



State Records Act 1997

Operational Records Disposal Schedule

Electoral Commission of South Australia (ECSA) (and predecessor agencies)

RDS 2019/16 Version 0001

Effective Date: 1 October 2019 to 1 October 2029

Approved Date: 1 October 2019



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Preamble

Purpose of the Schedule

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

Application of the Schedule

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Approved Date: 1 October 2019

Effective Date: 1 October 2019 to 1 October 2029

Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

State Records' Contact Information

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Ph: 7322 7081

Chair, State Records Council

Director, State Records



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Disposal of Official Records

Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

‘If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.’

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by ECSA, the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from ECSA to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records’ policy as documented in *Appraisal of Official Records – Policy and Objectives* - available from State Records’ website (www.archives.sa.gov.au).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.

Using the Schedule

The Schedule applies only to the records described within it.



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Layout

The Schedule is laid out as follows:

- Item Number:** Numbering in the Schedule is multi level:
- Functions have single numbers (*e.g.* 1.)
 - Activities and/or processes have two-level numbers (*e.g.* 1.1)
 - Disposal classes have three-level numbers (*e.g.* 1.1.1)
- Function:** The general functions are shown in 12 point bold Arial upper case at the start of each section. (*e.g.* **ELECTORAL ADMINISTRATION**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Electoral Boundaries**).
- Description:** Descriptions are in three levels ranging from broad functions to specific disposal classes:
- definitions of functions are shown at the start of each section in bold (*e.g.* **The function of managing land for which the agency is legislatively responsible**)
 - definitions of activities are located adjacent to the activity title in italics *e.g.* *The acquisition of land in accordance with the agency's strategic objectives*
 - descriptions of each disposal class are arranged in sequence under the activity definitions.
- Disposal Action:** Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.

Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of ECSA. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.

Retention periods set down in the Schedule are minimum ones and ECSA may extend the retention period of the record if it considers there is an administrative need to do so. Where



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ECSA wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

Custody and Transfer of the Record

Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in *Records of Temporary Value: Management and Storage: Standard and Guidelines (May 2002)*. ECSA needs to comply with these policy documents - available from State Records' website (www.archives.sa.gov.au).

The custody of official records on networks or hard drives is also the responsibility of agencies. ECSA needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

Destruction of Temporary Records

Temporary records can only be destroyed with the approval of the CE or delegate in accordance with the *Destruction of Official Records Guideline* issued by State Records of South Australia. Failure to comply with this direction falls under Section



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17 of the *State Records Act 1997* and may be considered by ICAC as misconduct or maladministration.

Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- ***GDS 16 Impact of Native Title Claims on Disposal of Records*** to ensure records which are relevant to native title claims in South Australia are identified and preserved.
- ***GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications.
- ***GDS 32 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.
- ***GDS 36 for Records of Relevance in relation to Child Abuse or Alleged Child Abuse*** to ensure that records of relevance are protected and available for any subsequent actions involving the South Australian as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.
- ***GDS 37 for Records of Relevance to the Royal Commission into Aged Care Quality and Safety*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.
- ***GDS 38 for Records of Relevance to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.

ECSA must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any “pointers” in the system are destroyed. “Delete” instructions do not offer adequate security as data may be restored or recovered.



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ECSA should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

Review

State Records' disposal schedules apply for a period of ten years. Either ECSA or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.



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Context Statement

Context of the Agency Covered by the Schedule

ECSA History and Background¹

Prior to 1907, there was no specific department responsible for the conduct of elections. In the years between the introduction of responsible government in South Australia (1855-56) and Sheriff William Boothby's death, all elections were administered by Boothby as the Returning Officer for the State along with a small staff supporting him. Boothby oversaw universal suffrage, the secret ballot and a number of other electoral reforms. He was responsible for recommendations which transformed the electoral system and many of these, such as absent voting and the manner in which voters could mark their ballot paper, are firmly entrenched in our electoral system today. Boothby is considered to be the single most important figure in electoral affairs in South Australia, and indeed his advice was sought on electoral matters of the new Commonwealth.

As a consequence of Federation and then Boothby's death in 1903, the Government realised that a centralised department was necessary for administering the electoral roll and electoral districts boundary management. In 1907 the Electoral Department was established to conduct all South Australian Parliamentary elections. Since that time over a hundred parliamentary elections, by-elections and referendums have been conducted.

Some records of elections conducted prior to 1907 were transferred to the State Electoral Department from various sources. The Commonwealth Electoral Office (now the Australian Electoral Commission) has a long working history with South Australia with the first joint rolls agreement being signed in 1921. This agreement was a great reform as it allowed electors to claim enrolment on one single form, rather than apply at both the Commonwealth and State levels.

Following the joint rolls agreement, the State and Commonwealth electoral administrations were intertwined. Between 1925-1964, the Returning Officer for the State was a position bestowed upon a judge and the Deputy Returning Officer was the Commonwealth Electoral Officer of the day who managed day to day operations. Justice Gillespie, Special Magistrate of the Local Court of Adelaide from 1940 to 1958 and the Judge of the Local Court of Adelaide from 1958 to 1968², began the process of separation of the two departments and the senior State Officer became Assistant Returning Officer for the State and ran the State Electoral Department with autonomy. This reform led to the position of Returning Officer of the State, returning to that of the head of the department. However, it was not until 1973 that

¹ The Electoral Commission SA is registered with State Records as GA 1196.

