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Report of the

# Electoral Commission

for the year ended  
30 June 2002

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Presented to the House of Representatives under section 15 of the Electoral Act 1993 and sections 41(1) and 44A of the Public Finance Act 1989

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## Electoral Commission

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Electoral Commission  
*Te Kaitiaki Take Kōwhiri*

14 November 2002

Minister of Justice  
Parliament Buildings  
WELLINGTON

Dear Minister

I have the honour to transmit to you the report of the Electoral Commission for the period 1 July 2001 to 30 June 2002.

This report is prepared under section 15 of the Electoral Act 1993 and section 41(1) of the Public Finance Act 1989.

Yours sincerely

Hon. A. A. T. Ellis QC

President

## Part 1: Report for the year ended 30 June 2002

### The Commission's statutory functions

The Electoral Commission is a Crown entity established under the Electoral Act 1993. Section 5 of that Act states the Commission's principal functions as follows:

- (a) To carry out such duties in relation to the registration of political parties and political party logos as are prescribed by Part IV of this Act:
- (b) To supervise political parties' compliance with the financial disclosure requirements of this Act:
- (ba) To carry out such duties in relation to Parliamentary election programmes as are prescribed by Part VI of the Broadcasting Act 1989:
- (c) To supervise political parties' compliance with the requirements of this Act relating to the filing of returns of election expenses:
- (d) To promote public awareness of electoral matters by means of the conduct of education and information programmes or by other means:
- (e) To consider and report to the Minister or to the House of Representatives on electoral matters referred to the Electoral Commission by the Minister or the House of Representatives.

Under section 7 of the Electoral Act 1993, and except as otherwise provided in that Act or in any other Act, the Commission is not responsible to any minister in the performance of its statutory functions but must act independently.

The Electoral Amendment Act 2002 made significant changes to the Commission's statutory functions relating to registration of political parties and party logos, supervision of disclosure of donations made to registered parties, and supervision of disclosure of registered parties' election expenses. No legislative changes were made concerning the Commission's statutory functions relating to election broadcasting.

Details of the Commission's activities in 2001/2002 relating to each of its statutory functions are given below.

Appendix 2 shows the members and staff of the Commission at 30 June 2002.

## Structure of electoral administration

Electoral administration in New Zealand is currently divided between three main agencies:

- the Electoral Commission – responsible for the matters outlined above;
- the Chief Electoral Office of the Ministry of Justice – responsible for the conduct of general elections, by-elections and referendums, and for providing the secretariat of the Representation Commission; and
- the Electoral Enrolment Centre of New Zealand Post Ltd – responsible for enrolling electors, for conducting the Māori electoral option, and for verifying signatures on a citizens initiated referendum petition.

The activities of these three agencies have been co-ordinated through various formal and informal mechanisms, including the Officials Committee on Electoral Matters and the 2002 Election Taskforce. Where possible, the three agencies cooperate in providing services and information.

After the 1999 general election, the Government appointed an Election Framework Taskforce to report on issues relating to the structure of electoral administration. The Commission was represented on this Taskforce.

The Taskforce's second report was delivered to the Associate Minister of Justice at the end of 2001. It was unanimous in recommending that a single electoral agency should be responsible for all matters relating to parliamentary elections (except the setting of electorate boundaries). The Taskforce was, however, divided on the form this single agency should take. A majority preferred an independent unit within the Ministry of Justice, whereas a minority preferred an independent Electoral Commission. In either case, the Taskforce proposed that the change should be implemented in time for the 2005 general election.

The previous Government did not announce its response to the Taskforce's report before the 2002 general election. This introduces some uncertainty into the Commission's medium-term planning until final decisions are made.

## Promotion of public awareness of electoral matters

The Commission's main objective in relation to this function is to assist electors in a non-partisan way to be sufficiently informed about the electoral system and parliamentary democracy to be able to cast an effective vote at an election.

The Commission's on-going public awareness activities involve the preparation and distribution of information materials about New Zealand's electoral system, making electoral information available on the joint electoral agencies' website ([www.elections.org.nz](http://www.elections.org.nz)), responding to public inquiries and requests for information about electoral matters from New Zealand and overseas, assisting with academic research projects, producing resources on elections for students and journalists, providing training where required and undertaking speaking engagements.

## New publications

Significant changes to electoral legislation in February 2002 meant that several of the Commission's publications had to be revised, printed and distributed.

The Commission produced a new illustrated six-page booklet called *Make Your Votes Count* in seven languages – English, Māori, Samoan, Tongan, Chinese, Cook Island Māori and Korean. It also produced a revised edition of a more detailed question and answer brochure called Q & A on MMP.

Nearly 109,000 copies of these pamphlets were distributed in the four months between March and June, principally through PostShops, voluntary and public organisations, registrars of electors, returning officers, Citizens Advice Bureaux, public libraries, educational institutions, political parties, and MPs' electorate offices. They were also available at diplomatic posts overseas and on the electoral website.

The Commission arranged with the Electoral Enrolment Centre for a four-page MMP pamphlet, *The Easy Guide to Voting*, to be included with each of the 325,000 confirmation of enrolment letters sent to electors between January and June 2002.

## Information campaign for 2002 general election

As well as responding to requests for information about electoral matters on a day-to-day basis, the Commission completed much of the planning for the public education campaign for the general election expected in late 2002. As a result, the Commission was well prepared when the announcement was made on 11 June that the general election would be held on 27 July. Some budgeted items of expenditure were brought forward from 2002/2003 to 2001/2002 with the costs being met from the Commission's operating cash reserves.

In late 2001 the Commission appointed the advertising agency Frameworks Marketing Communications Ltd to produce the creative elements required for the Commission's television, radio, newspaper and magazine advertisements to promote public understanding of MMP. At the same time the Commission appointed the media buying company Carat New Zealand Ltd to place the Commission's advertisements.

The campaign strategies included special programmes aimed at young people, women, Māori and the Pacific Island community – the groups consistently identified by the Commission's research as having lower understanding of the MMP voting system.

Initial production work on the advertisements was completed in the early part of 2002. The advertisements were assessed for suitability and impact by independent focus groups and then revised in the light of the findings.

Two 30-second television advertisements were developed to lead the media campaign. One used the ballot paper to promote knowledge of the two votes and the importance of the Party Votes in deciding parties' shares of all the seats in Parliament. The other outlined the two ways a political party can qualify for a share of seats in Parliament – by winning either 5 percent of the Party Vote or by winning an electorate seat. Both featured animated sequences.

Similar advertisements were developed for use on radio and as press advertisements.

All of the campaign material featured a 0800 direct response telephone number and the online address of the electoral website for access to further information.

The Commission's baseline funding for publicity in connection with the 2002 general election was the same as for the 1999 election. Although there had been significant cost increases in the period, the Commission was able to produce an adequate information campaign by using operating cash reserves to supplement the funding provided and by targeting media placements more effectively. The Government provided the Commission with a special grant of \$180,000 (excluding GST) during 2001/2002 to fund production and other costs for the Commission's publicity campaign.

### Monitoring research

The Commission has undertaken regular monitoring research since 1994 on public understanding of the main elements of the MMP voting system. Two surveys are conducted at a general election, one before the start of the Commission's public information campaign and one immediately after election day.

Following the announcement of the early general election, the Commission arranged for a pre-election research survey to be undertaken in June 2002. The findings of the pre-election survey showed:

- only 67% of the public were aware they had two votes;
- 74% and 70% knew of the Party Vote and the Electorate Vote respectively (16 points lower in each case than just after the 1999 election);
- just over half (55%) knew that the Party Vote decided the share of seats in Parliament (15 points lower than just after the 1999 election);
- only 27% understood both the ways in which a party qualifies for seats in Parliament (10 points lower than just after the 1999 election); and
- less than half (49%) understood the role of the party list (the same level as in the 1999 post-election survey).

As with all earlier surveys understanding of the key issues was notably lower among the Commission's target groups: females, young people (18 to 24), Māori and Pacific Island communities.

The public's interest in politics and perceived level of knowledge of politics were at similar levels to those evident just before the 1999 election. Nearly three-quarters (71%) had some level of interest in New Zealand politics with 39% indicating they had either a 'great deal of knowledge' or at least 'some knowledge' about the topic – down slightly on the 1999 figure of 41%.

The table on page 10 tracks voters' familiarity with key aspects of the MMP system in the period from 1995 to several weeks before the 2002 general election.

### Understanding of MMP, 1995-June 2002 (%)

	Nov 1995	Pre-election 1996	Post-election 1996	Oct 1997	Oct 1998	Pre-election 1999	Post-election 1999	Oct/Dec 2000	Oct/Nov 2001	Pre-election 2002
Two votes under MMP	58	88	97	76	61	76	66**	70	55	67
- party vote	31	85	95	78	62	77	90	75	66	74
- electorate vote	23	80	94	78	64	75	86	72	61	70
Party votes decide shares of seats	31	70*	77*	55*	47*	58*	70*	58*	49*	55*
Criteria										
- 5% threshold	43	51	54	35	30	42	57	39	41	49
- win electorate seat	33	36	38	28	31	31	43	35	32	34
- both criteria	19	28	31	18	18	20	37	26	21	27
Party list tops up electorate seats	35	41	46	55	51	48	49	45	48	49

\* Includes correct response from additional probe.

\*\* Two citizens initiated referendums were held with the 1999 general elections and an additional 22% stated they had four votes.

The results of the Commission's pre-election research were taken into account in planning the public information campaign on MMP in 2002. The post-election survey began on the day after election day and showed encouraging increases in knowledge among all voters and among target groups. The Commission's *Annual Report* for 2002/2003 will report on these results in detail.

#### Website upgrade

The joint electoral website was completely redesigned to greatly improve navigation and provide information in an easier-to-find format. It also complied with e-government and international web standards. The site included downloadable versions of two educational resources the Commission had developed for intermediate and secondary school students. It also contained a number of interactive features including a Virtual Election calculator that allowed people to determine accurate election results based on voting figures they supplied.

The announcement of the early election was immediately followed by a large upsurge in the level of public enquiries to the Commission. In the last few weeks of the year the Commission's staff dealt with an average of nearly 80 telephone and written enquiries each day about electoral matters. There was also increased demand for the second edition of the Commission's pocketbook publication, *The New Zealand Electoral Compendium*, among those wanting to know more about the electoral process, with more than 40 copies being sold in the weeks following the announcement of the election date.

