



Australian  
Electoral  
Commission

ANNUAL REPORT  
1998-99





Electoral Commissioner

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Senator the Hon Chris Ellison  
Special Minister of State  
Parliament House  
CANBERRA ACT 2600

Dear Minister

In accordance with section 17 of the *Commonwealth Electoral Act 1918* we have pleasure in submitting the Australian Electoral Commission's annual report and financial statements for the year ended 30 June 1999.

Yours sincerely

T.R. Morling  
Chairperson

W.J. Gray  
Electoral Commissioner

W. McLennan  
Commissioner

11<sup>th</sup> October 1999

*Cover:*

During federal elections, many Australians become involved in election—related activities across our vast continent — such as helping to maintain the electoral roll, setting up polling places, issuing and counting ballot papers, and providing information. At Hill End, Greg McNamara delivered ballot boxes to the school - wheeling Sam George (5) and helped by Cassie Williams (15), Adam George (8), Trent Hocking (9), and “Waggs” the dog.

*Photograph: Fairfax Photo Library/Robert Pearce*

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*Australian  
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# Contents

<b>Letter of transmission</b> .....	Before title page
<b>About this report</b> .....	1
Our readers .....	1
Contact officer .....	1
<b>About the Australian Electoral Commission</b> .....	2
Organisation .....	2
Functions .....	2
Legislative basis and powers .....	2
The Commissioners and other statutory officers .....	3
AEC offices .....	3
AEC phone numbers and addresses .....	4
<b>Corporate overview</b> .....	5
The AEC's structure .....	5
Significant developments and achievements of 1998-99 .....	7
Service Charter .....	10
Social justice and equity .....	11
Internal and external scrutiny .....	12
<b>Financial and staffing resources summary</b> .....	14
<b>Key Function No. 1 - Roll management</b> .....	15
Description .....	16
Performance information .....	16
Goal .....	16
<i>Outcomes of the following strategies:</i>	
Maintain the Electoral Roll and regularly review technology and processes in enrolment/roll management activities .....	16
To pursue appropriate and cost-effective roll data reviews and arrangements .....	20
Providing responsive electoral roll-based products and services to clients .....	22

<b>Key Function No. 2 - Elections</b>	25
Description	26
Performance information	26
Goal	26
<i>Outcomes of the following strategies:</i>	
To maintain a high state of readiness leading to, and conduct of an impartial and effective federal election and/or referendum	26
To provide quality electoral services associated with the conduct of non-parliamentary and state and local government elections and ballots	30
<b>Key Function No. 3 - Information and education</b>	35
Description	36
Performance information	36
Goal	36
<i>Outcomes of the following strategies:</i>	
To provide a comprehensive and effective electoral information service to the Australian community	36
To provide a comprehensive and effective electoral education service to the Australian community	39
<b>Key Function No. 4 - International</b>	43
Description	44
Performance information	44
Goal	44
<i>Outcomes of the following strategies:</i>	
To provide advice and assistance as required to international electoral authorities	44
To provide development opportunities for staff to participate in overseas electoral activities	47

<b>Key Function No. 5 - Corporate management</b>	49
Description	50
Performance information	50
Goals	50
<i>Outcomes of the following strategies:</i>	
To improve service delivery processes	50
To achieve a permanent staffing level of three in each	
Divisional Office	51
Monitoring and measuring resources and performance	51
Implementing change management initiatives which can be directly	
linked to the AEC's performance improvement cycle	52
Evaluating feedback received from customers/stakeholders and taking	
appropriate action	54
Implementing Human Resource initiatives within stipulated timeframes	56
Developing, implementing, monitoring and evaluating the AEC's	
training strategy	56
Ensuring that OH&S activities undertaken are directed at achieving	
desired outcomes in line with the AEC's OH&S performance targets	56
<b>Financial Statements</b>	59
Appendix A - Reconciliation table - programs and appropriation elements	101
Appendix B - Staffing overview	102
Appendix C - Industrial democracy	105
Appendix D - Occupational health and safety	106
Appendix E - Freedom of information	108
Appendix F - Advertising and market research	110
Appendix G - Industrial elections statistics	111
Appendix H - Aboriginal and Torres Strait Islander Commission	
election statistics	114
Appendix I - Consultancies	116
<b>Glossary</b>	118
<b>Compliance index</b>	120
<b>Index</b>	121

# About this report

The annual report of the Australian Electoral Commission (AEC) documents the AEC's performance for the financial year ending 30 June 1999.