² Supreme Court of the Northern Territory Website n.d., *Former Judges*, viewed 18 November 2019, <<http://www.supremecourt.nt.gov.au/judges/former/gillespie.html>>



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the position of Electoral Commissioner was introduced, replacing that of Returning Officer of the State. Finally, in the reforms of the *Electoral Act 1985*, the independence of the Department was assured with the Commissioner being granted full autonomy.

A number of significant electoral reforms have occurred in the 20th Century, including the first computerised electoral roll in the world. The 1929 Electoral Act introduced preferential voting (marking a preference for each candidate) for both houses of Parliament and later, from 1973, proportional representation counts to fill upper house vacancies. In 1972 the voting age was lowered from 21 to 18 while eligibility to vote in a particular electoral district may also change if the boundaries are altered by a review. In 2009 it became compulsory for every eligible citizen in South Australia to be enrolled.

In 1993, the State Electoral Department changed its name to the State Electoral Office. This move reinforced the provisions of the *Electoral Act 1985*, giving the Commissioner independence from the Government of the day.

Until August 1997 the State Electoral Office maintained the electoral roll for both State and Federal election events in South Australia under a Joint Rolls Agreement. In 1997 a Joint Rolls Arrangement between the State and the Commonwealth Electoral Offices was signed and the Australian Electoral Commission (AEC) accepted the responsibility for maintaining the rolls for State, Federal and Local Government elections. The South Australian data was then maintained within the national roll maintenance system (RMANS).

On 27 January 2009 the State Electoral Office officially changed name to the Electoral Commission of South Australia (ECSA).

ECSA provides the community with independent electoral services and encouragement to join in the democratic processes of representation. Outputs include election conduct and advice, electoral education and information, research and evaluation of electoral matters, roll management and products, and support for parliamentary and council boundary reviews. The Electoral Commissioner is also responsible for certifying local government elector representation reviews under the *Local Government Act 1999*.

ECSA is administratively linked to the Attorney General's Department, although as mentioned above, is guaranteed its independence in the *Electoral Act 1985*. ECSA is headed by the Electoral Commissioner. The Commissioner is appointed by the Governor following a resolution and recommendation by both Houses of Parliament.

The Commissioner cannot be directed by government in the exercise of statutory duties under administered legislation but is required to comply with a range of legislation. The Commissioner is the nominated service provider for: Parliamentary elections and referenda; all council elections and polls; conducting elections for statutory authorities such as the Anangu Pitjantjatjara Yankunytjatjara Executive Board, Super SA, Super SA Select, Funds SA, the Architectural Practice Board of South Australia, and the South Eastern Water Conservation and Drainage Board; and, fee for service ballots.



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The Electoral Commissioner prepares a report to be tabled in Parliament after each State general election and Local Government periodic election. The Commissioner also publishes a statistical return after each general election. These publications encapsulate information from a range of sources including comment from and formal surveys of Returning Officers.

ECSA, the Electoral Commissioner and the Deputy Electoral Commissioner operate in accordance with the *Electoral Act 1985* (as amended).

ECSA employs around 27 permanent staff, though during State elections the workforce increases to approximately 7000 personnel. A copy of ECSA's organisational chart (current as at 31 August 2019) is included as **Appendix 1 – Organisation Chart**.

ECSA Role and Function

ECSA is an independent agency and aims to ensure that demands for electoral services and participation in the democratic processes have been met fairly, honestly and within the law. The minister responsible is the Attorney-General.³

ECSA is legislatively responsible for:

- conducting and administering elections,
- ensuring electors are enrolled to vote,
- registering political parties, and
- maintaining the electoral roll in conjunction with the Australian Electoral Commission.

ECSA's main functions are to conduct:

- State and Council elections every four years, including House of Assembly by-elections and council supplementary elections,
- to provide community awareness programs on the electoral system, and,
- to conduct elections for statutory authorities such as the Anangu Pitjantjatjara Yankunytjatjara Executive Board, Super SA, Super SA Select, Funds SA, the Architectural Practice Board of South Australia, and the South Eastern Water Conservation and Drainage Board.

In addition, ECSA also conducts fee-for-service elections and ballots for other organisations that require the appointment of an independent Returning Officer. These elections are generally conducted by post and include the election of office bearers to committees and boards and also the conduct of enterprise agreement ballots.

ECSA conducts the entire election process in accordance with the organisation's constitution and/or election rules. Where the election rules are deficient, ECSA may provide advice on established electoral practices and processes, such as:

- provision of a list of eligible voters,

³ ECSA Website n.d., *About ECSA*, viewed 2 September 2019, <<https://www.ecsa.sa.gov.au/about-ecsa>>



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- nominations,
- methods of voting,
- informality, and
- counting procedures.

To conduct an election or ballot, the organisation must provide ECSA a certified list of eligible voters.⁴

ECSA Structure Description

ECSA is composed of six branches that provide professional and impartial electoral services for South Australians.⁵

The organisation of the agency is:

- Electoral Commissioner
- Deputy Electoral Commissioner
- Executive Support Branch
- Elections Branch
- Community Awareness & Research Branch
- Information, Communication & Technology Branch
- Funding, Disclosure & Registration Branch
- Finance & Corporate Services Branch

A copy of the Organisation Chart for ECSA can be found at **Appendix 1 – Organisation Chart**.

Predecessor Agencies

- GA 2658 Office of Returning Officer for the Province, later State, 1856 – 1907
- GRG43 State Electoral Department, by 1884 - 1993
- GA1196 State Electoral Department – 1907 – 1993
- GA1196 State Electoral Office – 1993 – 2009

Successor Agencies

There are no successor agencies.