#### Other activities to promote public awareness of electoral matters

The Commission published three issues of the newsletter *Electoral Brief* during the year on behalf of the three electoral agencies. Intended to encourage a wider understanding of electoral matters, the publication was widely distributed in New Zealand and overseas.

The Commission took a number of steps to ensure journalists were familiar with the voting system. It provided staff for training seminars around the country arranged by the New Zealand Journalists' Training Organisation and funded a revised edition of the training manual, *Covering Elections. A Guide for Journalists*. It also hosted a briefing for senior political journalists on constitutional aspects of the general election and its aftermath.

During the year the Commission engaged the Historical Group in the Ministry for Culture and Heritage to produce a short illustrated history of the vote in New Zealand for publication in 2003 to mark the 150<sup>th</sup> anniversary of New Zealand's first general election. Funding support for the project was obtained from the Ministry of Justice, the Electoral Enrolment Centre and Te Puni Kōkiri. A schools' pack and a website exhibition will also be produced as part of the project.

Because of its experience with public education about MMP, the Commission was invited to participate in a taskforce set up by the Department of Internal Affairs to advise on the implementation of the STV electoral system for the 2004 elections for district health boards and as an option for local government elections in 2004.

As in other years, Commission staff carried out a number of speaking engagements to service organisations and community groups.

### Wallace Awards

On 17 June 2002, the Commission announced the winners of the sixth annual Wallace Awards – which recognise significant contributions to public understanding of electoral matters – as follows:

- Tertiary paper or thesis: Amy Annan (Faculty of Law, University of Otago) for her LLB Honours paper entitled 'Regulating the Use of Money in the Electoral Process. An Evaluation of the New Zealand Approach'.
- Print media: Journalist Jane Clifton of Wellington for a series of weekly articles on electoral matters published in the *New Zealand Listener*.
- Academic paper or book: Jack Vowles, Peter Aimer, Jeffrey Karp, Susan Banducci, Raymond Miller and Ann Sullivan for their book, *Proportional Representation on Trial. The New Zealand General Election and the Fate of MMP*, published by Auckland University Press.

## Registration of political parties and party logos

### Registration of political parties

The Commission's procedures for registering political parties continued to be satisfactory. Following legislative changes enacted in February 2002, the Commission revised its booklet *Guide to the Registration of Political Parties and Party Logos*. A total of 190 copies of the *Guide* were distributed during 2001/2002. The revised *Guide* was also made available on the electoral website.

Four new applications to register a political party were received during the year. The Commission registered four political parties during the year and cancelled the registrations of five parties. Following the announcement that the general election would be held on 27 July 2002, the Commission met on 24 June to consider one application to register a party before the statutory suspension of registration activities on writ day (25 June).

There were 21 registered political parties at 30 June 2002, including five parties that were component parties of other registered parties. There were no applications for registration of parties pending at 30 June 2002.

### Registration of political party logos

The Commission received nine new applications to register new or revised political party logos in 2001/2002, and nine new or replacement logos were registered during the year, including three that were registered on 24 June before the statutory suspension of registration activities the following day. The Commission did not cancel the registration of any logos during the year.

There were 38 registered party logos at the end of 2001/2002. There were no applications for the registration of a logo pending at 30 June 2002.

The Commission's procedures for registering political party logos continued to be satisfactory.

### Registered parties' membership and candidate selection rules

Legislative changes passed at the end of February 2002 require the secretary of a registered party to provide the Commission with copies of the party's membership rules and candidate selection rules and with copies of any

subsequent changes to those rules. Parties registered at the date the amendment came into force were obliged to provide the copies within three months of that date. The Commission is required to make copies of parties' membership rules and candidate selection rules available for public inspection.

Once the legislative requirements were in force, the Commission informed party secretaries of their obligations to provide the Commission with this information. Copies of the rules received from parties were made available for public inspection as required by the Act.

### Annual statutory declaration

Section 71A of the Electoral Act 1993 requires the secretary of each registered party to provide the Commission with a statutory declaration by 30 April each year which must –

- (a) state that the party intends, at general elections,
  - (i) to submit a list of candidates under section 127; or
  - (ii) to have 1 or more constituency candidates stand for the party or for a related political party; or
  - (iii) both; and
- (b) state whether the party has at least 500 current financial members who are eligible to enrol as electors.

The secretaries of two registered component parties declined to provide that declaration in 2002 on the grounds that the party did not intend to nominate candidates for election under the name of the party.

The Commission will report to the Justice and Electoral Committee concerning the application of this section to registered component parties.

### Supervision of disclosure of donations made to registered political parties

The Electoral Amendment Act 2002 passed in February 2002 made major changes to the requirements for registered parties to disclose donations by replacing the requirement to disclose 'electorate donations' and 'national donations' with a requirement to disclose 'party donations', i.e. one or more donations to the party in a calendar year aggregating to more than \$10,000.

This Act also inserted a definition of 'anonymous' into the Electoral Act 1993. These amendments were intended as interim measures pending a further inquiry into the transparency of donations to political parties proposed by the Justice and Electoral Committee.

Since the amendments would affect parties' disclosure of donations received in the 2001 calendar year, the Commission notified parties in December 2001 that disclosure of donations received in 2001 could be on a different basis from disclosure of donations received in previous years. Once the amendments had been enacted, the Commission revised its booklet *Guide to Disclosure of Donations Made to Political Parties* and the form for returns of donations and distributed copies to party secretaries. The revised *Guide* was also made available on the electoral website.

### Returns for 2000

Secretaries of registered parties were due to provide the Commission by 30 April 2001 with returns of donations in relation to the 2000 calendar year. The Commission received 173 returns of donations and auditors' reports early in the 2001/2002 year disclosing donations received in 2000. The Commission made further enquires concerning two returns and auditors' reports. The Commission did not make any reports to the Police concerning disclosure of donations for the 2000 calendar year.

### Returns for 2001

In March 2002 the Electoral Commission distributed to registered political parties copies of the revised *Guide to Disclosure of Donations Made to Registered Political Parties*, together with the revised forms for the returns of party donations.

The Commission received 22 completed returns and auditor's reports on or before the due date of 30 April 2002. A further 13 returns and reports were received by 31 May 2002, and an additional five returns and reports were received by 30 June 2002. The Commission made further enquires concerning 10 returns and auditors' reports. The Commission did not make any reports to the Police concerning disclosure of donations for the 2001 calendar year.

### Need for further consideration of disclosure regime

In the Commission's view, the interim measures of the high disclosure threshold and the ability of donors to make large donations anonymously both reduce the degree of transparency which the disclosure regime is intended to promote and thereby undermine public confidence in the integrity of the disclosure system.

The Commission considers that, if the proposed select committee inquiry into the disclosure of donations made to parties is to proceed, it should do so without delay. If that inquiry does not proceed, the Commission believes the Government should prepare a Bill to amend the interim measures adopted in 2002 to increase transparency relating to donations made to political parties. In either case, any legislative changes should be enacted as soon as practicable.

### Supervision of disclosure of registered political parties' election expenses

Legislative changes passed in February 2002 amended the definitions of 'election activity' and 'election expenses' relating to political parties, the procedures for claiming and paying parties' election expenses, the due date for a return of election expenses, and the requirements relating to an auditor's report on a party's return of election expenses. The Commission produced a revised edition of its *Guide to Election Expenses for Registered Political Parties* and a revised form for returns of election expenses, which were distributed to parties in June 2002.

The Commission did not receive any returns of parties' election expenses or associated auditors' reports during the 2001/2002 year. Since returns relating to the 2002 general election and the associated auditors' reports are not due to be received by the Commission until October 2002, the Commission's *Annual Report for 2002/2003* will cover activities relating to disclosure of election expenses for the 2002 election.

### Allocation of election broadcasting time and funds

#### Allocations for the 2002 general election

The Electoral Commission is required by Part VI of the Broadcasting Act 1989 to allocate time made available by broadcasters and money appropriated by Parliament to enable political parties to meet all or part of the costs of broadcasting election programmes.

Two further members are added to the Commission when it carries out its responsibilities under Part VI of the Broadcasting Act 1989. Both are appointed by the Governor-General on the nomination of the House of Representatives, one to represent the Government and one to represent Opposition parties. The practice has been for these additional members of the Commission to be appointed prior to the commencement of the broadcasting allocation process for a general election.

In March 2002 Hon David Caygill was appointed to represent the Government and Mr John Isles was appointed to represent Opposition parties. Each appointment is for a 12 month term.

The amounts of time to be allocated by the Electoral Commission are those made available by broadcasters, either free of charge or at discounted rates, in response to an invitation issued by the Commission to broadcasters pursuant to section 71 of the Act. In addition, Television New Zealand Limited (TVNZ) and Radio New Zealand Limited (RNZ) are required by section 77A(3) of the Act to make time available for opening and closing addresses on one free-to-air television channel with national coverage in the case of TVNZ, and on National Radio in the case of RNZ.

The money to be allocated is that appropriated or deemed to be appropriated by Parliament as notified by the Minister of Justice to the Commission pursuant to section 74 of the Act. In October 2001, the Associate Minister of Justice notified the Commission that the amount so appropriated for the 2002 general election would be \$1.85 million excluding GST (\$2.081 million including GST). The same amount was appropriated for the 1990, 1993, 1996 and 1999 general elections. In April 2002, the member of the Commission representing the Government raised with ministers the adequacy of the fund in view of the large number of parties eligible for an allocation and the increase in

broadcasting costs since the 1999 general election. The Associate Minister of Justice replied in May 2002 that it would not be possible for the Government to consider an increase in the fund at that late stage.

In accordance with the timetable specified in the Broadcasting Act 1989, the Commission issued an invitation to 268 broadcasters and broadcasting industry associations in April 2002 and published a *Gazette* notice which specified the due date for parties to give notice if they considered they qualified for an allocation.

At the same time, the Commission also distributed to parties and broadcasters a new edition of its *Guide to Broadcasting at Parliamentary Elections*. The *Guide* was also available on the electoral website. The Commission distributed a correction to the *Guide* to parties and broadcasters in June 2002 following the Crown Law Office's review of advice it had given prior to publication of the revised edition of the *Guide*.

