper and invite written submissions (6 weeks);
- discussion of the options paper and submissions received to determine a proposal for consideration;
- a report detailing any proposals;
- a second public consultation period to address any proposals (3 weeks);
- finalisation of report and forwarding to the Electoral Commissioner for certification;
- *Gazette* notice to implement the review following certification.

To allow sufficient time to develop a comprehensive options paper, undertake community consultation, prepare reports, conduct public hearings (if applicable) and finalise a report for referral to the Electoral Commissioner, the Council should allow at least 9 months for the process to be completed.

Changes to a Council's representation take effect from the day of the first periodic election held after 1 January following the date of the publication in the *Gazette*.

The office will monitor the progress of the review process.

## Non-Government Elections and Ballots

The objectives for this area are to:

- provide a service for statutory bodies and external organisations in the conduct of elections, polls and enterprise agreement ballots;
- provide advice on established electoral practices and assistance in the development of appropriate election rules;
- ensure that elections conducted by the office conform with requirements of the organisation's election rules and/or constitution;
- deliver accurate, timely and cost effective election services.

During the year the office conducted elections for six individual organisations without challenge or complaint. Elections were conducted for the first time for both the Dental and Optometry Boards of South Australia and involved 993 and 267 electors respectively.

The election of four registered Optometrists to the Optometry Board of SA for three years was held under the new *Optometry Practice Act 2007*. Although the Act had not come into effect at the time of calling nominations, s14C of the *Acts Interpretation Act 1915* allowed the election to be held.

Legal advice was sought during the nomination period for the Optometry Board election in relation to the eligibility of a current member to recontest a position on the new Board.

Section 8(2) of the Act states that '...a member of the Board may not hold office for consecutive terms that exceed 9 years in total'. Investigations revealed that one of the members who nominated would have, at the close of the ballot period, served 8 years and 8 months consecutively on the Board.

The advice provided was that the nomination be accepted and although successful, the Governor could only appoint them for a reduced period allowing a completion of 9 years of continuous service.

## Non-government elections and ballots conducted in 2007-08

| Organisation                   | Election Date | Election Type   | No. elected | Voting method | No. of electors |
|--------------------------------|---------------|---|-------------|---------------|-----------------|
| Australian College of Midwives | 04.07.2007    | Management committee  | 13          | FPTP          | 329             |
| SHine SA                       | 07.09.2007    | Council members   | 3           | FPTP          | 24              |
| SHine SA                       | 07.09.2007    | Council staff nominee   | 1           | FPTP          | 79              |
| Optometry Board of SA          | 11.09.2007    | Board members   | 4           | PR            | 267             |
| Dept Treasury and Finance      | 28.09.2007    | Enterprise agreement ballot for assistants to members of parliament | –           | FPTP          | 180             |
| National Jet Systems Pty Ltd   | 18.12.2007    | Collective agreement ballot   | –           | FPTP          | 104             |
| National Jet Systems Pty Ltd   | 31.01.2008    | Collective agreement ballot   | –           | FPTP          | 95              |
| Dental Board of SA             | 28.05.2008    | Board members   | 2           | PR            | 993             |

Voting Method code:

FPTP - First Past the Post, PR - Proportional Representation

It is anticipated that non-government election activity will increase in 2008-09 as elections are scheduled for six statutory bodies including the Medical, Nurses, Chiropractic & Osteopathy and Psychology Boards of South Australia, the South Eastern Water Conservation and Drainage Board and the Anangu Pitjantjatjara Yankunytjatjara Council.

# 3 Community Awareness and Research

## STRATEGIC GOAL 2

*Raise the level of the community's awareness of their democratic rights and obligations.*

## STRATEGIC GOAL 3

*Increase staff and stakeholder knowledge and improve procedures through electoral research.*

## STRATEGIC GOAL 6

*Provide accurate and accessible information to meet stakeholder and operational needs.*

## STRATEGIC GOAL 12

*Work towards increasing enrolment of 18-19 year olds (Target 5.4 of the South Australian Strategic Plan).*

## STRATEGIC GOAL 13

*Ensure our services meet the needs of a diverse community.*

## Education and Information

The Electoral Act s8(1)(c) requires the Electoral Commissioner to provide ongoing public education programs to ensure that the community is informed of its democratic rights and responsibilities. Program initiatives are implemented each year and are financially supplemented prior to general elections providing the opportunity for a state-wide community awareness campaign and media advertising to encourage informed participation.

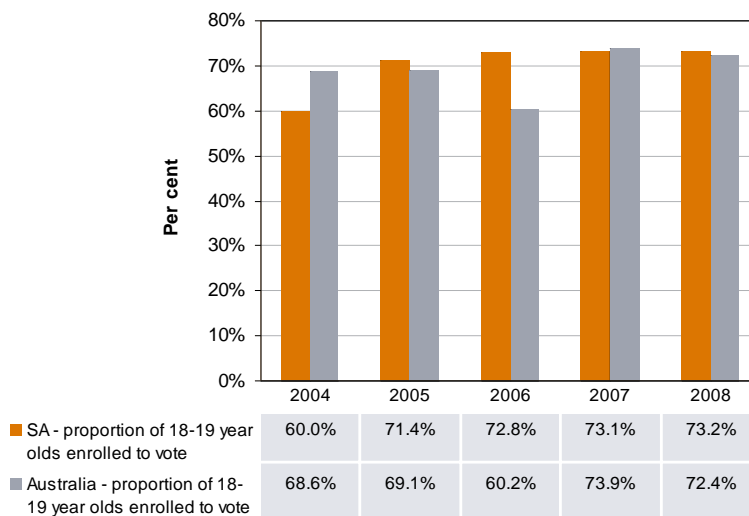
### ENROLMENT AND COMMUNITY AWARENESS ACTIVITIES

The SEO is the lead agency for the South Australian Strategic Plan (SASP) Target 5.4 Enrolment to Vote:

*Increase the proportion of eligible young South Australians (18-19 years) enrolled to vote to better the Australian average by 2014.*

There is regular liaison with Attorney-Generals Department to produce updated fact sheets as they relate to Target 5.4. The following table shows positive progress in regards to meeting Target 5.4 mainly due to the conduct of an extensive advertising campaign for the November 2007 federal election.

**Proportion of young South Australian (18–19 years) enrolled to vote (2004 baseline)**



The proportion of eligible young South Australians (18-19 years old) who are enrolled to vote has increased in South Australia and nationally over the four-year period 2004 to 2008.

Enrolments in South Australia were higher than the national average in 2005, 2006 and 2008 and slightly lower in 2007, but noticeably improved when compared with 2004 figures. The SASP Target 5.4 is on track to be achieved.

The following activities have been undertaken to contribute towards promoting youth participation in the electoral process and raising elector awareness in the general community:

- installation of interactive educational software *'The Power of Voting'* on the SEO website and in the Electoral Education Centre (EEC) to explain and promote the values of democracy across the three levels of government, the structure and purpose of the Parliament and the importance of participation through enrolment and voting;
- establishment of enrolment and information stands at the September 2007 Royal Adelaide Show and during university orientation week in February 2008, in partnership with the AEC resulting in approximately 1000 new enrolments;
- responded to requests from the public for information packs, maps, statistics, electoral information and data, brochures, historical publications and research reports;
- collaborated with the AEC and the Senior Secondary Assessment Board of South Australia (SSABSA) to implement a youth enrolment strategy where customised birthday cards and enrolment forms were sent to all eligible youth turning 18 years of age;
- partnered with the Office for Youth to undertake a youth consultation survey with results to be collated and analysed during the next reporting period;
- regular enrolment activities conducted as part of the sessions on the electoral system provided by the EEC and during visits to schools.

Targeted enrolment and community awareness activities for the next reporting year include:

- sending customised birthday cards and enrolment forms to all eligible youth turning 17 or 18 years of age;
- reviewing the publication 'Easy Guide to Voting' in preparation for the next State election;
- reviewing and updating information, providing ease of access and user friendly information on the website;
- investigating options to send SMS text messages to young people to remind them to enrol to vote prior to the next State election.

## WEBSITE

The SEO website has been a public source of information since it was first developed in late 1997 and since that time has been redesigned and modified and the content expanded. Ongoing monitoring and evaluation of the site enables the SEO to respond to industry developments and community expectations and the office now manages the process of editing and adding information to the site in-house.

The website has become an invaluable source of information particularly in relation to election results and statistics, electoral boundary maps, Frequently Asked Questions, access to research publications and resource materials.

A State specific software module called *'The Power of Voting'* provides a highly interactive educational resource for teachers, students and the wider community. The module was designed to stimulate and engage the youth sector and includes animations, diagrams and printable fact sheets explaining and promoting democracy, individual rights, Parliament, government, how to vote and the significance of enrolling to vote.

The SEO secured the services of Adelaide based radio and television identity Ryan (Fitzy) Fitzgerald and by clicking on his photo on the home page ([www.seo.sa.gov.au](http://www.seo.sa.gov.au)), teachers and students can use the module as a valuable resource for educational projects in Civics and Citizenship.

This interactive multimedia presentation was successful in receiving a 'Best in Class' international award within the Education section of the Interactive Media Awards (IMA) in the USA.

### Website activity 2005-06 to 2007-08

| Activity         | 2007-08 | 2006-07 | 2005-06 |
|------------------|---------|---------|---------|
| Number of visits | 165 120 | 158 215 | 185 000 |

The State election in March 2006 accounted for the higher figure for the 2005-06 period.

The website also provides a link to the Local Government Association (LGA) website during the conduct of council elections and continues to host the Electoral Districts Boundaries Commission (EDBC) website which provides transcripts, exhibits and reports of all related proceedings.

## EDUCATION SECTORS

The SEO liaises with the education sector and provides information and resources to teachers and students in addition to those attending sessions at the EEC.

## SCHOOLS CONSTITUTION CONVENTION PROGRAM

The SEO has supported the Schools Constitution Conventions planning committee since this independent organisation was established in 1994 to encourage discussion of the Australian Constitutional system of government. The State Constitutional Schools Conventions have been held annually since 1995 and provide opportunities for Year 11 students to hear about and discuss significant Australian constitutional and governance issues.

On 10 August 2007 over 100 Year 11 students from 37 public and private schools gathered in the House of Assembly chamber and were addressed by Professor Dean Jaensch AO and Dr Clement McIntyre, Head of Politics, University of Adelaide on a range of topics relating to the Constitution and law, following which the students debated issues in and around the Australian Constitution. It also provided students the opportunity to be selected to attend a national convention in Canberra. In addition students were invited to the EEC for morning tea and a tour of the educational facilities.

## COMMUNITY TELEPHONE AND ENQUIRY SERVICE

Information Officers respond to in-person and telephone enquiries from a wide range of client groups and provide information relating to research papers, election statistics, electoral boundary maps, redistribution reports, general electoral information brochures and translated electoral information.

During local government, State and federal elections call centres are established to handle the volume of enquiries as shown in the 2005-06 and 2006-07 figures.

| Year    | Telephone Enquiries | Call Centre Telephone Enquiries | In-Person Enquiries |
|---------|---------------------|---------------------------------|---------------------|
| 2007-08 | 7 493               | n/a                             | 729                 |
| 2006-07 | 12 960              | 3 285                           | 1391                |
| 2005-06 | 13 664              | 25 552                          | 1 268               |
| 2004-05 | 9 953               | n/a                             | 865                 |

n/a – not applicable

## ELECTORAL EDUCATION CENTRE

The EEC was established in Adelaide in 1998 under a partnership arrangement between the SEO and AEC for joint funding and management of the facility. The EEC has been providing electoral education sessions for students to complement the Society and Environment curriculum framework and to promote an understanding of electoral processes in the wider community.

The information sessions to school students are generally ninety minutes and include an overview of a selected topic, an opportunity to explore the interactive software programs and complete worksheets followed by participation in a simulated count exercise.

'The Power of Voting' interactive software is also accessible to students who attend the EEC via a workstation kiosk to support the curriculum framework and will also be promoted to all schools in the State.

Additional topic specific sessions were incorporated into EEC activities including Indigenous people and how they got the vote, women and the vote and a session on referendums and plebiscites following the national 2020 summit. Sessions for new citizens and the general public commenced in April 2007.

The new citizen's sessions include information on the three levels of government, representative government and democracy and a simulated election with a mock HA ballot paper. Participant interaction and questions are strongly encouraged during the demonstration of a preferential count with an emphasis on formal voting.



## Sessions conducted at the Electoral Education Centre

| Client Group                 | 2007-08      |            | 2006-07      |            |
|------------------------------|--------------|------------|--------------|------------|
|                              | Participants | Sessions   | Participants | Sessions   |
| Adult (inc Tafe, Uni, ESL)   | 964          | 54         | 1 028        | 74         |
| Senior secondary             | 873          | 41         | 1 069        | 47         |
| Junior secondary             | 1 662        | 73         | 1 572        | 64         |
| Primary                      | 5 091        | 183        | 3 285        | 119        |
| Accompanying adults/teachers | 707          | -          | 550          | -          |
| <b>Total</b>                 | <b>9 297</b> | <b>351</b> | <b>7 504</b> | <b>304</b> |

The number of visitors to the EEC for the 2007-08 financial year was an increase of 1793 visitors or 24% on the previous financial year attendees, which far exceeded the targeted 10% increase for the same period. The number of sessions delivered during this reporting period also increased by 15.5% on previous years figures.