Legislation

Legislation administered by the agency:

- *City of Adelaide Act 1998*

⁴ ECSA Website n.d., *What we do*, viewed 2 September 2009, <<https://www.ecsa.sa.gov.au/about-ecsa/what-we-do>>

⁵ ECSA Website n.d., *About ECSA*, viewed 2 September 2009, <<https://www.ecsa.sa.gov.au/about-ecsa>>



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- *Electoral Act 1985*
- *Local Government (Elections) Act 1999*

Legislation not administered by the agency but affecting its operations:

- *Anangu Pitjantjatjara Yankunytjatjara Lands Rights Act 1981*
- *Anangu Pitjantjatjara Yankunytjatjara Lands Rights Regulations 2010*
- *Architectural Practice (Election) Regulations 2010*
- *Architectural Practice Act 2009*
- *Ballot Act 1862*
- *City of Adelaide (Elections and Polls) Regulations 2010*
- *Constitution Act 1934*
- *Electoral Regulations 2009*
- *Electronic Communications Act 2000*
- *Expiation of Offences Act 1996*
- *Expiation of Offences Regulations 2011*
- *Freedom of Information Act 1991*
- *Juries Act 1927*
- *Local Government (Elections) Regulations 2010*
- *Local Government (Implementation) Act 1999*
- *Local Government Act 1999*
- *Public Corporations (Southern Select Super Corporation) Regulations 2012*
- *Public Finance and Audit Act 1987*
- *Public Interest Disclosure Act 2018*
- *Public Sector (Data Sharing) Act 2016*
- *Public Sector (Honesty and Accountability) Act 1995*
- *Public Sector Act 2009*
- *South Eastern Water Conservation and Drainage Act 1992*
- *State Records Act 1997*
- *Superannuation Act 1988*
- *Superannuation Funds Management Corporation of South Australia Act 1995*
- *Superannuation Funds Management Corporation of South Australia Regulations 2010*
- *Superannuation Regulations 2001*
- *Work Health and Safety Act 2012*



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Context of the Records Covered by the Schedule

Coverage of RDS 2019/16

This RDS applies to both ongoing and closed records created by ECSA and its predecessor agencies.

This RDS does not cover records already in custody of State Records as part of GRG 43 or records already transferred as GRS consignments. These records have been deemed permanent in accordance with agency disposal schedule RDS 2001/35 v2.

Related Series Affected by RDS 2019/16

There are no related series covered by this RDS.

Complementary Schedules to RDS 2019/16

Electoral Districts Boundaries Commission (EDBC) RDS 2015/25 v1 is complementary to this RDS.

Existing Disposal Schedules Superseded by RDS 2019/16

There are no schedules superseded by this RDS.

Records Structure within ECSA

ECSA has a centralised records structure, with formally registered correspondence docketts and files, dealing with ECSA activities.

ECSA's files are maintained in hard copy, in annual single-number format, including part-files (volumes) for large files. File numbers are generated via a spreadsheet, and tracked using a dedicated database. Some limited electronic management occurs within dedicated line-of-business systems (including finance and HR systems). Documents may be generated or received electronically, with copies stored on shared drives, however physical records are generated for any corresponding electronic document and the physical file is considered the complete record.

ECSA is currently planning a transition to managing files within an Electronic Document and Records Management System (EDRMS) and a procurement process is currently underway.

Broad Description and Purpose of the Records

The responsibilities of ECSA have remained largely unchanged since the creation of the State Electoral Department in 1907, and the records consist of working files stored in annual single-number format consisting of information pertaining to:

- Conducting and administering elections for statutory authorities;



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- Conducting and administering fee-for-service elections that require an independent Returning Officer;
- Conducting and administering State and Council Elections;
- Enrolment of eligible voters;
- Provision of training and education programs on the electoral system;
- Registration of political parties;
- Other records relating to the provision of enrolment and voting services.

Functions and Activities Documented by the Records

RDS 2019/16 covers the following functions of the ECSA:

- Conduct of General Elections
- Conduct of Local Government Elections
- Election Staffing Management
- Electoral Administration
- Electoral Boundaries
- Electoral Services to Non-Government Organisations
- Liaison with Other Electoral Offices
- Maintenance of State Electoral Rolls
- Public Access to the Rolls
- Public Education
- Registration of Political Parties

The functions were determined through a review of the ECSA’s previous RDS 2001/35 v2, engagement with all staff to determine current processes, and researching ECSA’s resources and publications.

The above functions are supported by the following activities:

Application Development	Declarations
Ballot Management	Distribution
Boundary Administration	Elections
Candidate Nomination	Enterprise Ballots
Case Management (Employees)	Events
Complaints	Funding and Disclosure



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Indigenous Enrolment	Polling Locations
Joint Ventures	Polls and Referenda
Liaison	Production
Liaison	Public Access
Litigation	Registration
Local Government Boundary Reviews	Remote Voting
Media Arrangements	Reporting
Offences	Returning Officers
Party Applications	Roll Maintenance

Arrangement of the Records

Hardcopy files, with metadata managed within a dedicated database. Records consist of sequential annual single-number numbers, including part and sub-part numbering for large files.

Agency Creating the Records

ECSA that administers the records covered by this RDS also created them.

Agency Owning or Controlling the Records

ECSA that administers the records covered by this RDS also controls or owns them.

