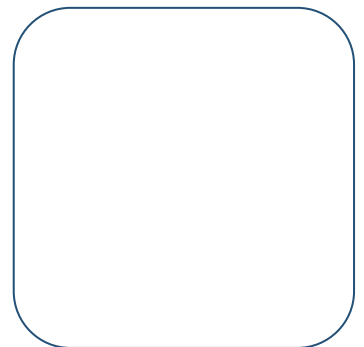
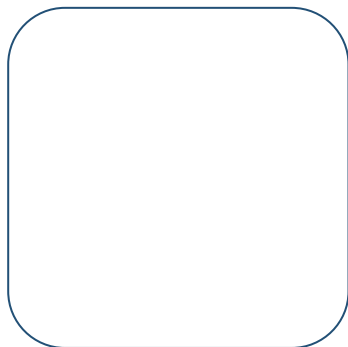


ANNUAL REPORT 2004-2005



**STATE ELECTORAL OFFICE
ANNUAL REPORT**

ISSN 1037-4493

This report is available on the Internet at www.seo.nsw.gov.au

The Hon Morris Iemma MP
Premier, Treasurer and Minister for Citizenship
Parliament House
SYDNEY NSW 2000

27 October 2005

Dear Premier

I have pleasure in submitting for your presentation to both Houses of Parliament the Annual Report and Financial Statements of the State Electoral Office.

The activities of the Office for the year ended 30 June 2005 are reviewed in this Report. The Report has been prepared in accordance with the requirements of the *Annual Report (Departments) Act 1985* and the *Public Finance and Audit Act 1983*.

Yours sincerely



Colin Barry
Electoral Commissioner

TABLE OF CONTENTS

The State Electoral Office	5
The Year at a Glance	7
Electoral Commissioner’s Report.....	11
External Review	13
Redistribution of Legislative Assembly Districts.....	16
Our Electoral Services	17
Parliamentary Elections and Election Funding Division.....	17
Non-Parliamentary Elections Division	20
Election Services Division	23
Our Operations.....	26
Corporate Governance and Accountability.....	26
New Strategic Directions	35
Our Finances	40
Appendices	67
Index.....	86

The State Electoral Office

History

The State Electoral Office (SEO) occupies a special position within the structure of government in New South Wales (NSW). The SEO has its roots in the development of representative government dating back to 1843 when the first election of 24 representatives to the NSW Council was conducted by the Elections Branch in the Chief Secretary's Department. The Council was composed of 36 members, 24 elected and 12 appointed. At that election 9,315 electors were enrolled to vote. In 1928 the office of Electoral Commissioner was established pursuant to the *Parliamentary Electorates and Elections Act 1912*. In 2005 there are some 4.3 million electors enrolled in NSW.

SEO's Mission

The SEO's mission is to provide high quality election services that are impartial, effective, efficient and in accordance with the law.

SEO's Values

The SEO values:

- integrity in the way that we approach our work
- impartiality in the conduct of elections to gain and maintain the confidence of clients and the community
- respect for the needs of all in our community to ensure equal access to democracy
- professionalism in providing election services
- a learning culture amongst our staff members to ensure that the SEO reflects on how it delivers its services and remains a modern, forward thinking organisation that can meet the challenges of emerging issues.

Work Governed By Legislation

The SEO's work is governed by the following eight main pieces of legislation:

- *Constitution Act 1902*
- *Parliamentary Electorates and Elections Act 1912*
- *Local Government Act 1993*
- *Registered Clubs Act 1976*
- *Industrial Relations Act 1996*
- *Election Funding Act 1981*
- *The City of Sydney Act 1988*
- *Privacy and Personal Information Protection Act 1998*

The last change to the *Parliamentary Electorates and Elections Act 1912* occurred in 2002. Under the *Parliamentary Electorates and Elections Amendment (Party Registration) Act 2002* specific authority was conferred on the Electoral Commissioner to apply particular tests for the purposes of determining whether a party is to be registered.

The last change to the *Local Government Act 1993* occurred in 2003 and provided for elections to be held on the fourth Saturday in September in every fourth year after 2004.

Electoral Responsibilities

The Electoral Commissioner is responsible for the registration of political parties, enrolment of electors, preparation of lists and rolls of electors and the conduct of elections. The Electoral Commissioner is the Returning Officer for the periodic Legislative Council elections and is also one of three Electoral Districts Commissioners appointed by the Governor to carry out electoral district redistributions according to law.

The SEO supports the Electoral Commissioner by:

- conducting elections for the Parliament of NSW and elections for local government councils
- conducting elections for registered clubs, statutory boards and State registered industrial organizations
- working with the Australian Electoral Commission in the management of the joint electoral roll in NSW
- providing administrative support to the Election Funding Authority.

Resources

As at 30 June 2005 the SEO had 19 permanent employees. During the year the SEO earned \$972,000 from user pays and commercial activities. The Office received \$9,526,000 from the NSW Government for recurrent expenses.

Clients

Our clients are:

- the people and electors of New South Wales
- the Parliament of New South Wales
- local government councils
- candidates and other participants at elections
- the Election Funding Authority
- registered political parties
- industrial organisations, registered clubs and statutory bodies

The Year at a Glance

Council on the Cost and Quality of Government Review

The Council on the Cost and Quality of Government Review was a major activity for the SEO during the reporting year. An overview of the findings and recommendations is to be found at page 13.

Joint Standing Committee on Electoral Matters (JSCEM)

The Committee was established in 2004 and in October 2004 it resolved to inquire into the 2003 State election. The SEO made a submission. Page 15.

Redistribution of Legislative Assembly Districts

The Electoral Districts Commissioners conducted a redistribution of the NSW Legislative Assembly Districts to ensure each District is of approximate equal enrolment. Page 16.

Our Electoral Services

Objectives

- To provide excellent, impartial and reliable electoral services that meet the needs of the people and electors of NSW and other clients including the Parliament.
- To ensure our electoral processes are efficient, accurate and support equal access to democracy.

Main Achievements and Events

- Conducted the Dubbo State by-election including the distribution of a household brochure with key election information to 23,000 homes.
- Processed all relevant declarations for election funding in a timely and expeditious manner following the March 2004 local government General election.
- Managed the registration or continuing registration of 18 political parties at the state level and 36 for local government.
- Conducted 17 local government ordinary elections or by-elections, 48 registered club elections and 51 statutory board and industrial ballots.
- Developed a new approach to the provision of local government electoral services on a transparent, full-cost recovery basis.
- Developed business requirements for a new computerised Election Management Application (EMA) to assist Returning Officers manage the conduct of both parliamentary and local government elections.
- Provided advice to the community through 25,000 monthly website visits, and in excess of 32,000 telephone and email inquiries.

Year at a Glance

- Issued approximately 140,000 penalty notices or enforcement orders for failure to vote in local government or State elections.

Challenges

- Introduce a project-management and risk-management approach to preparations for the parliamentary General election in 2007.
- Review the Returning Officer program to ensure that those recruited have the core competencies to carry out the important duties and responsibilities of the role, and develop comprehensive training and support strategies to assist them.
- Ensure that local government election services provided by the SEO are provided on a true cost-recovery basis.
- Develop a new Election Management Application (EMA).
- Transfer electors to the new electorates as determined by the Redistribution conducted in 2004, jointly with the Australian Electoral Commission (AEC) validate the Electoral Roll and then inform all electors of their new electorates.

Key Activities 2004-05	2002-03	2003-04	2004-05
Number of electors enrolled as at 30 June	4.2M	4.3M	4.3 M
Parliamentary General elections conducted	1	-	-
Parliamentary by-elections conducted	-	-	1
Local government ordinary elections conducted	18	338	9
Local government by-elections conducted	-	-	8
Registered club elections conducted	39	43	48
Statutory board and industrial ballots conducted and enterprise agreements managed	61	48	51
Staff numbers as at 30 June (permanent)	21	19	19
Total Expenditure	\$38.6M	\$13.2M	\$9.2M

Our Operations

Objectives

- To introduce a strong system of governance.
- To have knowledgeable and appropriately skilled people.
- To support our services with robust, relevant and responsive business processes including a systematic project-management and risk-management approach.

Achievements and Events

- Developed the SEO's Corporate Plan for 1 July 2005 to 30 June 2007 that sets the framework for how we will run our business.
- Developed a new organisational structure based on business requirements.

Challenges

- Introduce and maintain project-management systems and effective risk-management strategies to all operations.
- Develop and implement targeted information strategies including an improved website to meet the needs of voters, registered political parties, the community and the media.
- Develop a strategic plan to provide electors with a disability access to improved information and services within the constraints of electoral law.
- Develop organisational readiness for the 2007 General election.
- Develop a new Information Management and Technology (IM&T) Strategic Plan.
- Maintain business continuity in the move to new accommodation to coincide with the expiry of the SEO's current lease.

Our Finances

Objectives

- To prudently manage our financial performance in accordance with the *Public Finance and Audit Act 1983* and the Treasurer's Directions.
- To provide effective financial management systems within a recognised risk-management framework.

Achievements and Events

- Managed the transition to the Australian Equivalents to International Financial Reporting Standards (AEIFRS).
- Provided administrative support for the establishment of the SEO Audit Committee.

Challenges

- Introduce program budgeting and implement appropriate financial reporting which supports business requirements.
- Align SEO's budget to services and work with Treasury to improve the Office's Results and Services plan.
- Integrate human resource management and payroll systems.
- Implement full cost recovery for the provision of local government electoral services.
- Promote election participants' awareness of obligations under the Election Funding legislation.

Electoral Commissioner's Report

The past year has been one of building solid foundations for the future. The review of the State Electoral Office (SEO) undertaken by the Council for the Cost and Quality of Government was an important opportunity to identify the things that the SEO does well and to identify areas where the SEO can make improvements. I am pleased to report that the Government has responded to the review recommendations and set the SEO on a sound footing to deliver high quality election services to the citizens of New South Wales. Whilst there is still much work to be undertaken to complete the implementation of the review recommendations, we are well on the way.

There were three principal areas that the review identified as in need of reform. The legislation under which the SEO operates is in need of modernising, especially in the structural relationships between key officials; improved financial and resource arrangements needed to be put in place to enable the SEO's key services to be performed; and the SEO organisational structure needed to be reformed to reflect business functions.

During the year the SEO made a submission and provided oral evidence to the Joint Standing Committee on Electoral Matters' (JSCEM) Inquiry into the 2003 General election which provided the Parliament with an opportunity to more closely understand the challenges facing the operations of the Office.

Internally, the year has been one of establishing the basis from which to move forward in reshaping the SEO as a professional, responsive, learning organisation. A new Corporate Plan for 1 July 2005 to 30 June 2007 has been developed outlining key strategic directions for the Office. The SEO's foundations are taking shape with a new four branch organisational structure, new senior positions and an appropriate budget.

Looking externally, during the year the SEO established a new working partnership with local government councils in the delivery of election services. The SEO receives no funding from Government for the preparation for, and conduct of, local government elections. The elections are expected to be conducted on a full cost recovery basis.

The SEO is developing a service partnership model to provide councils with election services on a transparent full cost recovery basis. The model is based on costing core services and providing councils with options and prices for additional services which councils can choose. Those councils which have had elections conducted in the past year have generally appreciated the new approach.

In looking forward, the next twelve months will be critical in the preparation for the State General election in March 2007. A more systematic project management approach to delivering our services will be adopted. The procedural and logistical basis of running elections will be reviewed, polling places will be optimised and our resourcing and warehousing operations put on a more efficient footing. We will undertake public recruitment of suitable people to be trained as Returning Officers and support them with a sound training program, clear procedures and high quality support during the election.

The SEO has commenced development of an improved computerised election management system to underpin the impartial, accurate, reliable and efficient delivery of elections. We will implement new management arrangements for the Legislative Council election.

Electoral Commissioner's Report

The SEO has made a commitment to provide improved information and investigate improved voting services to electors with a disability at the 2007 State General election. As a first step, the SEO will consult with the peak bodies who represent people with a disability to explore issues and options.

The SEO will move to new premises in the new year following the expiry of the lease in the current premises and will continue implementing the new organisational structure. Like many organisations we recognise that our staff are our major asset. Importantly, over the next year we intend to develop our staff and support them to make strategic changes to the way we operate in order to better meet the needs of our clients and the citizens of New South Wales.

Finally, on behalf of my executive team, I would like to thank the staff of the SEO who again made a tremendous contribution during the year. The year's achievements would not have been possible without their commitment, dedication and consistent hard work.

A handwritten signature in black ink that reads "Colin Barry". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Colin Barry
Electoral Commissioner

External Review

Council on the Cost and Quality of Government Review of the SEO

At the request of the Electoral Commissioner, the former Premier the Hon Bob Carr MP, agreed to a review of the SEO in order to undertake an organisational health check. The terms and scope of the review were developed in consultation with the Electoral Commissioner. The review was undertaken by the Council on the Cost and Quality of Government (CCQG). The review was conducted in accordance with CCQG's methodology for reviewing agencies.

Consistent with CCQG's collaborative model, the review was overseen by a Steering Committee chaired by a Council member. In the case of the SEO, Professor Percy Allen, AM chaired the review. The review team was led by Mr Alan Griffin, Chief Executive Officer of the Jenolan Caves Trust, (formally Deputy Director-General of the Department of Commerce). Mr Brian DeCelis, Manager Elections Services of the SEO was appointed to the review team.

The review covered twelve performance areas which include six strategic and six operational areas as detailed below:

Strategic Performance Areas	Operational Performance Areas
1. Environment	7. Culture
2. Clients	8. Communications
3. Other Stakeholders	9. Organisational Structure
4. Legislation and Policy	10. Human Resources
5. Service Delivery	11. Processes and Systems
6. Strategies and Reviews	12. Controls and Metrics

The review consulted with SEO staff members, a representative group of Returning Officers, registered political parties, the Joint Standing Committee on Electoral Matters and leaders of the main political parties. The review process ensured that the review team had relevant information available in order to make their findings and recommendations.