In addition to the above sessions approximately 30 teachers attended professional development programs during school holidays.

- completed the publication 'Returning Officers & Their Responsibilities 1851-2006';
- completed a report entitled 'Youth Participation Strategies';
- completed a report on the conduct, outcomes and election statistics for the November 2006 local government elections;
- undertook a youth consultation survey in partnership with the Office for Youth.

## Research

The Electoral Act s8(1)(d) empowers the Electoral Commissioner to conduct and promote research into electoral matters and to publish the results of such research and other material on electoral matters.

The SEO Strategic Plan 2008-12 has specific goals to increase staff and stakeholder knowledge and improve procedures through electoral research. Specific research projects will be developed to provide information and drive innovation. This will include the conduct and analyses of surveys and continued research in the evaluation of electoral trends and practices, encouraging debate and implementing improvements.

### RESEARCH ACTIVITIES

During the reporting year the following research projects were pursued:

- developed for publication: 'Disability Action Plan 2008-11';
- compiled for publication conference papers on the 'Politics of Democracy' conference in conjunction with the History Trust of South Australia;
- interim report 'Electronic voting and electoral inclusion: Implications for SA', following a three year collaboration with the University of Adelaide (Australian Research Council industry linkage project 2004-07) to conduct research on the impact of electronic voting on electoral inclusion;

### FUTURE RESEARCH ACTIVITIES

Research activities planned for the coming year include:

- data analysis of 2006 State election survey results;
- continued research to achieve SASP Target 5.4 to increase enrolment of 18-19 year olds to better the Australian average by 2014. This will be undertaken by exploring and implementing strategies for increasing the proportion of eligible youth (18-19 years of age) who are enrolled to vote and maintaining the State's higher than national average youth enrolment rate;
- assessing and evaluating federal government initiatives in trialling electronic voting for electors with vision impairment and identifying possible partnership arrangements for future events after the 2010 State election;
- developing partnerships with SA government agencies, TAFE, tertiary institutions and the vocational education sector (government and non-government) to promote community awareness of the electoral process and increase youth enrolment;
- analysis of survey results from the Office for Youth consultation.

# Enrolment and Roll Management

## STRATEGIC GOAL 6

*Provide accurate and accessible information to meet stakeholder and operational needs.*

The requirements for the ongoing management and maintenance of the electoral roll are prescribed in Part 4 of the Electoral Act. These provisions detail the information necessary to be included on the roll, the requirements for ongoing roll revision, access and availability to information contained on the roll and the basis for the collaboration between the Commonwealth and the State for a Joint Rolls Arrangement (JRA).

The JRA provides for the collection, management and maintenance of electoral roll information, for both Commonwealth and State purposes, in a collaborative administrative arrangement between the SEO and AEC, the relevant responsible agencies.

## Enrolment

Enrolling to vote is fundamental to participating in the electoral process and Australian citizens aged 18 and over who are of sound mind and who have lived at an established address for at least one month, are eligible to enrol and vote. Provisional enrolment enables 17 year olds to enrol but not vote until they turn 18.

At 30 June 2008 there were 1 082 319 electors on the State roll, an increase of 14 682 during 2007-08. The following table shows a summary of enrolments by gender within age ranges as a comparison of estimated resident population (ERP).

### Enrolments at 30 June 2008 by age range compared with ERP as at 30 June 2007

| Age Range    | Estimated Resident Population (ERP) | Enrolled       |             |                |             | Total            | Total as a % of ERP |
|--------------|-------------------------------------|----------------|-------------|----------------|-------------|------------------|---------------------|
|              |                                     | Males          |             | Females        |             |                  |                     |
|              |                                     | No.            | %           | No.            | %           |                  |                     |
| 18-19        | 42 860                              | 13 851         | 49.3        | 14 229         | 50.7        | 28 080           | 65.5                |
| 20-24        | 110 194                             | 41 788         | 49.4        | 42 857         | 50.6        | 84 645           | 76.8                |
| 25-29        | 99 231                              | 39 343         | 49.6        | 39 955         | 50.4        | 79 298           | 79.9                |
| 30-34        | 100 615                             | 39 812         | 49.3        | 40 902         | 50.7        | 80 714           | 80.2                |
| 35-39        | 112 766                             | 46 581         | 48.8        | 48 849         | 51.2        | 95 430           | 84.6                |
| 40-44        | 114 119                             | 47 308         | 49.0        | 49 152         | 51.0        | 96 460           | 84.5                |
| 45-49        | 116 768                             | 51 683         | 48.7        | 54 375         | 51.3        | 106 058          | 90.8                |
| 50-54        | 108 721                             | 49 191         | 48.8        | 51 699         | 51.2        | 100 890          | 92.8                |
| 55-59        | 101 479                             | 46 694         | 48.6        | 49 377         | 51.4        | 96 071           | 94.7                |
| 60-64        | 86 255                              | 42 000         | 48.8        | 44 087         | 51.2        | 86 087           | 99.8                |
| 65+          | 240 722                             | 102 220        | 44.7        | 126 366        | 55.3        | 228 586          | 95.0                |
| <b>Total</b> | <b>1 233 730</b>                    | <b>520 471</b> | <b>48.1</b> | <b>561 848</b> | <b>51.9</b> | <b>1 082 319</b> | <b>87.7</b>         |

**Note:** ERP is based on the most recent available data from the Australian Bureau of Statistics as at 30 June 2007 and includes persons not eligible to enrol, eg non citizens.

## ENROLMENT ACTIVITY

There were approximately 191 698 enrolment and deletion transactions recorded on the electoral roll in 2007-08 compared with 185 464 in 2006-07. This increase was a result of the federal election held during 2007-08.

### Enrolment Transactions 2003-04 to 2007-08

| Enrolment activity             | 2007-08          | 2006-07          | 2005-06          | 2004-05          | 2003-04          |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| 1 July 2007                    | <b>1 067 637</b> | 1 056 444        | 1 052 664        | 1 037 558        | 1 042 427        |
| <b>Additions to the Roll</b>   |                  |                  |                  |                  |                  |
| New enrolments <sup>^</sup>    | <b>24 896</b>    | 26 059           | 22 760           | 29 590           | 21 398           |
| Re-enrolments                  | <b>18 090</b>    | 15 352           | 13 585           | 22 719           | 8 743            |
| Re-instatements                | <b>437</b>       | 142              | 183              | 348              | 210              |
| Interstate transfers to SA     | <b>8 490</b>     | 8 935            | 8 522            | 9 676            | 10 054           |
| <b>Net Additions</b>           | <b>+51 913</b>   | <b>+50 488</b>   | <b>+45 050</b>   | <b>+62 333</b>   | <b>+40 405</b>   |
| <b>Movements within State</b>  |                  |                  |                  |                  |                  |
| Transfers between Districts    | <b>56 507</b>    | 50 947           | 55 221           | 61 452           | 61 758           |
| Changes within District        | <b>47 012</b>    | 45 499           | 60 178           | 53 582           | 54 965           |
| No change/Amendments           | <b>18 189</b>    | 9 410            | 9 017            | 14 367           | 13 193           |
| <b>Deletions to the Roll</b>   |                  |                  |                  |                  |                  |
| Removal by objection           | <b>16 228</b>    | 19 182           | 22 039           | 25 299           | 24 428           |
| Deaths                         | <b>10 020</b>    | 9 700            | 9 810            | 9 502            | 10 050           |
| Duplications                   | <b>402</b>       | 219              | 211              | 473              | 244              |
| Interstate Transfers from SA   | <b>10 553</b>    | 10 269           | 9 487            | 11 726           | 10 634           |
| <b>Net Deletions</b>           | <b>37 274</b>    | <b>- 39 371</b>  | <b>- 41 547</b>  | <b>- 47 000</b>  | <b>-45 356</b>   |
| Adjustments (net) <sup>*</sup> | <b>+43</b>       | +76              | +277             | -227             | +82              |
| <b>Total enrolled</b>          | <b>1 082 319</b> | <b>1 067 637</b> | <b>1 056 444</b> | <b>1 052 664</b> | <b>1 037 558</b> |

<sup>^</sup> Includes enrolments by 18 year old persons (14 660 in 2007-08)

<sup>\*</sup> Adjustments cover non address changes made to the enrolment details of electors who were previously enrolled for Commonwealth only purposes and who subsequently enrol for the State and data entry corrections for provisional (17 year old) and Commonwealth only enrolments

Legislative differences between the State and Commonwealth in relation to Proof of Identity (POI) requirements have resulted in an increase in State and Commonwealth only electors in maintaining two sets of address records for those currently enrolled who failed to provide POI details when enrolling. State only electors, previously caused by franchised differences for prisoners, are now also increasing due to electors failing to meet the Commonwealth provisions. As at 30 June 2008 there were 1633 State only enrolled electors and 2404 Commonwealth only enrolled electors.

Commonwealth only electors include people choosing not to enrol as a State elector or who are ineligible for State purposes eg enrolled overseas electors, itinerant, Norfolk Island and Antarctic electors.

## ACCESS TO ROLL INFORMATION

Electoral roll information can be viewed via computer terminals located at the SEO or any divisional office of the AEC. Electors who have had their address suppressed can be accessed using this method, but only their enrolled federal division and name are shown.

Copies of the electoral roll for each state district, produced at every State election, can be purchased from the SEO.

The Electoral Act under s27A enables prescribed authorities to apply for any information in the possession of the Electoral Commissioner about an elector. People of a prescribed class (Members of Parliament) may apply for the following elector information:

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

However, these details can be withheld from a person of a prescribed class if an elector has requested the Electoral Commissioner in writing not to disclose this information.

At 30 June 2008 a total of 372 718 electors, 34.4% of electors on the State electoral roll, had indicated that they did not want this information released to State Members of Parliament.

## Roll Management

An operations user group comprising staff from the SEO and AEC continues to meet on a regular basis. The group discusses and reports on issues regarding user application of the Roll Management System (RMANS), roll maintenance activities and JRA activities and concerns.

Field investigation activities undertaken during the reporting year continued to provide valuable information in relation to the maintenance of the address register. This process ensures uniform management of the address register throughout the state and resulted in the following changes to the register:

- 6158 address additions to the database;
- 39 552 amendments to addresses.

### CONTINUOUS ROLL UPDATE

The Continuous Roll Update (CRU) program is an initiative under the JRA to provide the AEC with data from federal and state agencies to target new electors, or those electors who have changed addresses, to update the electoral roll.

The SEO continued to support CRU activities through the distribution and collection of enrolment forms from the Residential Tenancies Tribunal and SSABSA with forms received from these organisations forwarded to the AEC for processing. Residential tenancy mail inserts for the past year resulted in the receipt of 8817 enrolment forms.

The agreement with SSABSA to provide enrolment forms in year 12 results packs resulted in 132 new enrolments. This arrangement will terminate now that SSABSA data is provided to the AEC for the birthday card program that specifically targets 18 and 19 year old students.

Since the commencement of the birthday card program in June 2007, 2896 enrolment cards have been received from the 13 159 mailed out, reflecting a return rate of 22%. The number of enrolment forms collected through the birthday card program is nearly double the 1502 received from the previous SSABSA results pack initiative.

Data from the Registrar of Motor Vehicles, as well as information acquired federally from Australia Post and Centrelink, is matched against the electoral roll allowing for the review of addresses contained on the roll and the targeting of electors who have moved without updating their enrolment details.

This process resulted in the mailing of enrolment reminder and roll review letters to stimulate enrolment activity. Targeted non response fieldwork was undertaken throughout the year where there was no response to the review process.

The AEC also attended citizenship ceremonies to encourage enrolment from those people who had applied and were granted citizenship while the SEO and AEC jointly attended university orientation days to raise enrolment awareness among younger eligible electors.

For the period 1 July 2007 to 30 June 2008, the AEC mailed 196 727 roll review letters. At 30 June 2008, enrolments, transfers and amendments were received from 45 449 electors as a result of these letters.

### OBJECTIONS

Objection action can be raised by the electoral registrar if they believe an elector no longer resides at their enrolled address or is otherwise not eligible for enrolment. Objection procedures can be initiated from roll review activities, official mail marked return to sender from electoral mail-out or from MPs mail-out, non-voter processing and written advice from electors moving overseas.

Prior to invoking the legislative provision, to remove electors from the roll for an address at which they no longer reside, the AEC is now utilising external data sources supplied for CRU activities. Data is matched against the current electoral roll so that a mail review letter and electoral enrolment form can be posted to all identified electors not enrolled at their new address.

This process of encouraging identified electors to complete an enrolment form for their new address enables their previous enrolment to be updated without the need to have them removed from the roll.