Date Range of the Records

Records Date Range: **1901** to **Ongoing**

Volume of the Records

ECSA currently has 80 metres of records in inhouse storage and is accumulating at the rate of 5 metres per electoral period.

ECSA currently has 606 Type 1 boxes in offsite storage, equating to approx. 120 linear metres.

ECSA currently has 154 Type 1 boxes in held at State Records SA, equating to approx. 31 linear metres. Of these, 4 boxes may require resentencing.



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Special Custody Requirements

There are no special custody requirements.

Special Storage Requirements

There are no special storage requirements.

Issues Not Mentioned Previously

There are no issues that have not already been mentioned.

Comments Regarding Disposal Recommendations

Permanent Records Rationale

Records deemed to be permanent are those which have a continuing value to the State, or are of national significance. The appraisal objectives adopted by State Records of South Australia⁶ for identifying records of permanent value must meet required appraisal criteria, outlined in the sections below.

It should be noted that ECSA is responsible for coordinating the process of, and for upholding the rights of individuals to participate in, and influence the direction of, the selection of all levels of government, and hold an intrinsic historical value to the people of South Australia. These records provide evidence of how Government is selected, and also how the rights of individuals to participate in its selection are protected. ECSA is responsible for allowing Government to be a source of Authority, in line with Objective 1.

Underpinning this is the concept that representative democracy is a well-established fact of life in Australian society. Comprehensive records of its administration and maintenance in South Australia, administrative narrative records supplement parliamentary debate, legislation, and printed electoral results provide continuing educational and historical benefit to the State and people to assist in our understanding of the actions of politicians and governments.

Documentation of the conduct of some Local Government and non-government organisation elections may be available in the collections of Local Government or other client organisations. Similarly, representation review documentation for particular Local Government councils may be available in their archives. However, the collection of ECSA provides a consolidated record of the elections and reviews which have been conducted by them.

⁶ State Records SA, *Appraisal of Official Records – Policy and Objectives Guideline*, February 2003, Version 1.8



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Objective 1

To identify and preserve official records providing evidence of the source of authority, foundation and machinery of the South Australian Government and public sector bodies.

Examples of disposal classes of ECSA which meet this objective include:

- Evidence of the enduring effort to ensure that Government is fairly and lawfully elected, and that all citizens have the right, and the ability to contribute to its selection (item 1.6.1, 1.7.1, 1.7.2, 2.2.1, 2.2.2 and 3.3.1).
- The eligibility and management of individual candidates and their positioning on the ballot may impact the order of selection of candidates, and thus impact election outcomes and the formation of Government (items 2.1.1 and 3.1.1).
- The management and maintenance of state electoral rolls (item 3.5.2) and the make-up of electoral divisions through the results of redistributions and subsequent electoral legislative changes (items 4.1.1, 4.1.2 and 4.2.1) are historically significant and have the potential to impact the selection of Government in South Australia.
- Documentation of the management of the franchise, and its standardisation across all levels of government, to ensure a unified experience for franchisees (item 8.4.1).
- Evidence that supports the position, and right to govern, of groups of political parties (item 11).

Objective 2

To identify and preserve official records providing evidence of the deliberations, decisions and actions of the South Australian Government and public sector bodies relating to key functions and programs and significant issues faced in governing the state of South Australia.

Examples of the disposal classes of ECSA which meet this objective include:

- Records relating to the source of political funding for parties and individuals, which may help to provide long-term indications of how and why certain candidates campaign on specific issues and platforms, potentially impacting the direction of Government (items 1.2.1 and 1.2.2);
- The regular review of polling locations to ensure safety and accessibility of access to the franchise (item 3.4.1);
- Evidence of the enduring commitment to ensure the franchise remains accessible, and continues to grow toward a unified process for elections across Australia (items 7.1.1 and 7.1.3);
- Consolidated documentation regarding the adoption of technology that supports the franchise, and accurately aids in the processing of outcomes, including the adoption of precedent-setting software (item 8.1.1).



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Objective 3

To identify and preserve official records providing evidence of the legal status and fundamental rights and entitlements of individuals and groups.

The administration of electoral matters in a fair and unbiased manner in accordance with the legislation over a significant period of time is well documented in these records, and provides evidence of the enduring commitment to ensure fundamental rights and entitlements of individuals and groups. This is specifically outlined in by the following classes:

- Records providing evidence of the State's effort to ensure all citizens have the right to affect the outcome of elections, and be engaged in selecting their own Government (item 1.5.1);
- Documentation of debate on such disparate subjects as the effect of shopping hours and daylight saving on elections to ensure individuals working on voting days have the ability to participate in elections (item 4.4.3);
- Changes in practice such as the use of mobile polling booths and specialised equipment (item 4.4.5) to provide greater access to the franchise;
- Special arrangements made to accommodate the needs of groups such as members of the defence forces and prison inmates (items 4.5);
- Historical correspondence with the Electoral Reform Society to extend the franchise to more people (item 7.1.2);
- Documentation of programs that educate people about their rights, obligations and opportunities within the franchise, in turn impacting the selection of Government (items 8.3.1, 1.1, 10.1.1, 10.2.1, and 10.3.1);
- Extension of the franchise to Indigenous Australians and committed efforts to enable voting in Indigenous and regional communities (item 1.5.1); and,
- Evidence supporting extension of the franchise to migrant communities through the engagement of multilingual officials (item 3.1.1).