In reply to the Commission's invitation, four broadcasters (including TVNZ and RNZ) offered time for opening and closing addresses, 15 broadcasters offered other free time, and 44 broadcasters offered other time for election broadcasting at discounted rates. However it was not clear in some cases whether the time was being offered for use by political parties or for use by individual electorate candidates. The Commission has no responsibility for the allocation of any time which broadcasters may wish to provide for broadcasting of election programmes on behalf of individual electorate candidates.

In response to the Commission's *Gazette* notice, 15 registered parties or groups of related political parties gave notice that they considered they qualified for an allocation. One registered party declined to be considered for an allocation. Two non-component registered parties did not give notice, and in June 2002 the Commission cancelled both their registrations on the grounds that they did not have the membership numbers required to remain registered.

Notices from three unregistered parties stated that they intended to apply for registration in order to be registered at least three months before Parliament was due to expire. One of those parties also notified the Commission of the names and electorates of 5 persons who had declared their intentions

of becoming electorate candidates for the party. The Commission resolved on 24 June to register that party which then became eligible to submit a party list at the general election.

Section 76C of the Act sets out changes to the broadcasting allocation regime which apply if the writs are issued for a general election either before the Commission has issued an invitation to broadcasters to provide time, or before broadcasters' replies have been distributed to political parties and the Minister of Justice. Because the changes made by section 76C affect the eligibility requirements for political parties and the allocation procedures the Commission must follow, and in view of media reports that a general election could be called for July or August 2002, the Commission sought an opinion from the Crown Law Office in late May 2002 on the application of section 76C should a general election be called before the expected time of October/November 2002. That advice concluded that section 76C ceased to apply once the 21 May deadline for distribution of broadcasters' replies had passed. The Prime Minister's announcement that the general election would be held on 27 July 2002 and that Parliament would be dissolved on 18 June 2002 therefore meant that none of the three parties which stated that they intended to apply for registration was eligible for an allocation for the 2002 general election, including the party that was registered on 24 June.

The Commission distributed broadcasters replies' to political parties and the Associate Minister of Justice in accordance with the Act. As required by section 76 of the Act, the Commission invited the 15 parties or groups of parties which gave notice to meet with the Commission and be heard. Hearings of parties were held in public on 17 and 18 June. Nine parties were heard in person, and five parties were heard by telephone audio-conference. One party did not wish to be heard.

Parties' submissions generally supported the Commission's previous practice of dividing the eligible parties into a number of categories based on the extent to which they satisfied the criteria in section 75(2) of the Act. Parties were, however, divided on the number of categories there should be.

Based on its consideration of the allocation criteria in section 75(2), the Commission decided that the eligible parties fell into six discernible categories, as follows (parties are listed in alphabetical order in each category):

- Category 1: New Zealand Labour Party; The New Zealand National Party.
- Category 2: ACT New Zealand; New Zealand First Party; The Greens, The Green Party of Aotearoa/New Zealand.
- Category 3: The Alliance.
- Category 4: Christian Heritage Party; United Future New Zealand.
- Category 5: Aotearoa Legalise Cannabis Party; Outdoor Recreation NZ.
- Category 6: Libertarianz; Mana Māori Movement; NMP; One New Zealand Party.

There was a general consensus among parties that while the categories should be treated differently, the parties in each category should receive equal allocations of time and money. The Commission agreed with those proposals and particularly noted that submissions from both the New Zealand Labour Party and The New Zealand National Party agreed that those parties should receive equal allocations of time and money.

The announcement on 11 June that the general election would be held on 27 July meant that the Commission had to issue allocations as soon as possible after the hearings of political parties' submissions on 17 and 18 June. The allocations of money and of time for opening and closing addresses provided by TVNZ and RNZ were issued on 19 June, and the allocations of free and discounted time provided by other broadcasters were issued on 21 June. Parties' election programmes could begin to be broadcast on 25 June (writ day).

The Commission's written allocation decision issued on 25 July 2002 records its interpretation of the statutory criteria and the allocations of money, of time for opening and closing addresses on TVNZ and RNZ and other broadcasters, and of free and discounted time offered by broadcasters. It also records the variations the Commission made to allocations following the failure of the Libertarianz party to submit a party list in accordance with section 127 of the Electoral Act 1993.

### Need for legislative changes

In its *Annual Report* to Parliament covering the allocation process for the first MMP election in 1996, the Commission said:

The Commission considers the current system of allocating time and funds to political parties for election broadcasting is unfair and unsatisfactory and the procedures required by the Act are very time-consuming, cumbersome and expensive...

In the Commission's view, the procedures for allocating election broadcasting time and funds should be streamlined, the statutory definitions of some key terms require further consideration, and legislative provisions relating to election broadcasting should be contained in the Electoral Act 1993 rather than in the Broadcasting Act 1989.

The following are among the issues the Commission has identified since 1996 relating to election broadcasting:

- whether there should continue to be a prohibition on a party (including one that is not eligible for an allocation) spending its own funds on broadcasting in its election campaign;
- the adequacy of the amount provided for allocation to parties in the light of increased costs of broadcasting since that amount was set in 1990 and the increase in the number of eligible parties under MMP;
- the appropriateness of political representation on the Commission;
- the differences in the rules for broadcasts promoting an electorate candidate from those promoting a political party;
- the compliance costs the allocation regime imposes on broadcasters and the Commission;
- the need for consistency between the provisions relating to election broadcasting in the Electoral Act 1993 and the Broadcasting Act 1989;
- whether the introduction of limits on campaign expenditure for political parties removed the need for as restrictive a regime on election broadcasting when other forms of campaign advertising were not so controlled.

The Commission recommended a fundamental select committee review of the election broadcasting regime. In its *Annual Report* to Parliament after the 1999 election, the Commission again drew the attention of the House to ‘the importance of appropriate legislative change in improving the current election broadcasting regime.’

Since that time, three select committee reports have recommended amendments to the election broadcasting regime. A Bill to amend some procedural matters relating to election broadcasting was introduced in September 1998 and reported back to the House in May 1999. This Bill was carried over from the 45<sup>th</sup> Parliament to the 46<sup>th</sup> Parliament but was discharged in February 2002.

As a result, there have been no changes to the law relating to election broadcasting since the Commission recommended a fundamental review of the system after the 1996 general election.

Some parties’ submissions to the Commission in June 2002 questioned the legislative provisions relating to the election broadcasting allocation system and the broadcasting of election programmes. Those matters were outside the scope of the allocation process for the 2002 general election. Nevertheless, the Commission again records its disappointment that no legislative changes have been made to the law relating to election broadcasting since 1996. The Commission’s report to any select committee inquiry into electoral law and practice which is undertaken after the 2002 general election will again stress the need for a comprehensive review of the current legislation concerning election broadcasting.

In its report on the 1999 general election, the Justice and Electoral Committee recommended that the Government note the Committee’s intention to conduct an inquiry into a number of matters including ‘State support for political parties, with particular reference to State funding of broadcasting and political parties’ (*Inquiry into the 1999 General Election*, I.7C, December 2001, recommendation 1). The Justice and Electoral Committee of the new Parliament has yet to announce whether it intends to undertake the inquiry proposed by its predecessor. The Commission would welcome an examination of the current broadcasting regime in the wider context proposed by the Committee, provided any resulting legislative changes are made well before the general election scheduled for 2005.

## Advice to the Minister of Justice and the House of Representatives

The Commission provided information in response to 26 parliamentary questions in 2001/2002. In addition, the Commission advised the Minister of Justice and the Associate Minister of Justice either directly or through the Ministry of Justice on a number of occasions during the year. The Commission was represented during the year on the Officials Committee on Electoral Matters, the 2002 Election Taskforce, and the Election Framework Taskforce.

The Commission provided five written reports to the Justice and Electoral Committee in 2001/2002. The Committee had appointed the Commission as an adviser in relation to the Committee’s inquiry into electoral law and practice following the 1999 general election, and the Commission also advised the Committee on the legislative changes proposed by the Electoral Amendment (No. 2) Bill 2001 relating to the Commission’s responsibilities. The Commission was represented at 12 meetings of the Committee from July to December 2001. After the Committee’s report on its inquiry was tabled in Parliament in December 2001, the Commission received a positive evaluation from the Committee on the Commission’s performance as an adviser to the Committee during its inquiry.

The Commission had also been appointed as an adviser to the MMP Review Committee which had been established pursuant to section 264 of the Electoral Act 1993. The Commission was represented at two meetings of this Committee in July and August 2001. The Committee’s report was tabled in the House in August 2001.

## General

### International visitors

The Commission welcomed a number of overseas visitors during the year, including members of a delegation from the Australian Political Exchange, Professor Howard Cody (University of Maine), Hon. Bev Harrison (Speaker, Legislative Assembly of New Brunswick, Canada), Hon. Mildred Dover (Speaker, Legislative Assembly of Prince Edward Island, Canada), Judge Vuka Tshabalala (Judge President, Natal Provincial Division of the High Court of South Africa

and member of the Electoral Court), Roger Creedon (Chief Executive, UK Electoral Commission), Adriane Carr (leader, Green Party of British Columbia, Canada), Professor Jorgen Elklit (University of Aarhus, Denmark), representatives of the Federal Electoral Institute of Mexico, and J'Nan and Kirk Brown ('Every Vote Counts' campaign, Prince Edward Island, Canada).

### Commissioners and staff

Hon Justice Ellis was appointed as President of the Commission in November 2001 for a three year term.

Two additional members are appointed to the Commission by the Governor-General on the nomination of the House of Representatives for the purposes of the Commission's jurisdiction under Part VI of the Broadcasting Act 1989 in relation to the allocation of election broadcasting time and funds. One additional member is appointed to represent the Government and one to represent Opposition parties. Hon David Caygill and Mr John Isles were appointed to these positions respectively in March 2002 for 12 month terms.

The Chief Executive, Dr Paul Harris, represented the Commission on the Officials Committee on Electoral Matters, the 2002 Election Taskforce, the Election Framework Taskforce and the STV Elections Taskforce convened by the Department of Internal Affairs.

The Commission's Communications Manager, Mr Doug Eckhoff, co-ordinated a number of educational activities on behalf of the Commission, the Chief Electoral Office and the Electoral Enrolment Centre, including editing *Electoral Brief* and convening the joint agencies' website committee. He also represented the Commission on the STV Elections Taskforce.

## Part 2: Finance

### Introduction

The financial statements for the year ended 30 June 2002 are attached.

For the year under review appropriations were provided by Parliament to meet the operating costs of the Commission and costs related to the principal function of public education about electoral matters.