The Report has two main parts. The first is structured around the goals of the AEC, as identified in *AEC Strategic Directions 1997-99* and the *AEC's National Operational Plan 1998-99*. Under each of the goals and the key functions to which they refer are listed:

- the description of the function and the performance information;
- the goal/s identified for the financial year 1998-99;
- the strategies employed to achieve the goal/s;
- the outcomes achieved from activities undertaken in pursuit of the strategies; and
- financial and staffing resources summaries.

Outcomes of each key function are achieved in partnership between Central Office and the State and Northern Territory Head Offices through the Australian Electoral Officers and associated Divisional Offices.

The financial and staffing resources summary precedes the report of performance while the financial statements follow the report.

The second part of the report comprises appendices containing specific information or statistics required to be reported in departmental annual reports.

A glossary of terms and abbreviations is on page 118. An index is on page 121.

---

## ***Our readers***

This report is presented for tabling before both Houses of the Parliament of the Commonwealth of Australia. The report also focuses on meeting the information needs of the AEC's other stakeholders and customers, for example:

- voters, including new voters;
  - political participants (Members of Parliament, political parties, candidates and interest groups);
  - the media;
  - students;
  - government agencies (Federal, State and local); and
  - State and Territory electoral authorities.
- and AEC staff.

---

## ***Contact officer***

Copies of this report are available from the Director, Strategic Planning and Performance Improvement, Australian Electoral Commission, PO Box E201, Kingston ACT 2604,  
by fax to  
(02) 6271 4665, or  
by telephoning  
(02) 6271 4481.



# About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is an independent statutory authority established under the *Commonwealth Electoral Act 1918*. Its responsibility for the operation of the federal electoral system in Australia is met by the Commissioners and, as at 30 June 1999, 844 operative staff.

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## Organisation

The structure of the AEC and the membership of its higher-level advisory forums are shown in figures 1 and 2 in the Corporate Overview on page 5.

Further information on the AEC's organisation is shown under 'AEC offices' on page 3.

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## Functions

The AEC aims to serve the Australian people by:

- conducting federal parliamentary elections and referendums;
- maintaining the Commonwealth electoral roll under arrangements with State and Territory electoral bodies;
- conducting elections for the Aboriginal and Torres Strait Islander Commission (ATSIC), the Torres Strait Regional Authority, industrial organisations and various other bodies;
- assisting with the conduct of some State, Territory and local government elections;
- providing electoral information and education programs;
- providing party registration and funding and disclosure services to parties and candidates; and
- conducting and promoting research into electoral matters.

The responsibility of the AEC also extends beyond Australia's coastline by providing international electoral assistance in cases approved by the Minister for Foreign Affairs.

---

## Legislative basis and powers

The authority under which the AEC operates is contained in the following legislation:

- The *Commonwealth Electoral Act 1918* for:
  - conducting elections,
  - maintaining the electoral roll,
  - registering political parties,
  - disclosing electoral funding and financial contributions to political parties,
  - determining representation entitlements and redistributions, and
  - prosecuting electoral offences.
- The *Referendum (Machinery Provisions) Act 1984* for conducting referendums.
- The *Aboriginal and Torres Strait Islander Commission Act 1989* for conducting elections of the Aboriginal and Torres Strait Islander Regional Councils and the Torres Strait Regional Authority.
- The *Workplace Relations Act 1996* for conducting industrial elections.

### ***The Commissioners and other statutory officers***

The *Commonwealth Electoral Act 1918* establishes the Commission with three Commissioners:

- the Chairperson (who must be either a judge or retired judge of the Federal Court of Australia) - the Hon Trevor Morling QC;
- the Electoral Commissioner, who is the Chief Executive Officer - Mr Bill Gray AM; and
- one other part - time, non - judicial member - Mr Bill McLennan AM, Australian Statistician.

The functions and powers of the Commission are contained in section 7 of the *Commonwealth Electoral Act 1918*.

