



**AUSTRALIAN CAPITAL TERRITORY**  
Electoral Commission  
*Electoral Act 1992*

**COMBINED DETERMINATION OF FEES AND EXPLANATORY MEMORANDUM**

Explanatory note: This document sets out fees under the *Electoral Act 1992*. Previously, these were contained in a number of separate instruments. For ease of reference, these have been combined within a single document that includes both determination and explanatory notes.

**INSTRUMENT NO. 249 OF 2000**

1. This clause comes into operation on the date on which this instrument is notified in the Gazette.
2. Under section 8 of the Electoral Act 1992, the Electoral Commission **REVOKES** Determinations No.19 of 1995 (Gazette S35 of 1995, copies of documents), No. 160 of 1995 (Gazette S269 of 1995 and S296 of 1995, electoral roll extracts), No. 161 of 1995 (Gazette S301 of 1995, electoral roll extracts), No.191 of 1996 (Gazette S218 of 1996, electoral services), No 108 of 1997 (Gazette S187 1997, copies of documents) and No 109 of 1997 (Gazette S187 1997, remissions and refunds).
3. Under section 8 of the Electoral Act 1992, the Electoral Commission **DETERMINES** that the fees payable for the purposes of the Act are as set out in the Schedule.
4. Under section 8 of the Electoral Act 1992, the Electoral Commission **DETERMINES** that the fees payable for the purposes of the Act in item 17 may be exempted or refunded by the Electoral Commissioner where the copies are to be used for educational purposes.
5. Explanatory notes (including previous fees) are included in the Schedule in italic text. General explanatory notes are included at the end of the Schedule in italic text. Explanatory notes in italic text and general explanatory notes in italic text do not form part of the determination. (For example, the following twelve words, if included in the Schedule, would not form part of the determination: [*Explanatory note: explanatory notes and general explanatory notes are in italic text*]).

Dated this 13<sup>th</sup> day of July 2000.

**Graham Glenn**  
Chairperson

**Phillip Green**  
Electoral Commissioner

**Christabel Young**  
Member

**SCHEDULE - FEES AND CHARGES TO BE PAID**

<b>Item</b>	<b>Matter in respect of which fee or charge is payable</b>	<b>Amount Payable</b>
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**Part A: Electoral Officer services – salary component**

1	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by an electoral officer</p> <p>– Monday to Friday between 8.00 am and 6.00 pm</p> <p><i>The base level fee has been calculated at \$49.00. The final fee is made up of the base level fee and a \$4.90 GST component. This replaces a flat fee of \$50 per hour determined in 1996.</i></p>	\$53.90 per hour
2	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by an electoral officer</p> <p>– Monday to Friday before 8.00 am or after 6.00 pm</p> <p>– First 3 hours on Saturday</p> <p><i>The base level fee has been calculated at \$60.00. The final fee is made up of the base level fee and a \$6.00 GST component. This replaces a flat fee of \$50 per hour determined in 1996.</i></p>	\$66.00 per hour
3	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by an electoral officer</p> <p>– Saturday after first 3 hours or Sunday</p> <p><i>The base level fee has been calculated at \$72.00. The final fee is made up of the base level fee and a \$7.20 GST component. This replaces a flat fee of \$50 per hour determined in 1996.</i></p>	\$79.20 per hour
4	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by an electoral officer</p> <p>– Public holidays</p> <p><i>The base level fee has been calculated at \$83.00. The final fee is made up of the base level fee and a \$8.30 GST component. This replaces a flat fee of \$50 per hour determined in 1996.</i></p>	\$91.30 per hour

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5	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by a senior electoral officer</p> <ul style="list-style-type: none"> <li>– Monday to Friday between 8.00 am and 6.00 pm</li> </ul> <p><i>The base level fee has been calculated at \$58.00. The final fee is made up of the base level fee and a \$5.80 GST component. This replaces a flat fee of \$50 per hour determined in 1996.</i></p>	\$63.80 per hour
6	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by a senior electoral officer</p> <ul style="list-style-type: none"> <li>– Monday to Friday before 8.00 am or after 6.00 pm</li> <li>– First 3 hours on Saturday</li> </ul> <p><i>The base level fee has been calculated at \$74.00. The final fee is made up of the base level fee and a \$7.40 GST component. This replaces a flat fee of \$50 per hour determined in 1996.</i></p>	\$81.40 per hour
7	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by a senior electoral officer</p> <ul style="list-style-type: none"> <li>– Saturday after first 3 hours or Sunday</li> </ul> <p><i>The base level fee has been calculated at \$90.00. The final fee is made up of the base level fee and a \$9.00 GST component. This replaces a flat fee of \$50 per hour determined in 1996.</i></p>	\$99.00 per hour
8	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by a senior electoral officer</p> <ul style="list-style-type: none"> <li>– Public holidays</li> </ul> <p><i>The base level fee has been calculated at \$105.00. The final fee is made up of the base level fee and a \$10.50 GST component. This replaces a flat fee of \$50 per hour determined in 1996.</i></p>	\$115.50 per hour