Objective 4

To identify and preserve official records substantially contributing to the knowledge and understanding of the society and communities of South Australia.

Examples of disposal classes of ECSA which meet this objective include:

- The documentation of petitions and local option polls dealing with liquor licensing (item 4.4.4) in the collection are a valuable family and local history resource, reflecting requirements of historical legislation and its impact on local communities;
- Records covering the changes to, extension of, and commitment to engage Aboriginal and Torres Strait Islander people and communities in the franchise (items 4.4.5, 8.3.1 and 1.5.1);



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- Indigenous Australian people are identified when named as candidates in APY Board elections (6.1.1), helping to document contemporary indigenous culture and history; and,
- Elections conducted for a range of non-government Boards and Trusts (item 6.1) is a valuable source of information, enhanced by consolidation of information over time in repeat business, that reflects social egalitarian concerns.

Objective 5

To identify and preserve official records that contribute to the protection and well-being of the community or provide substantial evidence of the condition of the State, its people and the environment, and the impact of government activities on them.

Examples of disposal classes of ECSA which meet this objective include:

- Records covering the media position of, and influence over, the franchise, its importance and its relevance during elections (1.3.1 and 1.3.2);
- Records documenting any inappropriate or unlawful behaviour that has the potential to mislead the community about the intentions of candidates, or inappropriately change the outcome of elections (1.4.1 and 1.4.2);
- Documentation covering the declaration and timing of elections, providing an historic record of the vigour of democracy in both the country and state (item 4.2.1);
- The documentation of petitions and local option polls dealing with liquor licensing (item 4.4.4) in the collection are a valuable family and local history resource, reflecting requirements of historical legislation and its impact on local communities; and,
- Conduct of Local Government elections (item 2) and representation reviews (item 5.2.1) consolidates, and may supplement, resources held in disparate local council collections.

The records of ECSA have been consistently used both for historical comment and as a source of information for the Political Parties, individual candidates and the community as a whole. The franchise is an important part of our society and the independent conduct of elections and their outcomes is a cornerstone of democracy.

Temporary Records Rationale

The sheer volume of records produced to engage and manage upwards of 7000 temporary and volunteer staff required for the successful operation of South Australia's 701 voting locations warrants a deviation from the standard Employee Management retention outlined in GDS30. The retention of 7 years for these records (item 3.1.3) aligns with taxation requirements outlined in GDS30, and references to GDS30 help to ensure other records are retained for longer when appropriate.



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Records relating to specific forms of advice that do not create changes in policy or operations have been listed as 8 years aligning with GDS30 and meeting the business needs of ECSA.

Records that support the decisions and policies of the agency have been given a temporary retention of 5 years meeting the business needs for these supporting records, in alignment with the standards established in GDS 30.

Records relating to Returns are specifically listed in the *Electoral Act 1985*, and are required to be kept for a minimum of 4 years. Aligning the Funding and Disclosure activity (item 1.2.3) with supporting documentation in GDS30, as outlined in the paragraph above, ensures this legal minimum is met.

Agency master copy of enterprise bargaining outcomes are protected by GDS 30 so ECSA documentation (item 5.2.1) of this activity has been assessed of short-term administrative value.

Other Disposal Considerations

There are no other considerations for or against the retention or destruction of records affected by this RDS.

Disposal Recommendation Effect on Related Records

There are no related records affected by the disposal recommendations in this RDS.

Alternative Record Formats

There are no alternative formats.

Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.

Indigenous Considerations

The determinations within *RDS 2019/16* are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*.

The principles outlined in *GDS 16*, relating to Native Title claims, have also been considered in the development of this Schedule.

RDS 2019/16 meets all cultural, historical, legal and administrative requirements.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.



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Scope Note

Records Covered by this Schedule

This *RDS 2019/16* applies to the existing and ongoing, formal registered correspondence dockets and files of ECSA.

How to Apply this Schedule

Use in conjunction with GDS

This Schedule should be used in conjunction with *GDS 30*, as amended, or its successor. Cross-references to the *GDS 30* are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to guideline *Identifying documents which may be relevant to Native Title* attached to *GDS 16*. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

To identify records that may be potentially relevant to *Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*, please refer to *GDS 27*. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

To identify records that may be potentially relevant to the *Royal Commission into Institutional Responses to Child Sexual Abuse*, please refer to *GDS 32*. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

To identify records **in relation to Child Abuse or Alleged Child Abuse**, please refer to *GDS 36*. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

To identify records that may be potentially relevant to the *Royal Commission into Aged Care Quality and Safety*, please refer to *GDS 37*. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

To identify records that may be potentially relevant to the *Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability*, please refer to *GDS 38*. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.



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Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing schedules.

Other RDS superseded by RDS 2019/16

There are no existing RDS superseded by RDS 2019/16

Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded

In this instance, the re-sentencing of records may be required for 4 boxes held at State Records SA.

Records excluded from RDS 2019/16

There are no records excluded from cover by this RDS.

Application to records in all formats

RDS 2019/16 applies to records in all formats, including databases and other electronic records. ECSA is required to ensure that records remain accessible for the duration of designated retention periods.

Interpretation of the Schedule

Minimum retention periods

Retention periods for temporary records shown in RDS 2019/16 are minimum retention periods for which records need to be retained. It is at the discretion of ECSA as to whether records are kept for longer than the minimum period.

Acronyms

No acronyms used.

Definitions of terms specific to RDS 2019/16

- Franchise: The right to vote in public elections.

Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.