The Commission meets as required in accordance with section 15 of the *Commonwealth Electoral Act 1918*.

The Electoral Commissioner, as Chief Executive Officer, has the powers of a Secretary of a Department of the Commonwealth and has responsibilities to:

- supervise and co-ordinate the AEC's enrolment and election activities;
- oversee the conduct of:
  - Senate and House of Representatives elections,
  - Referendums,
  - Aboriginal and Torres Strait Islander Commission elections,
  - industrial elections, and
  - electoral education programs.

- direct the conduct of electoral research;
- be responsible for the administration of the AEC's human, financial and other resources;
- provide assistance in matters relating to elections and referendums in foreign countries; and
- oversee the nation-wide dissemination of electoral information.

The Electoral Commissioner is assisted by a Deputy Electoral Commissioner, and Australian Electoral Officers for each State and Territory.

### ***AEC offices***

The AEC's offices are organised on a geographic basis: the Central Office is in Canberra, a Head Office is in each State and the Northern Territory, and a Divisional Office is in or near each of the 148 Electoral Divisions.

#### **Central Office**

The AEC's Central Office is organised functionally into Branches, each managed by an Assistant Commissioner:

- the Elections and Enrolment Branch;
- the Corporate Services Branch; and
- the Information Technology Branch.

In addition, there are Internal Audit, Information and Education Sections, which report directly to the Deputy Electoral Commissioner, and a Funding and Disclosure Section which reports directly to the First Assistant Commissioner Finance and Support Services.

### **AEC Organisation in the States and Territories**

Australian Electoral Officers for each State and Territory are responsible for the management of activities within the State or Territory, including the conduct of elections for the Senate and the House of Representatives and the conduct of referendums.

Each State and the Australian Capital Territory is divided into electoral Divisions that correspond to the number of members of the House of Representatives to which the State or Territory is entitled.

### **AEC phone numbers and addresses**

You can call the AEC national inquiry centre - 13 23 26 - for the cost of a local call.

#### **Central Office**

Australian Electoral Commission  
West Block,  
Queen Victoria Terrace  
PARKES ACT 2600  
(02) 6271 4411

#### **New South Wales**

Level 1, Roden Cutler House  
24 Campbell Street  
SYDNEY NSW 2000  
(02) 9375 6333

#### **Victoria**

Level 22, Casselden Place  
2 Lonsdale Street  
MELBOURNE VIC 3000  
(03) 9285 7171

#### **Queensland**

7th Floor  
488 Queen Street  
BRISBANE QLD 4000  
(07) 3834 3400

#### **South Australia**

9th Floor, AMP Building  
1 King William Street  
ADELAIDE SA 5000  
(08) 8237 6555

#### **Western Australia**

28 Thorogood Street  
BURSWOOD WA 6100  
(08) 9470 7299

#### **Tasmania**

8th Floor, AMP Society Building  
86 Collins Street  
HOBART TAS 7000  
(03) 6235 0500