Review Findings

The review found that the SEO is recognised by stakeholders as being impartial and independent.

It has a strong culture of staff commitment and professionalism with its small head office staff addressing 87,408 enquiries in 2002-03. The Electoral Commissioner has well established links to other jurisdictions through the Electoral Council of Australia.

The review identified opportunities for improvement including cost recovery for commercial services and more effective communication, education and marketing strategies and website enhancement. It also identified opportunities for greater alignment between State and Federal administrative processes to ensure consistency in the conduct of elections.

The review identified risks inherent in the current operations of the SEO in areas such as election counting, rulings and advice, field staff training and compliance, election planning and information technology and communication systems.

Review Recommendations

The Council recommended increased funding be provided to the SEO to minimise the identified risks. This would permit the SEO to optimise staffing, improve the strategic and project management capabilities of the Office, enhance training and support for field staff, and on a once-off basis up-grade IT and communications systems. Legislative and management reforms to support more efficient electoral operations were also recommended.

Implementation of the Review Recommendations

The SEO has commenced implementing those outcomes for which it has direct responsibility. As well, it has made recommendations to Government regarding amendments to the *Parliamentary Electorates and Elections Act 1912*.

Joint Standing Committee on Electoral Matters

In 2004 the NSW Parliament appointed a Joint Standing Committee on Electoral Matters (JSCEM) to inquire into and report on any of the following matters upon reference from either House of Parliament or a Minister:

- (a) The following electoral laws:
 - (i) *Parliamentary Electorates and Elections Act 1912* (other than Part 2)
 - (ii) *Election Funding Act 1981* and
 - (iii) those provisions of the *Constitution Act 1902* that relate to the procedures for, and conduct of, elections for members of the Legislative Assembly and the Legislative Council (other than sections 27, 28 and 28A);

- (b) The administration of and practices associated with the electoral laws described at (a).

In October 2004 the Committee resolved to conduct an inquiry into the 2003 State election and related matters. The terms of reference were:

- (1) That the Joint Standing Committee on Electoral Matters inquire into and report on all aspects of the conduct of the 2003 NSW Election and related matters, including but not limited to:
 - (a) the role of the State Electoral Office
 - (b) the consistency of procedures used, and rulings made, by District Returning Officers
 - (c) postal voting, including an examination of inconsistencies between state and federal postal voting legislation and procedures
 - (d) the criteria used for the designation of pre-poll voting places
 - (e) procedures and provisions relating to the confirmation of enrolment.
- (2) That in conducting its inquiry into the 2003 General election the committee include for examination and report:
 - (a) the problems associated with the finalisation of the counting of votes in the Legislative Council periodic election, and in particular:
 - the identification of the nature of the problems
 - ascertaining why the problems occurred
 - ascertaining why the problems were not identified earlier
 - ascertaining what can be done to ensure that such problems do not occur again
 - any other relevant matter in addressing these problems
 - (b) the changes to the Legislative Council voting system that applied for the first time at the 2003 periodic election, such as group voting squares
 - (c) the counting of preference votes, including random sampling.

NB: The Committee is precluded from inquiring into Part 2 of the *Parliamentary Electorates and Elections Act* 1912 and sections 27, 28 and 28A of the *Constitution Act* 1902 which concern the distribution of electorates.

Submission to JSCEM

The SEO made a submission to the JSCEM regarding each of the terms of reference and a copy can be found on the New South Wales Parliament's website www.parliament.nsw.gov.au.

The NSW Parliament has a strong interest in the SEO's performance and the JSCEM is an important forum for the SEO's work and performance to be reviewed. The Committee is due to report in September 2005.

Redistribution of Legislative Assembly Districts

During the year the Electoral Districts Commissioners conducted a redistribution of the New South Wales Legislative Assembly Districts pursuant to provisions of the *Constitution Act 1902*.

The Governor, the Hon Marie Bashir AC, appointed The Hon Jerrold Cripps QC as Chairperson, Mr John Wasson, the former Electoral Commissioner (and following his resignation) Colin Barry, the current Electoral Commissioner and Mr Warwick Watkins, Surveyor-General as the Electoral Districts Commissioners. The Commissioners completed the redistribution and submitted their report to the Governor on 21 December 2004.

The redistribution of the State's electoral Districts is an important process to ensure that each Legislative Assembly District is of approximate equal enrolment. This ensures that each Member of the Legislative Assembly represents an equal number of electors.

Following the Commissioners' release of the new boundaries, the SEO, the NSW Department of Lands and the Australian Electoral Commission (AEC) commenced work to transfer electors to the new electorates. This is an exacting and time-consuming process that requires the assistance and cooperation of the above mentioned three agencies. The AEC is well advanced in transferring the electors to the new Districts on the computerised roll management system.

Once electors have been transferred to the new electorates, the SEO and the AEC will undertake a quality assurance check to validate the process. It is anticipated that that work will be completed by 30 June 2006. The SEO will then inform all electors of their new electorates.

Our Electoral Services

The SEO recognises the diversity of the New South Wales community and the demand for high quality electoral services to meet a wide range of needs, expectations and levels of understanding of the democratic system.

Elections are conducted in a high profile environment where impartiality, accuracy, reliability and efficiency are essential.

We recognise an increasing community demand for access to election services. In addition to its obligations under privacy laws, the SEO in the reporting year committed to respond effectively and efficiently to higher community expectations regarding the handling of electors' and candidates' personal information.

Up to 30 June 2005 our services were delivered through three operational divisions:

- Parliamentary Elections and Election Funding
- Non-Parliamentary Elections
- Election Services

A new four branch organisational structure came into effect from 1 July 2005 (see New Strategic Directions page 35)

Parliamentary Elections and Election Funding Division

The Parliamentary Elections and Election Funding Division is responsible for the administration and conduct of parliamentary elections as well as the administration of the election funding and disclosure program.

The division is also responsible for the registration of political parties for parliamentary and local government elections.

The services provided include:

- training Returning Officers and polling officials in connection with parliamentary elections
- developing instructional manuals and forms for parliamentary elections
- selecting and appointing polling places, declared institutions and pre-poll voting centres
- providing resources and logistical support to Returning Officers
- managing nominations and registration of how-to-vote materials for parliamentary and local government elections
- registering political parties for parliamentary and local government elections
- providing administrative support to the Election Funding Authority in processing registered party, candidate and third party applications and returns

- providing advice and support to Returning Officers during the conduct of parliamentary elections.

Achievements of the Division

Parliamentary By-elections

The SEO conducted the Dubbo by-election on 20 November 2004. The by-election was necessary as a result of the death of the member, Mr Tony McGrane, MP. Mr Russell Sear was appointed as the Returning Officer. The by-election was conducted from leased premises at 125 Talbragar Street, Dubbo.

The SEO used the by-election to provide a training opportunity for three permanent staff members to give them first-hand experience in the working environment of a Returning Officer's office. Such opportunities are an important means of increasing the skills and expertise of the SEO permanent staff and to further improve their understanding of election processes especially as they relate to Returning Officers at the operational level.

Following the by-election, the SEO held a debriefing with the Returning Officer and a small number of polling place managers to review operational processes and instructional manuals provided to polling officials.

The SEO produced a report on the administration and conduct of the election which the Premier tabled in the Parliament on 24 May 2005. All Members of Parliament and Registered Political Parties were provided with a copy of the Dubbo by-election report.

Returning Officers

During the year the SEO established a regular newsletter to the parliamentary Returning Officers (RO News). Returning Officers are an important part of the SEO. They are the front line managers at the time of parliamentary and local government elections. In between elections there is no electoral work for the Returning Officers. The SEO has introduced RO News as a means of keeping them informed and up-to-date on relevant issues.

Registration of Parties under the Parliamentary Electorates and Elections Act 1912

The division is responsible for the registration of political parties according to the prescriptive requirements of the *Parliamentary Electorates and Elections Act 1912*. There were 18 parties registered in the reporting period. Parties currently registered are set out in Appendix 1.

Registration of Parties under the *Local Government Act 1993*

The division is responsible for the registration of political parties according to the prescriptive requirements of the *Local Government Act 1983*. There were 36 parties registered in the reporting period. Parties currently registered are set out in Appendix 2.

Continued Registration of Political Parties

It is a requirement under the *Parliamentary Electorates and Elections Act 1912* and the *Local Government Act 1993* that all parties once registered as a political party must seek continued registration on an annual basis. This creates an important but onerous obligation on the division. The division is involved in assisting the parties understand the complex requirements of the legislation and provides ongoing and iterative advice to the parties to enable them to comply with the detailed requirements of the respective Acts. In the reporting year the Office provided this high level of assistance to 18 registered political parties.

Cancellation of Registration of Registered Parties

During the year one party had its registration cancelled under the provisions of the *Parliamentary Electorates and Elections Act 1912*. A total of 12 parties had their registration cancelled under the provisions of the *Local Government Act 1993*. Parties de-registered are set out in Appendix 3.

Postal and Pre-poll Voting Service to Federal and Interstate Elections

During the year the SEO provided pre-poll and postal voting services for the Federal election and interstate elections. In the case of the Federal election, the SEO provided a facility at 207 Kent Street to enable electors in the city to cast a pre-poll vote. In the case of interstate elections, the SEO also provides a service to those interstate electors who are visiting Sydney to cast a pre-poll or postal vote.

The service is provided on a reciprocal basis with interstate electoral authorities and the Australian Electoral Commission as a service to electors.

Assistance to Election Funding Authority

The Election Funding Authority is established under the *Election Funding Act 1981*. The Act prescribes a scheme of public funding of parliamentary election campaigns and requires public disclosure of the sources of funds and expenditure incurred in parliamentary and local government election campaigns. The division processed all relevant declarations for election funding in a timely and expeditious manner following the March 2004 local government General election.

Processing Political Education Fund Claims

The *Election Funding Act 1981* also provides for the annual payment to eligible registered political parties of amounts from the Political Education Fund. The division efficiently processed all claims for funds for political education under the aegis of the Election Funding Authority. (Details of funds processed are available in the Annual Report of the Election Funding Authority).

Assistance with provision of electoral services to other divisions

As identified in the CCQG review, staff of the division assisted of necessity staff in other divisions of the SEO eg in the provision of electoral services to local government.

Non-Parliamentary Elections Division

The Non-Parliamentary Elections Division is responsible for election services to local government councils, registered clubs, statutory boards and industrial organisations.

The Manager is also responsible for administration of the Legislative Council election.

The services provided include:

- conducting local government elections, registered club elections, statutory board and industrial organisation ballots
- selecting and training Returning Officers for local government elections
- developing instructional manuals and forms for local government elections
- liaising with local government council staff regarding the provision of election services.

Achievements of the Division

Elections and by-elections conducted

The division conducted 65 elections during the reporting period as follows:

Local government ordinary elections conducted	9
Local government by-elections conducted	8
Registered club elections conducted	48

Local Government Elections

During the year the SEO conducted nine local government elections that had been deferred from the General elections held in March 2004. As well, the SEO conducted eight local government by-elections.

The Electoral Commissioner met with council General Managers prior to the elections to discuss and plan service arrangements so that electoral services were tailored to the needs of each individual council.

During the year the elections for Tamworth and Clarence Valley (deferred elections) required above the line voting as there were two or more groups. In circumstances where there is above the line voting it is necessary to count the ballot papers using the SEO's computerised Above The Line (ATL) vote count system. In the case of these elections it was possible for the SEO to take the ATL computer application to the local council and undertake the ballot paper data entry in the local area. This was very well received by the local community, candidates, scrutineers and the media.

Local Government Elections – Information Sessions for Candidates

As a service to potential candidates the SEO held candidate information sessions to provide information on the election process. The information sessions were conducted by an experienced SEO head office staff member and the local Returning Officer was present to answer any questions regarding local administrative arrangements. In some cases the council used the opportunity to also provide information regarding the duties, responsibilities and commitment required by elected councillors. The information sessions are an important forum for the SEO to explain election procedures including:

- the nomination process
- the rules regarding candidates forming groups
- group voting squares and above the line voting (if applicable)
- registration of how to vote cards
- how votes will be counted in above the line voting
- postal and declared institution voting arrangements.

As a service, the SEO sent to electors a pamphlet providing important electoral information including instruction on how to vote where above the line voting applied. The pamphlet was well received in the community and based on feedback the SEO has further refined the pamphlet.

As a service to candidates and their scrutineers in those elections where above the line voting applied, the SEO held a briefing session on the Sunday after election day to explain the operations of the ballot paper data entry process for calculating the election result. This was considered to be an important initiative to assist candidates and their scrutineers.

Following the elections the SEO met with the council General Managers and staff for a debriefing from the client's perspective. The debriefings were attended by the Electoral Commissioner and one other SEO staff member who was involved in the election at head office. These debriefings provide the SEO with important information on how the election processes and services can be improved.

Details of the local government elections and by-elections conducted are at Appendix 4.

New Approach to Relationship with Local Government Councils

The SEO began implementing a new approach to working with local government councils in providing election services. The law provides that the Electoral Commissioner is responsible for the conduct of local government elections and that each council will pay to the SEO the costs for the conduct of their election. The SEO receives no funding from Government for the conduct of these elections as it is expected that the elections will be fully self-funding. The CCQG review identified that it is likely that the SEO was not fully recovering the costs of local government elections.

The cross-subsidy was impacting on other SEO operations as staff who should be devoted to planning, preparing and conducting parliamentary elections were diverted to the conduct of local government and other commercial elections.

Our Electoral Services

Moreover, in the past the relationship between the SEO and some councils had been problematic as some councils believed they had not been provided with sufficient detailed information regarding estimated costs of services nor the basis of some costs.

In the reporting year, the SEO began developing service level agreements with councils to move the provision of election services onto a full cost recovery basis. The Electoral Commissioner wrote to those councils who had elections in the last year to provide an estimate of the costs, explain the new charging arrangements and advise councils that they will now have a say in the level of services provided. This approach was well received.