Overall the Commission had an excess of expenditure over income for the year of \$62,593 (excluding GST).

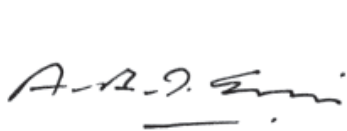
In the 2002/2003 financial year the Electoral Commission has budgeted for total operating expenditure of not more than \$1,406,881 (excluding GST). These expenditures will be funded by payments on behalf of the Crown from Vote: Justice and from the Commission's cash reserves.

## Electoral Commission Statement of Responsibility

In the financial year ended on 30 June 2002 the management of the Electoral Commission was responsible for:

- the preparation of the annual financial statements and for the judgements used herein;
- establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of the Commission's financial reporting.

In the opinion of the management of the Electoral Commission, the annual financial statements for the financial year fairly reflect the financial position and operations of the Electoral Commission.



Hon A. A. T. Ellis QC  
President



Dr Paul Harris  
Chief Executive

## Electoral Commission Statement of Accounting Policies

**for the year ended 30 June 2002**

### Reporting entity

These are the financial statements of the Electoral Commission, a Crown entity in terms of the Public Finance Act 1989.

These financial statements have been prepared in accordance with section 41 of the Public Finance Act 1989.

### Measurement system

The financial statements have been prepared on an historical cost basis.

### Accounting policies

The following accounting policies that materially affect the measurement of financial performance and financial position have been applied.

#### *Budget figures*

The budget figures are those approved by the Commission at the beginning of the financial year. The budget figures have been prepared in accordance with generally accepted accounting practice and are consistent with the accounting policies adopted by the Commission for the preparation of the financial statements.

#### *Revenue*

The Electoral Commission derives revenue through the provision of outputs to the Crown, from cost recovery for the provision of services to third parties and from investment income. Such revenue is recognised when earned and is reported in the financial period to which it relates.

#### *Fixed assets*

All fixed assets are recorded at historical cost.

*Depreciation*

Fixed assets are depreciated at rates that will write off the cost of the assets to their estimated residual value over their useful life. The useful lives and associated depreciation rates used in the preparation of these statements are as follows:

Furniture and fittings	5 years	20% straight line
Computer equipment	3 years	33% straight line
Office equipment	5 years	20% straight line

*Employee entitlements*

Provision is made in respect of the Electoral Commission's liability for annual leave. Annual leave has been calculated on an actual entitlement basis at current rates of pay.

*Goods and Services Tax*

The financial statements are prepared on a GST exclusive basis.

*Taxation*

The Electoral Commission is a public authority in terms of the Income Tax Act 1994 and consequently is exempt from income tax.

**Leases***Operating leases*

Operating lease payments, where the lessor effectively retains substantially all the risks and benefits of ownership of the leased items, are charged as expenses in the period in which they are incurred.

**Financial Instruments**

The Electoral Commission is party to financial instruments as part of its normal operations. These financial instruments include bank accounts, short-term deposits and creditors. All financial instruments are recognised in the statement of financial position and all revenues and expenses in relation to financial instruments are recognised in the statement of financial performance.

**Changes in accounting policy**

There have been no changes in accounting policies since the date of the last audited financial statements. The policies have been applied on bases consistent with other years.

Electoral Commission  
Statement of Financial Performance

for the year ended 30 June 2002

2002 Budget \$	Note	2002 Actual \$	2001 Actual \$
<b>INCOME</b>			
734,222	1	914,667	801,778
0		0	0
0		47,090	24,621
0		0	1,452
0		31,101	27,067
<b>734,222</b>		<b>992,858</b>	<b>854,918</b>
<b>EXPENDITURE</b>			
222,822		514,102	270,204
7,500		7,044	7,000
11,496		17,494	9,886
0		1	0
66,600		64,688	66,403
7,896		6,617	6,993
0	2	0	0
0		0	(5,369)
456,650	9	445,505	427,891
<b>772,964</b>		<b>1,055,451</b>	<b>783,008</b>
<b>(38,742)</b>		<b>(62,593)</b>	<b>71,910</b>

The accompanying accounting policies and notes form an integral part of these financial statements.

Electoral Commission  
Statement of Movements in Equity

for the year ended 30 June 2002

2002 Budget \$	Note	2002 Actual \$	2001 Actual \$
295,842		295,842	223,932
(38,742)		(62,593)	71,910
(38,742)		(62,593)	71,910
257,100		233,249	295,842

The accompanying accounting policies and notes form an integral part of these financial statements.

Electoral Commission  
Statement of Financial Position

for the year ended 30 June 2002

2002 Budget \$		Note	2002 Actual \$	2001 Actual \$
<b>CURRENT ASSETS</b>				
322,572	Cash at Bank	3	341,314	350,449
6,000	GST Receivable		29,629	6,037
328,572			370,943	356,486
39,696	FIXED ASSETS	4	34,341	48,623
<b>368,268</b>	<b>TOTAL ASSETS</b>		<b>405,284</b>	<b>405,109</b>
<b>CURRENT LIABILITIES</b>				
	Accounts Payable & Accruals	5	172,035	109,267
257,100	CROWN EQUITY		233,249	295,842
<b>368,268</b>	<b>TOTAL FUNDS EMPLOYED</b>		<b>405,284</b>	<b>405,109</b>

The accompanying accounting policies and notes form an integral part of these financial statements.

Electoral Commission  
Statement of Cash Flows

for the year ended 30 June 2002

2002 Budget \$		Note	2002 Actual \$	2001 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Cash was provided from:				
	Government Grant and other sources		959,667	824,371
734,222	Broadcasting Funding		0	0
0	Revenues from services		2,090	2,028
0	Interest Received		31,128	26,186
0	Refund of broadcasting allocation		0	5,369
(736)	Net GST		(23,590)	6,169
733,486			969,295	864,123
Cash was applied to:				
	Payments to Members of the Commission and Employees		447,431	426,854
456,214	Payments to Suppliers		527,786	354,459
305,149	Allocation of Broadcast Funding		0	0
0			975,217	781,313
761,363				
(27,877)	<b>Net cash flows from operating activities</b>	6	(5,922)	82,810
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
0	Sale of Fixed Assets		0	24,192
Cash was applied to:				
0	Purchase of Fixed Assets		3,213	44,932
0			(3,213)	(20,740)
(27,877)	<b>Net increase in cash held</b>		(9,135)	62,070
350,449	<i>plus</i> Opening cash balance		350,449	288,379
322,572	<b>Closing cash balance</b>		341,314	350,449

The accompanying accounting policies and notes form an integral part of these financial statements.

Electoral Commission  
Notes to the Financial Statements

for the year ended 30 June 2002

**1. Government Grant**

Funding was received quarterly from the Ministry of Justice.

**2. Broadcasting Grant and Allocations**

Prior to a general election, the Commission is required to allocate election broadcasting time and funds to political parties.

As at 30 June 2002 \$43,612 (excluding GST) of funds allocated for the 1996 and 1999 general elections remained undrawn by parties.

**3. Cash at Bank and On Hand**

	2002 \$	2001 \$
Cheque Account	197,393	33,002
Term Deposits	143,856	317,394
Petty Cash	65	53
Total	<u>341,314</u>	<u>350,449</u>

**4. Fixed Assets**

	Cost \$	2002 Accumulated Depreciation \$	Net Book Value \$	Depreciation Expense \$
Computer equipment	43,766	16,270	27,496	14,443
Furniture and fittings	9,369	4,098	5,271	1,874
Office equipment	3,498	1,924	1,574	1,177
	<u>56,633</u>	<u>22,292</u>	<u>34,341</u>	<u>17,494</u>

	Cost \$	2001 Accumulated Depreciation \$	Net Book Value \$	Depreciation Expense \$
Computer equipment	40,553	1,827	38,726	4,196
Furniture and fittings	11,489	4,343	7,146	3,730
Office equipment	7,697	4,946	2,751	1,625
	<u>59,739</u>	<u>11,116</u>	<u>48,623</u>	<u>9,551</u>

**5. Accounts Payable and Accruals**

	2002 \$	2001 \$
Trade Creditors	86,542	21,722
Accruals	2,785	6,243
Undrawn Broadcasting Allocation	43,612	43,738
Provision for employee entitlements	39,096	37,564
	<u>172,035</u>	<u>109,267</u>

## 6. Reconciliation of Statement of Financial Performance with Statement of Cash Flows

	2002 \$	2001 \$
Reported Surplus (Deficit)	(62,593)	71,910
Add non-cash items:		
Depreciation	17,494	9,886
Asset write-down	1	81
Total non-cash items	<u>17,495</u>	<u>9,967</u>
Add/subtract movement in working capital:		
increase in accounts receivable	23,590	362
increase in operating accounts payable	61,195	(1,151)
increase in provision for employee entitlements	1,532	842
decrease in provision for interest accrual	(27)	880
increase in petty cash	12	0
Working Capital Movements (net)	<u>39,176</u>	<u>933</u>
Net Cash Flow from Operating Activities	<u>(5,922)</u>	<u>82,810</u>

## 7. Commitments

	2002 \$	2001 \$
Not later than one year	72,448	61,463
Later than one year and not later than two years	21,906	61,463
Later than two years and not later than three years	4,140	15,366

### Lease Commitments

The lease for premises occupied by the Electoral Commission was renewed with effect from 7 October 2000 for a term of three years.

## 8. Contingent Liabilities

There were no contingent liabilities at balance date (2001 Nil).

## 9. Remuneration paid to members of the Commission

	2002 \$	2001 \$
Total remuneration paid to members of the Commission	158,226	152,236
Remuneration paid to employees of the Commission	281,863	269,709
ACC and other levies	5,416	5,946
Total	<u>445,505</u>	<u>427,891</u>

## 10. Related Party Transactions

The Electoral Commission is a wholly owned entity of the Crown. Revenue derived from the Crown is the Commission's main source of revenue as set out in the Statement of Financial Performance.

## 11. Financial Instruments

### a) Credit Risk

Financial Instruments that potentially subject the Commission to credit risk consist of Bank Balances.

### b) Fair Values

All Financial Instruments are recognised in the Statements of Financial Position and are stated at fair values.

### c) Currency Risk and Interest Rate Risk

The Commission has no exposure to currency risk and no significant interest rate exposure.