#### **Northern Territory**

9th Floor, AANT Building  
79-81 Smith Street  
DARWIN NT 0800  
(08) 8981 1477

# Corporate Overview

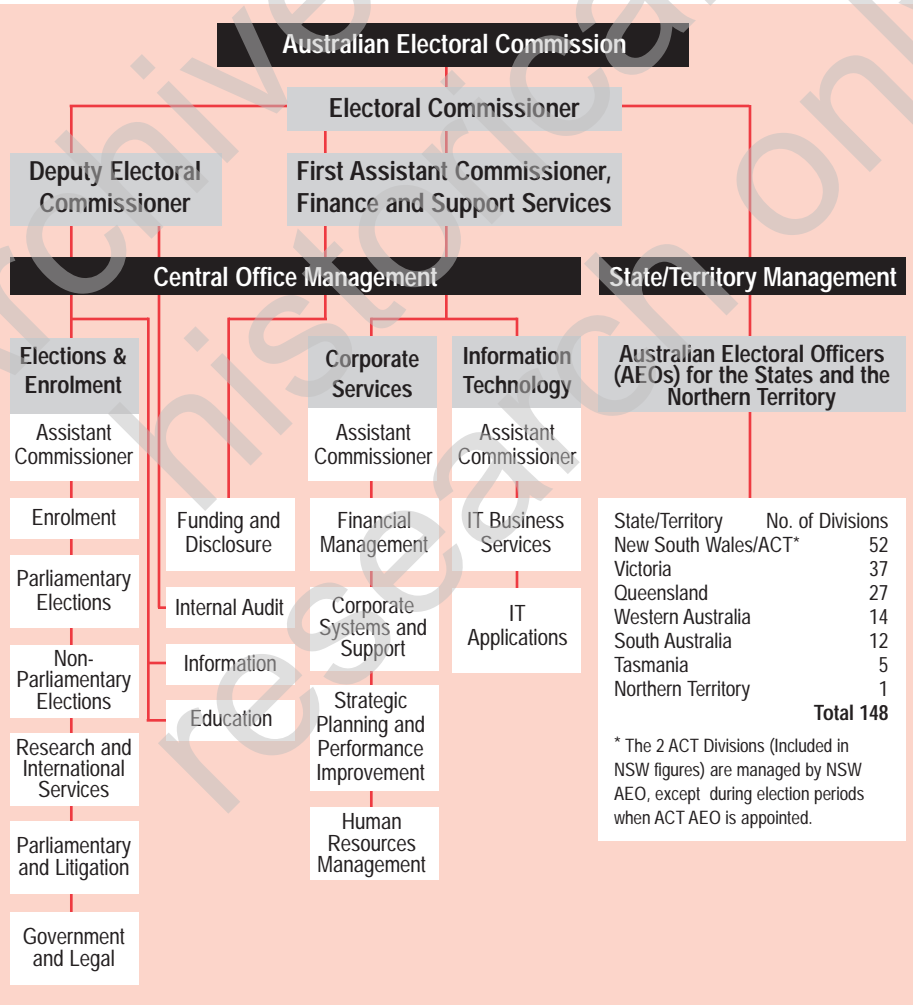
## ***The AEC's structure***

Broadly, the Australian Electoral Commission (AEC) provides the Australian people with an independent electoral service which meets their needs and which encourages them to participate in the electoral process.

The organisational structure through which the AEC undertook this role for 1998-99 is shown in **Figure 1**.

The composition of the higher-level advisory forums that contribute to decision-making within the AEC is shown in **Figure 2**.

*Figure 1: Organisation Chart:*



*Figure 2: Higher Level Advisory Forums*

<b>Electoral Commissioner</b> <b>Deputy Electoral Commissioner</b> <b>First Assistant Commissioner</b> <b>Australian Electoral Officer for:</b> <ul style="list-style-type: none"> <li>• New South Wales</li> <li>• Victoria</li> <li>• Queensland</li> <li>• Western Australia</li> <li>• South Australia</li> <li>• Tasmania</li> <li>• Northern Territory</li> </ul> <b>Assistant Commissioners</b> <ul style="list-style-type: none"> <li>• Corporate Services</li> <li>• Elections &amp; Enrolment</li> <li>• Information Technology</li> </ul> <b>Director</b> <ul style="list-style-type: none"> <li>• Parliamentary Elections</li> </ul>	<b>Electoral Commissioner</b> <b>Deputy Electoral Commissioner</b> <b>First Assistant Commissioner</b> <b>Assistant Commissioners</b> <ul style="list-style-type: none"> <li>• Corporate Services</li> <li>• Elections &amp; Enrolment</li> <li>• Information Technology</li> </ul>	<b>Australian Electoral Officer for:</b> <ul style="list-style-type: none"> <li>• Victoria</li> </ul> <b>Assistant Commissioners</b> <ul style="list-style-type: none"> <li>• Elections &amp; Enrolment</li> <li>• Information Technology</li> </ul> <b>Director</b> <ul style="list-style-type: none"> <li>• Operations, Queensland</li> <li>• Parliamentary Elections</li> <li>• Information</li> <li>• IT Applications</li> </ul> <b>Assistant Director</b> <ul style="list-style-type: none"> <li>• Financial Management</li> <li>• IT Applications</li> </ul> <b>Computer Services Manager</b> <ul style="list-style-type: none"> <li>• New South Wales</li> </ul>	<b>Deputy Electoral Commissioner</b> <b>Assistant Commissioners</b> <ul style="list-style-type: none"> <li>• Corporate Services</li> <li>• Elections &amp; Enrolment</li> <li>• Information Technology</li> </ul> <b>Australian Electoral Officer for one State</b> <b>Representative from</b> <ul style="list-style-type: none"> <li>• One State</li> <li>• Central Office</li> </ul>	<b>Deputy Electoral Commissioner</b> <b>First Assistant Commissioner</b>

The purposes of these committees are summarised below.