This process involves establishing a transparent business environment to ensure that councils are provided with a fully costed list of core services to be provided by the SEO (required under legislation to ensure that the election is properly conducted) and a list of fully costed extra services that councils may select at their discretion. Such core and optional services include:

- checking nominations
- approving how-to-vote cards
- supervising and providing advice to the Returning Officer
- packing voting material for the Returning Officer and polling places
- preparing advertisements and the household brochure
- managing the requirements of the Election Funding legislation including follow up with candidates after the election
- providing a 1300 telephone inquiry service to electors during the elections
- handling and responding to complaints and any legal challenges
- preparing a report to councils on the administration and cost of the election.

The SEO met with the General Managers of those councils who had elections in the reporting year to discuss these new arrangements. There was universal agreement that this approach was an improvement as it enabled councils to have a say in the level of election services provided and gave them an opportunity to offer suggestions to improve services to electors and reduce costs.

Elections for clubs and statutory boards and industrial ballots conducted

Details of the elections for clubs and statutory boards and industrial ballots conducted are at Appendix 5.

Election Services Division

The Election Services Division is responsible for the SEO's budget, finances and corporate information. The division comprises two business units, the Services Section and the Finance and Resources Section.

The main services include:

- maintaining the SEO's financial management system including payroll
- managing the SEO's budget and expenditure
- preparing monthly and annual financial statements
- providing human resources, IT and administrative services
- managing the joint electoral roll agreement with the Commonwealth
- providing telephone and media enquiry services during election periods
- providing electoral information to stakeholders and the public
- managing the non-voter program.

Achievements of the Division

Management of the Joint Roll Agreement

Under the *Parliamentary Electorates and Elections Act 1912*, there is established a joint roll agreement between the State and the Commonwealth for the purposes of preparing, updating and revising rolls of electors for State elections. The work is undertaken by the Australian Electoral Commission on behalf of the State. The division continued to oversight and monitor the agreement to ensure it continued to meet the State's needs.

Commissioning new Computerised Election Management Application for the SEO

The SEO has two computer applications which were developed in the mid 1990's to assist with the management of parliamentary elections. The applications are not integrated and are written in the language of old technology which can no longer be supported easily. They pose an unacceptable level of risk if not redeveloped.

The SEO considered purchasing an election management system from another electoral authority and customising it to NSW needs. This approach, whilst initially appearing attractive, proved to be more problematic as it required more effort than modernising the SEO's existing applications.

During the reporting year the SEO obtained Treasury funding to upgrade the systems. The new computerised Elections Management Application (EMA) will assist Returning Officers and SEO head office staff in managing the conduct of both parliamentary and local government elections. EMA will be an integrated suite of software including modules that will assist with:

Our Electoral Services

- election administration (election set up, polling places)
- declaration voting eg absent, postal and pre-poll voting
- election results
- public funding of elections and funding disclosure information
- election night operations

The SEO has completed its business requirements specification to integrate the existing applications and make them accessible in a web environment. As at 30 June 2005, the SEO is about to invite quotations for the new system.

Provision of Electoral Information, Telephone, Media and Inquiry Services

The SEO continued to provide its clients with a range of electoral information through a variety of channels including telephone, website, email, facsimile, media, telephone typewriter and interpreting services. Information in alternative formats is made available through the National Information Library Service.

A household brochure containing key election information was distributed to 23,000 homes in the Dubbo District for the by-election held in that area, supplemented by advertisements placed in major and local newspapers.

The promotion of local government by-elections is generally through the local media with additional strategies undertaken in consultation with the respective local councils.

2004/2005 summary of primary information services

Telephone Enquiries	26472
Email Enquiries	6542
Telephone Interpreting	47
Website Visits per month	25000

Managing Compulsory Voting arising from Parliamentary and Local Government Elections

Failure to Vote

The *Parliamentary Electorates and Elections Act 1912* and *Local Government Act 1993* prescribes that an elector who fails to vote at an election is guilty of an offence. After an election the SEO is responsible for following up all enrolled electors who for whatever reason did not vote. This involves issuing penalty notices and/or considering the electors' reasons for not voting.

The penalty notice provides its recipient with the options of supplying a sufficient reason for failing to vote, or payment of the penalty, or having the matter dealt with by a Court.

Penalty reminder notices are issued to electors who do not reply to the penalty notice or who provide an insufficient reason for failure to vote. Matters which are

outstanding or for which an unacceptable reply was received are subsequently referred to the State Debt Recovery Office for enforcement. The enforcement process can reach across financial years. Increases or decreases in the number of enforcement matters are a product of elector turnout and the size and number of electoral events across a period of time.

During the reporting year the SEO was still managing the compulsory voting follow-up action arising from the March 2003 parliamentary General election and the March 2004 local government elections. This work is very difficult to estimate and plan for as it is affected by the external factors outlined above over which the SEO has no control. The volume of processing is very considerable as the following figures demonstrate:

Penalty notices/enforcement orders for failure to vote

	2003/04	2004/05
Penalty notices local government by-election issued	N/A	30,998
Penalty notices State by-election issued	N/A	3,109
Penalty notices State General election issued	372,934	N/A
Enforcement orders issued	65,394	104,090

Multiple Voting

Seven possible instances of multiple voting at the local government elections referred to the Commissioner of Police for his investigation were considered to have insufficient evidence to support prosecution action.

Human Resources, Administrative Services, Information Management and Financial Performance

Although the Election Services Division carried the responsibility for Human Resources, Administrative Services, Information Technology Management and Financial Performance, these matters are discussed in the following section under Our Operations.

Our Operations

Corporate Governance and Accountability

Our vision is to be recognised as a provider of excellent, reliable and impartial electoral services. To achieve it our services need to be supported by robust, relevant and responsive business processes. An important part of this is our governance structure which provides direction to staff, monitors our progress against our corporate and business plans, manages key risks and provides oversight of our operations to ensure we are complying with relevant laws, practices and procedures.

Central to the SEO's governance is the Executive Management Team which sets the strategic direction of the Office and monitors performance.

New Electoral Commissioner Appointed

Mr Colin Barry was appointed Electoral Commissioner from 1 July 2004. The Electoral Commissioner is appointed in accordance with section 21A of the *Parliamentary Electorates and Elections Act 1912* and may hold office until attaining the age of sixty-five years.

Mr Barry was formerly the Electoral Commissioner for Victoria, a position that he held from 1999. Previously he had been Deputy Electoral Commissioner in Victoria from 1989.

Executive Management Team

Colin Barry

Electoral Commissioner
(From 1 July 2004 – 30 June 2005)

Brian DeCelis

Manager Election Services
(From 1 July 2004 – 30 June 2005)

Terry Jessop

Manager Non-Parliamentary Elections
(From 1 July 2004 – 30 June 2005)

Details of the Office's Senior Executive Service profile is available at Appendix 6. Details of the work undertaken for external committees and panels can be found at Appendix 7.

Interim Management Group

The Electoral Commissioner formed an Interim Management Group to assist with determining SEO policies and priorities. The Interim Management Group meets regularly in order to monitor strategic directions and manage risks.

The SEO's organisational structure was reviewed by the Council for the Cost and Quality of Government review of the SEO. Details of the SEO organisational chart for the reporting period is at Appendix 8. A revised structure has been implemented as at 1 July 2005.

Establishment of the SEO Audit Committee

The SEO has established an Audit Committee to advise on matters of accountability and internal control affecting the SEO's operations. The Committee consists of:

- Mr Jim Mitchell, Chairman
- Mr Phil Bickerstaff, nominee of the Secretary of the Treasury up to 1 February 2005
- Mr Geoff Lyons, nominee of the Secretary of the Treasury from 18 April 2005
- Ms Kathleen Haddock, Returning Officer.

The Committee held its first meeting on 4 November 2004 and has met on three occasions. It has adopted an Audit Plan and has proceeded to oversight specific assignments carried out by the SEO's internal auditors, Internal Audit Bureau who were appointed for a 12 month period up to 30 June 2005.

Corporate Plan

The SEO developed a new Corporate Plan for the period 1 July 2005 to 30 June 2007 which will cover the next parliamentary General election in March 2007. Our Corporate Plan is based on our vision of being recognised for the provision of high quality election services that are effective, efficient and in accordance with law. It sets out our key corporate objectives, strategies and outcomes.

Unlike other government agencies, the SEO's work demands fluctuate according to election cycles. A parliamentary General election occurs every four years (the fourth Saturday in March) and as such the SEO's workload reaches a peak in the period twelve months before the election and is sustained for the period up to six months after the election.

Local government elections are now held on a four year cycle and in the future will be held in September in the year following the State election. The next local government General election will be in September 2008.

The SEO's business cycle is heavily structured around these two main events (parliamentary and local government General elections). The Corporate Plan will be reviewed and revised in July 2007 after the parliamentary General election to examine the challenges the Office faces as well as our strengths and weaknesses as we prepare for the local government General elections due in September 2008.

Our Operations

The Corporate Plan identifies five key result areas with strategies and performance measures. These are:

- high quality election services
- effective electoral roll management
- provision of election services that promote equal access
- effective management of election funding and disclosure
- organisational effectiveness

In future annual reports the SEO will report on progress against the performance targets.

The Corporate Plan is available on the SEO's website www.seo.nsw.gov.au.

Human Resources Management

Our people are the key to achieving our vision to be recognised as providers of excellent, reliable and impartial electoral services. We recognise the need to assess the current skill base of the Office and update our recruitment practices to reflect new competencies and changing skill needs while supporting all our staff with appropriate learning and development to deliver our business services efficiently and effectively. In 2005-06 we intend to develop further our Human Resources Strategy. The SEO staff profile is available at Appendix 9.

Returning Officer Appointments

Processes related to the appointment and remuneration of Returning Officers for the 2007 State Election are currently under review. The background of the 93 current State Returning Officers is varied, with approximately one third of officers current public servants and two thirds drawn from the private sector or the community. It is anticipated that the review will be completed by mid 2006.

Local government Returning Officers are appointed by the Electoral Commissioner under the *Local Government Act 1993*. The length of their respective appointments varies and may be up to seven weeks during the conduct of an election. This reflects the differences in the size of councils across the State.

Learning and Development

Training in the past year was provided to permanent staff in the following areas:

- Returning Officer office operations
- electoral administration
- job application techniques
- emergency evacuation procedures
- supervision
- transport and distribution
- executive support

Following the SEO restructure it is intended to undertake a formal skills audit of staff in order to identify individual officer and organisation-wide skill gaps and to develop appropriate training and development programs to address these.

Occupational Health and Safety

During the year there were four reported safety incidents. Of the four injuries, two resulted in a claim for medical expenses. No time was lost from work. Details are available at Appendix 10.

Sick Leave Management

The office is committed to the effective and fair management of sick leave taking into account the circumstances of an individual and the effect of the leave on the operations of the Office. The office monitors individual sick leave to allow for early intervention and assistance to officers. Details of sick leave averages are available at Appendix 11.

Equal Employment Opportunity (EEO) Achievements

The Office continues to ensure that our workplace is free from discrimination, where all staff have equal access to training, job opportunities, higher duties and flexible work practices. As a small agency it is difficult to effect changes to our staffing profile. Trends in the representation of Equal Employment Opportunity target group members are detailed in Appendix 12

Mechanisms were put in place to deal with any staff concerns regarding the Council on the Cost and Quality of Government Review of SEO. Regular consultation with staff and their industrial representatives enabled any issues, particularly matters which may affect a member of an EEO group, to be identified and dealt with appropriately.

Change management strategies were also put in place including one-on-one career counselling with individual officers by an independent consultant together with job application technique training. Feedback from all officers was positive.

The SEO's Spokeswomen program supports the principle of employees balancing their work and family life and in 2005-06 will look to further develop networking opportunities for women.

Our EEO program in the forthcoming year will focus on:

- a review of the Returning Officer recruitment process
- the impact on EEO group members of structural change

Our Ethnic Affairs Priority Statement is detailed in Appendix 13. A report on our Disability Plan is detailed in Appendix 14.

Overseas Visits

There were no overseas visits undertaken by any staff members.

Consultation with Unions

There was appropriate consultation with the Public Service Association regarding the proposed new structure. No significant industrial issues were raised.

Code of Conduct

The Office's Code of Conduct is an important management tool that helps maintain the integrity and reputation of the Office by setting out appropriate standards of behaviour. There were no changes to the Code during the year.

Committees and Special Offices

A detailed list of SEO Committees and Special Offices is available at Appendix 15.

Administrative Services

Waste Reduction Plan

We continued our sound environmental management through our WRAPP Plan which aims to reduce waste and increase purchases of recycled content materials in two key areas:

- paper products
- office equipment and consumables (eg toner cartridges)

Our strategies have been developed to avoid paper product waste, increase the purchase of recycled product content and increase resource recovery. This Office concentrates its efforts on waste mitigation and minimisation strategies as follows:

Use of recycled material – purchase of recycled content materials

Contracts for the purchase of ballot boxes and voting screens made of recycled content continue to be implemented.

Resource recovery – waste re-use and recycling:

Re-use of election material in the local community is our first strategy priority, with material that cannot be re-used (including ballot papers) recycled.

Reducing the generation of waste:

An office intranet was developed in the year which by its nature replaces paper based documents with an electronic format.

The conduct of elections is predominantly a paper-based activity, with significant legislative, technical and cost considerations associated with electronic voting initiatives.

Energy Management Plan

The Office supports energy management as a key mechanism for pursuing both environmental and financial benefits.

The Government Energy Management Policy objective is to achieve and sustain reduced greenhouse gas emissions and significant energy cost savings.

The level of electoral activity in any given period of time has a direct relationship to energy consumption. Comparisons against baseline data can therefore be misleading as operational hours, travel and staffing levels fluctuate at the time of increased electoral activity.

Thus the Office aims to mitigate consumption rather than make comparisons against baseline data.

Premier's Memorandum 2004-4 set out new requirements to improve the greenhouse performance of NSW Government office buildings and tenancies using the Australian Building Greenhouse Rating (ABGR) scheme.