## Electoral Commission Statement of objectives and service performance

### for the year ended 30 June 2002

Funding provision was made for policy advice covering registration of political parties and political party logos, disclosure of donations to registered political parties, disclosure of registered political parties' election expenses, the allocation of election broadcasting time and funds, the conduct of education and information campaigns to promote public awareness of electoral matters, and advisory services on electoral matters.

The Commission's total income for the 2001/2002 year was \$992,858 (excluding GST), and its total expenditure for the year was \$1,055,451 (excluding GST).

The following report of service performance for each output states the quantitative targets agreed in the Memorandum of Understanding for 2001/2002 for which funding was provided to the Commission, the performance measures for each of the agreed objectives in that Memorandum of Understanding, and the Commission's performance in 2001/2002 for each objective.

### General objectives applicable to all outputs

Objectives for 2001/02	Performance measures	Performance in 2001/02
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#### Quantity

Projected number of days on which information will be made available for public inspection in accordance with the provisions of the Electoral Act 1993: 246	Actual number of days on which the Commission made the Register of Political Parties, registered political party logos, parties' returns of donations and audit reports, parties' returns of election expenses and audit reports, and candidates' returns of election expenses available for public inspection in accordance with the provisions of the Electoral Act 1993.	The Commission made the Register of Political Parties, registered political party logos, parties' returns of donations and audit reports, parties' returns of election expenses and audit reports, and candidates' returns of election expenses available for public inspection in accordance with the provisions of the Electoral Act 1993 on 244 days in 2001/2002.
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Objectives for 2001/02	Performance measures	Performance in 2001/02
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#### Quality

To carry out its statutory functions in ways that are independent and politically impartial.	The Commission to carry out its statutory functions in ways that are independent and politically impartial.	The Commission ensured it carried out its statutory functions in 2001/2002 in ways that were independent and politically impartial.
To respond to requests for information about electoral matters and about its statutory functions by providing clear and accurate information at a level appropriate to the needs of the enquirer.	The Commission to respond to requests for information about electoral matters and about its statutory functions by providing clear and accurate information or material at a level appropriate to the needs of the enquirer.	The Commission responded to all requests for information about electoral matters and about its statutory functions by providing information or material at a level appropriate to the needs of the enquirer. The Commission took particular care to ensure that all information provided was clear and accurate. The Commission corrected any errors in its printed information at the first available opportunity.
To provide in a suitable form information that must be made available for public inspection.	The Commission to ensure that information that must be made available for public inspection is provided in a suitable form.	Copies of the Register of Political Parties, parties' returns of donations and audit reports, parties' returns of election expenses and audit reports, candidates' returns of election expenses, and registered parties' membership rules and candidates election rules were available for public inspection in the Commission's reception area. Copies of registered political party logos were made available for public inspection on request.

**Objectives for 2001/02    Performance measures    Performance in 2001/02**

**Quality**

To co-operate as appropriate with other electoral agencies.	The Commission to ensure that its activities are carried out with appropriate co-operation with other electoral agencies.	The Commission liaised as necessary during 2001/2002 with the Chief Electoral Office, the Electoral Enrolment Centre and other electoral agencies directly and through formal meetings.
To modify procedures relating to the Commission's statutory functions in the light of changes to legislation, technology, experience and circumstances.	The Commission to review its procedures and documentation periodically and to modify them as necessary in the light of changes to legislation, technology, experience and circumstances.	Changes to relevant legislation were made in February 2002, following which the Commission published revised editions of its booklets relating to registration of parties and logos, disclosure of donations made to registered parties, and disclosure of registered parties' election expenses. The Commission also published a revised edition of its booklet relating to election broadcasting at the time it began the process of allocating election broadcasting time and funds to eligible political parties for the 2002 general election. All revised editions of the Commission's booklets were made available on the electoral website.
To recommend any desirable changes to legislation relating to the Commission's statutory functions.	The Commission to draw the attention of the Minister of Justice or a select committee as appropriate to changes the Commission considers desirable to legislation relating to its statutory functions.	The Commission made 3 reports to the Associate Minister of Justice and 5 reports to the Justice and Electoral Committee in 2001/2002. None of those reports recommended changes the Commission considered desirable to legislation relating to its statutory functions.

**Objectives for 2001/02    Performance measures    Performance in 2001/02**

**Timeliness**

To respond promptly and courteously to enquiries and requests for information about the Commission's statutory functions.	The Commission to respond promptly and courteously to written enquiries and requests for information about electoral matters and about its statutory functions (viz. registration of parties and logos, financial disclosure by parties, election broadcasting) within five working days of receipt. The Commission to respond promptly and courteously to other enquiries and requests according to their nature and the means by which they are received.	The Commission received a total of 3,858 requests in 2001/2002 from New Zealand and overseas for information about electoral matters and about its statutory functions. Of the requests for information received by the Commission, 1,286 were received by letter, facsimile or electronic mail, and the Commission responded to 99 percent of those written requests within five working days of receipt. The Commission responded as appropriate to enquiries and requests made by telephone or in person. The Commission did not receive any complaints that it had not responded promptly and courteously to written enquiries and requests for information about electoral matters and about its statutory functions.
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## Output 1: Application of the provisions of the Electoral Act 1993 relating to political parties

### Registration of Political Parties and Political Party Logos

Objectives for 2001/02	Performance measures	Performance in 2001/02
<b>Quantity</b>		
Projected number of applications for political party registration processed in 2001/2002: 3-8	Number of applications for political party registration received and processed in 2001/2002.	The Commission received and processed 4 new applications for political party registration in 2001/2002. The Commission registered 4 political parties in 2001/2002. The Commission cancelled the registrations of 5 parties in 2001/2002.
Projected number of political parties for which registration details are maintained and updated in 2001/2002: 22-32	Average number of political parties for which registration details are maintained and updated per month in 2001/2002.	The average number of registered political parties per month in 2001/2002 was 22.
Projected number of applications for the registration of new or revised political party logos processed in 2001/2002: 4-10	Number of applications for the registration of new or revised political party logos received and processed in 2001/2002.	The Commission received and processed 9 applications for new or revised logos for political parties in 2001/2002. The Commission registered 9 new or revised political party logos in 2001/2002. The Commission did not cancel the registrations of any party logos in 2001/2002.
Projected number of political party logos for which registration details are maintained and updated in 2001/2002: 20-30	Average number of political party logos for which registration details are maintained and updated per month in 2001/2002.	The average number of registered political party logos per month in 2001/2002 was 31.

Objectives for 2001/02	Performance measures	Performance in 2001/02
<b>Quality</b>		
To maintain clear, transparent and equitable processes for registering political parties and for maintaining and updating the Register of Political Parties and for registering party logos and for maintaining registered logos which conform with the provisions of Part IV of the Electoral Act 1993 and the Commission's internal quality assurance procedures.	The Commission to document clear, transparent and equitable procedures for registering political parties and for maintaining and updating the Register of Political Parties and for registering party logos and for maintaining registered logos which conform with the provisions of Part IV of the Electoral Act 1993 and with the Commission's internal quality assurance procedures.	The Commission's booklet <i>Guide to Registration of Political Parties and Party Logos</i> contained the Commission's procedures for registration of parties and logos and reproduced relevant sections of the Electoral Act 1993. This booklet was revised in March 2002 following legislative changes.
To maintain an accurate Register of Political Parties.	The Commission to record accurately the details for each registered political party in the Register of Political Parties according to details approved by the Commission when registering the party and when amending the Register.	The average accuracy of the Register of Political Parties at the end of each month in 2001/2002 was 100 percent.
To ensure that clear and comprehensive guidelines on the procedures for registering political parties and logos are freely available to all interested parties.	The Commission to ensure that clear and comprehensive guidelines on the procedures for registering political parties and logos are freely available to all interested parties.	The Commission distributed 190 copies of its booklet <i>Guide to Registration of Political Parties and Party Logos</i> during 2001/2002. The revised edition of this booklet was also available on the electoral website.

Objectives for 2001/02	Performance measures	Performance in 2001/02
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### Timeliness

To process as expeditiously as practicable on the basis of information supplied by applicants, applications for registration of parties and party logos, applications for changes to registered parties and registered party logos, and applications for cancellation of the registration of a political party or of a registered party logo.

The Commission to consider promptly applications for registration of parties and party logos, applications for changes to registered parties and registered party logos, and applications for cancellation of the registration of a political party or of a registered party logo received in 2001/2002. The Commission to process all applications on the basis of information received from applicants and in accordance with the timeframes specified in the Commission's internal standards, as follows:

- receipt of all applications to be acknowledged within 5 working days;
- where applicable, completed applications to be publicly notified within 10 working days of receipt;
- final decision on all applications to be made no later than the next scheduled Commission meeting after receipt of all required information;
- all applicants to be notified within 10 working days of Commission's final decision;

Applications for registration of parties and party logos, for changes to registered parties and registered party logos, and for cancellation of the registration of a political party or of a registered party logo were considered at 13 Commission meetings held in 2001/2002. Applications were processed according to information received from applicants. On that basis, 92 percent of the steps required to process these applications were completed in accordance with the specified timeframes.

Objectives for 2001/02	Performance measures	Performance in 2001/02
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- all required details to be entered in the Register of Political Parties within 3 working days of the Commission's final decision;
- *Gazette* notice to be published and Chief Electoral Officer notified within 10 working days of the Commission's final decision.

### Supervision of disclosure of donations to registered parties

Objectives for 2001/02	Performance measures	Performance in 2001/02
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#### Quantity

Projected number of annual political parties' donations returns and auditors' reports received: 700-750

Number of annual political parties' donations returns and auditors' reports actually received in 2001/2002.

During 2001/2002, the Commission received 173 returns of donations and auditors' reports relating to the 2000 calendar year, and 40 returns of donations and auditors' reports relating to the 2001 calendar year following changes to the law relating to disclosure of donations passed in February 2002.