### **Management Board**

The Management Board is the Electoral Commissioner's consultative and advisory forum. It meets quarterly to consider forward planning and future directions, to make policy decisions and to consider progress with major projects and events.

### **Executive Committee**

The Executive Committee meets weekly

to consider current issues and their progress, and to provide policy and management advice to the Electoral Commissioner.

### **Electoral Management Systems Steering Committee**

The Electoral Management System (ELMS) Steering Committee meets quarterly to evaluate new information technology (IT) proposals and to monitor the progress of existing IT processes within the AEC.

### **Audit Committee**

The Audit Committee acts as an advisory body in relation to corporate governance, accountability and audit-related matters. Responsibilities include the promotion of internal accountability and better practice; support measures to improve management performance and internal controls; oversight of the internal audit function; ensuring effective liaison between senior management, internal audit and external audit; and providing advice to the Electoral Commissioner on internal and external audit matters. In addition, the Audit committee provides advice to the Electoral Commissioner on the preparation and review of the AEC's financial statements.

### **Budget and Performance Management Committee**

The Budget and Performance Management Committee advises the Electoral Commissioner on key financial and performance issues, and promotes a consistent and transparent approach to funding in the AEC. This Committee succeeds the Expenditure Review Committee for Elections. Responsibilities include periodical review of the AEC's overall financial position; consideration and approval of internal and external budget documentation; reviewing and approving business plan funding against identified priorities and in accordance with corporate and other functional plans; ensuring that business plans include performance measures and

milestones to enable performance assessment; requiring information from operational and corporate areas to assist with determination of allocations and assessment of performance; reviewing periodic financial and performance reports and requesting remedial action where required; and re-allocating resources throughout the financial year when appropriate.

### **Funding**

For 1998-99, the AEC's goals and related activities were funded within a single program: initially Program 12, and later Program 11 of the Department of Finance and Administration Portfolio. The change in program numbers reflected changes to portfolio responsibilities during the financial year. The objective of the AEC Program is: **"To ensure a fair and equitable commonwealth electoral system."**