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In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

Records and Litigation

Where ECSA is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

Pre-1901 Records

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

In this instance, this RDS does **NOT** apply to pre-1901 records.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 CONDUCT OF GENERAL ELECTIONS			
1	CONDUCT OF GENERAL ELECTIONS	The functions of conducting general elections.	
1.1	Candidate Nomination	<i>The activity of registering candidates for Local Government elections.</i>	
1.1.1	Candidate Nomination	Registration documents for Local Government candidates.	PERMANENT
1.2	Complaints	<i>Complaints regarding the conduct and location of individual elections.</i>	
		See: Item 1.4 CONDUCT OF GENERAL ELECTIONS – Offences where a complaint is made and a breach is found to have occurred.	
1.2.1	Complaints	General complaints dealt with in standard reply where no breach apparent.	TEMPORARY Destroy 8 years after action completed.
1.3	Funding and Disclosure	<i>Disclosure of funding and funding sources for general elections.</i>	
		See Also: Item 4.2 – ELECTORAL ADMINISTRATION – Declarations	
1.3.1	Funding and Disclosure	Funding and Disclosure Database providing a consolidated view of all returns.	PERMANENT
1.3.2	Funding and Disclosure	Returns lodged by political participants.	PERMANENT
1.3.3	Funding and Disclosure	Funding claims and payments made to political parties.	PERMANENT
1.3.4	Funding and Disclosure	Administrative records relating to funding and disclosure processing.	TEMPORARY Destroy 5 years after action completed



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1.4	Media Arrangements	<i>The processes of advising media outlets and collating media reports during the election period.</i>	
1.4.1	Media Arrangements	Media monitoring reports/transcripts relating to elections and electoral matters that directly impact ECSA and its responsibilities.	PERMANENT
1.4.2	Media Arrangements	Treatment of electoral or franchise advertising and voter education, including control over TV and other media advertising during election campaigns.	PERMANENT
1.4.3	Media Arrangements	Advice to the Australian Communications and Media Authority regarding political advertising blackout.	TEMPORARY Destroy 8 years after action completed
1.5	Offences	<i>Information relating to election-specific offences.</i>	
1.5.1	Offences	Documentation relating to alleged breaches of the <i>Electoral Act 1985</i> warranting full investigation, including accusations of multiple voting or bribery.	PERMANENT
1.5.2	Offences	Records relating to alleged breaches of the <i>Electoral Act 1985</i> including investigations and prosecutions of inaccurate and misleading electoral advertising.	PERMANENT
1.5.3	Offences	Records relating to complaints regarding disclosure of funding sources for parties and individuals.	TEMPORARY Destroy 7 years after action completed
1.5.4	Offences	Administrative arrangements relating to non-votes and failure to vote.	TEMPORARY Destroy 5 years after action completed.
1.5.5	Offences	Documentation relating to offences associated with an election (eg damage to advertising posters of candidate or political party) referred to other agencies.	TEMPORARY Destroy 5 years after action completed.



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1.6	Remote Voting	<i>Information regarding the management of voting for individuals not able to attend a polling location.</i>	
1.6.1	Remote Voting	Framework governing special arrangements for distribution, collection and counting of absent and postal votes etc, including outcomes of regular reviews.	PERMANENT
1.7	Reporting	<i>Reports relating to individual elections, including their conduct and general arrangements.</i>	
1.7.1	Reporting	Reports on conduct of poll and review of electoral arrangements by the Electoral Commissioner.	PERMANENT
1.7.2	Reporting	Returning Officer post-election reports and statistical returns.	TEMPORARY Destroy 5 years after action completed.
		See Also: Item 4.2 – ELECTORAL ADMINISTRATION – Declarations	
1.8	Returning Officers	<i>Information regarding the management and administration of Returning Officers.</i>	
1.8.1	Returning Officers	Instructions and guidance to Returning Officers, outlining policy, procedure and other conduct requirements.	PERMANENT
1.8.2	Returning Officers	Correspondence to/from Returning Officers where an issue arises during voting, which may impact the outcome of the election.	PERMANENT
1.8.3	Returning Officers	Routine correspondence to/from Returning Officers where no issue arises during voting.	TEMPORARY Destroy 8 years after action complete
1.8.4	Returning Officers	Corporate clothing for ECSA, Returning Officers, and Scrutiny and Count Room staff.	TEMPORARY Destroy 5 years after action completed



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2 CONDUCT OF LOCAL GOVERNMENT ELECTIONS			
2	CONDUCT OF LOCAL GOVERNMENT ELECTIONS	The functions associated with conducting Local Government elections.	
2.1	Candidate Nomination	<i>The activity of registering candidates for Local Government elections.</i>	
2.1.1	Candidate Nomination	Registration documents for Local Government candidates.	PERMANENT
2.2	Liaison	<i>The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, private sector organisations and community groups, government and local government groups, and the Minister. Includes sharing informal advice and discussions, membership of professional associations. (KAAA)</i>	
2.2.1	Liaison	Correspondence, circulars and instructions from agencies concerned with the conduct of local government elections [eg Local Government Association, Minister for Local Government].	PERMANENT
2.2.2	Liaison	Request for conduct of local government elections for individual councils.	PERMANENT
2.2.3	Liaison	Liaison with local government councils in relation to elections.	TEMPORARY Destroy 5 years after action completed.
3 ELECTION STAFFING			
3	ELECTION STAFFING MANAGEMENT	The function of managing short-term employees and volunteers engaged specifically for the purpose of supporting the conduct of an election.	
3.1	Case Management (Employees)	<i>The activities involved in maintaining personal information about employees for a range of employee management functions. (GDS30) See GDS30 14.1 for records relating to workplace incidents.</i>	