Accredited ratings of owned or leased office buildings were required by 31 December 2004. An accredited assessor was engaged by SEO in February 2005 with the resultant greenhouse rating of our current office premises at 3.5 stars. SEO intends to move to a new tenancy in 2006 with the ABGR requirements a key criterion in the selection of premises and subsequent fit-out works.

Risk Management and Insurance Activities

The office maintains five policies of insurance under the risk management system, namely, public liability, workers compensation, motor vehicle, property and miscellaneous insurances.

Public liability coverage is met by the Office on behalf of lessors of polling place premises for elections.

Risks are at their peak at the time of such major electoral events. Incidents relating to the activities of polling officials and the attendance of electors at polling places are mitigated via training programs for electoral officials that emphasise risk management initiatives.

Price Determination of NSW Government Held Information

Current pricing structures used by this Office are consistent with government policy. There is no charge where distribution is for public policy purposes i.e. electoral educational information. For government information which is readily produced the price is determined on short-run variable cost (no capital cost applied) e.g. electoral rolls, returns and maps. Where information is in limited supply a short-run variable cost or market clearing cost is applied.

Information Management

Information Technology

The Office's information technology requirements and current services were closely reviewed by the CCOG during the reporting period and essential upgrades were recommended.

Privacy and Data Protection

Personal information is not collected, used, disclosed or accessed for purposes other than provided for in privacy legislation, electoral legislation or purposes directly related to the electoral process.

The protection of personal information and the privacy of individuals is provided for in this Office's Privacy Management Plan developed under the *Privacy and Personal Information Protection Act 1998*. That Plan will be reviewed in the next year.

The electoral roll is a publicly available document as required under Section 30 of the *Parliamentary Electorates and Election Act 1912*. In its printed form it is available for purchase and inspection.

Protected Disclosures Act 1999

No officer made a protected disclosure.

Corruption Prevention Policy

There were no reports of suspected corrupt conduct lodged via the internal reporting system.

Freedom of Information

The Office has both a Statement of Affairs and a Summary of Affairs which are available on request.

In the reporting year one FOI application was received together with fees of \$20. The information sought was not held by the SEO and the application fee refunded.

Website

As identified by the CCOG review, the website requires upgrading to meet the needs of a modern electoral services provider. The SEO's website is not effectively integrated with its other electoral management systems to enable the rapid posting of election results. There is a need to improve both the quality of information provided on the website and the technical architecture to ensure it is accessible to citizens, candidates, political parties and others interested in the conduct of elections.

Publications

Electoral publications available for purchase or download are on the Office's website www.seo.nsw.gov.au.

Financial Performance

The Division is responsible for carrying out finance, accounting, salaries and store functions in accordance with the *Public Finance and Audit Act 1983* and the Treasurer's Directions. Audited financial statements and related information associated with the areas administered by this Office are provided in the audited financial statements accompanying this Report.

Financial Position and Performance

The net cost of services for the year ending 30 June 2005 was \$8.5 million (\$8.4 million in 2003-04) which did not vary significantly to budget.

Employee related costs did not vary significantly to budget. Other operating expenses of \$3.3 million have decreased from the previous financial year's figure of \$5.1 million which reflects the absence of either State or local government General Elections being conducted during 2004-05.

Other expenses of \$3.3 million relate to the payments made under the Joint Roll Agreement with the Commonwealth to share the costs involved in maintaining the NSW Electoral Roll.

Revenue of \$1.2 million (\$4.8 million in 2003-04) is comprised primarily of earnings from conducting those local government General elections which were deferred (\$0.453 million), statutory and industrial ballots (\$0.491 million) and interest earnings (\$0.169 million).

Government contributions towards defraying the cost of operations amounted to \$7.8 million (\$9.0 million 2003-04). In addition a further \$1.8 million from the Consolidated Fund was accounted for as a transfer payment to the Election Funding Authority.

Assets at year end totalled \$3.4 million (\$8.5 million in 2003-04), comprised of mainly cash, \$1.5 million, receivables of \$0.4 million and plant and equipment with a carrying value of \$1.3 million.

Liabilities totalled \$1.6 million (\$6.0 million in 2003-04), the major component being payables of \$1.2 million.

Payment Performance Indicators

The payment performance indicators reflect significant improvement to 2003-04 with the percentage of accounts paid on time at 97% or higher for each quarter. The total monetary value of payments was significantly lower (by \$4.1 million) than 2003-04 which aided in their prompt settlement.

Generally the performance indicators reflect a small number of instances of invoices of significant value being in dispute and discrepancies in billings. Aged analysis of Payment Performance Indicators is available at Appendix 16.

Major Works

There were no major works undertaken by the Office in 2004/2005.

O u r O p e r a t i o n s

Consultancies

During the year the Office engaged three consultants at a total cost of \$76,999. Advice on SEO election systems was provided by DH4 at a cost of \$46,494. Advice on the provision of management services was provided at a cost of \$6,855 and human resource consultancy services were provided at a cost of \$23,650.

Major Assets

Most of our assets and liabilities are of a financial nature, as we lease our accommodation, motor vehicles and computer hardware. A list of the SEO's assets is available at Appendix 17.

Leave Entitlements

Our liabilities in respect of leave entitlements are available at Appendix 18.

New Strategic Directions

New Corporate Image

During the year the SEO revised the corporate image. The new image can be easily adapted to election materials, instructional manuals and forms.

New Organisational Structure for the SEO

Following the CCOG review, the Electoral Commissioner implemented a new four branch structure. The branches will refocus the SEO on its core business: the conduct of parliamentary and local government elections; and provision of electoral services to registered clubs, statutory boards and industrial organisations until new arrangements for the conduct of their elections are established.

The four branch structure will ensure that the SEO is well placed to conduct the next major electoral event, the parliamentary General election to be held on 24 March 2007.

Elections Branch

The branch will be responsible for:

- planning for and conducting parliamentary, local government and other elections
- selecting and training of Returning Officers
- developing and implementing effective operational plans for the conduct of elections
- developing manuals, handbooks and forms for use by election officials, candidates and scrutineers
- developing training procedures for polling place managers
- managing the receipt of election results
- liaising with local government councils and other clients for the provision of election services
- resourcing Returning Officers and polling places with election materials and equipment.

Communications, Policy and Research Branch

This branch will be responsible for:

- developing and implementing voter information strategies for parliamentary and local government elections
- developing materials and information regarding electoral matters for the registered political parties, media and the public

New Strategic Directions

- establishing and managing the tally room at the time of a parliamentary General election
- dealing with inquiries regarding electoral procedures, election results and election statistics from media and the public
- maintaining the register of political parties
- producing election reports to Parliament and local government councils on the conduct of elections
- managing the Corporate Plan, business plan and annual reporting process
- advising the Electoral Commissioner on electoral legislation, privacy and strategic issues.

Business Services Branch

This branch will be responsible for:

- preparing and managing the SEO's budget and expenditure
- preparing the SEO's annual financial statements
- HR policy and procedures
- salaries and payroll
- internal audit program
- risk analysis
- Election Funding Authority services and processes
- SEO accommodation and facilities
- registration of candidates
- records and mail
- non-voter penalties
- managing the move to new SEO accommodation.

Information Technology Services Branch

This branch will be responsible for:

- developing and administering the SEO's IT strategic plan
- developing the new election management system (EMA)
- planning the ITC infrastructure for the next General election
- managing the SEO's head office ITC infrastructure especially in the new accommodation
- managing the SEO's website technical infrastructure.

Preparations for Parliamentary General Election

The SEO senior management team attended a two-day workshop to work through key strategic issues associated with the planning and preparation for the 2007 General election. The workshop identified key election tasks, timelines for completion of key tasks and resources required. As a result of the workshop the SEO now has a document which identifies some 54 key election tasks that need to be developed in the coming 12 months.

Each of the branch managers will assign projects to team leaders or staff members and assist them to develop detailed project plans including risk analysis and risk mitigation strategies. This project management approach is the basis of the SEO moving forward to be well prepared for the next election.

The SEO management team regularly monitors project progress.

Review of Returning Officer Program

The SEO will revise its approach to recruiting, training and supporting Returning Officers during the time of an election. In the future, the SEO will advertise in the community for people who may be interested in being trained as a Returning Officer. There will be a greater emphasis placed on selecting the best people who already have the core competencies to be trained in the particular duties and responsibilities of a Returning Officer. Once selected to join the training program, they will be provided with detailed training in all aspects of their duties including developing interpersonal strategies for assisting candidates, scrutineers and the public.

In the future Returning Officers will be better prepared to undertake their duties.

The SEO has engaged an external consultant with expertise in human resource consulting and job evaluation to review the employment and remuneration arrangements for Returning Officers.

Registered Clubs, Statutory Boards and Industrial Ballots

Under the *Registered Clubs Act 1976* the SEO is required to conduct elections for any registered club that requests the SEO's services. In some respects that places the SEO in a difficult position as the Office has no control over the number of elections that it is to conduct in any one year. It is also the case that typically only the smaller or middle size clubs request the SEO's services.

There is no consistency in how the elections are to be conducted as they are run on the basis of each individual club's rules. In some cases, clubs do not have any rules and in other cases the rules are under-developed. Some club elections are conducted as universal postal elections and others are conducted as face-to-face elections. Each club can make its own decision as to the election format. The SEO conducts very few elections for those clubs with more than 10,000 members.

There is room for some improvement in the environment of club elections. The Department of Gaming and Racing has held discussions with the SEO and the club sector on alternative arrangements for conducting elections including the option of the SEO being a regulator rather than a service provider. In such a model, the SEO would have statutory responsibility to:

- develop election rules by which all club elections would be conducted

New Strategic Directions

- license commercial election service providers to conduct club elections
- provide an education program to clubs on how to go about selecting a Returning Officer or service provider
- provide a packaged manual and model forms for Returning Officers
- conduct an audit of elections to ensure high quality standards are being achieved.

These matters are currently under consideration.

Equal Access to Democracy for Electors with a Disability

The SEO is developing a strategic plan to assist those electors who, as a result of a disability, have difficulty accessing electoral services. As a first step, the plan provides for the SEO to engage a consultant with expertise in this area to consult peak bodies representing people with disabilities.

The consultation process will provide an opportunity for the Office and the peak groups to exchange ideas and strategies that will assist electors with a disability to access the democratic processes within the constraints of the law governing the conduct of elections.

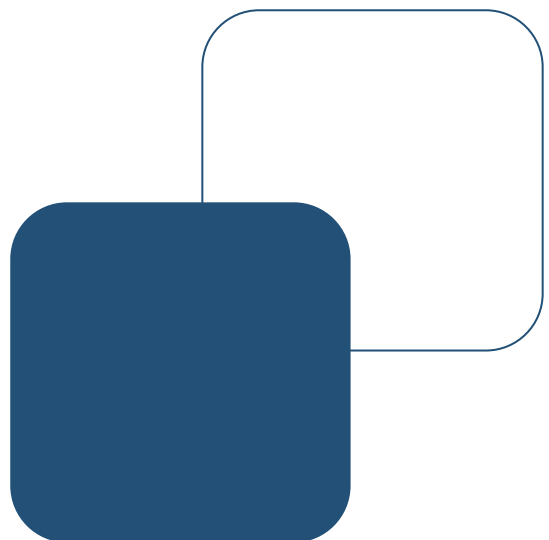
Following the consultation process, an Equal Access to Democracy Plan will be developed to be implemented at the next General election.

Move to New Accommodation

Following the recommendations in the CCQG review to employ additional staff for the SEO it has been necessary to make arrangements to move to larger accommodation. The process has commenced with selecting a new office location (Level 25, 201 Kent Street, Sydney) and inviting suitably qualified architects to submit schematic design proposals for the new office layout.

The timing of the move to new accommodation will coincide with the expiry of the SEO's current lease in March 2006.

Financial Statements





GPO Box 12
Sydney NSW 2001

INDEPENDENT AUDIT REPORT

State Electoral Office

To Members of the New South Wales Parliament

Audit Opinion

In my opinion, the financial report of the State Electoral Office:

- presents fairly the State Electoral Office's financial position as at 30 June 2005 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- complies with section 45E of the *Public Finance and Audit Act 1983* (the Act).

My opinion should be read in conjunction with the rest of this report.

The Electoral Commissioner's Role

The financial report is the responsibility of the Electoral Commissioner of the State Electoral Office. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows, the program statement – expenses and revenues, the summary of compliance with financial directives and the accompanying notes.

The Auditor's Role and the Audit Scope

As required by the Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides *reasonable assurance* to members of the New South Wales Parliament that the financial report is free of *material* misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Electoral Commissioner in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does *not* guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that the Electoral Commissioner had not fulfilled his reporting obligations.


My opinion does *not* provide assurance:

- about the future viability of the State Electoral Office,
- that the State Electoral Office has carried out its activities effectively, efficiently and economically,
- about the effectiveness of its internal controls, or
- on the assumptions used in formulating the budget figures disclosed in the financial report.

Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.