**Figure 3** shows the AEC's planning, operating and reporting framework for 1998-99.

## ***Significant developments and achievements of 1998-99***

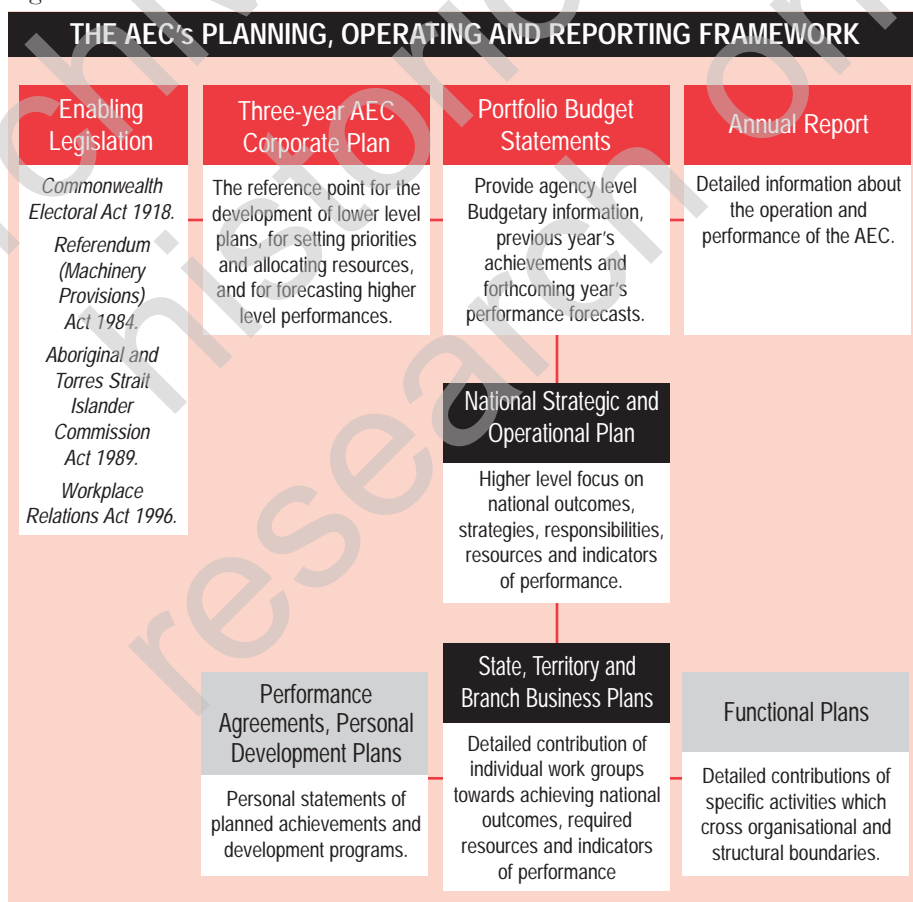
### **The 1998 Federal Election**

The major event of the year was the federal election of Saturday 3 October 1998, at which 11.6 million Australians voted. The majority of voters — more than 9.5 million — voted in a ten-hour period at nearly 8,000 polling places. On polling night, an indicative result of the outcome of the election enabled the

previous Government to claim an election win. Many other Australians who could not vote on 3 October had already participated by post or at a pre-poll centre. More than 65,000 citizens voted overseas at Australia's High Commissions, embassies or consulates. The program performance reporting

sections of this annual report outline the achievements of the AEC before, during and after the federal election. A special publication — *Behind the scenes: the Australian Electoral Commission's 1998 Federal Election report* — gives more detailed information about how the AEC conducted all aspects of the election.

Figure 3





### **Assistance with Overseas Elections**

At the invitation of overseas electoral bodies, a number of AEC officers assisted in varying capacities with the conduct of elections in Fiji, Indonesia, South Africa, and with electoral systems in Papua New Guinea. The AEC also provided secretariat services to the Pacific Islands, Australia and New Zealand Electoral Administrators Network and conducted an international visitors program for observers of the Australian 1998 federal election.

### **Computerised Senate Scrutiny**

At the 1998 election the AEC used a computerised system for the first time to determine the Senate election result. For previous elections a costly and time-consuming manual system had been used. The new system allowed for input and validation of ballot paper details to a computer which then calculated the results. In its first full election use, the system allowed Senate results to be determined much earlier and at less cost. The system has been adopted by several State electoral authorities to facilitate their Upper House counts.

### **Continuous Roll Update**

The first stage of the conversion from the biennial “doorknock approach” to one of continuous electoral roll updating has been completed throughout the AEC. In conjunction with all State and Territory electoral administrations, the AEC receives change-of-address data from Australia Post and forwards an

enrolment pack to the new address. In the same way, the roll database is scanned routinely for vacant addresses and addresses where there are multiple surnames or high numbers of electors enrolled; enrolment material or queries are then sent to those addresses.

Response rates to these mailouts are encouraging: enrolment is exceeding previous trends for non-election periods.

### **Revised Performance Improvement Framework**

The AEC implemented a revised performance improvement framework as a key corporate governance initiative. In conjunction with the introduction of an accrual-based outcomes and outputs framework for the first full accrual Budget for 1999-2000, elements associated with the corporate planning and business planning process, the estimates and allocations process and the performance management and reporting processes were integrated. A significant element in the revised performance improvement framework was the establishment, by the Electoral Commissioner, of a Budget and Performance Management Committee to advise on key financial and performance issues.

### **Accrual budgeting**

As part of preparations for the first accrual-based outcomes and outputs Budget, the AEC developed a framework and performance measures to assess the quality, quantity and cost of outputs and the effectiveness of



outcomes. These measures were then estimated for the Budget and the following three financial years. The AEC was also required to prepare forecast financial statements for this four-year period. The overall process culminated in publishing the AEC's Portfolio Budget Statement 1999-2000 on Budget Night in May 1999. This document is available on the Internet for the first time.