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3.1.1	Case Management (Employees)	Consolidated information covering the engagement of multilingual employees to increase accessibility at polling stations, including information covering languages spoken and sites at which staff were engaged. See also 3.1.2 for records regarding the engagement of individual multilingual employees and volunteers.	PERMANENT
3.1.2	Case Management (Employees)	Personal information relating to all other temporary and volunteer staff engaged solely for the purpose providing support and polling booths, where no incidents have occurred during their engagement.	TEMPORARY Destroy 7 years after action completed.
4 ELECTORAL ADMINISTRATION			
4	ELECTORAL ADMINISTRATION	The common functions associated with administering all elections	
4.1	Ballot Management	<i>The process of managing the design and delivery of ballot papers for an election.</i>	
4.1.1	Ballot Management	Ballot papers policy issues relation to layout and presentation.	PERMANENT
4.1.2	Ballot Management	Ballot papers printing, distribution and other administrative arrangements.	TEMPORARY Destroy 5 years after action completed.
4.1.3	Ballot Management	Ballot papers for electorates where the result is challenged.	TEMPORARY Retain until challenge has been finalised.
4.1.4	Ballot Management	Ballot papers for electorates where no challenge is lodged.	TEMPORARY Destroy 30 days after counting completed
4.2	Declarations	<i>The processes of managing the declaration of an election.</i>	
4.2.1	Declarations	Advice and information in relation to the timing and conduct for declaration for South Australian State Elections.	PERMANENT



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4.2.2	Declarations	Advice and information in relation to the timing, conduct and declaration of Commonwealth and other state elections.	TEMPORARY Destroy 8 years after action completed
4.3	Litigation	<i>The processes of managing litigation related to elections.</i>	
4.3.1	Litigation	Litigation in relation to the conduct of elections, including local government and other polls/referenda conducted by ECSA.	PERMANENT
4.4	Polling Locations	<i>The processes of managing polling locations for an election.</i>	
4.4.1	Polling Locations	Appointment, review and abolition of polling places.	PERMANENT
4.4.2	Polling Locations	Nominations including lists of deposits, declaration of poll and certificates etc.	PERMANENT
4.4.3	Polling Locations	Documentation relating to the effect of issues such as bar/hotel, shopping hours, daylight saving (etc) on citizen's access to vote in elections.	PERMANENT
4.4.4	Polling Locations	Petitions requesting local opinion polls be taken in relation to liquor licensing arrangements, includes certified lists of electors in the immediate neighbourhood.	PERMANENT
4.4.5	Polling Locations	Coordination and location of mobile polling booths and unique accessible polling equipment.	PERMANENT
4.4.6	Polling Locations	Arrangement of and furniture for polling booths, including unique polling equipment, call centre, and scrutiny and Count Room.	TEMPORARY Retain 5 years after election complete.
4.5	Registration	<i>The processes associated with the management of electoral registrations.</i>	
4.5.1	Registration	Historic records relating to provision for registering members of the defence forces and other identified groups [eg disabled persons] as a candidate.	PERMANENT



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4.5.2	Registration	Historic records relating to provision for registering members of the defence forces and other identified groups [eg prison inmates, disabled persons] as a voter.	PERMANENT
4.5.3	Registration	Historic records relating to provision for registering any other individual as a voter prior to 1997.	PERMANENT
5 ELECTORAL BOUNDARIES			
5	ELECTORAL BOUNDARIES	The function of managing and reviewing electoral boundaries.	
5.1	Boundary Administration	<i>The activity of supporting external organisations to review electoral boundaries.</i>	
5.1.1	Boundary Administration	Research and advice to Electoral Districts Boundaries Commission of South Australia, in redistribution deliberations and associated arrangements.	PERMANENT
5.1.2	Boundary Administration	Proclamation of new electoral subdivisions and districts and proclamation/declaration of subdivisions.	PERMANENT
5.1.3	Boundary Administration	General correspondence in relation to electoral boundaries.	TEMPORARY Destroy 10 years after action completed.
5.2	Local Government Boundary Reviews	<i>The activity of administering council and ward boundaries.</i>	
5.2.1	Local Government Boundary reviews	Council and ward boundary changes, representation reviews, amalgamations, severance and annexation of councils, including periodic reviews.	PERMANENT



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6 ELECTORAL SERVICES TO NON-GOVERNMENT ORGANISATIONS			
6	ELECTORAL SERVICES TO NON-GOVERNMENT ORGANISATIONS	The function of providing electoral services to Non-Government organisations.	
6.1	Elections	<i>The activities of undertaking the selection of elected members of Non-Government organisations, including Boards, Trusts, and other bodies.</i>	
6.1.1	Elections	Elections for membership of Boards and Trusts etc conducted in compliance with legislation, eg Architectural Practice Board of South Australia, SA Superannuating Board.	PERMANENT
6.1.2	Elections	Register of organisations for which election services are provided.	PERMANENT
6.1.3	Elections	Election of office bearers conducted for other organisations eg Royal Automobile Association, Flinders University Student Association.	TEMPORARY Destroy 5 years after action completed
6.2	Enterprise Ballots	<i>The activity of undertaking ballots for Enterprise Bargaining negotiations.</i>	
6.2.1	Electoral Services to Non-Government Organisations	Enterprising bargaining ballots.	TEMPORARY Destroy 5 years after action completed.
6.3	Polls and Referenda	<i>The activity of undertaking polls and referenda as requested by Non-Government organisations.</i>	
		See: 6.1.2 – Electoral Services to Non-Government Organisations – Elections for information on the register of organisations for which election services are provided.	
6.3.1	Polls and Referenda	Polls or referenda conducted in compliance with legislation, includes oats marketing, Oriental Fruit Moth Control, Phylloxera.	TEMPORARY Destroy 8 years after action completed