John Viljoen CPA
Director, Financial Audit Services

SYDNEY
20 October 2005

Statement by the Electoral Commissioner

Pursuant to Section 45F of the *Public Finance and Audit Act 1983* I to the best of my knowledge and belief state that:

- (a) the accompanying financial statements have been prepared in accordance with the provisions of the *Public Finance and Audit Act 1983*, the Financial Reporting Code for Budget Dependent General Government Sector Agencies, the applicable clauses of the Public Finance and Audit Regulation 2000 and the Treasurer's Directions;
- (b) the statements exhibit a true and fair view of the financial position of the State Electoral Office as at 30 June 2005, and transactions for the year then ended;
- (c) there are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



Colin Barry
Electoral Commissioner
20 October 2005

STATE ELECTORAL OFFICE

Statement of Financial Performance for the Year Ended 30 June 2005

	Notes	Actual 2005 \$'000	Budget 2005 \$'000	Actual 2004 \$'000
Expenses				
Operating expenses				
Employee related	2(a)	2,368	1,919	4,260
Other operating expenses	2(b)	3,312	1,230	5,149
Maintenance		7	12	2
Depreciation	2(c)	742	825	617
Other expenses	2(d)	3,315	4,821	3,209
Total Expenses		9,744	8,807	13,237
Less :				
Retained Revenue				
Sale of goods and services	3(a)	972	432	4,500
Investment income	3(b)	169	53	101
Other revenue		91	0	199
Total Retained Revenue		1,232	485	4,800
Gain / (loss) on disposal of non-current assets	4	0	0	(4)
Net Cost of Services	21	8,512	8,322	8,441
Government Contributions				
Recurrent appropriation	5	7,593	7,210	8,738
Capital appropriation	5	45	0	26
Acceptance by the Crown Entity of employee benefits and other liabilities	6	212	308	209
Total Government Contributions		7,850	7,518	8,973
SURPLUS / (DEFICIT) FOR THE YEAR FROM ORDINARY ACTIVITIES		(662)	(804)	532
TOTAL REVENUES, EXPENSES AND VALUATION ADJUSTMENTS RECOGNISED DIRECTLY IN EQUITY				
		0	0	0
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS				
	17	(662)	(804)	532

The accompanying notes form part of this financial report.

STATE ELECTORAL OFFICE

Statement of Financial Position as at 30 June 2005

	Notes	Actual 2005 \$'000	Budget 2005 \$'000	Actual 2004 \$'000
ASSETS				
Current Assets				
Cash	9	1,509	3,690	3,696
Receivables	10	395	2,588	2,588
Other	12	144	191	191
Total Current Assets		<u>2,048</u>	<u>6,469</u>	<u>6,475</u>
Non-Current Assets				
Property, Plant and Equipment -Plant and Equipment	11	<u>1,320</u>	<u>1,191</u>	<u>2,016</u>
Total Non-Current Assets		<u>1,320</u>	<u>1,191</u>	<u>2,016</u>
Total Assets		<u>3,368</u>	<u>7,660</u>	<u>8,491</u>
LIABILITIES				
Current Liabilities				
Payables	13	1,213	1,406	1,433
Treasury Advances	14	0	3,800	3,800
Provisions	15	183	200	156
Other	16	184	653	653
Total Current Liabilities		<u>1,580</u>	<u>6,059</u>	<u>6,042</u>
Non-Current Liabilities				
Provisions	15	<u>45</u>	<u>0</u>	<u>44</u>
Total Non-Current Liabilities		<u>45</u>	<u>0</u>	<u>44</u>
Total Liabilities		<u>1,625</u>	<u>6,059</u>	<u>6,086</u>
Net Assets		<u>1,743</u>	<u>1,601</u>	<u>2,405</u>
EQUITY				
Accumulated funds	17	<u>1,743</u>	<u>1,601</u>	<u>2,405</u>
Total Equity		<u>1,743</u>	<u>1,601</u>	<u>2,405</u>

The accompanying notes form part of this financial report.

STATE ELECTORAL OFFICE

Statement of Cash Flows for the Year Ended 30 June 2005

	Notes	Actual 2005 \$'000	Budget 2005 \$'000	Actual 2004 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
Payments				
Employee related		(2,228)	(1,731)	(4,533)
Other		(7,768)	(6,471)	(9,824)
Total Payments		(9,996)	(8,202)	(14,357)
Receipts				
Sale of goods and services		3,353	432	1,796
Interest received		149	53	158
Other		668	408	1,801
Total Receipts		4,170	893	3,755
Cash Flows from Government				
Recurrent appropriation		7,760	7,210	9,151
Capital appropriation		45	0	26
Cash reimbursements from the Crown Entity		92	93	450
Cash transfers to the Consolidated Fund		(413)	0	(308)
Net Cash Flows from Government		7,484	7,303	9,319
NET CASH FLOWS FROM OPERATING ACTIVITIES	21	1,658	(6)	(1,283)
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of Plant and Equipment	4	0	0	0
Purchases of Plant and Equipment		(45)	0	(680)
NET CASH FLOWS FROM INVESTING ACTIVITIES		(45)	0	(680)
CASH FLOWS FROM FINANCING ACTIVITIES				
Proceeds from borrowings and advances		0	0	3,800
Repayment of borrowings and advances	14	(3,800)	0	0
NET CASH FLOWS FROM FINANCING ACTIVITIES		(3,800)	0	3,800
NET INCREASE / (DECREASE) IN CASH		(2,187)	(6)	1,837
Opening cash and cash equivalents		3,696	885	1,859
CLOSING CASH AND CASH EQUIVALENTS	9	1,509	879	3,696

The accompanying notes form part of this financial report.

STATE ELECTORAL OFFICE

Program Statement - Expenses and Revenues for the Year Ended 30 June 2005

STATE ELECTORAL OFFICE'S EXPENSES & REVENUES	Program 7.1.1*		Program 7.1.2*		Program 7.1.3*		Program 7.1.4*		Not Attributable		TOTAL	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
Expenses												
Operating expenses	2,061	3,707	213	383	47	85	47	85	0	0	2,368	4,260
Employee related	2,882	4,480	298	463	66	103	66	103	0	0	3,312	5,149
Other operating expenses	6	2	1	0	0	0	0	0	0	0	7	2
Maintenance	645	537	67	56	15	12	15	12	0	0	742	617
Depreciation and amortisation	3,315	3,209	0	0	0	0	0	0	0	0	3,315	3,209
Other expenses	8,909	11,935	579	902	128	200	128	200	0	0	9,744	13,237
Total Expenses												
Retained Revenue												
Sale of goods and services	28	38	0	0	491	330	453	4,132	0	0	972	4,500
Investment income	169	101	0	0	0	0	0	0	0	0	169	101
Other revenue	91	199	0	0	0	0	0	0	0	0	91	199
Total Retained Revenue	288	338	0	0	491	330	453	4,132	0	0	1,232	4,800
Gain / (loss) on disposal of non-current assets	0	(4)	0	0	0	0	0	0	0	0	0	(4)
Net Cost of Services	8,621	11,601	579	902	(363)	(130)	(325)	(3,932)	0	0	8,512	8,441
Government contributions**									7,850	8,973	7,850	8,973
NET EXPENDITURE / (REVENUE) FOR THE YEAR	8,621	11,601	579	902	(363)	(130)	(325)	(3,932)	(7,850)	(8,973)	662	(532)
ADMINISTERED EXPENSES & REVENUES												
Administered Expenses												
Transfer Payments***	0	0	1,766	5,327	0	0	0	0	0	0	1,766	5,327
Total Administered Expenses	0	0	1,766	5,327	0	0	0	0	0	0	1,766	5,327
Administered Revenues												
Transfer Receipts	0	0	1,766	5,327	0	0	0	0	0	0	1,766	5,327
Consolidated Fund												
Taxes, fees and fines	1,544	661	0	0	0	0	0	0	0	0	1,544	661
Total Administered Revenues	1,544	661	1,766	5,327	0	0	0	0	0	0	3,310	5,988
Administered Revenues less Expenses	1,544	661	0	0	0	0	0	0	0	0	1,544	661

*The name and purpose of each program is summarised in Note 8.

**Appropriations are made on an agency basis and not to individual programs. Consequently, government contributions are included in the "Not Attributable" column.

***Transfer payments are excluded from the primary financial report. Refer Note 7.

The accompanying notes form part of this financial report.

STATE ELECTORAL OFFICE

Summary of Compliance with Financial Directives

	2005				2004			
	RECURRENT APPROPRIATION \$'000	EXPENDITURE / NET CLAIM ON CONSOLIDATED FUND \$'000	CAPITAL APPROPRIATION \$'000	EXPENDITURE / NET CLAIM ON CONSOLIDATED FUND \$'000	RECURRENT APPROPRIATION \$'000	EXPENDITURE / NET CLAIM ON CONSOLIDATED FUND \$'000	CAPITAL APPROPRIATION \$'000	EXPENDITURE / NET CLAIM ON CONSOLIDATED FUND \$'000
ORIGINAL BUDGET								
APPROPRIATION / EXPENDITURE								
Appropriation Act	9,251	8,962	0	0	15,061	13,162	0	0
	9,251	8,962	0	0	15,061	13,162	0	0
OTHER APPROPRIATIONS / EXPENDITURE								
Treasurer's Advance	414	397	75	45	1,895	903	26	26
	414	397	75	45	1,895	903	26	26
Total Appropriations Expenditure/Net Claim on Consolidated Fund (includes transfer payments)	9,665	9,359	75	45	16,956	14,065	26	26
Amount drawn down against Appropriation Liability to Consolidated Fund		9,526		45		14,478		26
		167		0		413		0

The Summary of Compliance is based on the assumption that Consolidated Fund moneys are spent first (except where otherwise identified or prescribed). The "Liability to Consolidated Fund" represents the difference between the "Amount drawn down against Appropriation" and the actual "Total Expenditure/Net Claim on Consolidated Fund" for the year.

The accompanying notes form part of this financial report.

STATE ELECTORAL OFFICE

Notes to and forming part of the financial report

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) *Reporting Entity*

The State Electoral Office, as a reporting entity, comprises all the operating activities and entities under the control of the agency including the commercial activities of conducting Statutory and Industrial Ballots and Local Government Elections.

The reporting entity is consolidated as part of the NSW Total State Sector Accounts.

(b) *Basis of Accounting*

The agency's financial report is a general purpose financial report which has been prepared on an accruals basis and in accordance with:

- applicable Australian Accounting Standards;
- other authoritative pronouncements of the Australian Accounting Standards Board (AASB);
- Urgent Issues Group (UIG) Consensus Views;
- the requirements of the Public Finance and Audit Act and Public Finance and Audit Regulations 2000; and
- the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under section 9(2) of the Act.

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific Accounting Standard, other authoritative pronouncement of the AASB or the UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS 6 "Accounting Policies" is considered.

The financial report is prepared in accordance with the historical cost convention. All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency. The accounting policies adopted are consistent with those of the previous year.

(c) *Administered Activities*

The agency administers, but does not control, certain activities on behalf of the Crown Entity. It is accountable for the transactions relating to those administered activities but does not have the discretion, for example, to deploy the resources for the achievement of the agency's own objectives.

Transactions and balances relating to the administered activities are not recognised as the agency's revenues, expenses, assets and liabilities, but are disclosed in the accompanying schedules as "Administered Revenues", "Administered Expenses", "Administered Assets and Administered Liabilities".

Administered revenue is regarded as being able to be measured reliably when the funds are received.

(d) Revenue Recognition

Revenue is recognised when the agency has control of the good or right to receive, it is probable that the economic benefits will flow to the agency and the amount of revenue can be measured reliably. Additional comments regarding the accounting policies for the recognition of revenue are discussed below.

(i) Parliamentary Appropriations and Contributions from Other Bodies

Parliamentary appropriations and contributions from other bodies (including grants and donations) are generally recognised as revenues when the agency obtains control over the assets comprising the appropriations / contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

An exception to the above is when appropriations are unspent at year end. In this case, the authority to spend the money lapses and generally the unspent amount must be repaid to the Consolidated Fund in the following financial year. As a result, unspent appropriations are now accounted for as liabilities rather than revenue.

The liability is disclosed in Note 16 as part of 'Current Liabilities - Other'. The amount will be repaid and the liability will be extinguished next financial year.

(ii) Sale of Goods and Services

Revenue from the sale of goods and services comprises revenue from the provision of products and services ie. user charges. User charges are recognised as revenue when the agency obtains control of the assets that result from them.

(iii) Investment income

Interest and other investment income is recognised in the period in which it is earned.

(e) Employee Benefits and other provisions

(i) Salaries and Wages, Annual Leave, Sick Leave and On-Costs

Liabilities for salaries and wages and annual leave are recognised and measured in respect of employee's services up to the reporting date at nominal amounts based on the amounts expected to be paid when the liabilities are settled.

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the entitlements accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee entitlements to which they relate have been recognised.

ii) Accrued salaries and wages - reclassification

In accordance with the requirements of the Accounting Standard AASB1044, Provisions, Contingent Liabilities and Contingent Assets, accrued salaries and wages and on-costs are classified as "payables" in the Statement of Financial Position and the related note disclosures. The "provisions" in the Statement of Financial Position and in the notes, include employee entitlements and other provisions. Total employee benefits (including accrued salaries and wages) are reconciled in Note 15.

(iii) Long Service Leave and Superannuation

The agency's liabilities for long service leave and superannuation are assumed by the Crown Entity. The agency accounts for the liability as having been extinguished resulting in the amount assumed being shown as the non-monetary revenue item described as "Acceptance by the Crown Entity of employee benefits and other liabilities".

Long service leave has been determined using the present value methodology. The present value method is based on the Government Actuary calculations and as stipulated in the NSW TC 03/08 'LSL Pool – Accounting for Long Service Leave'

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (ie. Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (ie. State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

(f) Insurance

The agency's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.

(g) Accounting for the Goods and Services Tax (GST)

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

- the amount of GST incurred by the agency 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.

Cash flows are included in the Statement of Cash Flows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

(h) Acquisition of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the agency. Cost is determined as the fair value of the assets given as consideration plus the costs incidental to the acquisition. Assets acquired at no cost, or for nominal consideration, are initially recognised as assets at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction.

Where settlement of any part of cash consideration is deferred, the amounts payable in the future are discounted to their present value at the acquisition date. The discount rate used is the incremental borrowing rate, being the rate at which a similar borrowing could be obtained.

(i) Plant and Equipment

Plant and equipment costing \$5,000 and above individually are capitalised.

(j) Revaluation of Physical Non-Current Assets

The State Electoral Office does not own/control any land, buildings or infrastructure systems. Non-current assets are comprised wholly of plant and equipment, the carrying value of which is considered to be a reasonable approximation of fair value. Accordingly formal revaluation of non-current assets is not considered appropriate.

