

## Head 163 — REGISTRATION AND ELECTORAL OFFICE

**Controlling officer:** the Chief Electoral Officer will account for expenditure under this Head.

**Estimate 2013–14**..... **\$94.3m**

**Establishment ceiling 2013–14** (notional annual mid-point salary value) representing an estimated 184 non-directorate posts as at 31 March 2013 reducing by 46 posts to 138 posts as at 31 March 2014 ..... **\$43.0m**

In addition, there will be an estimated two directorate posts as at 31 March 2013 reducing by one post to one post as at 31 March 2014.

### Controlling Officer's Report

#### Programme

##### Electoral Services

This programme contributes to Policy Area 28: Constitutional and Mainland Affairs (Secretary for Constitutional and Mainland Affairs).

#### Detail

	2011–12 (Actual)	2012–13 (Original)	2012–13 (Revised)	<b>2013–14 (Estimate)</b>
Financial provision (\$m)	352.8	605.6	546.8 (–9.7%)	<b>94.3</b> (–82.8%)
				(or –84.4% on 2012–13 Original)

#### *Aim*

**2** The aim is to provide the Electoral Affairs Commission with administrative support in the effective discharge of its statutory functions under the Electoral Affairs Commission Ordinance (Cap. 541) to ensure that elections are conducted openly, honestly and fairly.

#### *Brief Description*

**3** The Registration and Electoral Office (REO) will, under the direction of the Electoral Affairs Commission, implement the decisions of the Commission in relation to:

- the review and delineation of geographical constituencies for the Legislative Council and District Council constituencies;
- the registration of electors; and
- the conduct and supervision of elections.

**4** During 2012–13, the REO provided the Electoral Affairs Commission with administrative support to accomplish a number of major tasks, including:

- the promotion and conduct of a voter registration exercise for the 2012 Legislative Council election;
- the publication of registers of electors for geographical constituencies, functional constituencies and Election Committee subsectors including the first register for the District Council (second) functional constituency;
- the enhancement of checking of electors in the current register in respect of their registered addresses;
- the conduct of cross-matching exercise with other government departments on electors' registration particulars;
- additional publicity measures to remind electors to update their addresses with REO if there are any changes;
- the making of subsidiary legislation on electoral arrangements for the 2012 Legislative Council election;
- the issuing of guidelines for the conduct of the 2012 Legislative Council election;
- the updating of the guidelines for the Village Representative elections and the District Council election to reflect mainly the latest legislative amendments;
- the conduct and supervision of the 2012 Legislative Council election and two District Council by-elections;
- the supervision of the conduct of two Village Representative by-elections;

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- the submission of reports to the Chief Executive on the 2012 Chief Executive election (including the 2011 Election Committee subsector elections), the 2012 Legislative Council election, one District Council by-election and two Village Representative by-elections; and
- the registration of specified particulars relating to candidates on ballot papers for use in the Legislative Council and District Council elections.

5 The key performance measures are:

### *Targets*

	2011 (Actual)	2012 (Actual)	2013 (Plan)
to conduct annual exercise for			
voter registration .....	1	1	1
updating records of the registered electors .....	1	1	1
to organise			
Chief Executive election .....	—	1	—
Election Committee subsector elections .....	1	—	—
Legislative Council election .....	—	1	—‡
District Council election .....	1	—	—
District Council by-election .....	2	1	1‡
to issue notification of election arrangements to electors			
ten days before the poll (%) .....	100	100	100
to respond to telephone enquiries on election arrangements			
on polling days within two minutes (%) .....	100	100	100
to complete processing of an elector registration or updating			
of an elector record within 14 days (%) .....	100	100	100
to complete initial processing actions on election-related			
complaints within five working days (%) .....	100	100	100
to submit recommendations to the Chief Executive on the			
delineation of			
constituencies for the 2011 District Council			
election .....	on 11 Mar	—	—
geographical constituencies for the 2012 Legislative			
Council election .....	on 5 Sep	—	—
to submit to the Chief Executive a report on matters			
relating to			
the Village Representative by-elections .....	on 15 Aug	on 24 Feb & 20 Jul	<b>on or before 1 Mar &amp; on or before 26 Aug</b>
the 2011 Village Representative ordinary election .....	on 20 Apr	—	—
a by-election of the Yuen Long District Council			
Shap Pat Heung North Constituency .....	on 15 Sep	—	—
a by-election of the Tsuen Wan District Council			
Fuk Loi Constituency .....	on 20 Oct	—	—
the District Council election .....	—	on 3 Feb	—
the Election Committee subsector elections and Chief			
Executive election .....	—	on 8 Jun	—
the Legislative Council election .....	—	on 22 Nov	—
by-elections of the Sha Tin District Council			
On Tai Constituency .....	—	—	<b>on or before 4 Feb</b>
Tin Sum Constituency .....	—	—	<b>on or before 10 June</b>