From 1 July 2007 to 30 June 2008, 16 228 electors were removed from the roll as a result of objection action encompassing the following:

- 15 227 on the grounds that they were no longer residing at their enrolled address;
- 998 on the grounds of unsound mind, imprisonment or not being Australian citizens.

## LOCAL GOVERNMENT ROLL MAINTENANCE

Council Chief Executive Officers (CEO) are responsible for the maintenance and certification of the voters roll compiled for the conduct of their council elections. The voters roll is derived from two sources and consists of electors on the State electoral roll and additional property entitlements based on ownership or occupancy of persons, groups of persons or bodies corporate.

The Electoral Commissioner must supply each Council CEO, within seven days after the roll close date for an election, a list of persons who are enrolled as HA electors for the council area.

In addition, to assist with the maintenance of the roll, the SEO supplies each council with a monthly file containing a list of changes, additions and deletions to the HA roll. A full list of HA electors for the area is provided twice yearly for ongoing roll maintenance and the collection of enrolment statistics for elector representation reviews.

All return to sender mail resulting from council elections is processed and forwarded to either the Council or AEC to enable further investigation for continuous roll update. During the reporting year approximately 2000 records were processed and forwarded for action.

## Electoral Council of Australia

The Electoral Council of Australia (ECA) is a consultative forum comprising federal, state and territory Electoral Commissioners. The ECA meets quarterly to discuss maintenance of electoral rolls, operation of new legislation, election management best practice and other matters of common interest. A range of issues were discussed throughout 2007-08 including:

- the impact of Commonwealth proof of identity requirements on enrolment;
- federal and State elections preparations;
- the role and requirements for the Executive Secretary position with a resolution not to fill the position and reconsider the issue at a future meeting;
- Returning Officer lifecycle;
- federal green papers on reform for federal funding and disclosure provisions and modernisation of Australia's electoral processes;
- future directions in electoral roll management.

# 5 Technology

## STRATEGIC GOAL 6

*Provide accurate and accessible information to meet stakeholder and operational needs.*

## STRATEGIC GOAL 9

*Investigate and implement innovative technologies that improve service delivery.*

## STRATEGIC GOAL 10

*Comply with government Information, Communication and Technology policies and standards.*

The SEO has increased the use of technology to aid the conduct of elections and office operations with customised programs developed to enhance parliamentary, local government and non-parliamentary elections.

## Information, Communication and Technology plan

During the reporting year the office completed a review of the previous technology plan developed under the Strategic Plan 2004-2007.

A new five year Information, Communication and Technology (ICT) plan will be developed during the 2008-09 reporting year to build on the previous plan and to take into account the ongoing operational requirements, election specific applications and future development opportunities for major electoral events.

### HARDWARE

The office server will be replaced as part of a five year cycle with the next server refresh due for 2010.

Office desktop computing equipment is replaced on a four year cycle by utilising new equipment sourced through the technology procurement process in preparation for the conduct of the State election. The next desktop refresh is set for 2010.

There is a commitment to pursue sustainable printing options for the office. The implementation of colour Multi Function Devices (MFD's) providing copy, print, scan and fax capabilities will replace the existing less environmentally friendly desktop printers, scanners and faxes while delivering cost efficiencies.

### COMMUNICATIONS INFRASTRUCTURE SERVICES

Since the first ICT plan the office has moved from a single infrastructure provider to a multi vendor multi service area environment. This has created a more complex environment for managing and monitoring contracts due to the ongoing renewal of these contracts and the expectation that additional transition issues will arise as new contractors are engaged or existing contractors disengaged. The new model creates more complex service delivery and is particularly challenging in the area of relating problems back to a vendor providing the service.

Managed Network Services (MNS) is provided via a contract with Dimension Data and managed and monitored under a service level agreement with Justice. Improved data connectivity will be provided as part of the office relocation with the replacement of network hardware.

Distributed Computing Support Services (DCSS) is provided via a contract with EDS and managed and monitored under a service level agreement with Justice. EDS continue to support the office server; however alternative options are being investigated for the provision of these services.

RMANS and e-Roll Access to the AEC network in Canberra is provided and managed by both the AEC and the current office MNS provider.

Electronic Messaging Services (EMS) are provided by Telstra via a contract for the whole of the State Government. There will be a transition of the messaging environment from Microsoft Exchange 2003 to Microsoft Exchange 2007 late in 2008 coinciding with the implementation of a new naming convention for email addresses to be @sa.gov.au

The office successfully transitioned its mobile phone fleet to Telstra as part of the new ICT Strategic Sourcing contracts relating to Telecommunications and Related Carriage Services (TCRS).

An additional benefit with the office relocation will be the implementation of Voice over IP (VoIP) for fixed line telephony.



## SOFTWARE

Windows XP, Microsoft Office 2003 and Microsoft SQL Server were the general software packages used to support ongoing operations. During the reporting year the office implemented an intranet site to provide a central point for the dissemination of current information to staff.

## EXTERNALLY SUPPORTED APPLICATIONS

The following externally supported application packages and systems are used to provide a variety of services to the office:

- ACCPAC (Accounting Software Package), Dyna Pay (Payroll System) and DeskBank (Westpac EFT System) in support of its accounting and financial management operations;
- Election Night System (ENS);
- Roll Management System (RMANS);
- Computer count software;
- Roll scanning;
- Mapping software (EDBC);
- Internet site and content management software;
- Intranet site and content management software.

## INTERNALLY SUPPORTED APPLICATIONS FOR THE CONDUCT OF ELECTIONS

The office maintains a number of critical applications that provide the foundation for the conduct of major election events, including:

- State Election Management System (StEMS);
- Candidate Nomination System;
- Non-Voter System;
- Local Government Election Systems.

## FUTURE DEVELOPMENTS

A commitment was made to progress the decentralisation of the processing of declaration votes to ROs, a portion of the work previously undertaken centrally, to enable them to undertake their election responsibilities with greater independence and control.

To enable this outcome the redesign of application software to support decentralised declaration vote processing in an online environment using a new IT platform will be required. The IT platform to support the initiative will require hardware and network infrastructure within each RO office and initial funding was approved during the reporting year.

Discussions commenced in late 2007 with ServiceSA for assistance in identifying the best method for redesign and development of the application software to support decentralised processing within a secure online web environment. Planning commenced with a call for request for quotation due to be issued early in the 2008-09 reporting year via the E-Projects Panel facility within the Office of the Chief Information Officer (OCIO) website.

Following evaluation and selection processes a provider will be appointed to undertake the necessary redevelopment of the online user interface.

The office maintains an interest in the potential of electronic voting and is monitoring developments in this area. It is envisaged that any e-voting solution would be best implemented in partnership with a commonwealth, state or territory electoral authority to maximise potential while minimising possible risk.

A decision was made to implement the use of iRolls using PDA technology to provide roll search facilities in polling places for future State elections. The Electoral Commission of Queensland have agreed to loan the PDAs at minimal cost, however, resources will be required to transfer the roll data onto memory cards prior to insertion into approximately 1800 devices. Additional support will need to be provided for managing the distribution of the devices and establishment of a central helpdesk.





**STRATEGIC GOAL 4**

*Promote a healthy and safe work environment.*

**STRATEGIC GOAL 5**

*Invest in the skills and capacity of our people to ensure a flexible and dedicated team.*

**STRATEGIC GOAL 7**

*Manage resources to achieve organisational objectives.*

The major human resource initiatives for the year included implementation of the recommendations of the structural review of the office, the completion of a leadership development program by all managers, the delivery of a team work session for non-management staff and a refreshed commitment to performance and development reviews for all employees.

## Employee Numbers, Gender and Status

The workforce remained steady from the previous reporting period with 21.5 FTE staff including the two statutory positions at the executive level.

Details of employment as at 30 June 2008 are provided in the tables below:

### Employee Numbers, Gender and Status

#### Total Number of Employees

|         |      |
|---------|------|
| Persons | 23   |
| FTE's   | 21.5 |

| Gender | % Persons | % FTE |
|--------|-----------|-------|
| Female | 69.6      | 67.4  |
| Male   | 30.4      | 32.6  |

### Number of executives by status in current position, gender and classification

| Classification | Total ongoing |          | Total    |
|----------------|---------------|----------|----------|
|                | Male          | Female   |          |
| ELECCM         | 0             | 1        | 1        |
| EXEOA          | 1             | 0        | 1        |
| <b>Total</b>   | <b>1</b>      | <b>1</b> | <b>2</b> |

### Number of employees by salary bracket

| Salary Bracket      | Male     | Female    | Total     |
|---------------------|----------|-----------|-----------|
| \$0 - \$46 390      | 1        | 6         | 7         |
| \$46 400 - \$58 999 | 1        | 6         | 7         |
| \$59 000 - \$75 499 | 2        | 3         | 5         |
| \$75 500 - \$94 999 | 2        | 0         | 2         |
| \$95 000+           | 1        | 1         | 2         |
| <b>Total</b>        | <b>7</b> | <b>16</b> | <b>23</b> |





### Status of employees in current position

| FTE's        | Contract  |            |           |          | Total       |
|--------------|-----------|------------|-----------|----------|-------------|
|              | Ongoing   | Short-term | Long-term | Casual   |             |
| Male         | 6         | 0          | 1         | 0        | 7           |
| Female       | 12        | 2.5        | 0         | 0        | 14.5        |
| <b>Total</b> | <b>18</b> | <b>2.5</b> | <b>1</b>  | <b>0</b> | <b>21.5</b> |

| Persons      | Contract  |            |           |          | Total     |
|--------------|-----------|------------|-----------|----------|-----------|
|              | Ongoing   | Short-term | Long-term | Casual   |           |
| Male         | 6         | 0          | 1         | 0        | 7         |
| Female       | 13        | 3          | 0         | 0        | 16        |
| <b>Total</b> | <b>19</b> | <b>3</b>   | <b>1</b>  | <b>0</b> | <b>23</b> |

## Planned Workforce

An electoral administration is required to manage not only human resource processes and procedures for normal operations but also for peak activity periods occurring every three to four years.

The SEO uses a government approved recruitment provider and makes use of government employment schemes eg graduate intake, when changes in staffing numbers are required.

### ELECTORAL ACT POSITIONS

With set term elections now in place, a staff member has been appointed as RO for the Legislative Council and the 47 HA districts. Final appointments are expected to be formalised by the early part of 2009.

The SEO continues to retain access to an experienced pool of casual staff for election and administrative support.

## Quality Staffing

The SEO's human resource management service provider continued to deliver an efficient payroll, injury management and redeployment management services and reporting facilities for managers and staff.

Job and person specifications for all positions in the office were reviewed and updated to include a commitment to a high level of responsibility for resource management, employee conduct standards and active participation in the agency's performance management and development program.

The SEO paid particular attention to ensure that the implementation and application of HR policies and delegations, including recruitment processes were responsive and timely and that HR decisions were consistent and sound.

### OFFICE STAFF

Six new staff members were recruited to the office to cover six separations in 2007-08.

#### Number of Persons during the 2007-08 Financial Year

|   |   |
|---|---|
| Separated from the agency                 | 6 |
| Recruited to the agency                   | 6 |
| On Leave without Pay (as at 30 June 2008) | 1 |

### SICK, FAMILY CARER AND SPECIAL LEAVE

The SEO recognises the family, recreational and health benefits of employees accessing leave benefits and acknowledges the importance of appropriate and correct use and management of leave provisions.

The agency implemented a comprehensive new Leave Policy during the reporting period which detailed the range of leave benefits available to employees including special leave with pay provisions and family carer's leave entitlements. The SEO promoted the new policy to staff who were made aware of their entitlements.



### Average days leave per full time equivalent employee

| Leave Type             | 2007-08 | 2006-07 | 2005-06 | 2004-05 |
|------------------------|---------|---------|---------|---------|
| Sick Leave             | 7.8     | 6.9     | 6.7     | 4.8     |
| Family Carer's Leave   | 1.7     | 2.1     | 0.8     | 1.2     |
| Special Leave with Pay | 1.8     | 0.2     | 0.4     | 0.4     |

## Performance Development

The Performance Management and Development (PMD) Program is an ongoing process of formal and informal performance discussions. It is policy that all employees and their managers will:

- develop a written individual performance development plan annually;
- set documented performance goals annually;
- participate in a formal performance development discussion at least every six months.

All staff including executives, managers and other employees attended a refresher course on the PMD process to reinforce the values advocated in the program. The training emphasised not only the relationship of performance development to the individual's job and person specification but also the program's strategic alignment with the agency's corporate and business goals and the State's Strategic Plan.

Every PSM Act employee participated in the program which resulted in a planned approach to training and development opportunities for staff.

### Documented Review of Individual Performance Management

| Performance Management Review      | % Total Workforce |
|------------------------------------|-------------------|
| A review within the past 12 months | 100               |
| A review older than 12 months      | 0                 |
| No review                          | 0                 |

### ETHICAL CONDUCT

All job and person specifications have a clear reference to the Code of Conduct for South Australian Public Sector Employees and the requirement of all employees to adhere to its principles and standards. The Code of Conduct is clearly displayed on the SEO intranet for ready reference by all employees.