The recoverable amount test has not been applied, as the agency is a not for profit entity whose service potential is not related to the ability to generate net cash inflows.

(k) Depreciation of Non-Current Physical Assets

Depreciation is provided for on a straight line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the entity.

Asset Type	Useful Life
Computer Equipment	4 Years
Plant and Equipment	7 Years
Furniture and Fixtures	8 Years

(l) Maintenance and Repairs

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

(m) Leased Assets

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor effectively retains all such risks and benefits.

No assets have been acquired under finance lease arrangements. Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

(n) Receivables

Receivables are recognised and carried at cost, based on the original invoice amount less a provision for any uncollectable debts. An estimate for doubtful debts is made when the collection of the full amount is no longer probable. Bad debts are written off as incurred.

(o) Other Assets

Other assets including prepayments are recognised on a cost basis.

(p) Payables

These amounts represent liabilities for goods and services provided to the agency and other amounts, including interest. Interest is accrued over the period it becomes due.

(q) Budgeted amounts

The budgeted amounts are drawn from the budgets as formulated at the beginning of the financial year and with any adjustments for the effects of additional appropriations, s 21A, s 24 and/or s 26 of the Public Finance and Audit Act 1983.

The budgeted amounts in the Statement of Financial Performance and the Statement of Cash Flows are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Statement of Financial Position, the amounts vary from the budget Papers, as the opening balances of the budgeted amounts are based on carried forward actual amounts ie. per the audited financial report (rather than the carried forward estimates).

2. EXPENSES	2005	2004
	\$'000	\$'000
(a) Employee related expenses		
Salaries and wages (including recreation leave)	1,984	3,672
Superannuation	165	250
Long service leave	56	47
Workers' compensation insurance	7	74
Payroll tax and fringe benefits tax	156	217
	<u>2,368</u>	<u>4,260</u>
	<u>2005</u>	<u>2004</u>
	<u>\$'000</u>	<u>\$'000</u>
(b) Other operating expenses		
Auditor's remuneration	51	48
-audit or review of the financial reports		
Bad and doubtful debts	0	0
Operating lease rental expense	572	549
- minimum lease payments		
Insurance	100	105
Storage	232	471
Rent	103	424
Printing	707	922
Postage	195	268
Consulting	339	229
Advertising	179	419
Fees paid	234	348
Telephone	73	105
Community Service Obligation	264	466
Other	263	795
	<u>3,312</u>	<u>5,149</u>
	<u>2005</u>	<u>2004</u>
	<u>\$'000</u>	<u>\$'000</u>
(c) Depreciation expense		
Depreciation		
Plant and Equipment	742	617
	<u>742</u>	<u>617</u>

Our Finances

	2005	2004
	\$'000	\$'000
<i>(d) Other expenses</i>		
Joint Roll Agreement (Payment to the Commonwealth)	3,315	3,209
	_____	_____

2005	2004
\$'000	\$'000

Expenses attributable to specific functions of the State Electoral Office

General Election	474	1,268
By-Election	244	90
Joint Roll Agreement (Payment to the Commonwealth)	3,315	3,209
Redistribution of Electoral Boundaries	698	1,052
	_____	_____
	4,731	5,619

3. REVENUES		2005	2004
		\$'000	\$'000
<i>(a) Sale of goods and services</i>			
Sale of goods		28	37
Rendering of services		944	4,463
		<u>972</u>	<u>4,500</u>
		<u><u>972</u></u>	<u><u>4,500</u></u>
		2005	2004
		\$'000	\$'000
<i>(b) Investment Income</i>			
Interest		169	101
		<u>169</u>	<u>101</u>
		<u><u>169</u></u>	<u><u>101</u></u>
4. GAIN / (LOSS) ON DISPOSAL OF NON-CURRENT ASSETS			
		2005	2004
		\$'000	\$'000
Gain / (loss) on disposal of plant and equipment			
Proceeds from disposal		0	0
Written down value of assets disposed		0	(4)
Net gain / (loss) on disposal of non-current assets		<u>0</u>	<u>(4)</u>
		<u><u>0</u></u>	<u><u>(4)</u></u>
5. APPROPRIATIONS			
		2005	2004
		\$'000	\$'000
Recurrent appropriations			
Total recurrent drawdowns from Treasury (per Summary of Compliance)		9,526	14,478
Less: Liability to Consolidated Fund (per Summary of Compliance)		(167)	(413)
		<u>9,359</u>	<u>14,065</u>
Comprising:			
Recurrent appropriations (per Statement of Financial Performance)		7,593	8,738
Transfer payments		1,766	5,327
Total		<u>9,359</u>	<u>14,065</u>
Capital appropriations			
Total capital drawdowns from Treasury (per Summary of Compliance)		45	26
		<u>45</u>	<u>26</u>

Comprising:		
Capital appropriations	45	26
Total	<u>45</u>	<u>26</u>

6. ACCEPTANCE BY THE CROWN ENTITY OF EMPLOYEE BENEFITS AND OTHER LIABILITIES

The following liabilities and/or expenses have been assumed by the Crown Entity:

	2005 \$'000	2004 \$'000
Superannuation	150	146
Long service leave	53	54
Payroll tax	9	9
	<u>212</u>	<u>209</u>
	<u><u>212</u></u>	<u><u>209</u></u>

7. TRANSFER PAYMENTS

	2005 \$'000	2004 \$'000
Election Funding Authority	<u>1,766</u>	<u>5,327</u>
	1,766	5,327
	<u><u>1,766</u></u>	<u><u>5,327</u></u>

8. PROGRAMS / ACTIVITIES OF THE AGENCY.

(a) **Program 7.1.1:** Management and Administration of Parliamentary Elections

Objectives: To independently conduct elections, referendums and ballots for State and Local Government and other organisations.

(b) **Program 7.1.2:** Funding of Parliamentary Election Campaigns

Objectives: To provide an independent source of funding of Parliamentary election campaigns and to require the disclosure by candidates and political parties of political contributions and expenditures.

(c) **Program 7.1.3:** Management and Administration of Statutory and Industrial Ballots

Objectives: To provide an independent ballot and elections service for certain organisations as required by legislation.

(d) **Program 7.1.4:** Management and Administration of Local Government Elections

Objectives: To provide an independent ballot and elections service with respect to elections and polls under the Local Government Act.

Programs 3 and 4 are commercial programs and are therefore not included in the NSW Treasury budget.

9. CURRENT ASSETS - CASH

	2005 \$'000	2004 \$'000
Cash at bank and on hand	1,509	3,696
	<u> </u>	<u> </u>

For the purposes of the Statement of Cash Flows, cash includes cash on hand and cash at bank.

Cash assets recognised in the Statement of Financial Position are reconciled to cash at the end of the financial year as shown in the Statement of Cash Flows as follows:

Cash (per Statement of Financial Position)	1,509	3,696
Closing cash and cash equivalents (per Statement of Cash Flows)	<u>1,509</u>	<u>3,696</u>
	<u> </u>	<u> </u>

Included in cash at bank is a restricted asset of \$167,000, representing a liability to the Consolidated Fund.

10. CURRENT ASSETS - RECEIVABLES

	2005 \$'000	2004 \$'000
Sale of goods and services	268	2,588
GST Receivable	127	0
	<u>395</u>	<u>2,588</u>
	<u> </u>	<u> </u>

As all amounts owing are considered collectable, a provision for doubtful debts is not required.

11. NON-CURRENT ASSETS - PROPERTY PLANT AND EQUIPMENT

	2005 \$'000	2004 \$'000
(i) Computer Hardwares and Softwares		
At Fair Value	3,846	3,833
Less Accumulated Depreciation	(2,659)	(1,981)
	<u>1,187</u>	<u>1,852</u>
General Plant and Equipment		
At Fair Value	66	66
Less Accumulated Depreciation	(22)	(13)
	<u>44</u>	<u>53</u>
Furniture and Fittings		
At Fair Value	500	468
Less Accumulated Depreciation	(411)	(357)
	<u>89</u>	<u>111</u>
Total Property Plant and Equipment at Net Book Value	<u>1,320</u>	<u>2016</u>

(ii) Reconciliations 2005

Reconciliations of the carrying amounts of plant and equipment at the beginning and end of the current and previous financial year are set out below:

	Computer Hardware & Software \$'000	General and Equipment \$'000	Plant Furniture and Fixtures \$'000	Total \$'000
Carrying amount at start of year	1,852	53	111	2,016
Additions	13	1	32	46
Disposals	0	0	0	0
Depreciation expense	(678)	(10)	(54)	(742)
Carrying amount at end of year	<u>1,187</u>	<u>44</u>	<u>89</u>	<u>1,320</u>

12. CURRENT ASSETS - OTHER

	2005 \$'000	2004 \$'000
Prepayments	32	36
Accrued Income	111	153
Other	1	2
	144	191
	144	191

13. CURRENT LIABILITIES - PAYABLES

	2005 \$'000	2004 \$'000
Accrued salaries, wages and on-costs	12	18
Creditors	1,201	1,415
	1,213	1,433
	1,213	1,433

14. CURRENT LIABILITIES - TREASURY ADVANCES

	2005 \$'000	2004 \$'000
Treasury advances repayable	0	3,800
	0	3,800
	0	3,800

Treasury advances repayable related to an interest free loan provided by the NSW Treasury with principal repayable by 30 June 2005, for the conduct of the Local Government General Election in March 2004.

15. CURRENT/NON-CURRENT LIABILITIES - PROVISIONS

	2005 \$'000	2004 \$'000
Employee benefits and related on-costs		
Current		
Recreation leave	170	144
Provision for recreation leave on costs	9	8
Provision for long service leave on costs	4	4
	183	156
	183	156
Non-Current		
Provision for long service leave on costs	45	44
Total Provision	228	200

Aggregate employee benefits and related on-costs

Provisions - current	183	156
Provisions - non-current	45	44
Accrued salaries, wages and on-costs (Note 13)	12	18
	<u>240</u>	<u>218</u>
	<u><u>240</u></u>	<u><u>218</u></u>
16. CURRENT LIABILITIES- OTHER		
	2005	2004
	\$'000	\$'000
Liability to Consolidated Fund	167	413
Prepaid Income	15	8
Other	2	3
GST Payable	0	229
	<u>184</u>	<u>653</u>
	<u><u>184</u></u>	<u><u>653</u></u>

17. CHANGES IN EQUITY

	2005 \$'000	2004 \$'000
Accumulated Funds		
Balance at the beginning of the financial year	2,405	1,874
Changes in equity-other than transactions with owners as owners		
Surplus/ (deficit) for the year	(662)	532
Balance at the end of the financial year	1,743	2,405

18. COMMITMENTS FOR EXPENDITURE

	2005 \$'000	2004 \$'000
<i>(a) Operating Lease Commitments</i>		
Future non-cancellable operating lease rentals not provided for and payable:		
Not later than one year	523	648
Later than one year and not later than five years	411	815
Later than five years	0	106
Total (including GST)	934	1,569

These operating lease commitments are not recognised in the financial statements as liabilities. GST has been calculated at the rate of 10% and has been assumed to remain constant for the five years.

(b) Other Expenditure Commitments

There were no other expenditure acquisitions contracted for at balance date.

19. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

a) The State Electoral Office has no contingent liabilities.

b) The State Electoral Office has no contingent assets.

20. BUDGET REVIEW

(i) Net cost of services

There was no significant variation between the budgeted and actual net cost of services.

(ii) Assets and liabilities

The variation between Budget 2005 figures of \$6.1 million and Actual 2005 figures of \$1.6 million for Liabilities reflects the extinguishing of a Treasury Advance of \$3.8 million.

(iii) Cash Flows

The variation between Budget 2005 figures and Actual 2005 figures of \$3.8 million for Financing Activities are as a result of the repayment of an interest free loan provided by the NSW Treasury with principal repayable by 30 June 2005, for the conduct of the Local Government General Election in March 2004.

Actual 2005 figures of \$1.7 million for Operating Activities relate to activity and subsequent invoices issued in respect to the Local Government General Election in March 2004 and subsequent deferred Local Government elections.

21. RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO NET COST OF SERVICES

	2005 \$'000	2004 \$'000
Net cash used on operating activities	1,658	(1,283)
Cash Flows from Government/Appropriations	(7,392)	(8,940)
Acceptance by the Crown Entity of employee benefits and other liabilities	(212)	(138)
Depreciation	(742)	(617)
(Increase)/decrease in provisions	(28)	95
Increase/(decrease) in prepayments and other assets	(2,252)	2,488
(Increase)/decrease in creditors	456	(42)
Net (loss)/gain on sale of plant and equipment	0	(4)
	—	—
Net cost of services	<u>(8,512)</u>	<u>(8,441)</u>

22. ADMINISTERED ASSETS AND LIABILITIES

There are no administered liabilities relating to the Election Funding Authority.

23. ADMINISTERED REVENUE - DEBTS WRITTEN OFF

There were no debts written off which related to Administered Revenue.

24. ADMINISTERED REVENUE - SCHEDULE OF UNCOLLECTED AMOUNTS

There were no uncollected amounts which related to Administered Revenue.

25. FINANCIAL INSTRUMENTS

Financial Instruments give rise to positions that are financial assets or liabilities (or equity instruments) of either the Office or its counter parties. These include Cash at Bank, Receivables and Accounts Payable. Classes of instruments are recorded at cost and are carried at net fair value.

(i) Cash

Cash comprises cash on hand and bank balances within the Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (Tcorp) 11am unofficial cash rate adjusted for management fee to Treasury.

This rate was at 4.5% as at 30 June 2005 and 4.25% as at 30 June 2004.

(ii) Receivables

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. A provision for doubtful debts is raised when some doubt as to collection exists. The credit risk is the carrying amount (net of any provision for doubtful debts). No interest is earned on trade debtors. The carrying amount approximates net fair value. Sales are made on 21 day terms.

(iii) Bank Overdraft

The State Electoral Office does not have any bank overdraft facility.

(iv) Trade Creditors and Accruals

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received. No interest was applied during the year.