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9	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by a casual officer</p> <ul style="list-style-type: none"> <li>– First 8 hours on Monday to Friday</li> <li>– First 4 hours on Saturday</li> </ul> <p><i>The base level fee has been calculated at \$15.00. The final fee is made up of the base level fee and a \$1.50 GST component.</i></p>	\$16.50 per hour
10	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by a casual officer</p> <ul style="list-style-type: none"> <li>– After first 8 hours Monday to Friday</li> <li>– After first 4 hours on Saturday</li> </ul> <p><i>The base level fee has been calculated at \$20.00. The final fee is made up of the base level fee and a \$2.00 GST component.</i></p>	\$22.00 per hour
11	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by a casual officer</p> <ul style="list-style-type: none"> <li>– Sunday and public holidays</li> </ul> <p><i>The base level fee has been calculated at \$26.00. The final fee is made up of the base level fee and a \$2.60 GST component.</i></p>	\$28.60 per hour

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12	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by a senior casual officer</p> <ul style="list-style-type: none"> <li>– First 8 hours Monday to Friday</li> <li>– First 4 hours on Saturday</li> </ul> <p><i>The base level fee has been calculated at \$19.00. The final fee is made up of the base level fee and a \$1.90 GST component.</i></p>	\$20.90 per hour
13	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by a senior casual officer</p> <ul style="list-style-type: none"> <li>– After first 8 hours Monday to Friday</li> <li>– After first 4 hours on Saturday</li> </ul> <p><i>The base level fee has been calculated at \$25.00. The final fee is made up of the base level fee and a \$2.50 GST component.</i></p>	\$27.50 per hour
14	<p>The provision of electoral officer services under paragraph 7(1)(g) of the <u>Electoral Act 1992</u> by a senior casual officer</p> <ul style="list-style-type: none"> <li>– Sunday and public holidays</li> </ul> <p><i>The base level fee has been calculated at \$33.00. The final fee is made up of the base level fee and a \$3.30 GST component.</i></p>	\$36.30 per hour

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**Part B: Electoral Officer services – disbursements**

15	<p>Under paragraph 7(1)(g) of the <u>Electoral Act 1992</u>, where the provision of electoral officer services under items 1 – 14 of this Schedule involve the purchase of goods and services.</p> <p><i>This provision is included to ensure that such costs may be passed to purchasers of electoral services.</i></p>	The amount of the disbursement for the goods or services.
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**Part C: Provision of copies of documents**

16	<p>Under section 61 of the <u>Electoral Act 1992</u>, the provision of a printed extract of the roll:</p> <ul style="list-style-type: none"> <li>– For a 7 member electorate <span style="float: right;">\$41.80</span></li> <li>– For a 5 member electorate <span style="float: right;">\$30.80</span></li> </ul> <p><i>The base level fee has been calculated at \$38.00 and \$28.00 respectively . The final fee is made up of these base level fees and a \$3.80 and \$2.80 GST component. This replaces a flat fee of \$30 determined in 1995.</i></p>	
17	<p>Under subsection 243(3) of the <u>Electoral Act 1992</u>, the provision of copies of returns referred to in subsection 243(1).</p> <p><i>The 20 cent component has not altered from determinations in 1995 and 1997. The base level fee for the other component has been calculated at \$10.25. The final fee for this component is made up of this base level fee and a \$1.02 GST component. This replaces a fee of \$10 determined in 1995 and 1997.</i></p>	\$11.27 for between one and twenty A4 pages 20 cents for each additional A4 page