In addition, induction packs for new employees contain a copy of the Code of Conduct and managers are required to explain the obligations of the employee with respect to the Code of Conduct as part of the induction process.

### POLICIES

A detailed list of all internal policies is provided within the Freedom of Information Act Information Summary at the end of this report. Policies are intended to guide staff in their response to work environment issues and enable adherence to statutory requirements. Five office policies were updated during the reporting year:

- Leave;
- Management of Excess Employees;
- Recruitment and Selection;
- Study Assistance;
- Training and Development.

### DISCIPLINARY PROCEDURES

No formal disciplinary matters were received or considered during the year.

## Planned HR Development

Personal development opportunities are provided to all staff members through the SEO's PMD Program. Employees and managers work together to identify performance goals, develop individual training plans and review performance against agreed indicators to enhance the career aspirations of each employee.

As a means of further developing the skills and experience of our staff, the agency contributed to an employee exchange program between interstate electoral administrations during 2007-08. This provided the opportunity for five staff to enhance their knowledge and skill base by assisting in the conduct of interstate elections while gaining valuable experience in a range of electoral tasks.

Each employee's training plan was collected and a training needs analysis was developed to identify requirements so that attendance could be arranged for employees to attend relevant training courses, seminars and workshops. The SEO continues to encourage and support staff to attain formal qualifications through study leave approvals, payment of fees and HECS reimbursement.

The office demonstrated its strong commitment to leadership and management development by conducting a Situational Leadership course for all executives and managers. The course was designed to develop the competencies of managers and improve the productivity of individuals and teams in order to meet the strategic goals of the office.



### Leadership and Management Training Expenditure

| Training and Development                                | Total Cost  | % of Total salary expenditure |
|---|-------------|-------------------------------|
| Total training and development expenditure              | \$28 657.34 | 2.1%                          |
| Total leadership and management development expenditure | \$11 805.00 | 0.9%                          |

### Accredited Training Packages by Classification

| Classification | No. of Accredited Training Packages |
|----------------|-------------------------------------|
| ASO 2          | 1                                   |
| ASO 3          | 1                                   |

### WORKFORCE DIVERSITY

#### PSM Act employees by stream, appointment type and gender at 30 June 2008

| Stream<br>Administrative<br>Services Officers | Ongoing  |           |           | Contract Short Term |          |          | Total    |           |              |       |
|---|----------|-----------|-----------|---------------------|----------|----------|----------|-----------|--------------|-------|
|   | M        | F         | Total     | M                   | F        | Total    | M        | F         | Total<br>No. | %     |
| AS01  | 0        | 0         | 0         | 0                   | 0        | 0        | 0        | 0         | 0            | 0     |
| AS02  | 1        | 3         | 4         | 0                   | 3        | 3        | 1        | 6         | 7            | 33.3  |
| AS03  | 0        | 6         | 6         | 0                   | 0        | 0        | 0        | 6         | 6            | 28.6  |
| AS04  | 1        | 0         | 1         | 0                   | 0        | 0        | 1        | 0         | 1            | 4.8   |
| AS06  | 2        | 3         | 5         | 0                   | 0        | 0        | 0        | 3         | 5            | 23.8  |
| AS07  | 1        | 0         | 1         | 1                   | 0        | 1        | 2        | 0         | 2            | 9.5   |
| <b>Total</b>                                  | <b>5</b> | <b>12</b> | <b>17</b> | <b>1</b>            | <b>3</b> | <b>4</b> | <b>6</b> | <b>15</b> | <b>21</b>    |       |
| %   | 29.4     | 70.6      |           | 25.0                | 75.0     |          | 28.6     | 71.4      |              | 100.0 |

78.3% of staff within the office are in the over 40 age bracket. To counterbalance this diversity issue the office supports the SA Public Sector Graduate Recruitment Program in order to address the age profile imbalance where opportunities arise.



### Number of employees by age bracket by gender

| Age Bracket  | Male     | Female    | Total     | % of Total   | Workforce Benchmark* |
|--------------|----------|-----------|-----------|--------------|----------------------|
| 15 - 19      | 0        | 0         | 0         | 0.0          | 6.7                  |
| 20 - 24      | 0        | 0         | 0         | 0.0          | 10.5                 |
| 25 - 29      | 0        | 3         | 3         | 13.0         | 10.2                 |
| 30 - 34      | 0        | 2         | 2         | 8.7          | 9.9                  |
| 35 - 39      | 0        | 0         | 0         | 0.0          | 11.2                 |
| 40 - 44      | 1        | 1         | 2         | 8.7          | 11.9                 |
| 45 - 49      | 4        | 1         | 5         | 21.7         | 12.3                 |
| 50 - 54      | 0        | 5         | 5         | 21.7         | 11.3                 |
| 55 - 59      | 1        | 3         | 4         | 17.4         | 8.6                  |
| 60 - 64      | 1        | 0         | 1         | 4.4          | 5.0                  |
| 65+          | 0        | 1         | 1         | 4.4          | 2.4                  |
| <b>Total</b> | <b>7</b> | <b>16</b> | <b>23</b> | <b>100.0</b> | <b>100.0</b>         |

\* Source: Australian Bureau of Statistics Australian Demographic Statistics, Labour Force Status (ST LM8) by sex, age, state, marital status – employed – total from Feb 78 Supertable, South Australia at March 2007.

## Protection of Merit and Equity

The office is committed to upholding the principles of merit and equity within the workplace and recognises these principles are central to public sector accountability where staff are appointed and promoted on merit to foster an inclusive and supportive work environment.

The SEO values equity based employment principles where applicants are treated fairly in open competition and that their differences are respected.

### ABORIGINAL AND TORRES STRAIT ISLANDER EMPLOYEES

The office has no current employees from Aboriginal or Torres Strait Islander background. It encourages recruitment of indigenous staff for positions under the Electoral Act particularly for positions in rural and remote areas.

### DISABLED WORKERS

The office had no permanent employees with a disability requiring workplace adaptation.

### Cultural and linguistic diversity

|   | Male | Female | Total | % Agency | SA Community* |
|---|------|--------|-------|----------|---------------|
| No. of employees born overseas                                    | 2    | 0      | 2     | 8.7      | 20.3          |
| No. of employees who speak language(s) other than English at home | 0    | 2      | 2     | 8.7      | 15.5          |

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



## Responsive and Safe Employment Conditions

### OCCUPATIONAL HEALTH, SAFETY AND INJURY MANAGEMENT

The SEO is committed to the continued provision of a safe working environment to ensure that all employees, as far as is reasonably practicable, are safe from injury and risk to health while at work. The Chief Executive (CE) is accountable for Occupational Health, Safety and Injury Management practices and is committed to the promotion of workplace safety as a core value. In 2007 the CE issued a Safety Commitment Statement in line with the Government's 'Zero Harm Vision' which has been displayed within the office.

### OCCUPATIONAL HEALTH, SAFETY AND WELFARE COMMITTEE

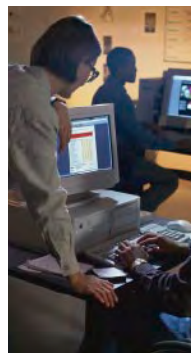
The OHS&W Committee was established under s31 of the *Occupational Health Safety & Welfare Act 1996*.

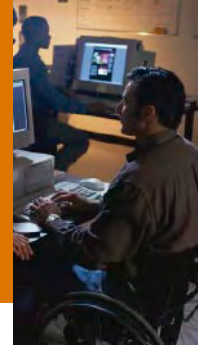
The Committee is the principle forum for management to consult with staff regarding health, safety, welfare and policy related matters. During the year the Committee met regularly at two monthly intervals.

In March 2008 an election was held for the position of staff representative. The election was conducted in accordance with the Act and one nomination was received. Due to staff turnover a committee position was called with one expression of interest. The new staff representative has since completed an approved Health and Safety Representative Training program.

During the year two staff underwent Senior First Aid Training and another two staff were recertified. The CE attended Responsible Officer training and a whole of staff training session was held on fire suppression. The staff representative attended a manual lifting workshop at SafeWork SA and provided feedback to staff.

In March 2008 two members of the OHS&W Committee undertook a safety audit of the office. Minor issues including light fittings and signage were raised which were promptly rectified.





## Occupational health, safety & injury management 2005-06 to 2007-08

| Issue    | Category   | 2007-08 | 2006-07 | 2005-06 |
|----------|--|---------|---------|---------|
| <b>1</b> | <b>OHS &amp; W legislative requirements</b>  |         |         |         |
|          | No. notifiable occurrences under OHS&W Regulations Division 6.6                                    | –       | –       | –       |
|          | No. notifiable injuries under OHS&W Regulations Division 6.6                                       | –       | –       | –       |
|          | No. notices served under OHS&W Act s35, s39, s40 (default, improvement and prohibition notices)    | –       | –       | –       |
| <b>2</b> | <b>Injury Management legislative requirements</b>  |         |         |         |
|          | Total number of employees participating in rehabilitation programs                                 | –       | 1       | 1       |
|          | Total number of employees rehabilitated and reassigned to alternative work                         | –       | –       | –       |
|          | Total number of employees rehabilitated and reassigned to alternative duties                       | 1       | 1       | 1       |
|          | Number of open claims as at 30 June  | Nil     | Nil     | 1       |
|          | Percentage of workers compensation expenditure over gross annual remuneration                      | 1.76    | 0.01    | 0.02    |
| <b>3</b> | <b>No. claims</b>  |         |         |         |
|          | Number of new workers compensation claims during year  | 1       | –       | 1       |
|          | Number of fatalities (F)   | –       | –       | –       |
|          | Lost time injuries (LTI)   | 1       | –       | –       |
|          | Medical treatment only (MTO)   | –       | 1       | 1       |
|          | Total number of whole working days lost  | 67      | –       | –       |
| <b>4</b> | <b>Cost of workers compensation \$</b>   |         |         |         |
|          | Cost of new claims for financial year  | 23 415  | –       | –       |
|          | Cost of all claims excluding lump sum payments   | 23 415  | 794     | 1 251   |
|          | Amount paid for lump sum payments on the settlement of a claim (under the WRC Act) (s42, s43, s44) | –       | –       | –       |
|          | Total amount recovered from external sources (WRC Act s54) including from a negligent third party  | –       | –       | –       |
|          | Budget allocation for workers compensation   | 2 000   | 2 000   | 2 000   |
| <b>5</b> | <b>Trends</b>  |         |         |         |
|          | 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   | –       | –       |         |
| <b>6</b> | <b>Meeting strategic targets</b>   |         |         |         |
|          | Compliance with workplace inspection and hazard management   | 100%    | 100%    | 100%    |
|          | Expenditure \$   | 2 000   | 2 000   | 2 000   |
|          | Unresolved hazards   | Nil     | Nil     | Nil     |



# Finance (Business Management)

## STRATEGIC GOAL 7

*Manage resources to achieve organisational objectives.*

## STRATEGIC GOAL 8

*Comply with targets for government environmental initiatives.*

## Budget Reporting and Auditing

Financial management systems are continuously monitored and reviewed for improvement.

In accordance with the Treasurer's Instruction 28 Financial Management Compliance Programs the SEO is finalising a program to be implemented in 2008-09. As a result of this program there has been a review of the Accounting and Internal Control Procedures during 2007-08.

The implementation of the ACCPAC Asset Management system into ACCPAC has improved the capacity of the SEO to track, scan and manage all assets in line with the resource management objective in the 2008-12 Strategic Plan.

### FRAUD

The SEO operates with an endorsed internal Fraud Policy which applies to all employees and complies with the Treasurer's accounting framework. Auditors review financial procedures to reduce the risk of fraud.

### RISK MANAGEMENT

The SEO has undertaken and documented risk management assessments of government and non-government elections. The risk management processes are based on the *Australian and New Zealand Standard of Risk Management (4360:2004)* which provides uniformity of risk management systems within the office.

The office is currently looking at adopting resources available from SAICORP to conduct workshops in order to identify the ongoing risk profile of the office. Policies and procedures are in place to ensure that financial transactions occur with minimal risk.

### CONTRACTUAL ARRANGEMENTS

No contracts were negotiated during the reporting year where the value of the contract exceeded \$4 million.

### LONG SERVICE LEAVE (LSL) LIABILITY

While the number of staff members eligible for LSL decreased by 17% in the 2007-08 year, the average LSL liability per employee increased by 20%. This was a result of staff turnover with newly appointed staff not yet eligible for LSL. The total LSL liability in monetary terms has not altered significantly due to the classification levels of the positions affected by the staffing changes.