26. AUSTRALIAN EQUIVALENTS TO INTERNATIONAL FINANCIAL REPORTING STANDARDS

(a) Explanation of how the transition to AIFRS is being managed

The agency will apply the Australian Equivalents to International Financial Reporting Standards (AEIFRS) from 2005-06.

The following strategy is being implemented to manage the transition to AEIFRS:

- The agency's Project Team is implementing the transition.
- The following phases that need to be undertaken have been identified:
 - Establish Project Team
 - Note Disclosure 2003/04 Financial Report for SEO & EFA
 - Establish a Timetable for Implementation
 - Impact Assessment
 - Develop Conversion Plan
 - Scope of Changes
 - System Development
 - Balance Sheet 1/7/04 Preparation
 - Implementation and Review
 - Note Disclosure 2004/05

To date, the Project Team has been established, Disclosure has been provided in the notes to the 2004 and 2005 Financial Reports and a Timetable has been established in respect to implementation. In respect to the identified phases, the completion dates are as follows:

- Impact Assessment – October 2004
- Develop Conversion Plan - October 2004
- Scope of Changes – November 2004
- System Development – December 2004
- Balance Sheet 1/7/04 Preparation – December 2004 & June 2005
- Implementation and Review – January-June 2005
- Note Disclosure 2004/05 – July-August 2005

(b) Key Differences in Accounting Policies

The agency has determined the key areas where changes in accounting policies are likely to impact the financial report. Some of these impacts arise because AEIFRS requirements are different from existing AASB requirements (AGAAP). Other impacts are likely to arise from options in AEIFRS. To ensure consistency at the whole of government level, NSW Treasury has advised the agency of options it is likely to mandate for the NSW Public Sector.

The agency has determined as at the date of preparing the 30 June 2005 financial report that there are no estimated financial impacts of the AEIFRS on the State Electoral Office's equity and profit/loss. The agency does not anticipate any material impacts on its cash flows. The actual effects of the transition may differ because of impending changes to the AEIFRS including the UIG Interpretations and / or emerging accepted practice in their

interpretation and application. The agency's accounting policies may also be affected by a proposed standard to harmonise accounting standards with Government Finance Statistics (GFS). However, the impact is uncertain because it depends on when this standard is finalised and whether it can be adopted in 2005-06.

The major impacts for the agency of adopting AEIFRS will be the reclassification of some computer software related balance sheet items from property, plant and equipment to intangible assets. This would have the effect of lowering the balance sheet item "Property, Plant and Equipment" from \$1.3 million to \$0.2 million and introducing the Non-Current Asset "Intangibles – Software" at a net book value of \$1.1 million.

(c) Financial Instruments

In accordance with NSW Treasury's indicative mandates, the agency will apply the exemption provided in *AASB 1 First-time Adoption of Australian Equivalents to International Financial Reporting Standards* not to apply the *AASB 132 Financial Instruments: Presentation and Disclosures* and *AASB 139 Financial Instruments: Recognition and Measurement* for the financial year ended 30 June 2005. These standards will apply from 1 July 2005. None of the information provided above includes any impacts for financial instruments. However, when these Standards are applied, they are likely to impact on retained earnings (on first adoption) and the amount and volatility of profit/loss. Further, the impact of these Standards will in part depend on whether the fair value option can or will be mandated consistent with Government Finance Statistics.

End of audited financial report

Appendices Index

Appendix 1

Parties registered under Part 4A of the *Parliamentary Electorates and Elections Act 1912*

Appendix 2

Parties registered under Section 320 of the *Local Government Act 1993*

Appendix 3

Parties deregistered under Part 4A of the *Parliamentary Electorates and Elections Act 1912* and Section 320 of the *Local Government Act 1993*

Appendix 4

Local government elections and by-elections conducted

Appendix 5

Elections for clubs and statutory boards and industrial ballots

Appendix 6

Senior Executive Service profile

Appendix 7

Work undertaken for external committees and panels

Appendix 8

SEO organisational chart

Appendix 9

Head office staff profile

Appendix 10

Occupational Health and Safety details

Appendix 11

Sick Leave details

Appendix 12

Trends in the representation of Equal Employment Opportunity target group members

Appendix 13

Additional detail on Ethnic Affairs Priority Statement

Appendix 14

Additional detail on Disability Plan

Appendix 15

SEO committees and Special Offices

Appendix 16

Payment performance indicators

Appendix 17

Major assets

Appendix 18

Leave entitlements

Appendix 1

Parties Registered Under Part 4A of the Parliamentary Electorates and Elections Act 1912

Australian Democrats (NSW Division)
Australian Labor Party (NSW Branch)
Australians Against Further Immigration
Christian Democratic Party (Fred Nile Group)
Country Labor Party
Horse Riders Party
Liberal Party of Australia New South Wales Division
National Party of Australia – NSW
No Privatisation People's Party
One Nation NSW Political Party
Outdoor Recreation Party
Restore the Workers' Rights Party
Save Our Suburbs
Socialist Alliance
The Fishing Party
The Greens
The Shooters Party
Unity Party

Appendix 2

Parties Registered Under Section 320 of the Local Government Act 1993

Blue Mountains First - Community Independents Incorporated
Bob Thompson's Independent Team
Burwood Community Voice
Canada Bay Independents
Central Coast First Community Action Group - Eurobodalla
Community before Developers – Stop Over Development
Community Development “Environment” Save Campbelltown Koalas
Community First Alliance
Community Sports Party
Eurobodalla First
Gosford Community Independents
Holroyd Independents
Kogarah North Ward Progress Association
Leichhardt Council Community Independents
Lismore Community Independents
Liverpool Community Independents Team
Living Sydney Team
Lorraine Wearne Independents
Mosman Residents Group
No Politics
Our Community Our Council
Our Sustainable Future
Progressive Action Group
Protect Our Garden Shire
Real Peoples Party
Residents Action Group for Auburn Area
Residents First Woollahra
Russell Matheson Community First Team
Save Tuggerah Lakes
Shire Watch Independents
Shire Wide Action Group
Shoalhaven Independents Group
Totally Locally Committed Party
Tweed Shire Residents & Ratepayers Group
Wagga Wagga Ratepayers and Citizens Association
Yvonne Bellamy Independents

Appendix 3

Parties Deregistered Under Part 4A of the Parliamentary Electorates and Elections Act 1912

Four Wheel Drive Party

Parties Deregistered Under Section 320 of the Local Government Act 1993

Byron Community Alliance Network
Eurobodalla – A Better Vision For All
Hunter Citizens
Kogarah Municipality Combined Progress Association
Local Voice Party
Max Boyd Group
Pride in our City Independents
Randwick City Community Independents
Randwick Ratepayers and Residents Association
Sydney Independents
United Action Party
Voice for Eurobodalla Group

Appendix 4

Local Government Ordinary Elections Saturday 5 March 2005

Bathurst Regional Council
Clarence Valley Council
Greater Hume Shire Council
Upper Hunter Shire Council
Warrumbungle Shire Council

Local Government Ordinary Elections Saturday 25 September 2004

Gwydir Shire Council
Tamworth Regional Council

Local Government 2nd Election Saturday 24 July 2004

Snowy River Shire Council

Local Government Ordinary Elections Saturday 4 December 2004

Glen Innes Severn Shire Council

Local Government By Elections

Saturday, 4 December 2004
Uralla Shire Council

Saturday, 11 December 2004
Greater Taree Council

Saturday, 24 July 2004
Eurobodalla Shire Council

Saturday, 12 February 2005
Camden Council – South Ward

Saturday, 5 March 2005
Hurstville Council – Penshurst Ward

Saturday, 14 May 2005
Brewarrina Shire Council

Saturday, 25 June 2005
Greater Hume Council

Saturday, 25 June 2005
Temora Council

Appendix 5

STATUS OF BALLOTS – 2004/2005: ENTERPRISE AGREEMENTS, STATUTORY & INDUSTRIAL BALLOTS

DATE	BALLOT
July 2004	Master Fish Merchants Association – Casual Vacancy Colliery Officials
Jul/Aug 2004	Club NSW – Regional Councillors NSW Wine Grape Industry Development Committee Poll
September 2004	The Australian Commercial Dental Laboratories Association Australian Salaried Medical Officers' Federation (NSW) The Pharmacy Guild of Australia – NSW Branch Banana Industry Committee The Association of Principals of Independent Schools in NSW Tab Agents' Association of NSW Credit Union Employers Association – Office Bearers
October 2004	Local Government Association of NSW Club NSW – Board of Directors Dairy Distributor's Association Architects' Registration Board Holdsworth Street Community Centre – Enterprise Agreement
November 2004	NSW Teachers Federation – Councillors Public Service Association & Professional Officers' Association Amalgamated Union of NSW Professional Hairdressers Association The Master Fish Merchants' Association of Australia Restaurant And Catering Industry Association of NSW
December 2004	Real Estate Employers Federation of NSW Apesma Australian Nursing Homes And Extended Care Association - Committee The Federated Tobacco & Cigarette Workers' Union of Australia, NSW Branch
January 2005	Australian Nursing Homes and Extended Care Association - Office Bearers NSW Fisheries – Marine & Estuarine Recreational Charter Management Advisory Committee – Election of Industry Representatives
February 2005	NSW Teachers Federation – Remaining Vacancies -Councillors NSW Teachers Federation – Executive NSW Teachers Federation – Administrative Officer – City Organiser – Casual Vacancy The Association of Wall And Ceiling Industries of NSW Bus & Coach Industrial Association of RSL - Election of Office Bearers NSW Fisheries – Commercial Fishery Management Advisory Committees – Election of Industry Representatives NSW Teachers Federation – Administrative Officer – Industrial Officer – Casual Vacancy
March 2005	The Master Plumbers Association of NSW The Electricity Supply Professional Officers Association - Election of Management Committee Baking Industry Association – Election of Council Members & Office Bearers
April 2005	NSW Teachers Federation – Still Remaining Vacancies - Councillors NSW Teachers Federation – Annual Conference Delegates Institute of Senior Educational Administrators of NSW Enterprise Agreement – North Coast Radiology/Clarence Valley Imaging

DATE	BALLOT
May 2005	Building Service Contractors NSW Teachers Federation – Casual & Remaining Vacancies -Councillors Shop Assistants and Warehouse Employees’ Federation of Australia, Newcastle and Northern NSW NSW Teachers Federation – Administrative Officer – Country Organisers (2) – Casual Vacancies NSW Teachers Federation – Casual Vacancies –Councillors
June 2005	Australian Medical Association Riverina Citrus Shires Association of NSW – Executive Council

STATUS OF BALLOTS – 2004/2005: CLUB ELECTIONS

DATE	ELECTION	
July 2004	Collaroy Services Beach Club	
August 2004	Commercial Club (Albury)	
	Eden Fishermens Club	
September 2004	Auburn RSL Club Co-Op Ltd (Casual Vacancy)	
	Cabra-Vale Ex-Active Servicemen's Club	
	Umina Beach Bowling Club	
	Albury SS&A Club	
	Culburra Bowling and Recreation Club	
	St Johns Park Bowling Club	
	Echuca Moama RSL and Citizens Club	
	Merimbula-Imlay Bowling Club	
	Earlwood Ex-Servicemens Club	
	Ettalong Memorial Bowling Club	
	Leichhardt Bowling and Recreation Club	
	Epping RSL (Sub Branch) Community Club	
	The Spanish Club	
	October 2004	Toronto Workers Club
		Mount Pritchard & District Community Club
Berala-Carramar Tennis and Recreation Club		
NSW Harness Racing Club		
Speers Point RSL Club		
November 2004	Castle Hill Country Club	
	Commercial Club (Albury)	
	Building Workers Club	
	Central Coast Leagues	
	Mingara Recreation Club	
	St Marys Rugby League Club	
	Marrickville RSL Club	
March 2005	South Sydney Junior Rugby League Club	
	City Of Bankstown R & SI Community Club	
	Engadine RSL Club	
	Miranda RSL Club	
April 2005	Pelican Flat RSL Sub-Branch Club	
	Ramsgate RSL Memorial Club	
	Sutherland District Trade Union Club	
	Guildford Rugby League Club	
	Wentworthville Leagues Club	
	City Tattersalls Club	
	Cronulla-Sutherland Leagues Club	
	Petersham RSL Club	
	Blacktown Workers Club	
	Carnarvon Golf Club	
	Auburn RSL Club	
Avalon Beach RSL Club		
May 2005	Canley Heights RSL & Sporting Club Ltd	
	Eastlake Golf Club	
June 2005	Club Berowra	
	North Sydney Anzac Memorial Club	

Appendix 6

Senior Executive Service

Number of CES/SES Positions

Remuneration Level	Total CES/SES 30 June 2004	Total CES/SES 30 June 2005
Electoral Commissioner *	-	-
Level 8	-	-
Level 7	-	-
Level 6	-	-
Level 5	-	-
Level 4	-	-
Level 3	-	-
Level 2	-	-
Level 1	-	-
Total	-	-

* The Electoral Commissioner is not appointed under the *Public Sector Employment and Management Act 2002* and is therefore not part of the Chief Executive Service. At 30 June 2005 the Electoral Commissioner's remuneration, determined by the Statutory and Other Officers Remuneration Tribunal, was \$270,400.

Number Of Positions Filled By Women

There were no SES positions (male or female) in the SEO.

Performance Statements – Level 5 and Above

Colin Barry

Position and level	Electoral Commissioner and Department Head of the State Electoral Office
Total remuneration in 2004-05	\$267,907
Period in position	Full period
Comment	The Electoral Commissioner holds an independent statutory position. There is no performance agreement with, or annual review by, a Minister.