**Objectives for 2001/02    Performance measures    Performance in 2001/02**

**Quality**

To maintain clear, transparent and equitable processes for disclosure of donations made to registered political parties which conform with the provisions of the Electoral Act 1993 and the Commission's internal quality assurance procedures.	The Commission to document clear, transparent and equitable procedures for disclosure of donations made to registered political parties which conform with the provisions of the Electoral Act 1993 and with the Commission's internal quality assurance procedures.	The Commission's booklet <i>Guide to Disclosure of Donations Made To Registered Political Parties</i> contained the Commission's procedures for disclosure of donations made to registered political parties and reproduced relevant sections of the Electoral Act 1993. This booklet was revised in March 2002 following legislative changes.
To ensure that clear and comprehensive guidelines on the procedures for disclosing parties' donations are freely available to all interested parties.	The Commission to ensure that clear and comprehensive guidelines on the procedures for disclosing parties' donations are freely available to all interested parties.	The Commission distributed 137 copies of its booklet <i>Guide to Disclosure of Donations Made to Registered Political Parties</i> during 2001/2002. The revised edition of this booklet was also available on the electoral website.
To enquire into any omissions or ambiguities arising out of any return of donations and to report the facts to the Police where the Commission believes that any person has committed an offence under section 214H or section 214I of the Electoral Act 1993.	The Commission to inquire into any omissions or ambiguities arising out of any return of donations. Number of reports to the Police by the Commission in 2001/2002 relating to disclosure of donations to registered political parties.	The Commission made further enquiries in relation to 12 returns of donations and auditors' reports received in 2001/2002. The Commission did not make any reports to the Police in 2001/2002 relating to disclosure of donations to registered political parties.

**Objectives for 2001/02    Performance measures    Performance in 2001/02**

**Timeliness**

To remind parties periodically of their obligations under section 214G of the Electoral Act 1993 relating to the appointment of electorate agents.	The Commission to remind parties periodically of their obligations to appoint electorate agents.	The Commission informed the secretaries of all registered parties in December 2001 of the implications of likely legislative changes for returns of donations received in the 2001 calendar year, including the proposed removal of the need to appoint electorate agents. The secretaries of all registered parties were notified of the legislative changes following their passage in February 2002.
To process returns of donations as expeditiously as practicable.	<p>The Commission to process all returns of donations on the basis of information received from parties and in accordance with the timeframes specified in the Commission's internal standards, as follows:</p> <ul style="list-style-type: none"> <li>• receipt of all returns to be acknowledged within 5 working days;</li> <li>• duty completed returns for 2000 and 2001 to be made available for public inspection within 5 and 3 working days of receipt respectively;</li> <li>• returns to be checked for completeness with follow-up as required;</li> <li>• suspected breaches of the Electoral Act 1993 to be reported to the Police within 10 working days of relevant Commission decision or as otherwise directed by the Commission.</li> </ul>	In 2001/2002, 8 political parties provided the Commission with returns of donations and auditors' reports in relation to the 2000 year, and 20 parties provided returns and auditors' reports relating to the 2001 year. Returns were processed according to information received from parties. On that basis 89 percent of the steps required to process these returns were completed in accordance with the specified timeframes.

## Supervision of disclosure of registered political parties' election expenses

Objectives for 2001/02    Performance measures    Performance in 2001/02

### Quantity

Projected number of political party election expense returns and auditors' reports received after a general election (assuming no general election is held in 2001/2002): 0	Number of political party election expense returns and auditors' reports actually received in 2001/2002.	No general election was held in 2001/2002 and no returns of election expenses or auditors' reports were received during the year.
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### Quality

To maintain clear, transparent and equitable processes for disclosure of election expenses of political parties which conform with the provisions of the Electoral Act 1993 and the Commission's internal quality assurance procedures.	The Commission to document clear, transparent and equitable procedures for disclosure of election expenses of registered political parties which conform with the provisions of the Electoral Act 1993 and with the Commission's internal quality assurance procedures.	The Commission's booklet <i>Guide to Election Expenses of Registered Political Parties</i> contained the Commission's procedures for disclosure of registered parties' election expenses and reproduced relevant sections of the Electoral Act 1993. This booklet was revised in June 2002 following legislative changes.
To ensure that clear and comprehensive guidelines on the procedures for disclosing parties' donations are freely available to all interested parties.	The Commission to ensure that clear and comprehensive guidelines on the procedures for disclosing parties' election expenses are freely available to all interested parties.	The Commission distributed 53 copies of its booklet <i>Guide to Election Expenses of Registered Political Parties</i> during 2001/2002. The revised edition of this booklet was also available on the electoral website.
To enquire into any omissions or ambiguities arising out of any return of election expenses and to report the facts to the Police where the Commission believes that any person has committed an offence under section 214C of the Electoral Act 1993.	The Commission to enquire into any omissions or ambiguities arising out of any return of election expenses. Number of reports to the Police by the Commission in 2001/2002 relating to section 214C of the Electoral Act 1993.	The Commission did not make any further enquiries in 2001/2002 in relation to returns of election expenses and auditors' reports. The Commission did not make any reports to the Police in 2001/2002 relating to disclosure of registered political parties' election expenses.

Objectives for 2001/02    Performance measures    Performance in 2001/02

### Timeliness

To process returns of election expenses as expeditiously as practicable.	The Commission to process all returns of election expenses on the basis of information received from parties and in accordance with the timeframes specified in the Commission's internal standards (refer page 47 above).	The Commission did not receive any political parties' returns of election expenses and auditors' reports in 2001/2002.
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## Responses to public enquiries about Output 1 matters

Objectives for 2001/02    Performance measures    Performance in 2001/02

### Quantity

Projected number of requests responded to for information about registering a party or a logo, disclosing political party election expenses, or disclosing donations to political parties: 80-100	Actual number of requests for information responded to in 2001/2002.	The Commission responded to 408 requests for information about Output 1 matters in 2001/2002.
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### Timeliness

To respond promptly to requests for information about registering a party or a logo, disclosing political party election expenses, or disclosing donations to political parties.	The Commission to respond promptly to written requests for information about Output 1 matters within 5 working days. The Commission to respond promptly to other enquiries and requests according to their nature and the means by which they are received.	During 2001/2002 the Commission received 55 written requests for information about Output 1 matters made from New Zealand and overseas by letter, facsimile and electronic mail. The Commission responded to 96 percent of those enquiries within five working days. The Commission responded as appropriate to enquiries and requests made by telephone or in person.
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## Output 2: Promotion of public awareness of electoral matters

Objectives for 2001/02	Performance measures	Performance in 2001/02
<b>Quantity</b>		
Projected number of requests for information about electoral matters responded to: 1,750-2,000	Actual number of requests for information about electoral matters responded to in 2001/2002.	The Commission responded to 3,090 requests for information about electoral matters in 2001/2002.
Projected number of information resources designed for Māori: 1	Actual number of information resources designed for Māori.	The Commission produced 1 information resource designed for Māori in 2001/2002.
Projected number of information resources designed for other target groups: 7	Actual number of information resources designed for other target groups.	The Commission produced 7 information resources designed for other target groups in 2001/2002.
Projected number of quantitative research projects commissioned: 1	Actual number of quantitative research projects commissioned in 2001/2002.	The Commission commissioned 1 quantitative research project in 2001/2002 relating to Output 2.
Projected number of academic and other activities supported: 10	Actual number of academic and other activities supported in 2001/2002.	The Commission supported 51 academic and other activities in 2001/2002.
Projected number of media, academic and other awards sponsored: 6	Actual number of media, academic and other awards sponsored in 2001/2002.	The Commission sponsored 8 academic or other awards in 2001/2002.

Objectives for 2001/02	Performance measures	Performance in 2001/02
<b>Quality</b>		
To apply quality assurance processes to ensure that all responses to information requests comply with the Commission's standards. These quality standards include: <ul style="list-style-type: none"> <li>• Clear unambiguous language</li> <li>• Courteous and helpful</li> <li>• Accessible and approachable</li> <li>• Independence and political impartiality</li> </ul>	The Commission to ensure that the materials in its education and information campaigns are understandable by the target audiences. The Commission's education and information programmes not to promote the electoral cause of any political party or candidate.	During 2001/2002, the Commission distributed educational materials that had been pre-tested among target groups. Translated materials were checked before printing. The Commission ensured that its educational campaign and materials did not promote the electoral cause of any political party or candidate.
All research projects, academic and other activities supported, education and information projects to be provided in accordance with contracted standards and timeframes.	The Commission to ensure that all research projects, academic and other activities supported, and ongoing education and information projects are provided in accordance with contracted standards and timeframes.	All research projects, academic and other activities supported, education and information projects were provided in accordance with contracted standards and timeframes.
To use appropriate methods to promote public awareness of electoral matters according to the resources made available for the purpose.	The Commission to use appropriate methods to promote public awareness of electoral matters and to plan and implement its education and information programmes according to the resources provided by Parliament.	The Commission used a variety of methods to promote public awareness of electoral matters, including pamphlets, the electoral website, resources for schools, and presentations to community groups. The Commission planned and implemented its education and information programmes according to the resources provided by Parliament.

Objectives for 2001/02	Performance measures	Performance in 2001/02
To develop education and information programmes to promote understanding of electoral matters among target groups according to the resources made available for the purpose.	The Commission to develop and distribute appropriate education and information materials and programmes about electoral matters suitable for Māori, Pacific Islanders, and young people according to the resources made available for the purpose.	During 2001/2002 the Commission developed and distributed educational materials to reflect the diversity of New Zealand society and the place of the tangata whenua within the electoral system, according to the resources made available for the purpose. A pamphlet on MMP was translated into Māori, Samoan, Cook Island Māori, Tongan, Chinese and Korean. Two resources for schools were made available on the electoral website.
To be a recognised authority on electoral matters which is readily accessible, transparent and helpful.	The Commission to ensure that the public is able to access its services without undue cost, and that Commission staff are courteous and helpful.	Individuals and groups were actively encouraged to request information and other services from the Commission throughout 2001/2002. During the year, the Commission's office received an average of 156 telephone calls per month seeking information about electoral matters.
To evaluate periodically the effectiveness of the education and information programmes.	The Commission to conduct periodic evaluations of the effectiveness of its education and information programmes.	The Commission conducted 2 quantitative research projects in 2001/2002 to assess levels of public knowledge of the basic features of MMP.
To complete all work related to public awareness activities within budget and in ways that represent good use of resources.	The Commission to ensure that all work associated with ongoing education and information activities is completed within budget and in ways that represent prudent use of resources.	All work in 2001/2002 relating to the Commission's ongoing education and information activities was completed within budget and to contracted standards and timeframes.