### Account payment performance 1 July 2007 to 30 June 2008

| Particulars                               | Accounts paid |    | Value of accounts paid |    |
|---|---------------|----|------------------------|----|
|   | No.           | %  | \$A                    | %  |
| Paid by the due date <sup>1</sup>         | 816           | 94 | 1 853 913              | 99 |
| Paid within 30 days or less from due date | 48            | 6  | 23 533                 | 1  |
| Paid more than 30 days from due date      | –             | –  | –                      | –  |

<sup>1</sup> 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.



### LSL Liability

| Reporting Category |                                    | 30 June 2008 | 30 June 2007 | % Change |
|--------------------|------------------------------------|--------------|--------------|----------|
| Number             | Employees                          | 15           | 18           | -17      |
|                    | Days liable                        | 2 160        | 2 190        | -1.5     |
| Liability (\$)     | Total liability cost               | 521 000      | 517 000      | +1       |
|                    | Average LSL liability per employee | 34 733       | 28 722       | +20      |

### AUDIT PROCESS 2007-08

The Auditor-General's Department performed a full audit of the financial statements and assessment of controls to comply with the *Public Finance and Audit Act 1987*. A satisfactory outcome was achieved in line with Accounting Standards and other mandatory professional reporting requirements.

## Project and Job Costing

External revenue comprised local government joint rolls contribution, periodic election revenue and cost recovery for local government elections. Forecasts for 2008-09 indicate an increase in appropriation in preparation for the conduct of the 2010 State elections.

## Environmental (Greening of Government Operations) Reporting

As the SEO will be relocating to new accommodation during 2008-09 there is limited capacity to influence building energy management within existing tenancy arrangements. In the new lease agreement a clause has been included with a commitment from the building owner for reasonable endeavours to implement operational procedures which result in the base building achieving a minimum 4 star ABGR for the term of the lease.

### ENERGY MANAGEMENT – GOGO PRIORITY AREA 1

#### Lighting

There is limited capacity to reduce energy consumption with the current lease arrangements but the following table illustrates that the office has been able to achieve nearly 10% reduction from the base year usage.

There has been a commitment in the new accommodation to include an 'Addressable Lighting Control' system to improve the functionality of the lighting system and to reduce ongoing energy costs.

### EQUIPMENT AND APPLIANCES

The office relocation provides an opportunity to consolidate equipment and invest in multifunction technology resulting in reduced energy consumption, greenhouse gas emissions, copy cost and total ownership costs.

### Energy consumption and costs

|  | Energy Use (GJ) <sup>1</sup> | GHG Emissions <sup>2</sup>            | Business Measures <sup>3</sup> MJ/FTE |
|--|------------------------------|---------------------------------------|---------------------------------------|
| Base Year 2000-2001:                     | 275.9                        | 90.9                                  | 12.54                                 |
| Base Year 2000-2001:                     |                              | 22 full time equivalent staff         |                                       |
| Year Being Reported: 2007-2008:          | 249.8                        | 82.3                                  | 11.62                                 |
| Year Being Reported: 2007-2008:          |                              | 21.5 full time equivalent staff       |                                       |
| <b>Final Portfolio Target</b> (for 2014) |                              | 25% of Energy Use compared to Base Yr |                                       |

<sup>1</sup> Energy use data expressed as gigajoules (GJ) and is the sum of all fuel types used in the agency.

<sup>2</sup> Greenhouse Gas Emissions (in CO<sub>2</sub>) is a means of quantifying environmental performance.

<sup>3</sup> FTE count has been provided as an easily identifiable business measure.

### WASTE MANAGEMENT – GOGO PRIORITY AREA 3

The SEO is committed to waste management systems by contracting for monthly collection of confidential paper to be recycled and a recycling program for laser printer cartridges.



### STRATEGIC GOAL 11

*Ensure technical and operational advice is provided on proposed electoral legislative change.*

## Electoral Act 1985

The Electoral Commissioner is responsible for the administration of the Electoral Act, and, as at 30 June 2008, was the mandated electoral authority for the following:

| Recipient  | Members Elected                           | Enabling legislation   | Term    | Due      |
|--|---|--|---------|----------|
| State of South Australia   | 47 HA<br>11 LC                            | <i>Electoral Act 1985</i>  | 4 years | Mar 2010 |
| Adelaide City Council  | 1 Lord Mayor<br>11 Councillors            | <i>City of Adelaide Act 1998 Schedule 1</i>  | 4 years | Nov 2010 |
| All other councils<br>(excl Roxby Downs)                           | 48 Mayor<br>692 Councillors               | <i>Local Government (Elections) Act 1999</i>   | 4 years | Nov 2010 |
| Nurses Board   | 5   | <i>Nurses Act 1999</i><br><i>Nurses Act (Electoral) Regulations 1999</i>   | 3 years | Sep 2008 |
| South Australian<br>Superannuation Funds<br>Management Corporation | 1   | <i>Superannuation Funds Management Corporation<br/>of South Australia Act 1995</i><br><i>Superannuation Funds Management Corporation<br/>of South Australia Regulations 1995</i> | 3 years | Sep 2009 |
| Superannuation Board   | 2   | <i>Superannuation Act 1988</i><br><i>Superannuation Regulations 2001</i>   | 3 years | Sep 2009 |
| South Eastern Water<br>Conservation and Drainage<br>Board          | 3   | <i>South Eastern Water Conservation and Drainage Act 1992</i>  | 4 years | Jul 2008 |
| Anangu Pitjantjatjara<br>Yankunytjatjara (APY)<br>Lands Council    | 10  | <i>Anangu Pitjantjatjara Yankunytjatjara Land Rights Act 1981</i>  | 3 years | Dec 2008 |
| Medical Board of South Australia                                   | 3   | <i>Medical Practice Act 2004</i><br><i>Medical Practice (Elections) Regulations 2005</i>   | 3 years | Aug 2008 |
| Chiropractic and Osteopathy<br>Board of South Australia            | 5<br>(4 chiropractors<br>and 1 osteopath) | <i>Chiropractic and Osteopathy Practice Act 2005</i><br><i>Chiropractic and Osteopathy Practice (Election) Regulations 2006</i>  | 3 years | Jun 2009 |
| Occupational Therapy Board<br>of South Australia                   | 4   | <i>Occupational Therapy Practice Act 2005</i><br><i>Occupational Therapy Practice (Election) Regulations 2006</i>  | 3 years | Jul 2009 |
| Physiotherapy Board of<br>South Australia                          | 4   | <i>Physiotherapy Practice Act 2005</i><br><i>Physiotherapy Practice (Election) Regulations 2006</i>  | 3 years | Aug 2009 |
| Podiatry Board of South<br>Australia                               | 4   | <i>Podiatry Practice Act 2005</i><br><i>Podiatry Practice (Election) Regulations 2006</i>  | 3 years | Jul 2009 |
| Optometry Board of South<br>Australia                              | 4   | <i>Optometry Practice Act 2007</i><br><i>Optometry Practice (Elections) Regulations 2007</i>   | 3 years | Sep 2010 |
| Dental Board of South Australia                                    | 2   | <i>Dental Practice Act 2001</i><br><i>Dental Practice (Election) Regulations 2007</i>  | 3 years | May 2011 |

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

- the *Equal Opportunity Act 1984* and *Occupational Health, Safety and Welfare Act 1986*;
- the *Freedom of Information Act 1991* and Privacy Principles;
- the *State Records Act 1997*;
- provisions of the *Public Finance and Audit Act 1987*.

The Commissioner's responsibilities for representation issues include:

- serving as a member of the EDBC that convenes following each State election to review HA electoral district boundaries;
- certifying local government elector representation reviews under the *Local Government Act 1999*;
- ensuring that boundary changes are effected onto the roll management database.

## AMENDMENTS TO THE ELECTORAL ACT 1985

The last amendments to the Electoral Act were prior to the 1997 State election. Since then the Electoral Commissioner has continued to recommend enhancements to the administrative framework for electoral conduct so that efficiencies can be maintained (refer to Election Reports on the 1997, 2002 and 2006 State elections).

Discussions have continued during 2007-08 between the Electoral Commissioner and the Attorney-General's Department on the review of Electoral Act legislation.

The technical and operational amendments passed in the Legislative Council in the 2001 Bill and other similar recommendations made by the Electoral Commissioner since that time would benefit the office in conducting the elections. It is anticipated that legislative amendments will be debated and passed during the 2008-09 reporting year to ensure sufficient timeframes exist for implementation in preparation for the 2010 State election.

## Other State Legislation

Transitional provisions in the *Anangu Pitjantjatjara Yankunytjatjara Land Rights Act 1981* as a result of the amendments contained within *Pitjantjatjara Land Rights (Miscellaneous) Amendment Act 2005* require that a review of the operation of those amendments must be completed before the third anniversary of their commencement.

With regard to the required review, the office identified two operational areas within the current legislation where amendments could improve the process for electing members to the Anangu Pitjantjatjara Yankunytjatjara (APY) Executive Board. The proposed amendments were provided to the Aboriginal Affairs and Reconciliation Division of the Department of Premier and Cabinet in September 2007 for consideration as part of the review.

The first related to references within Schedule 3, under which the elections are conducted, where there appeared to be an inconsistency in the manner in which a candidate could lodge their nomination. This apparent inconsistency was the subject of a legal challenge following the elections for the APY Executive Board in November 2005.

A Court of Disputed Returns was constituted before His Honour Judge Clayton in the matter of *Anangu Pitjantjatjara Yankunytjatjara Land Rights Act 1981 Colson v Mousley &Ors (No2) [2007] SADC 1*.

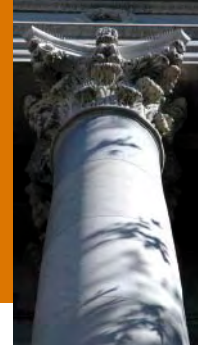
The challenge sought to have the election invalidated due to the successful candidate having lodged his nomination with an 'electoral official' and not directly with the 'relevant electoral official' as stipulated. While the matter was dismissed following judgement the office felt it prudent to recommend a remedy for the inconsistency for future events.

The second recommendation related to the timing of the APY elections to align with other election practices where an election is conducted prior to the anniversary of the previous election and not after.

The recommendation provided for current Executive Board members to hold office until a set date where newly elected members would take office following the conduct of elections commencing within three months of the expiry of the set term date for the current Executive Board members.

While it is understood that the legislative review should be completed within the necessary timeframe stipulated, there will be no opportunity for amendments to be effected prior to the conduct of the next APY elections due between 29 November 2008 and 28 February 2009.





## Local Government Legislation

The final report of the Independent Review of Local Government Elections, jointly commissioned by the Minister for State/Local Government Relations and the President of the Local Government Association, was released on 11 March 2008.

A number of recommendations made as a result of the review will have an affect on the operations of the SEO in conducting local government elections. Those that present the greatest change, if legislated and implemented are:

| No. | Recommendation  |
|-----|---|
| 6   | that prior to the next local government elections, the SEO in partnership with the LGA, call for tenders from suitably qualified advertising agencies to develop and implement an information and promotional campaign.   |
| 9   | that any person, group or body corporate property owner or occupier with a legislative right to enrolment must be offered an opportunity to enrol to vote in any local government election. Voting papers should be sent only to those who have enrolled themselves.  |
| 10  | that the property franchise entitlement for the Adelaide City Council be adopted for the rest of local government, so that an individual natural person is not entitled to vote in more than one capacity for any election.   |
| 11  | legislating so that groups and bodies corporate that choose to enrol must be (at the time of enrolling) required to nominate the name of the natural person who is authorised to exercise a vote for the group or body corporate and be advised by the council CEO that this natural person cannot vote in any other capacity (including as a resident) for the same local government election. |
| 13  | legislating to remove two of the differences in residential qualifications between the House of Assembly roll and the local government CEO's roll.  |
| 14  | altering the date of future local government elections so that they fall 18 to 19 months after the date of State elections.   |
| 19  | the Local Government (Elections) Act 1999 be amended so that in council areas with a popularly-elected Mayor, any candidate may nominate for both Mayor and councillor, with the Mayoral position to be decided first. Once the Mayoral ballot has been decided, preferences can be distributed for positions of councillor.  |
| 23  | legislating so that voters roll data may be provided to local government election candidates – only after the close of nominations – in electronic format.  |
| 24  | Local Government (Elections) Act 1999 be amended to insert provisions equivalent to s113(4) of the Electoral Act 1985 to better encourage the withdrawal or retraction of election advertising material that the Returning Officer declares to be inaccurate or misleading.   |
| 27  | Section 12 of the Local Government Act 1999 be amended to provide that representation reviews may be scheduled by regulation.   |



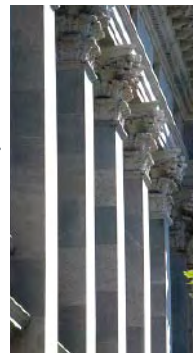
## Electoral Reform Green Papers

The Commonwealth Special Minister of State indicated there would be a process to modernise and reform the electoral process at the Commonwealth level with the development of a Green Paper Part 1 addressing funding and disclosure provisions and Part 2 dealing with wider electoral reforms. A key focus of the reforms is the harmonisation of Commonwealth, State and Territory laws and each electoral jurisdiction was encouraged to discuss issues with their minister. The Electoral Commissioner briefed the Minister with considerations for a number of operational reforms prior to a meeting of all relevant state/territory ministers.