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Item	Matter in respect of which fee or charge is payable	Amount Payable
18	<p>Under paragraph 7(1)(g) of the <u>Electoral Act 1992</u>, the provision of copies of the following documents:</p> <ul style="list-style-type: none"> <li>• An extract of the Register of Political Parties kept under section 88 of the Electoral Act;</li> <li>• An application for registration of an eligible political party provided to the Electoral Commissioner under section 89 of the Electoral Act;</li> <li>• A constitution of a political party provided to the Electoral Commissioner under section 89 of the Electoral Act;</li> <li>• A notice of objection to an application to register a political party provided to the Electoral Commissioner under section 91 of the Electoral Act;</li> <li>• A response to any notice or objection provided to the Electoral Commissioner under section 91 of the Electoral Act;</li> <li>• A notice of objection to an application to change or to add to the particulars registered in relation to a political party provided to the Electoral Commissioner under section 95 of the Electoral Act; and</li> <li>• An application to change or to add to the particulars registered in relation to a political party provided to the Electoral Commissioner under section 95 of the Electoral Act.</li> </ul> <p><i>The 20 cent component has not altered from determinations in 1995 and 1997. The base level fee for the other component has been calculated at \$10.25. The final fee for this component is made up of this base level fee and a \$1.02 GST component. This replaces a fee of \$10 determined in 1995 and 1997.</i></p>	<p>\$11.27 for between one and twenty A4 pages 20 cents for each additional A4 page</p>

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## SCHEDULE - FEES AND CHARGES TO BE PAID

### **General Explanatory Notes**

#### **A. Overview of increases in fees and charges**

The Commission is empowered to determine fees for the purposes of the Electoral Act under section 8 of the Electoral Act. Fees have not been increased for a number of years. The fees in this determination have been increased to take account of increased costs and the GST. Revenue received by the Electoral Commission is dependent on client demand for services, and fluctuates from year to year.

#### **B. Electoral Officer Services – salary component**

Paragraph 7(1)(g) of the Electoral Act 1992 empowers the Electoral Commission to provide services to persons or organisations for a determined fee. The provision of services includes assisting bodies such as universities and government agencies to conduct elections. The Commission is empowered to determine fees for these services under section 8 of the Electoral Act 1992.

This instrument determines hourly fees for services provided by 4 categories of electoral officers:

- Electoral Officer (equivalent to Administrative Service Officer Class 5 employed under the Public Sector Management Act 1994)
- Senior Electoral Officer (equivalent to Senior Officer Grade C employed under the Public Sector Management Act 1994)
- Electoral Casual Officer (equivalent to a casual officer employed under the Electoral Act 1992)
- Senior Electoral Casual Officer (equivalent to a casual officer in charge employed under the Electoral Act 1992)

The fees include different hourly rates for the above 4 categories of officers depending on the time of the provision of services, reflecting the various applicable standard and overtime rates applying to officers employed to assist the Electoral Commissioner under the Public Sector Management Act 1994 and the Electoral Act 1992.

The hourly fees incorporate overhead costs and salary costs.

#### **C. Electoral Officer Services – disbursements**

The instrument also determines a fee for goods or services purchased by the Electoral Commission for the purposes of providing goods and services to persons or organisations under paragraph 7(1)(g) of the Electoral Act 1992. This fee simply allows the Commission to be reimbursed for any costs incurred by the Commission in providing a service such as assisting in the conduct of an election. These costs could include postage, printing and mailing house costs, for example.

#### **C. Provision of copies of documents**

This instrument sets fees for obtaining copies of the following categories of documents.

Section 243 of the Electoral Act 1992 provides that copies of financial disclosure returns submitted to the Electoral Commission under Part IV of the Electoral Act 1992 are to be made available for public inspection and purchase.

Subsection 243(3) of the Electoral Act 1992 provides that a person is entitled, on payment of a determined fee, to obtain a copy of a return referred to in subsection 243(1). These returns include returns showing disclosure of donations, returns showing disclosure of electoral expenditure and annual returns submitted by registered political parties, independent MLAs, associated entities and donors.

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*Subsection 61(2) of the Electoral Act 1992 provides that the Electoral Commissioner may supply printed copies of roll extracts for an electorate to a person on payment of a determined fee, where the Commissioner is satisfied that the person requires the extract for an approved purpose.*

*Paragraph 7(1)(g) of the Electoral Act 1992 provides that the Electoral Commission may provide goods and services to persons or organisations for a determined fee. Sections 88 and 91 of the Electoral Act 1992 provides that various documents related to registration of political parties are required to be made available for public inspection. From time to time members of the public have asked for copies of these documents. To cover the costs of providing such copies, this instrument provides that the Electoral Commission may provide persons with copies of these documents for the determined fee.*

### **D. Commencement**

*The determination comes into effect on Gazettal of the instrument. Earlier determinations of those fees have been revoked.*

### **E. GST**

*Fees and charges imposed in this instrument are not exempted from GST. The determined fees are GST inclusive.*

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