‡ By-elections will be conducted as and when necessary.

### *Indicators*

	2011 (Actual)	2012 (Actual)	2013 (Estimate)
no. of new electors registered# .....	265 687	187 062	72 200
no. of elector records updated@ .....	300 120	311 569	120 000

# Figure appeared or expected to appear in the Final Registers of the relevant year. For 2012 and 2013, it excludes the number of new electors registered for the District Council (second) functional constituency as many of them will be registered in the geographical constituencies at the same time.

@ Figure appeared or expected to appear in the Final Registers of the relevant year.

***Matters Requiring Special Attention in 2013–14***

6 During 2013–14, the REO will continue to provide the Electoral Affairs Commission with administrative support in connection with its work, which includes:

- the promotion and conduct of a voter registration exercise, including the updating of the registers of electors and the related publicity measures;
- the conduct of checks on electors in the current register in respect of their registered particulars, including cross-matching exercise with other government departments;
- the review of overall electoral arrangements with a view to providing better services to electors and candidates in future elections;
- the making of subsidiary legislation on electoral arrangements for elections, if necessary;
- the supervision of the conduct of two Village Representative by-elections;
- the submission of reports to the Chief Executive on matters relating to two Village Representative by-elections;
- the registration of specified particulars relating to candidates on ballot papers for use in the Legislative Council and District Council elections; and
- the conduct and supervision of by-elections to the Legislative Council and District Councils, if any.

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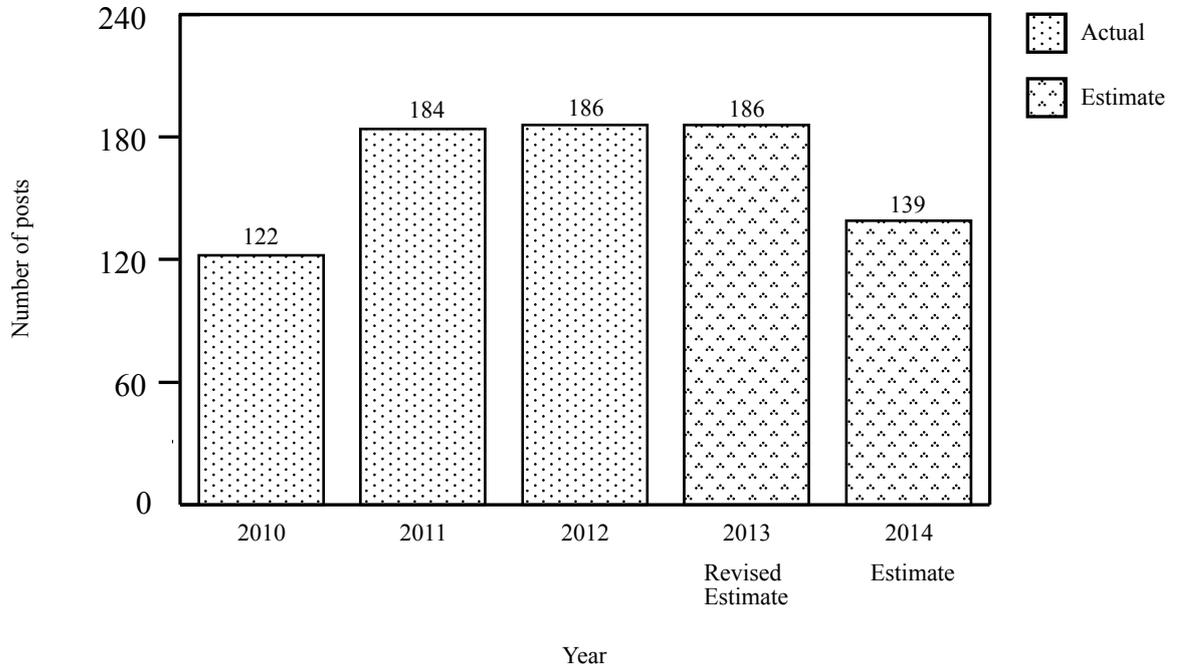
### ANALYSIS OF FINANCIAL PROVISION