Objectives for 2001/02	Performance measures	Performance in 2001/02
<b>Timeliness</b>		
To respond promptly to requests for information about electoral matters by providing information or material at a level appropriate to the needs of the enquirer.	The Commission to respond to written requests for information about electoral matters within 2 working days by providing information or material at a level appropriate to the needs of the enquirer. The Commission to respond promptly to other enquiries and requests according to their nature and the means by which they are received.	During 2001/2002 the Commission received 1,213 written requests for information about electoral matters made from New Zealand and overseas by letter, facsimile and electronic mail. The Commission responded to 95 percent of those requests within two working days and to 99 percent within five working days. The Commission responded as appropriate to enquiries and requests made by telephone or in person.

## Output 3: Allocation of election broadcasting time and funds

## Objectives for 2001/02    Performance measures    Performance in 2001/02

**Quantity**

Projected number of political parties eligible for an allocation of broadcasting time and funds: 24-28	Actual number of political parties eligible for an allocation of broadcasting time and funds in 2001/2002.	The Commission allocated election broadcasting time and funds to 14 political parties in June 2002.
Projected number of broadcasters and broadcasting industry associations for which details need to be maintained: 225-235	Average number of broadcasters and broadcasting industry associations on the Commission's database in 2001/2002.	The average number of broadcasters and broadcasting industry associations on the Commission's database each month during 2001/2002 was 307.
Projected number of election programme payments to be processed (assuming no general election is held in 2001/2002): 0	Actual number of election programme accounts processed by the Commission in 2001/2002.	No general election was held in 2001/2002. The Commission did not process any election programme accounts during 2001/2002.
Projected number of broadcasters' returns of election programmes processed (assuming no general election is held in 2001/2002): 0	Actual number of broadcasters' returns of election programmes processed in 2001/2002.	No general election was held in 2001/2002.

**Quality**

All processes for the administration of broadcasting time and funds conform with the timeframes and provisions specified in the Broadcasting Act 1989 and related legislation.	The Commission to document procedures for allocating election broadcasting time and funds to eligible political parties in accordance with the provisions of Part VI of the Broadcasting Act 1989 and of the Electoral Act 1993 and other relevant legislation.	The Commission has documented procedures for allocating election broadcasting time and funds to eligible political parties in accordance with the provisions of Part VI of the Broadcasting Act 1989 and of the Electoral Act 1993 and other relevant legislation. A revised edition of the Commission's booklet <i>Guide to Broadcasting at Parliamentary Elections</i> was published in April 2002.
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## Objectives for 2001/02    Performance measures    Performance in 2001/02

To maintain and disseminate clear, transparent and equitable procedures for allocating election broadcasting time and funds to eligible political parties in accordance with the provisions of Part VI of the Broadcasting Act 1989 and of the Electoral Act 1993.	The Commission to ensure that broadcasting allocation procedures are freely available to all interested parties and broadcasters.	The Commission distributed 381 copies of the booklet entitled <i>Guide to Broadcasting at Parliamentary Elections</i> to parties, broadcasters and others in 2001/2002. The revised edition of this booklet was also available on the electoral website.
Prior to a general election, to allocate election broadcasting time and funds to eligible political parties in accordance with statutory provisions.	The Commission's procedures for allocating election broadcasting time and funds to eligible political parties in 2001/2002 to be in accordance with the statutory timeframes and criteria in the Broadcasting Act 1989.	In accordance with the requirements of the Broadcasting Act 1989, the Commission began the process for allocating election broadcasting time and funds to eligible parties for the 2002 general election in April 2002. The Commission took the various procedural and other steps required by the Act before making the allocations of time and money, including meeting with and hearing political parties and consulting with broadcasters and considering their comments. Allocations were announced in June 2002.
To supervise compliance with the provisions of the Broadcasting Act 1989 relating to election broadcasting and to report the facts to the Police where the Commission believes that any person has committed an offence under section 80 of the Broadcasting Act 1989.	The Commission to supervise broadcasters' compliance with the provisions of the Broadcasting Act 1989 relating to post-election returns of election programmes and to election broadcasting in general. The Commission to report the facts to the Police where it believes that any person has committed an offence under section 80 of the Broadcasting Act 1989.	No general election or by-election was held in 2001/2002. The Commission reminded all parties and broadcasters of the rules relating to broadcasting of election programmes. The Commission did not make any reports to the Police in 2001/2002 relating to election broadcasting.

Objectives for 2001/02	Performance measures	Performance in 2001/02
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### Timeliness

Prior to a general election, to allocate broadcasting time and funds to eligible political parties as expeditiously as practicable.

The Commission to allocate election broadcasting time and funds on the basis of information received from parties and broadcasters and in accordance with the timeframes specified in the Commission's internal standards, as follows:

- *Gazette* notice to be published and invitation issued to broadcasters within statutory timeframe;
- broadcasters' replies to be acknowledged within 5 working days of receipt;
- hearings of parties to be completed no later than 2 months before Parliament is due to expire;
- initial allocations to be completed no later than 2 months before Parliament is due to expire;
- final allocations to be confirmed within 5 working days of Nomination Day;
- accounts for election broadcasting submitted according to Commission instructions to be paid within 5 working days of approval for payment;
- any suspected breaches of Part VI of the Broadcasting Act to be reported to the Police within 10 working days of relevant Commission decision or as otherwise directed by the Commission.

The Commission allocated election broadcasting time and funds on the basis of information received from parties and broadcasters. On that basis, the Commission completed 99 percent of the steps required in 2001/2002 in accordance with the timeframes specified in the Commission's internal standards. Final allocations were issued in July 2002. The Commission did not receive any accounts for election broadcasting in 2001/2002 and did not make any reports to the Police in 2001/2002 relating to election broadcasting.

## Output 4: Provision of advice on electoral matters

Objectives for 2001/02	Performance measures	Performance in 2001/02
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### Quantity

Projected number of reports or papers produced: 18-20

Actual number of reports or papers produced in 2001/2002.

The Commission produced 34 reports for the Minister or the House in 2001/2002, including providing information in response to 26 parliamentary questions.

### Quality/Timeliness

To maintain the capacity to respond to requests for advice on electoral matters, having regard to the Commission's resources.

The Commission to ensure that it has the capacity to respond to requests for advice on electoral matters, having regard to its resources.

The Commission had the capacity in 2001/2002 to respond to requests for advice on electoral matters.

To apply quality assurance processes to ensure that all advice on electoral matters complies with the Commission's internal standards. These standards include:

The Commission to ensure that all advice on electoral matters complies with the Commission's internal standards.

All reports to the Minister and the House in 2001/2002 were provided in accordance with the Commission's internal standards.

- Accurate information
- Logical structure
- Conclusions based on sound reasoning
- Options presented where appropriate
- Consultation carried out where appropriate
- Resource implications considered where appropriate
- Responses provided by mutually agreed deadlines

## Output 5: Publicity in connection with the next general election

Objectives for 2001/02	Performance measures	Performance in 2001/02
<b>Quantity</b>		
Projected number of quantitative research projects commissioned: 1	Actual number of quantitative research projects commissioned in 2001/2002.	The Commission commissioned 1 quantitative research project in 2001/2002 relating to Output 5.
Projected number of qualitative research projects commissioned in 2001/2002: 1	Actual number of qualitative research projects commissioned in 2001/2002.	The Commission commissioned 1 qualitative research project in 2001/2002.
Projected number of general education and information projects prepared in 2001/2002 for a general election in 2002/2003: 1	Actual number of general education and information projects prepared in 2001/2002.	The Commission prepared 1 general education and information project in 2001/2002.
Projected number of education and information projects prepared in 2001/2002 for a general election in 2002/2003 focusing on Māori: 1	Actual number of general education and information projects prepared focusing on Māori.	The Commission prepared 1 education and information project in 2001/2002 focusing on Māori.
Projected number of education and information projects prepared in 2001/2002 for a general election in 2002/2003 focusing on other target groups: 3	Actual number of education and information projects focusing on other target groups prepared in 2001/2002.	The Commission prepared 3 education and information projects in 2001/2002 focusing on other target groups.
Projected number of education and information projects prepared in 2001/2002 for a general election in 2002/2003 focusing on other groups: 3	Actual number of education and information projects focusing on other groups prepared in 2001/2002.	The Commission prepared 3 education and information projects in 2001/2002 focusing on other groups.
Number of contingency plans prepared in case a general election is held in 2001/2002: 1	Actual number of contingency plans prepared in case a general election is held in 2001/2002.	The Commission prepared 1 contingency plan in case a general election was held in 2001/2002.

Objectives for 2001/02	Performance measures	Performance in 2001/02
<b>Quality/Timeliness</b>		
To apply quality assurance processes to ensure that all educational materials and programmes comply with the Commission's standards. These quality standards include:	The Commission to apply quality assurance processes to ensure that all educational materials and programmes comply with the Commission's standards.	The Commission ensured that all educational materials and programmes prepared in 2001/2002 complied with the Commission's standards.
<ul style="list-style-type: none"> <li>• Clear unambiguous language</li> <li>• Independence and political impartiality</li> </ul>		
To develop education and information programmes to promote understanding of electoral matters among target groups according to the resources made available for the purpose.	The Commission to develop and distribute appropriate education and information materials and programmes about electoral matters suitable for women, Māori, Pacific Islanders, and young people according to the resources made available for the purpose.	During 2001/2002 the Commission developed and implemented information programmes prior to the general election aimed at improving understanding of MMP among women, young people, Māori, and Pacific people. Other resources were developed for the sight impaired and the hearing impaired.
All research projects and education and information projects to be provided in accordance with contracted standards and timeframes.	The Commission to ensure that all research projects and education and information projects are provided in accordance with contracted standards and timeframes.	The Commission ensured that all research projects and education and information projects in 2001/2002 were provided in accordance with contracted standards and timeframes.



**REPORT OF THE AUDITOR-GENERAL  
TO THE READERS OF THE FINANCIAL STATEMENTS OF  
ELECTORAL COMMISSION  
FOR THE YEAR ENDED 30 JUNE 2002**

We have audited the financial statements on pages 27 to 59. The financial statements provide information about the past financial and service performance of Electoral Commission ("the Commission") and its financial position as at 30 June 2002. This information is stated in accordance with the accounting policies set out on pages 27 to 29.

**Responsibilities of the Electoral Commissioners**

The Public Finance Act 1989 requires the Electoral Commissioners to prepare financial statements in accordance with generally accepted accounting practice in New Zealand that fairly reflect the financial position of the Commission as at 30 June 2002, the results of its operations and cash flows and service performance achievements for the year ended on that date.