Reforms to the donation disclosure regime are a priority with papers for discussion planned for release in July 2008. The second part of the Electoral Reform Green Paper examining a broader range of options aimed at strengthening other areas of electoral law is due for release and discussion in October 2008.

The Commonwealth raised for consideration the following issues which Part 2 of the Green Paper could potentially address:

- the framework for Australian elections;
- representation and voting systems;
- administration of elections;
- franchise and enrolment;
- registration of political parties;
- campaign process;
- polling;
- counting and scrutiny of votes;
- dispute resolution;
- e-business;
- education and meaningful civic participation.





# 9 Financial Statements

## INDEPENDENT AUDITOR'S REPORT



Government of South Australia  
Auditor-General's Department

9th Floor  
State Administration Centre  
200 Victoria Square  
Adelaide SA 5000  
DX 56208  
Victoria Square  
Tel +618 8226 9640  
Fax +618 8226 9688  
ABN 53 327 061 410  
audgensa@audit.sa.gov.au  
www.audit.sa.gov.au

### To The Electoral Commissioner

As required by section 31 of the *Public Finance and Audit Act 1987*, I have audited the accompanying financial report of the State Electoral Office for the financial year ended 30 June 2008. The financial report comprises:

- An Income Statement
- A Balance Sheet
- A Statement of Changes in Equity
- A Cash Flow Statement
- A Program Schedule of Expenses and Income
- A summary of significant accounting policies and other explanatory notes;
- A certificate from the Electoral Commissioner and the Chief Financial Officer.

### The Responsibility of the Chief Executive for the Financial Report

The Electoral Commissioner is responsible for the preparation and the fair presentation of the financial report in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987* and Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the requirements of the *Public Finance and Audit Act 1987* and Australian Auditing Standards. The Auditing Standards require that the auditor complies with relevant ethical requirements relating to audit engagements and plans and performs the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Chief Executive, as well as the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my auditor's opinion.

### Auditor's Opinion

In my opinion, the financial report presents fairly, in all material respects, the financial position of the State Electoral Office as at 30 June 2008, and its financial performance and its cash flows for the year then ended in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987* and Australian Accounting Standards (including the Australian Accounting Interpretations).

A handwritten signature in blue ink, appearing to read 'S O'Neill'.


**S O'Neill**  
**AUDITOR-GENERAL**  
27 August 2008

## CERTIFICATION OF THE FINANCIAL REPORT

We certify that the attached general purpose financial report for the State Electoral Office:

- complies with relevant Treasurer's instructions issued under section 41 of the Public Finance and Audit Act 1987, and relevant Australian accounting standards;
- are in accordance with the accounts and records of the office; and
- presents a true and fair view of the financial position of the State Electoral Office as at 30 June 2008 and the results of its operation and cash flows for the financial year.

We certify that the internal controls employed by the State Electoral Office for the financial year over its financial reporting and its preparation of the general purpose financial report have been effective throughout the reporting period.



K Mousley

Electoral Commissioner

August 2008



R J Mulholland

Chief Financial Officer

August 2008

# Income Statement

FOR THE YEAR ENDED 30 JUNE 2008

|  | Note<br>No. | 2008<br>\$'000 | 2007<br>\$'000 |
|--|-------------|----------------|----------------|
| <b>Expenses</b>  |             |                |                |
| Employee benefits expenses                                       | 6           | 1331           | 2051           |
| Supplies and services  | 7           | 1567           | 3471           |
| Depreciation   | 8           | 89             | 86             |
| Other expenses   |             | 128            | 236            |
| <b>Total Expenses</b>  |             | <b>3115</b>    | <b>5844</b>    |
| <b>Income</b>  |             |                |                |
| Revenues from fees and charges                                   | 10          | 807            | 3848           |
| <b>Total Income</b>  |             | <b>807</b>     | <b>3848</b>    |
| <b>Net Cost of providing Services</b>                            |             | <b>2308</b>    | <b>1996</b>    |
| <b>Revenues from SA Government</b>                               |             |                |                |
| Revenues from SA Government                                      | 11          | 2225           | 2044           |
| <b>Net Result</b>  |             | <b>(83)</b>    | <b>48</b>      |
| <b>The Net Result attributable to the SA Government as owner</b> |             | <b>(83)</b>    | <b>48</b>      |

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

# Balance Sheet

AS AT 30 JUNE 2008

|                                      | Note<br>No. | 2008<br>\$'000 | 2007<br>\$'000 |
|--------------------------------------|-------------|----------------|----------------|
| <b>Current Assets</b>                |             |                |                |
| Cash and cash equivalents            | 12          | 1089           | 1103           |
| Receivables                          | 13          | 93             | 71             |
| Inventories                          |             | 62             | 82             |
| <b>Total Current Assets</b>          |             | 1244           | 1256           |
| <b>Non-Current Assets</b>            |             |                |                |
| Property, plant and equipment        | 14          | 189            | 272            |
| <b>Total Non-Current Assets</b>      |             | 189            | 272            |
| <b>Total Assets</b>                  |             | 1433           | 1528           |
| <b>Current Liabilities</b>           |             |                |                |
| Payables                             | 15          | 137            | 153            |
| Short term employee benefits         | 16          | 165            | 153            |
| <b>Total Current Liabilities</b>     |             | 302            | 306            |
| <b>Non-Current Liabilities</b>       |             |                |                |
| Payables                             | 15          | 37             | 36             |
| Long term employee benefits          | 16          | 315            | 324            |
| <b>Total Non-Current Liabilities</b> |             | 352            | 360            |
| <b>Total Liabilities</b>             |             | 654            | 666            |
| <b>Net Assets</b>                    |             | 779            | 862            |
| <b>Equity</b>                        |             |                |                |
| Contributed capital                  |             | 154            | 154            |
| Retained earnings                    |             | 625            | 708            |
| <b>Total Equity</b>                  |             | 779            | 862            |
| Commitments                          | 17          |                |                |

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

## Statement of Changes in Equity

FOR THE YEAR ENDED 30 JUNE 2008

|  | Contributed<br>Capital<br>\$'000 | Retained<br>Earnings<br>\$'000 | Total<br>\$'000 |
|--|----------------------------------|--------------------------------|-----------------|
| Balance as at 30 June 2006             | –                                | 660                            | 660             |
| Net Result for 2006–07                 | –                                | 48                             | 48              |
| Equity contribution from SA Government | 154                              | –                              | 154             |
| Balance at 30 June 2007                | 154                              | 708                            | 862             |
| Net Result for 2007–08                 | –                                | (83)                           | (83)            |
| <b>Balance at 30 June 2008</b>         | 154                              | 625                            | 779             |

All changes in equity are attributable to the SA Government as owner

# Cash Flow Statement

FOR THE YEAR ENDED 30 JUNE 2008

|   | Note<br>No. | 2008<br>\$'000 | 2007<br>\$'000 |
|---|-------------|----------------|----------------|
| <b>Cash flows from Operating Activities</b>                       |             |                |                |
| <b>Cash Outflows</b>  |             |                |                |
| Employee benefit payments   |             | (1328)         | (2063)         |
| Supplies and services   |             | (1697)         | (3778)         |
| GST payments to ATO   |             | (75)           | (419)          |
| GST payments on purchases   |             | (169)          | (403)          |
| <b>Cash used in operations</b>                                    |             | <b>(3269)</b>  | <b>(6663)</b>  |
| <b>Cash Inflows</b>   |             |                |                |
| Fees and charges  |             | 784            | 4008           |
| Interest received   |             | –              | 4              |
| GST input tax credits   |             | 174            | 426            |
| GST receipts on sales   |             | 78             | 383            |
| <b>Cash generated from operations</b>                             |             | <b>1036</b>    | <b>4821</b>    |
| <b>Cash Flows from SA Government</b>                              |             |                |                |
| Receipts from SA Government                                       |             | 2225           | 2044           |
| <b>Cash generated from SA Government</b>                          |             | <b>2225</b>    | <b>2044</b>    |
| <b>Net cash (used in)/provided by operating activities</b>        | 18          | <b>(8)</b>     | <b>202</b>     |
| <b>Cash flows from Investing Activities</b>                       |             |                |                |
| <b>Cash Outflows</b>  |             |                |                |
| Purchase of plant and equipment                                   |             | (6)            | (109)          |
| <b>Net cash used in investing activities</b>                      |             | <b>(6)</b>     | <b>(109)</b>   |
| <b>Cash flows from Financing Activities</b>                       |             |                |                |
| <b>Cash Inflows</b>   |             |                |                |
| Capital Contributions from SA Government                          |             | –              | 154            |
| <b>Net cash provided by financing activities</b>                  |             | <b>–</b>       | <b>154</b>     |
| <b>Net (decrease)/increase in cash and cash equivalents</b>       |             | <b>(14)</b>    | <b>247</b>     |
| Cash and cash equivalents at the beginning of the financial Year  |             | 1103           | 856            |
| <b>Cash and cash equivalents at the end of the financial year</b> | 12          | <b>1089</b>    | <b>1103</b>    |

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

## Program Schedule of Expenses and Income

FOR THE YEAR ENDED 30 JUNE 2008

| Refer Note 5                          | Program 1      |                | Program 2      |                | Program Total  |                |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                       | 2008<br>\$'000 | 2007<br>\$'000 | 2008<br>\$'000 | 2007<br>\$'000 | 2008<br>\$'000 | 2007<br>\$'000 |
| <b>Expenses</b>                       |                |                |                |                |                |                |
| Employee benefit expenses             | 1116           | 910            | 215            | 1141           | 1331           | 2051           |
| Supplies and services                 | 1378           | 1540           | 317            | 2167           | 1695           | 3707           |
| Depreciation                          | 66             | 54             | 23             | 32             | 89             | 86             |
| <b>Total Expenses</b>                 | <b>2560</b>    | <b>2504</b>    | <b>555</b>     | <b>3340</b>    | <b>3115</b>    | <b>5844</b>    |
| <b>Income</b>                         |                |                |                |                |                |                |
| Revenues from fees and charges        | 167            | 382            | 640            | 3466           | 807            | 3848           |
| <b>Total Income</b>                   | <b>167</b>     | <b>382</b>     | <b>640</b>     | <b>3466</b>    | <b>807</b>     | <b>3848</b>    |
| <b>Net Cost of providing Services</b> | <b>2393</b>    | <b>2122</b>    | <b>(85)</b>    | <b>(126)</b>   | <b>2308</b>    | <b>1996</b>    |
| <b>Government</b>                     |                |                |                |                |                |                |
| Revenues from SA Government           | 2225           | 2044           | –              | –              | 2225           | 2044           |
| <b>Net Result</b>                     | <b>(168)</b>   | <b>(78)</b>    | <b>85</b>      | <b>126</b>     | <b>(83)</b>    | <b>48</b>      |



## Note Index

|                        |  | Page |
|------------------------|--|------|
| Note 1                 | Objectives of the State Electoral Office   | 52   |
| Note 2                 | Summary of Significant Accounting Policies | 52   |
| Note 3                 | Risk Management                            | 55   |
| Note 4                 | Changes in Accounting Policies             | 55   |
| Note 5                 | Programs of the Office                     | 55   |
| <b>Expense Notes</b>   |  |      |
| Note 6                 | Employee Benefits Expenses                 | 56   |
| Note 7                 | Supplies and Services                      | 57   |
| Note 8                 | Depreciation                               | 58   |
| Note 9                 | Auditor's Remuneration                     | 58   |
| <b>Income Notes</b>    |  |      |
| Note 10                | Revenues from Fees and Charges             | 58   |
| Note 11                | Revenues from SA Government                | 58   |
| <b>Asset Notes</b>     |  |      |
| Note 12                | Cash and Cash Equivalents                  | 59   |
| Note 13                | Receivables                                | 59   |
| Note 14                | Property, Plant and Equipment              | 60   |
| <b>Liability Notes</b> |  |      |
| Note 15                | Payables                                   | 61   |
| Note 16                | Employee Benefits                          | 62   |
| <b>Other Notes</b>     |  |      |
| Note 17                | Commitments                                | 63   |
| Note 18                | Cash Flow Reconciliation                   | 63   |
| Note 19                | Administered Items/Financial Statements    | 64   |

## 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 statutory duties in accordance with the provisions of the Electoral Act.

The objectives of the office are to promote 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 applicable Australian Accounting Standards and Treasurer's Instructions and accounting policy statements promulgated under the provision of the Public Finance and Audit Act. Australian accounting standards include Australian equivalents to International Financial Reporting Standards.

The office's Income Statement and Balance Sheet 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).

Income, expenses and assets are recognised net of the amount of GST except:

- 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 Income and Expenses

Income and expense are recognised to the extent that it is probable that the flow of economic benefits to or from the office will occur and can be reliably measured.