<b>Programme</b>	2011–12 (Actual) (\$m)	2012–13 (Original) (\$m)	2012–13 (Revised) (\$m)	2013–14 (Estimate) (\$m)
Electoral Services.....	352.8	605.6	546.8 (-9.7%)	94.3 (-82.8%)
				(or -84.4% on 2012–13 Original)

#### Analysis of Financial and Staffing Provision

Provision for 2013–14 is \$452.5 million (82.8%) lower than the revised estimate for 2012–13. This is mainly due to the reduction in requirements which includes a net decrease of 47 posts upon completion of the 2012 Legislative Council election.

*Changes in the size of the establishment  
(as at 31 March)*



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Sub-head (Code)	Actual expenditure 2011-12	Approved estimate 2012-13	Revised estimate 2012-13	<b>Estimate 2013-14</b>	
	\$'000	\$'000	\$'000	<b>\$'000</b>	
<b>Operating Account</b>					
Recurrent					
000	Operational expenses .....	352,839	605,648	546,849	<b>94,315</b>
	Total, Recurrent .....	352,839	605,648	546,849	<b>94,315</b>
	Total, Operating Account.....	352,839	605,648	546,849	<b>94,315</b>
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	Total Expenditure .....	<u>352,839</u>	<u>605,648</u>	<u>546,849</u>	<u><b>94,315</b></u>

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### Details of Expenditure by Subhead

The estimate of the amount required in 2013–14 for the salaries and expenses of the Registration and Electoral Office (REO) is \$94,315,000. This represents a decrease of \$452,534,000 against the revised estimate for 2012–13 and of \$258,524,000 against the actual expenditure in 2011–12.

#### *Operating Account*

#### Recurrent

**2** Provision of \$94,315,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the REO. The decrease of \$452,534,000 (82.8%) against the revised estimate for 2012–13 is mainly due to the reduction in requirements upon completion of the 2012 Legislative Council election.

**3** The establishment as at 31 March 2013 will be 185 permanent posts and one supernumerary post. It is expected that there will be a net decrease of 47 posts in 2013–14. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2013–14, but the notional annual mid-point salary value of all such posts must not exceed \$43,020,000.

**4** An analysis of the financial provision under *Subhead 000 Operational expenses* is as follows:

	2011–12 (Actual) (\$'000)	2012–13 (Original) (\$'000)	2012–13 (Revised) (\$'000)	<b>2013–14 (Estimate) (\$'000)</b>
Personal Emoluments				
- Salaries .....	68,176	72,979	77,360	<b>49,772</b>
- Allowances .....	1,523	1,755	1,475	<b>1,105</b>
Personnel Related Expenses				
- Mandatory Provident Fund contribution .....	148	148	258	<b>256</b>
- Civil Service Provident Fund contribution .....	800	1,324	1,452	<b>808</b>
Departmental Expenses				
- Honoraria for members of committees .....	480	480	480	<b>480</b>
- General departmental expenses .....	14,412	14,430	14,494	<b>14,430</b>
Other Charges				
- Election expenses .....	267,300	514,532	451,330	<b>27,464</b>
	352,839	605,648	546,849	<b>94,315</b>