**Auditor's responsibilities**

Section 15 of the Public Audit Act 2001 and Section 43(1) of the Public Finance Act 1989 require the Auditor-General to audit the financial statements presented by the Electoral Commissioners. It is the responsibility of the Auditor-General to express an independent opinion on the financial statements and report that opinion to you.

The Auditor-General has appointed H C Lim, of Audit New Zealand, to undertake the audit.

**Basis of opinion**

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- ▲ the significant estimates and judgements made by the Electoral Commissioners in the preparation of the financial statements; and
- ▲ whether the accounting policies are appropriate to the Commission's circumstances, consistently applied and adequately disclosed.

We conducted our audit in accordance with the Auditing Standards published by the Auditor-General, which incorporate the Auditing Standards issued by the Institute of

Chartered Accountants of New Zealand. We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in our capacity as auditor acting on behalf of the Auditor-General, we have no relationship with or interests in the Commission.

**Unqualified opinion**

We have obtained all the information and explanations we have required.

In our opinion the financial statements of the Commission pages 27 to 59:

- ▲ comply with generally accepted accounting practice in New Zealand; and
- ▲ fairly reflect:
  - the Commission's financial position as at 30 June 2002;
  - the results of its operations and cash flows for the year ended on that date; and
  - its service performance achievements in relation to the performance targets and other measures adopted for the year ended on that date.

Our audit was completed on 24 October 2002 and our unqualified opinion is expressed as at that date.

H C Lim  
Audit New Zealand  
On behalf of the Auditor-General  
Wellington, New Zealand

## Part 3: Statement of objectives for the year ending 30 June 2003

The Commission's general objectives for 2002/2003 which are applicable to more than one of its statutory functions are set out below, followed by the Commission's specific objectives in 2002/2003 for each of its statutory functions.

### General objectives

The Commission's general objectives for 2002/2003 are:

- to carry out its statutory functions according to the highest standards of independence; neutrality; service to voters, candidates and parties; professionalism; and responsibility and accountability in accordance with the requirements of the law and established constitutional principles;
- to be a recognised authority on electoral matters which is approachable, courteous, responsive and inclusive in catering to members of the public, to Māori as the tangata whenua, and to other groups within New Zealand society;
- to respond promptly and courteously to enquiries and requests for information by providing clear and accurate information at a level appropriate to the needs of the enquirer;
- to provide in a suitable form information that must be made available for public inspection;
- to make efficient and effective use of financial and other resources in ways that are accountable and transparent;
- to foster effective and co-operative relationships as appropriate with other electoral agencies in New Zealand and overseas, the Ministry of Justice, other public sector organisations, Parliament, political parties, the media, community organisations and members of the public;
- to seek feedback as appropriate from the recipients of the services provided by the Commission on the quality and timeliness of those services;
- to keep up-to-date with practice in comparable countries in relation to the Commission's statutory responsibilities; and
- to keep its internal procedures and its procedures relating to its statutory functions under review in the light of changes to legislation, technology, experience and circumstances and recommend legislative changes where appropriate.

### Registration of political parties and political party logos

The Commission is responsible for registering political parties and party logos. Only registered political parties are entitled to nominate a party list and appear on the party vote at a general election. Registered logos of political parties may be included on the ballot paper at a general election or by-election.

The Commission proposes to carry out this function in 2002/2003 by:

- maintaining and disseminating clear, transparent and equitable procedures for registering political parties and political party logos in accordance with the provisions of Part IV of the Electoral Act 1993;
- processing as expeditiously as practicable on the basis of information supplied by applicants, applications for registration of parties and party logos, applications for changes to registered parties and registered party logos, and applications for cancellation of the registration of a political party or of a registered party logo; and
- maintaining an accurate Register of Political Parties.

### Supervision of disclosure of donations made to registered political parties

The Commission is responsible for supervising each registered political party's compliance with the provisions of the Electoral Act 1993 relating to the annual disclosure of significant donations made to the party.

The Commission proposes to carry out this function in 2002/2003 by:

- maintaining and disseminating clear, transparent and equitable procedures for full disclosure of donations made to registered political parties in accordance with the provisions of the Electoral Act 1993;
- providing party secretaries and auditors with information about their obligations in relation to disclosure of donations;
- processing returns of donations and auditors' reports as expeditiously as practicable; and
- inquiring into any omissions or ambiguities arising out of any return of donations and reporting the facts to the Police where the Commission believes that any person has committed an offence under sections 214G or 214H of the Electoral Act 1993.

## Supervision of disclosure of registered political parties' election expenses

The Commission is responsible for supervising each registered political party's compliance with the provisions of the Electoral Act 1993 relating to the disclosure of the party's election expenses at a general election.

The Commission proposes to carry out this function in 2002/2003 by:

- maintaining and disseminating clear, transparent and equitable procedures for full disclosure of election expenses of registered political parties in accordance with the provisions of the Electoral Act 1993;
- providing party secretaries and auditors with information about their obligations in relation to disclosure of election expenses at the 2002 general election;
- processing returns of election expenses and auditors' reports as expeditiously as practicable; and
- inquiring into any omissions or ambiguities arising out of any return of election expenses and reporting the facts to the Police where the Commission believes that any person has committed an offence under section 214C of the Electoral Act 1993.

## Promotion of public awareness of electoral matters

One of the Commission's key statutory functions is to 'promote public awareness of electoral matters by means of the conduct of education and information programmes or by other means'. The Commission's overall objective for 2002/2003 is to assist New Zealand electors to be sufficiently informed about their electoral system and parliamentary democracy to be able to cast an effective vote at a general election. Particular attention will be paid to programmes aimed at improving knowledge of electoral matters among groups with below average levels of understanding of MMP (Māori, Pacific Islanders, women, and young people) according to the resources made available for the purpose.

The Commission's specific objectives are that, in the light of the funding available for media placement in 2002 compared in real terms to the amount spent for that purpose at the 1999 election, its post-election monitoring research for the 2002 election shows:

- levels of knowledge of the function of the party vote and both parts of the threshold among all people over 18, young people, women and Māori which exceed those recorded in the 1999 post-election research; and
- rates of increase in knowledge of the function of the party vote and both parts of the threshold among all people over 18, young people, women and Māori which exceed those recorded in the 1999 post-election research; and
- rates of increase in knowledge of the function of the party vote and both parts of the threshold among Pacific Islanders greater than those for all people over 18;

The Commission will promote public awareness of electoral matters by:

- using appropriate methods to promote general public awareness of electoral matters according to the resources made available for the purpose;
- developing education and information programmes to promote understanding of electoral matters among target groups;
- being a recognised authority on electoral matters which is readily accessible, transparent and helpful;
- providing relevant education and information programmes for the 2002 general election according to the resources made available for the purpose;
- periodically evaluating the effectiveness of its education and information programmes; and
- completing all work related to public awareness activities within budget and in ways that represent good use of resources.

## Allocation of election broadcasting time and funds

The Electoral Commission allocates funds appropriated by Parliament and time provided by broadcasters to enable eligible political parties to broadcast election programmes during an election period.

The Commission proposes to carry out this function in 2002/2003 by:

- maintaining and disseminating clear, transparent and equitable procedures for allocating election broadcasting time and funds to eligible political parties in accordance with the provisions of Part VI of the Broadcasting Act 1989 and of the Electoral Act 1993;
- prior to a general election, allocating election broadcasting time and funds to eligible political parties as expeditiously as practicable and in accordance with statutory provisions; and
- reporting the facts to the Police where the Commission believes that any person has committed an offence under section 80 of the Broadcasting Act 1989.

## Advice to the Minister of Justice and the House of Representatives

The Commission reports to the Minister of Justice or the House of Representatives on electoral matters referred to the Commission by the Minister or the House.

The Commission proposes to carry out this function in 2002/2003 by:

- maintaining an appropriate capacity to respond to requests for advice on electoral matters having regard to the Commission's resources;
- providing advice on electoral matters that is based on accurate information, exhibits a logical structure, presents options where appropriate, follows consultations where appropriate and considers resource implications where appropriate; and
- providing advice on electoral matters by the mutually agreed deadline.

## Appendix 1

### Publications of the Electoral Commission, 2001/2002

*Active Voices* educational resource, website (June 2002)

*Annual Report for the year ended 30 June 2001* (August 2001)

*Covering Elections. A Guide for Journalists*, 3<sup>rd</sup> edition, published in association with the New Zealand Journalists' Training Organisation (May 2002)

*Electoral Brief* newsletter (issue 20, September 2001; issue 21, March 2002; issue 22, June 2002)

*Guide to Registration of Political Parties and Party Logos*, 3<sup>rd</sup> edition (March 2002)

*Guide to Disclosure of Donations made to Political Parties*, 5<sup>th</sup> edition (March 2002)

*Guide to Broadcasting at Parliamentary Elections*, 3<sup>rd</sup> edition (April 2002)

*Guide to Election Expenses for Registered Political Parties*, 3<sup>rd</sup> edition (June 2002)

*Make Your Votes Count* (March 2002)

*Make Your Votes Count* – translations into Māori, Samoan, Tongan, Cook Island Māori, Chinese and Korean (April 2002)

*Q & A on MMP* (March 2002)

*Strategic Plan for the 2002/03, 2003/04 and 2004/05 Financial Years* (May 2002)

*The Easy Guide to Voting* (January 2002)

*Two Ticks Is All It Takes* (June 2002)

*VOTE!* educational resource, website (June 2002)

Harris, Paul 'New Zealand Adopts PR', *Policy Options*, (vol. 22, no. 6, July-August 2001), pp. 31-36.

## Appendix 2

### Members and staff of the Electoral Commission at 30 June 2002

#### Members of the Electoral Commission

Hon Justice Ellis, President

Chief Judge J. V. Williams, Chief Judge of the Māori Land Court

Ms B. R. Clark, Secretary for Justice

Dr P. R. Harris, Chief Executive

Hon D. F. Caygill (representing the Government)

Mr J. K. W. Isles (representing Opposition parties)

#### Staff of the Electoral Commission

Manager, Communications      Mr D. N. Eckhoff

Executive Officer                Mr D. G. Flux OBE (part-time)

Finance Officer                 Mr J. C. Dawson (part-time)

Senior Legal Adviser         Mr J. G. B. Barnett

Secretary                         Mrs E. A. Dawson (part-time)