Income and expenses have been classified according to their nature and have not been offset unless required or permitted by another accounting standard.

Income 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.

Income from disposal of non-current assets is recognised when control of the asset has passed to the buyer and determined by comparing proceeds with carrying amount.

## 2.6 Revenues from SA Government

Appropriations for program funding are recognised as revenues when the office obtains control over the funding. Control over appropriations is normally obtained upon receipt and are accounted for in accordance with TI 3 Appropriation.

## 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 and Cash Equivalents

Cash and cash equivalents include cash on hand and deposits at the bank and is used in the cash management function on a day-to-day basis. Cash is measured at nominal value.

## 2.9 Receivables

Receivables include amounts receivable from debtors, prepayments and other accruals.

Receivables arise in the normal course of providing services to other agencies and to the public. Receivables are payable within 30 days after the issue of an invoice.

The provision for doubtful debts is based on a review of balances within receivables that are unlikely to be collected. These are generally receivables that are 90 days or more overdue.

## 2.10 Inventories

Inventories are election consumables such as ballot paper and polling booth items that are held for potential by-elections and where applicable local government elections and industrial ballots. Inventory items are not held for resale and are stated at the lower of cost or replacement cost.

## 2.11 Non-Current Asset Acquisition and Recognition

Assets are 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.

All non-current assets are tested for indication of impairment at each reporting date. When there is indication of impairment, the asset is written down to its recoverable amount.

## 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.

Depreciation for non-current assets is determined as follows:

| Class of Asset                              | Depreciation Method | Useful Life (Years) |
|---|---------------------|---------------------|
| Office equipment and furniture and fittings | Straight Line       | 5-10                |
| Computer equipment                          | Straight Line       | 3                   |

### 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 from the date of invoice or date the invoice is received.

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

### 2.14 Employee Benefits

These benefits accrue for employees as a result of services provided up to the reporting date that remain unpaid. Long-term employee benefits are measured at present value and short-term employee benefits are measured at nominal amounts.

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 annual leave liability is expected to be payable within twelve months and is measured at the undiscounted amount expected to be paid. In the unusual event where salary and wages and annual leave are payable later than 12 months, the liability will be measured at present value.

The liability for long service leave is recognised after an employee has completed six and a half years of service. An actuarial assessment of long service leave was undertaken by the Department of Treasury and Finance based on a significant sample of employees throughout the South Australian public sector. It was determined that the liability measured using the short hand method was not materially different from the liability measured using the present value of expected future payments.

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.

### 2.15 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 Income Statement on a basis which is representative of the pattern of benefits derived from the leased assets.

### 2.17 Administered Items

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 Income Statement and Balance Sheet.

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 income, expenses, assets or liabilities of the office but are disclosed in Note 19.

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 income comprises non-voter expiation fees as provided in the Act.

### NOTE 3 RISK MANAGEMENT

The SEO has non-interest bearing assets (cash and cash equivalents and receivables) and liabilities (payables). The office's exposure to market risk and cash flow is minimal.

The office has no significant concentration of credit risk. The office has policies and procedures in place to ensure that transactions occur with customers with appropriate credit history.

In relation to liquidity/funding risk, the continued existence of the office in its present form, and with its present programs, is dependent on continuing appropriations by Parliament for the office's administration and programs.

### NOTE 4 CHANGES IN ACCOUNTING POLICIES

The Australian Accounting Standards and interpretations that have recently been issued or amended but are not yet effective, have not been adopted by the office for the reporting period ending 30 June 2008. The office has assessed the impact of new and amended standards and interpretations and considers there will be no impact on accounting policy or the financial report.

### NOTE 5 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.

**NOTE 6 EMPLOYEE BENEFITS EXPENSES**

|   | 2008<br>\$'000 | 2007<br>\$'000 |
|---|----------------|----------------|
| Salaries and wages                      | 965            | 1663           |
| Long service leave                      | 80             | 29             |
| Annual leave                            | 98             | 72             |
| Employment on-costs - superannuation    | 124            | 174            |
| Employment on-costs - other             | 64             | 113            |
| <b>Total employee benefits expenses</b> | <b>1331</b>    | <b>2051</b>    |

**Remuneration of Employees****2008****2007**

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

|                                  |          |          |
|----------------------------------|----------|----------|
| \$130 000 to \$139 999           | 1        | 1        |
| \$170 000 to \$179 999           | –        | 1        |
| \$180 000 to \$189 999           | 1        | –        |
| <b>Total Number of Employees</b> | <b>2</b> | <b>2</b> |

The table includes all employees whom received remuneration of \$100 000 or more during the year. Remuneration of employees reflect all costs of employment including salaries and wages, superannuation contributions, fringe benefits tax and other salary sacrifice benefits. The total remuneration received by these employees for the year was \$322 000 (\$308 000).

The office on average employed 21 (24) people throughout the year.

## NOTE 7 SUPPLIES AND SERVICES

|  | 2008<br>\$'000 | 2007<br>\$'000         |                        |
|--|----------------|------------------------|------------------------|
| <b>Supplies and services provided by entities within the SA Government</b>                             |                |                        |                        |
| Rental accommodation services  | 288            | 416                    |                        |
| Advertising, printing and stationery   | –              | 52                     |                        |
| Communication and information technology   | 29             | 48                     |                        |
| Hire, rental and other   | 21             | 27                     |                        |
| <b>Total supplies and services – SA Government entities</b>  | <b>338</b>     | <b>543</b>             |                        |
| <b>Supplies and services provided by entities external to the SA Government</b>                        |                |                        |                        |
| Advertising  | 21             | 130                    |                        |
| Production and maintenance of electoral rolls  | 793            | 823                    |                        |
| Printing and stationery  | 93             | 914                    |                        |
| Postage  | 93             | 767                    |                        |
| Communications and information technology  | 70             | 161                    |                        |
| Education and research   | 72             | 62                     |                        |
| Distribution, storage and hire rental  | 51             | 63                     |                        |
| Training and development   | 36             | 8                      |                        |
| <b>Total supplies and services – Non SA Government entities</b>  | <b>1229</b>    | <b>2928</b>            |                        |
| <b>Total supplies and services</b>   | <b>1567</b>    | <b>3471</b>            |                        |
|  | <b>No</b>      | <b>2008<br/>\$'000</b> | <b>2007<br/>\$'000</b> |
| <b>The number and dollar amount of Consultancies paid/payable that fell within the following band:</b> |                |                        |                        |
| \$10 000 to \$50 000   | –              | –                      | 18                     |
| <b>Total paid/payable to consultants engaged</b>   |                | <b>–</b>               | <b>18</b>              |

**NOTE 8 DEPRECIATION**

|   | 2008<br>\$'000 | 2007<br>\$'000 |
|---|----------------|----------------|
| <b>Depreciation</b>                         |                |                |
| Office equipment and furniture and fittings | 53             | 51             |
| Computer equipment                          | 36             | 35             |
| <b>Total Depreciation</b>                   | <b>89</b>      | <b>86</b>      |

**NOTE 9 AUDITOR'S REMUNERATION**

|   | 2008<br>\$'000 | 2007<br>\$'000 |
|---|----------------|----------------|
| Audit Fees paid / payable to the Auditor-General's Department | 23             | 22             |
| <b>Total audit fees</b>                                       | <b>23</b>      | <b>22</b>      |

**Other Services**

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

**NOTE 10 REVENUES FROM FEES AND CHARGES**

|   | 2008<br>\$'000 | 2007<br>\$'000 |
|---|----------------|----------------|
| <b>Fees and charges received/receivable from entities within the SA Government</b>      |                |                |
| Industrial elections  | 1              | 221            |
| User fees and charges   | 25             | 169            |
| <b>Total Fees and Charges – SA Government entities</b>                                  | <b>26</b>      | <b>390</b>     |
| <b>Fees and charges received/receivable from entities external to the SA Government</b> |                |                |
| Other local government services   | 352            | 339            |
| Industrial elections  | 9              | 24             |
| Local government elections  | 278            | 2883           |
| User fees and charges   | 142            | 212            |
| <b>Total Fees and Charges – Non SA Government entities</b>                              | <b>781</b>     | <b>3458</b>    |
| <b>Total Fees and Charges</b>   | <b>807</b>     | <b>3848</b>    |

**NOTE 11 REVENUES FROM SA GOVERNMENT**

|  | 2008<br>\$'000 | 2007<br>\$'000 |
|--|----------------|----------------|
| <b>Revenues from SA Government</b>   |                |                |
| Appropriations from Consolidated Account pursuant to the Appropriation Act | 2225           | 2044           |
| <b>Total revenues from SA Government</b>                                   | <b>2225</b>    | <b>2044</b>    |



## NOTE 12 CASH AND CASH EQUIVALENTS

|                              | 2008<br>\$'000 | 2007<br>\$'000 |
|------------------------------|----------------|----------------|
| Deposits with the Treasurer  | 1088           | 1102           |
| Imprest account/cash on hand | 1              | 1              |
| <b>Total cash</b>            | <b>1089</b>    | <b>1103</b>    |

### Deposits with the Treasurer

Includes funds held in the Accrual Appropriation Excess Funds Account and Surplus Cash Working Account balances. The balances of these funds are not available for general use ie Funds can only be used in accordance with the Treasurer's/Under Treasurer's approval and are non-interest bearing.

## NOTE 13 RECEIVABLES

|                                  | 2008<br>\$'000 | 2007<br>\$'000 |
|----------------------------------|----------------|----------------|
| <b>Current</b>                   |                |                |
| Receivables                      | 35             | 12             |
| Prepayments                      | 26             | 22             |
| GST receivable                   | 32             | 37             |
| <b>Total Current Receivables</b> | <b>93</b>      | <b>71</b>      |

|  | 2008<br>\$'000 | 2007<br>\$'000 |
|--|----------------|----------------|
| <b>Government / Non Government Receivables</b>           |                |                |
| <b>Receivables from SA Government entities</b>           |                |                |
| Receivables  | –              | 4              |
| <b>Total receivables from SA Government entities</b>     | <b>–</b>       | <b>4</b>       |
| <b>Receivables from Non SA Government entities</b>       |                |                |
| Receivables  | 35             | 8              |
| Prepayments  | 26             | 22             |
| GST receivable   | 32             | 37             |
| <b>Total receivables from Non SA Government entities</b> | <b>93</b>      | <b>67</b>      |
| <b>Total receivables</b>                                 | <b>93</b>      | <b>71</b>      |

## INTEREST RATE AND CREDIT RISK

Receivables are raised for all goods and services provided for which payment has not been received. Receivables are normally settled within 30 days. Trade receivables and prepayments are non-interest bearing. The carrying amount of receivables approximates net fair value due to being receivable on demand. In addition there is no concentration of credit risk.

**NOTE 14 PROPERTY, PLANT AND EQUIPMENT**

|   | 2008<br>\$'000 | 2007<br>\$'000 |
|---|----------------|----------------|
| <b>Office Equipment and Furniture and Fittings</b>                      |                |                |
| Office equipment and furniture and fittings at cost (deemed fair value) | 549            | 562            |
| Accumulated Depreciation  | 378            | 341            |
| <b>Total Office equipment and furniture and fittings</b>                | <b>171</b>     | <b>221</b>     |
| <b>Computer Equipment</b>   |                |                |
| Computer equipment at cost (deemed fair value)                          | 248            | 267            |
| Accumulated Depreciation  | 230            | 216            |
| <b>Total Computer equipment</b>   | <b>18</b>      | <b>51</b>      |
| <b>Total Property Plant and Equipment</b>                               | <b>189</b>     | <b>272</b>     |

**IMPAIRMENT**

There were no indications of impairment to property, plant and equipment at 30 June 2008.

|   | Office<br>Equipment<br>Furniture<br>Fittings<br>\$'000 | Computer<br>Equipment<br>\$'000 | Total<br>2008<br>\$'000 | Total<br>2007<br>\$'000 |
|---|--|---------------------------------|-------------------------|-------------------------|
| <b>Carrying Amount at the Beginning of the Financial Year</b> | 221  | 51                              | 272                     | 258                     |
| Additions   | 3  | 3                               | 6                       | 109                     |
| Disposals   | –  | –                               | –                       | (9)                     |
| Depreciation  | (53)   | (36)                            | (89)                    | (86)                    |
| <b>Carrying Amount at the End of the Financial Year</b>       | <b>171</b>   | <b>18</b>                       | <b>189</b>              | <b>272</b>              |

**NOTE 15 PAYABLES**

|   | 2008<br>\$'000 | 2007<br>\$'000 |
|---|----------------|----------------|
| <b>Current</b>  |                |                |
| Creditors   | 20             | 35             |
| Accrued expenses                                      | 75             | 83             |
| GST payable   | 4              | 1              |
| Employment on-costs                                   | 38             | 34             |
| <b>Total Current Payables</b>                         | <b>137</b>     | <b>153</b>     |
| <b>Non-Current</b>                                    |                |                |
| Employment on-costs                                   | 37             | 36             |
| <b>Total Non-Current Payables</b>                     | <b>37</b>      | <b>36</b>      |
|   | <b>2008</b>    | <b>2007</b>    |
|   | <b>\$'000</b>  | <b>\$'000</b>  |
| <b>Government / Non Government Payables</b>           |                |                |
| <b>Payables to SA Government entities</b>             |                |                |
| Creditors   | 10             | 10             |
| Accrued expenses                                      | 25             | 27             |
| <b>Total Payables to Other SA Government entities</b> | <b>35</b>      | <b>37</b>      |
| <b>Payables to Non SA Government entities</b>         |                |                |
| Creditors   | 10             | 25             |
| Accrued expenses                                      | 50             | 56             |
| GST payable   | 4              | 1              |
| Employment on-costs                                   | 75             | 70             |
| <b>Total Payables to Non SA Government entities</b>   | <b>139</b>     | <b>152</b>     |
| <b>Total Payables</b>                                 | <b>174</b>     | <b>189</b>     |

**INTEREST RATE AND CREDIT RISK**

Creditors and accruals are raised for all amounts billed but unpaid. Sundry creditors are normally settled within 30 days. Employment on-costs are settled when the respective employee benefit that they relate to is discharged. All payables are non-interest bearing. The carrying amount of payables approximates net fair value due to the amounts being payable on demand.