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7 LIAISON WITH OTHER ELECTORAL OFFICES			
7	LIAISON WITH OTHER ELECTORAL OFFICES	The function of managing the communications between ECSA and other electoral offices, including the Australian Electoral Commission.	
7.1	Liaison	<i>The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations. (KAAA).</i>	
7.1.1	Liaison	Correspondence to/from other state electoral commissioners in relation to the franchise, legislation, conduct of elections, polls and referenda, and maintenance of Rolls.	PERMANENT
7.1.2	Liaison	Historic correspondence with the Electoral Reform Society.	PERMANENT
7.1.3	Liaison	Historic correspondence with agencies whose function impact on the operations of the ECSA, eg Geographical Names Board.	PERMANENT
8 MAINTENANCE OF STATE ELECTORAL ROLLS			
8	MAINTENANCE OF STATE ELECTORAL ROLLS	The function of maintaining the State Electoral Roll through addition, removal and update to voter details, and encouraging the enrolment of eligible individuals.	
8.1	Application Development	<i>The activities associated with developing software and programming codes to run business applications. Includes specification, testing, pilots, prototyping and metadata requirements. (KAAA)</i>	
		See Also: GDS30 10.1 – Information Technology – Application Development	
8.1.1	Application Development	Final reports relating to the testing and introduction of election-specific software, including vote-counting software.	PERMANENT



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8.2	Distribution	<i>The activities associated with disseminating items, correspondence or publications through sales, deliveries or other customer services. (KAAA)</i>	
8.2.1	Distribution	Provision of roll data to Commonwealth/ State regulatory and welfare agencies including distribution of rolls on microfiche or CD.	TEMPORARY Destroy 20 years after action completed
8.2.2	Distribution	Arrangements for the distribution of electoral enrolment cards via other agencies.	TEMPORARY Destroy 5 years after action completed.
8.3	Indigenous Enrolment	<i>The activity of increasing indigenous engagement in the electoral process.</i>	
8.3.1	Indigenous Enrolment	Canvassing in relation to the franchise, including dedicated enrolment projects in regional communities supporting and resulting in the enrolment of indigenous people.	PERMANENT
8.4	Roll Maintenance	<i>The activity of updating and maintaining the State Electoral Roll.</i>	
8.4.1	Roll Maintenance	Management and maintenance of rolls [including local government ward rolls] – cooperative arrangements with Australian Electoral Commission and others, including voter residence and other regular reviews.	PERMANENT
8.4.2	Roll Maintenance	Lists of members of State and Federal parliaments.	TEMPORARY Destroy 5 years after action completed.
8.5	Public Access	<i>The activity of managing specific requests for access to the rolls for research or political purposes.</i>	
8.5.1	Public Access	Requests for special access to rolls for medical or other statistical research.	TEMPORARY Destroy 5 years after action completed



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8.5.2	Public Access	Requests for production of particular listings extracted from the rolls (eg list of persons removed).	TEMPORARY Destroy 5 years after action completed
8.5.3	Public Access	Provision of rolls to political parties or independent candidates.	TEMPORARY Destroy 5 years after action completed
8.5.4	Public Access	Register of members of the public requesting access to the electoral roll.	TEMPORARY Destroy 5 years after action completed

9 PUBLIC EDUCATION

9	PUBLIC EDUCATION	The function of educating the general public about elections, election management, and the responsibilities of individual during an election period.	
9.1	Events	<i>The activities associated with arranging and managing events such as celebrations, ceremonies, functions, displays and exhibitions.</i>	
9.1.1	Events	Assistance and cooperation in presentation of celebratory events or publications with a major electoral awareness component.	PERMANENT
9.1.2	Events	Arrangements for educational and public awareness exhibitions including annual participation at the Royal Adelaide Show.	TEMPORARY Destroy 5 years after action completed
9.2	Joint Ventures	<i>The activities involved in managing joint operations between departments, either within the agency or with other agencies or organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations. (KAAA)</i>	
9.2.1	Joint Ventures	Information relating to the establishment and operation of the previous Joint Education Centre in association with the Australian Electoral Commission.	PERMANENT



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9.3	Production	<i>The process involved in producing material into an end result or output, eg a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding, etc. (KAAA)</i>	
9.3.1	Production	Development (and translation) of electoral advertising material in all formats including campaign advertising for specific elections.	PERMANENT
10 REGISTRATION AND DEREGISTRATION OF POLITICAL PARTIES			
10	REGISTRATION AND DEREGISTRATION OF POLITICAL PARTIES	The function of managing the registration and deregistration of political parties.	
10.1	Party Applications	<i>The activity of reviewing the application of proposed Political Parties.</i>	
10.1.1	Party Applications	Applications for registration, deregistration and associated documentation.	PERMANENT



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Index to Operational Records Disposal Schedule

No index entries found.



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Appendix 1 – Organisation Chart