Appendix 7

Work Undertaken for External Committees and Panels

Appearances before Parliamentary Committees

6 June 2005 Joint Standing Committee on Electoral Matters – Electoral Commissioner

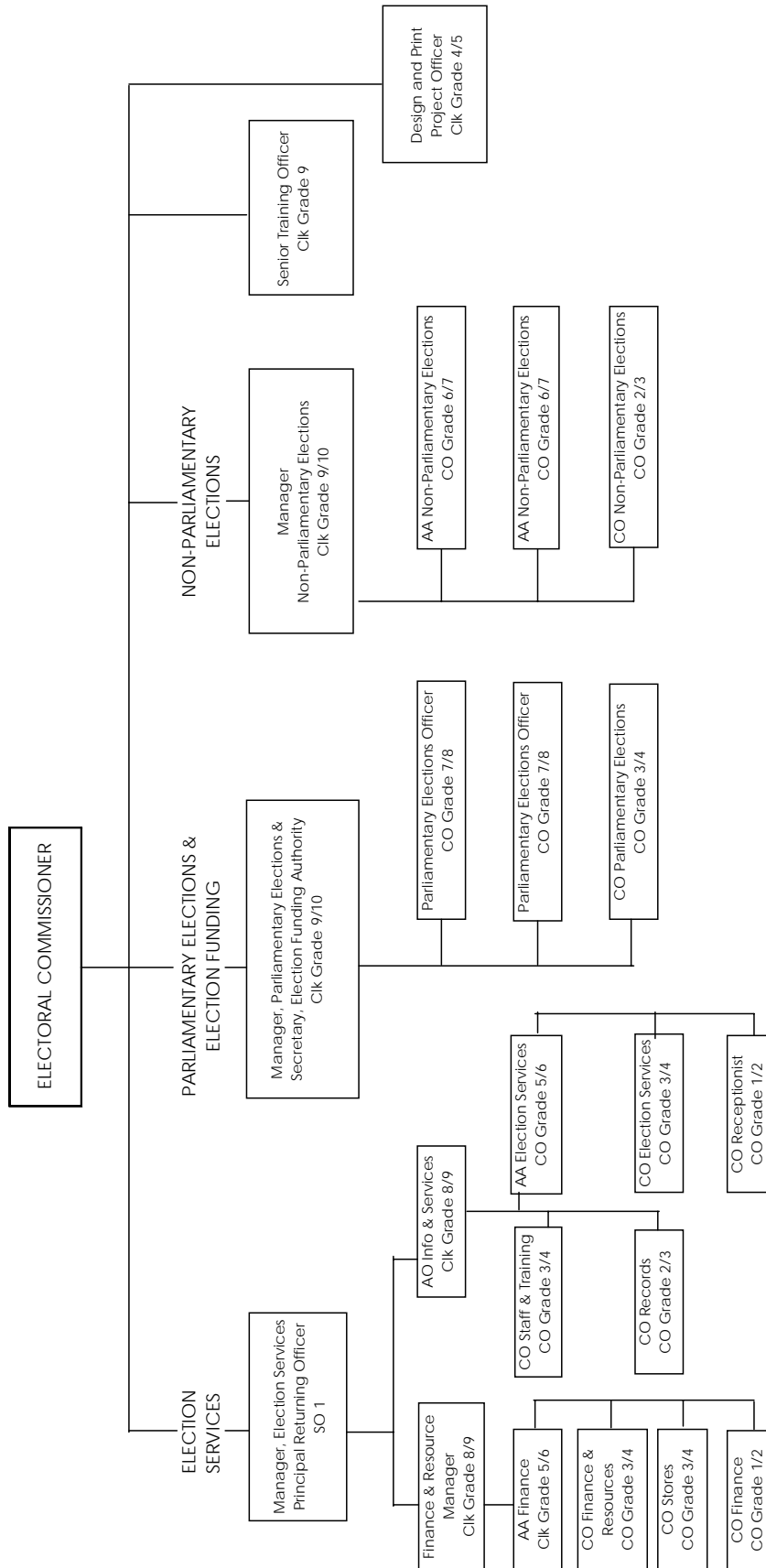
Service on other Committees

The Electoral Commissioner is a member of the following Committees, panels or working parties:

- Electoral Council of Australia
- Australian Electoral Commission Business Assurance Committee
- Australian Electoral Commission Enrolment Steering Committee

Appendix 8

SEO Organisational Chart



Appendices

Appendix 9

Staffing Statistics

	30.06.02	30.06.03	30.6.04	30.6.05
Actual Permanent Staff No.	21	21	19	20

	30.6.02	30.6.03	30.6.04	30.6.05
Statutory Appointee	1	1	0	1
Senior Executive Service	N/A	N/A	N/A	N/A
Senior Officer	1	1	1	1
Clerk	6	6	6	7
Clerical Officer	13	13	12	11
Casual Clerical Assistant	2	*16	*21	*10

* Indicates Casual Clerical Assistants employed directly by Office during Census period for 2003 State Election or 2004 Local Government Election support activities. There were no exceptional movements in employee wages, salaries or allowances in the reporting year.

Appendix 10

Occupational Health and Safety

	2002/03	2003/04	2004/05
No. of work related injuries	4	4	4
No. of claims	3	1	1

Appendix 11

Sick leave

	2002/03	2003/04	2004/05
Average Occasions	3.81	3.95	3.80
Average Absences	4.83	5.20	4.87

Appendices

Appendix 12

Equal Employment Opportunity Statistics

Table A: Trends in the Representation of EEO Groups

% of Total Staff

EEO Group	Benchmark or target	2002	2003	2004	2005
Women	50%	48%	48%	42%	35%
Aboriginal people and Torres Strait Islanders	2%				
People whose first language was not English	20%	12%	12%	12%	5%
People with a disability	12%	5%	5%	5%	5%
People with a disability requiring work-related adjustment	7%				

Table B: Trends in the Distribution of EEO Groups

** Distribution Index*

EEO Group	Benchmark or target	2002	2003	2004	2005
Women	100	N/A	N/A	N/A	N/A
Aboriginal people and Torres Strait Islanders	100	N/A	N/A	N/A	N/A
People whose first language was not English	100	N/A	N/A	N/A	N/A
People with a disability	100	N/A	N/A	N/A	N/A
People with a disability requiring work-related adjustment	100	N/A	N/A	N/A	N/A

Notes:

1. Staff numbers are as at 30 June.
2. Excludes casual staff.
3. *A distribution index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at the lower salary levels. The Distribution Index is automatically calculated by the software provided by the Premier's Department.

The Distribution Index is not calculated where EEO group or non-EEO group numbers are less than 20.

Appendix 13

Ethnic Affairs and Priorities Statement (EAPS)

The SEO is mindful of overcoming any perceived barriers which prevent culturally and linguistically diverse communities from participating fully in elections.

In this regard our EAPS outcomes are for all Australian Citizens of different linguistic, cultural, racial and religious backgrounds to be aware of their obligation to enrol and vote, and to participate fully in the electoral process.

Actions continued in the last year include the provision of Multilingual Voting Guides, production of a multilingual Polling Place poster, advertisements placed in non-English speaking background media, and the provision of telephone translating services through the Translating and Interpreting Service (TIS). During the year 47 calls were received through TIS.

In addition the SEO attended the Community Relations Symposium on 7 July 2004 and found the opportunity very positive.

We intend to build on our commitment by reviewing our EAPS strategies in the next year with a view to the State General election in 2007. Advertising programs developed for such major events will be mindful of the 7.5% target of campaign expenditure directed to electors of non-English speaking background.

Appendix 14

Disability Plan

A complaint to the Anti-Discrimination Board concerning facilities for a blind person to independently complete and cast their vote was made under the *Anti-Discrimination Act 1977*. The matter is the subject of a conciliation process between both parties.

In order to meet the needs of electors, the SEO is committed to providing opportunities to enable all electors to participate in the electoral process.

The SEO is aware that some electors with a disability experience problems in accessing electoral services. We recognise that consultation with peak disability agencies is essential to understand their members' needs, identifying how our information and services can be made more accessible, advancing their participation and promoting positive attitudes.

The SEO is committed to consulting peak disability agencies commencing November 2005, with a view to a final Disability Action Plan being developed by mid 2006 for implementation at the 2007 State Election.

Appendix 15

Committees And Special Offices

State Electoral Office and Australian Electoral Commission Liaison Committee

A forum established between the State and Commonwealth to discuss electoral policies and procedures.

Colin Barry

Electoral Commissioner

IT Steering Committee

To review recommendations for the development and implementation of the Office's IT strategies and to advise the Electoral Commissioner.

Colin Barry

Electoral Commissioner

Brian DeCelis

Manager Election Services

Ian Brightwell

Managing Director, DH4

Equal Employment Opportunity and Advisory Committee

Deals with EEO matters and monitors implementation of the Office's Plan.

Colin Barry

Electoral Commissioner

Brian DeCelis

Manager Election Services

Greg Brandtman

Administrative Officer Information and Services

Hanaan Marroun

Spokeswoman

Joint Consultative Committee

A forum for consultation and negotiation between management and unions on structural efficiency strategies and their implementation.

Colin Barry

Electoral Commissioner

Brian DeCelis

Manager Election Services

Phil Binns

Workplace Delegate PSA

Occupational Health Consultation

A staff consultation process dealing with *Occupational Health and Safety Act* obligations.

Staff Development Committee

To develop an annual Staff Development Plan and monitor its implementation.

Brian DeCelis

Manager Election Services

Greg Brandtman

Administrative Officer Information and Services

Andrea Summerell

Acting Clerical Officer Staff and Training

SPECIAL OFFICES

Freedom of Information Co-ordinator

Brian DeCelis

Manager Election Services

Grievance Officers

Brian DeCelis

Manager Election Services

Greg Brandtman

Administrative Officer Information and Services

Spokeswoman

Hanaan Marroun

Clerical Officer (Finance and Resources)

Director of Employment Equity

Ethnic Affairs Co-ordinator

Women's Liaison Officer

Energy Management Officer

Disability Services Officer

Protected Disclosures Coordinator

Brian DeCelis

Manager Election Services

Appendices

Appendix 16

Payment Performance Indicators

Aged analysis at the end of each quarter:

Quarter	Current (ie within due date)	Less than 30 days overdue	Between 30 and 60 days	Between 60 and 90 days	More than 90 days overdue
	\$	\$	\$	\$	\$
September Quarter	1,935,802	3,568	165	5,390	645
December Quarter	1,665,305	21,893	22,803		355
March Quarter	1,428,011	29,662	15,142	2,708	3,080
June Quarter	1,643,934	6,262	23,049	42	22,534

Accounts paid on time within each quarter

Quarter	Total Accounts Paid on Time			Total Amount Paid
	Target %	Actual %	\$	\$
September Quarter	100%	99%	1,935,802	1,945,572
December Quarter	100%	97%	1,665,305	1,710,358
March Quarter	100%	97%	1,428,014	1,478,608
June Quarter	100%	97%	1,643,934	1,695,823

Appendix 17

Major Assets

Major assets of the Office are:

- Photocopiers x 3
- Personal computers x 30
- Software (incl Legislative and Returning Officers)
- Colour Laser Printer
- Laptop Computer
- Data Projector
- Office Fitout (incl cabling)
- Non-Voters software
- SEMS software
- Easy count software
- ROMS Software
- LC Counting software
- Walkie Stacker
- Computer Room Upgrade

Appendix 18

Leave Entitlements

The monetary value of recreation leave and long service leave owed to persons employed by the Office is as follows:

Recreation leave	\$ 170,290
Long service leave	\$ 461,250

INDEX

Accommodation	38	Interim Management Group	27
Achievements	7-10	Joint Roll Agreement	23
Administrative Services	30-31	Joint Standing Committee on Electoral Matters (JSCEM)	7, 14-15
Appendices	67-85	Learning and Development	28-29
Audit Committee	27	Legislation	5
By-elections	20	Local Government Elections	20-22
Challenges	8-10	Mission	5
Clients	6	Multiple Voting	25
Code of Conduct	30	New Strategic Directions	35-38
Committees and Special Offices	82-83	Non-Parliamentary Elections Division	20-22
Compulsory Voting	24-25	Occupational Health and Safety ...	29, 79
Continued Registration of Political Parties	19	Operations	9, 26-34
Corporate Governance and Accountability	26	Organisational Structure	35-36, 77
Corporate Image	35	Parliamentary By-elections	18
Corporate Plan	27-28	Parliamentary Elections and Election Funding Division	17-19
Corruption Prevention Policy	32	Parliamentary General Election	37
Council on the Cost and Quality of Government Review	7, 11, 13-14, 32	Political Education Fund Claims	19
Deregistered Parties	19, 70	Postal and Pre-poll Voting Services for Federal and Interstate Elections	19
Disability Plan	81	Price Determination of NSW Government Held Information	31
Election Funding Authority	19	Privacy and Data Protection	32
Elections	20	Protected Disclosures Act 1999	32, 83
Elections Management Application	23-24	Publications	32
Election Services Division	23-25	Redistribution of Legislative Assembly Districts	7, 16
Electoral Commissioner	26, 75-76	Registered Clubs	22, 37-38, 72-74
Electoral Commissioners Report	11-12	Registration of Parties under the Local Government Act 1993	18, 69
Electoral Services	7-8, 17-25	Registration of Parties under the Parliamentary Electorates & Elections Act 1912	18, 68
Energy Management Plan	31	Resources	6
Equal Access to Democracy for Electors with a Disability	38	Responsibilities of the Electoral Commissioner	6
Equal Employment Opportunity	29, 80	Returning Officers	18, 28, 37
Ethnic Affairs Priority Statement	81	Risk Management	31
Executive Management Team ...	26, 75-76	Sick leave	29, 79
Failure to Vote	24	Statutory Boards	22, 37-38, 72-74
Finances	10	Values	5
Financial Performance	33-34	Waste Reduction Plan	30
Financial Statements	39-65	Website	32
Freedom of Information	32, 83	Year at a Glance	7-10
History	5		
Human Resources	28-30		
Industrial Ballots	22, 37-38, 72-74		
Information and Inquiries Services	24		
Information Management	32-34		

Report Production Details

350 copies were produced. Total external costs incurred were \$7,077 (incl GST) for printing. Editorial and design was undertaken by the SEO.