**NOTE 16A EMPLOYEE BENEFITS**

|  | 2008<br>\$'000 | 2007<br>\$'000 |
|--|----------------|----------------|
| <b>Current</b>                             |                |                |
| Annual Leave                               | 110            | 97             |
| Long Service Leave                         | 55             | 56             |
| <b>Total Current Employee Benefits</b>     | <b>165</b>     | <b>153</b>     |
| <b>Non-Current</b>                         |                |                |
| Long Service Leave                         | 315            | 324            |
| <b>Total Non-Current Employee Benefits</b> | <b>315</b>     | <b>324</b>     |
| <b>Total Employee Benefits</b>             | <b>480</b>     | <b>477</b>     |

**NOTE 16B EMPLOYEE BENEFITS AND RELATED ON-COSTS**

|   | 2008<br>\$'000 | 2007<br>\$'000 |
|---|----------------|----------------|
| <b>Accrued Salaries</b>                                 |                |                |
| On-costs included in payables – current                 | 12             | 10             |
| Accrued Salaries included in payables – current         | 24             | 20             |
|   | 36             | 30             |
| <b>Annual Leave</b>                                     |                |                |
| On-costs included in payables – current                 | 20             | 17             |
| Provision for employee benefits – current               | 110            | 97             |
|   | 130            | 114            |
| <b>Long Service Leave</b>                               |                |                |
| On-costs included in payables – current                 | 6              | 7              |
| Provision for employee benefits – current               | 55             | 56             |
|   | 61             | 63             |
| On-costs included in payables – non-current             | 37             | 36             |
| Provision for employee benefits – non-current           | 315            | 324            |
|   | 352            | 360            |
| <b>Aggregate Employee Benefits and Related On-Costs</b> | <b>579</b>     | <b>567</b>     |

## NOTE 17 COMMITMENTS

|   | 2008<br>\$'000 | 2007<br>\$'000 |
|---|----------------|----------------|
| <b>Operating Lease Commitments</b>  |                |                |
| Commitments under non-cancellable operating leases at the reporting date are not recognised as liabilities in the financial report, are payable as follows: |                |                |
| Within one year   | 244            | 214            |
| Later than one year but not longer than five years  | 2              | 146            |
| <b>Total Operating Lease Commitments</b>  | <b>246</b>     | <b>360</b>     |

The office's operating lease is for office accommodation and leased through BMAPS. The current lease expires on 27 February 2009 and the lease commitments shown are over 9 months and comprise \$139,000 minimum lease payments and \$100,000 building decommission costs. The amount of rental expense for minimum lease payments during the financial year was \$209,000.

## NOTE 18 CASH FLOW RECONCILIATION

|   | 2008<br>\$'000 | 2007<br>\$'000 |
|---|----------------|----------------|
| <b>Reconciliation of Cash – Cash at year end as per:</b>  |                |                |
| Cash Flow Statement and Balance Sheet   | 1089           | 1103           |
| <b>Reconciliation of Net Cash (used in)/provided by Operating Activities to the Net Cost of providing Services:</b> |                |                |
| Net cash (used in)/provided by operating activities   | (8)            | 202            |
| Less Revenues from SA Government  | (2225)         | (2044)         |
| <b>Add/Less non cash items</b>  |                |                |
| Depreciation  | (89)           | (86)           |
| Disposal of assets  | –              | (9)            |
| <b>Changes in Assets/Liabilities</b>  |                |                |
| Increase/(Decrease) in Receivables  | 22             | (269)          |
| (Decrease) in Inventories   | (20)           | (18)           |
| Decrease in Payables  | 15             | 242            |
| (Increase) in Employee benefits   | (3)            | (14)           |
| <b>Net Cost of providing Services</b>   | <b>(2308)</b>  | <b>(1996)</b>  |

**NOTE 19 ADMINISTERED ITEMS****INCOME STATEMENT OF ADMINISTERED ITEMS FOR THE YEAR ENDED 30 JUNE 2008**

|                             |   |                           |                 | 2008            | 2007            |
|-----------------------------|---|---------------------------|-----------------|-----------------|-----------------|
|                             | Electoral Districts<br>Boundaries<br>Commission<br>\$'000 | Special<br>Acts<br>\$'000 | Other<br>\$'000 | Total<br>\$'000 | Total<br>\$'000 |
| <b>Income</b>               |   |                           |                 |                 |                 |
| Revenues from SA Government | –   | 292                       | –               | 292             | 638             |
| Interest                    | –   | –                         | –               | –               | 2               |
| Fees and Charges            | –   | –                         | 1               | 1               | 83              |
| <b>Total Income</b>         | –   | 292                       | 1               | 293             | 723             |
| <b>Expenses</b>             |   |                           |                 |                 |                 |
| Employee Expenses           | –   | 320                       | –               | 320             | 320             |
| Supplies and services       | 12  | –                         | –               | 12              | 313             |
| Fees and Charges            | –   | –                         | 1               | 1               | 83              |
| <b>Total expenses</b>       | 12  | 320                       | 1               | 333             | 716             |
| <b>Net result</b>           | (12)  | (28)                      | –               | (40)            | 7               |

## BALANCE SHEET OF ADMINISTERED ITEMS FOR THE YEAR ENDED 30 JUNE 2008

|                                       |   |                           | 2008            | 2007            |
|---------------------------------------|---|---------------------------|-----------------|-----------------|
|                                       | Electoral Districts<br>Boundaries<br>Commission<br>\$'000 | Special<br>Acts<br>\$'000 | Total<br>\$'000 | Total<br>\$'000 |
| <b>Current Assets</b>                 |   |                           |                 |                 |
| Cash                                  | –   | –                         | –               | 27              |
| Receivables                           | –   | 128                       | 128             | 135             |
| <b>Total Administered Assets</b>      | –   | 128                       | 128             | 162             |
| <b>Current Liabilities</b>            |   |                           |                 |                 |
| Payables                              | –   | 13                        | 13              | 31              |
| Employee Benefits                     | –   | 45                        | 45              | 33              |
| <b>Total Current Liabilities</b>      | –   | 58                        | 58              | 64              |
| <b>Non-Current Liabilities</b>        |   |                           |                 |                 |
| Payables                              | –   | 8                         | 8               | 7               |
| Employee Benefits                     | –   | 85                        | 85              | 74              |
| <b>Total Non-Current Liabilities</b>  | –   | 93                        | 93              | 81              |
| <b>Total Administered Liabilities</b> | –   | 151                       | 151             | 145             |
| <b>Net Assets Deficiency</b>          | –   | (23)                      | (23)            | 17              |
| <b>Administered Equity</b>            |   |                           |                 |                 |
| Accumulated (Deficit)/Surplus         | –   | (23)                      | (23)            | 17              |
| <b>Total Administered Equity</b>      | –   | (23)                      | (23)            | 17              |

## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2008

|                                | Electoral Districts<br>Boundaries<br>Commission<br>\$'000 | Special<br>Acts<br>\$'000 | Total<br>\$'000 |
|--------------------------------|---|---------------------------|-----------------|
| Balance at 30 June 2006        | (9)   | 19                        | 10              |
| Net result 2006-07             | 21  | (14)                      | 7               |
| Balance at 30 June 2007        | 12  | 5                         | 17              |
| Net result 2007-08             | (12)  | (28)                      | (40)            |
| <b>Balance at 30 June 2008</b> | –   | (23)                      | (23)            |

**CASH FLOW STATEMENT OF ADMINISTERED ITEMS for the year ended 30 June 2008**

|   | 2008<br>\$'000 | 2007<br>\$'000 |
|---|----------------|----------------|
| <b>Cash flows from Operating Activities</b>                       |                |                |
| <b>Cash Outflows</b>  |                |                |
| Employee benefit payments   | (314)          | (283)          |
| Supplies and services   | (1)            | (462)          |
| GST payments on purchases   | (2)            | –              |
| <b>Cash used in operations</b>                                    | <b>(317)</b>   | <b>(745)</b>   |
| <b>Cash Inflows</b>   |                |                |
| GST input tax credits   | 9              | 33             |
| Interest received   | –              | 2              |
| Fees and charges  | 1              | 83             |
| <b>Cash generated from operations</b>                             | <b>10</b>      | <b>118</b>     |
| <b>Cash Flows from SA Government</b>                              |                |                |
| Receipts from SA Government                                       | 292            | 638            |
| Payments to SA Government   | (12)           | –              |
| <b>Cash generated from SA Government</b>                          | <b>280</b>     | <b>63</b>      |
| <b>Net cash provided by operating activities</b>                  | <b>(27)</b>    | <b>11</b>      |
| <b>Net (decrease)/increase in cash and cash equivalents</b>       | <b>(27)</b>    | <b>11</b>      |
| Cash and cash equivalents at the beginning of the financial year  | 27             | 16             |
| <b>Cash and cash equivalents at the end of the financial year</b> | <b>–</b>       | <b>27</b>      |



# Freedom of Information (FOI) Act Information Summary

## INFORMATION STATEMENT

The SEO is the independent electoral authority for South Australia. The annual report, available for inspection at the agency premises in Rose Park and on the office's website [www.seo.sa.gov.au](http://www.seo.sa.gov.au) contains recent information on the agency, its operating issues and affairs deemed consistent with reporting requirements under the Freedom of Information Act 1991 s9.

## THE ELECTORAL ROLL AND ROLL CHANGES

The public are able to enrol to vote, or amend their enrolment details if they have moved address or changed their name, by completing an enrolment form available from any post office or electoral office.

## ACCESS TO DOCUMENTS HELD BY THE SEO

- Electoral roll data may be accessed at the SEO or any divisional office of the Australian Electoral Commission. The roll is produced for every House of Assembly district at each State election in hard copy;
- Electoral, election, research and electoral district boundary information is available on the website and in hard copy format from the office;
- The registers of political parties and declaration voters are available for inspection at the SEO premises;
- Polling places and declared institutions are published in the *Gazette* prior to a parliamentary election.

## SEO POLICY DOCUMENTS

- Accounting and Internal Controls;
- Complaints Protocol;
- Conduct of ballots proforma;
- Distribution of Information from the electoral database;
- Exit Review;
- FBT Tax;
- Financial Policy;
- First Aid;
- Flexible Working Hours;
- Goods and Services Tax;
- Grievance Resolution;
- Harassment in the Workplace;
- Hazardous Substances;
- Hours of Driving;

- Information Communication and Technology;
- Leave;
- Management of Excess Employees;
- Manual Handling;
- Non Smoking Work Environment;
- Non-voters;
- Occupational Health Safety & Welfare;
- Performance Management and Development;
- Plant and Equipment;
- Records Management;
- Recruitment;
- Risk Management;
- Study;
- Training & Development;
- Working in Isolation outside Normal Hours;
- Workplace Conduct.

The office also follows a Return to Sender mail from State Members policy drawn up by the Australian Electoral Commission.

## CONTACT ARRANGEMENTS

Address enquiries and applications under the Freedom of Information Act to:  
Freedom of Information Officer  
State Electoral Office  
134 Fullarton Road  
ROSE PARK SA 5067  
Tel: (08) 8401 4300  
Contact hours: 9am – 5pm Monday to Friday

The Electoral Districts Boundaries Commission has separate arrangements.  
Address to:  
The Secretary  
Electoral Districts Boundaries Commission  
GPO Box 646  
ADELAIDE SA 5001

## CHARGES

Fees and charges in relation to information requests under the Freedom of Information Act 1991 can be obtained on application to the office and are dependent on the nature, complexity, amount and frequency of data required. Fees are waived in certain circumstances at the discretion of the agency.

## FOI REQUESTS DURING THE REPORTING YEAR

No requests were received during the year.



**STATE ELECTORAL OFFICE**  
*South Australia*