### **Information Technology**

The AEC's information technology infrastructure was successfully outsourced to the Government's Cluster 3 external provider, Computer Sciences Corporation Australia Pty Ltd, on 1 July 1998. The outsourcing provided an improved infrastructure for IT services as it encompassed a rollout of a PC-based network to all Divisional and Head Offices throughout Australia and Central Office in time for the 1998 federal election. It proved to be very reliable during a period of heavy demand. This was the first occasion on which an outsourcing company provided the IT infrastructure for the National Tally Room. The Election Night system used in the National Tally Room in Canberra produced indicative results by 7.30pm EST, enabling political commentators to accurately forecast the result of the election.

Another major accomplishment during the year was the completion of the AEC's Year 2000 (Y2K) remediation and compliance checking of its business-

critical systems. Changes to AEC applications and infrastructure (including mainframe, mid-range, desktop, network and telecommunications) were needed to achieve compliance. Systems were thoroughly tested by operational areas and AEC clients to ensure that they met the required performance standards.

### **AEC's Agency Agreement**

The AEC's Agency Agreement was certified in November 1998 after an inclusive consultation period with staff and detailed negotiations with the Community and Public Sector Union. The Agreement has a nominal expiry date of 1 July 2000. Outcomes of the initiatives contained in this Agreement are improved services to clients of the AEC, a more efficient and productive AEC and improved wages, conditions, career paths and benefits for all employees.

---

### ***Service Charter***

The AEC has in place a Customer Service Charter that applies to people who participate in, or who have an interest in, the Australian electoral and democratic processes. The Charter, developed in consultation with staff, reflects the outcomes of established external consultation processes. In addition to the 14 general service standards, the Charter includes service standards that explicitly address seven key functional areas of the AEC.

Nationally consistent feedback processes,

modelled on Australian Standard AS 4269 and recommendations put forward by the Commonwealth Ombudsman, are currently being implemented to supersede existing AEC complaints handling arrangements. Customers' and stakeholders' feedback on AEC products or services can be provided through correspondence, by telephone or fax, in person, by using the reply-paid form incorporated in the Charter, or by the interactive feedback form available on the AEC's Internet website.

The AEC has provided a commitment to regularly review the Charter and performance against the undertakings in the Charter, and to make improvements through monitoring. The AEC has undertaken to review the content and effectiveness of the Charter in conjunction with the corporate planning and reporting processes.

### ***Social Justice and Equity***

Social justice and equity objectives were met during the year by:

- providing information on enrolment and other electoral matters to new citizens at citizenship ceremonies;
- obtaining broad input to the AEC's Draft Disability Discrimination Plan from 42 disability and other interested organisations and individuals; and
- attending Access and Equity Interdepartmental Committee meetings and providing representation at other meetings and activities.

For the 1998 federal election, the AEC took social justice and equity into account by:

- providing information, translated into 14 languages, in the elector leaflet delivered to every household;
- translating national advertising in the ethnic press into 18 languages, 23 languages on ethnic radio, and seven languages on ethnic television;
- translating radio advertising into 15 indigenous languages;
- broadcasting advertisements on Radio for the Print Handicapped;
- using the Telephone Interpreting Service as a communication medium;
- mailing election information directly to ethnic community organisations and groups;
- trialling the use of television sets screening electoral advertisements, translated into specified languages, at polling places with high populations of voters with non-English speaking background and previously high informality rates;
- producing audio tapes and ASCII computer discs for people with visual disabilities (these items were widely advertised in target media and distributed to disability organisations and public libraries);
- conducting a Remote Area Information program for remote indigenous communities just before the election;

- having a telephone typewriter available at each Head Office;
- providing a broad range of election information, including results, on the Internet; and
- introducing a new system of polling place access levels (which included advertising of polling places according to whether they had full wheelchair access, access with assistance, or no wheelchair access).

---

### ***Internal and External Scrutiny***

#### **Internal Audit**

During 1998-99, internal audit activity focussed on post-election reviews, the control environment, and quality control work on financial statements, Year 2000 planning and Head Office administration. Program managers continued to monitor business risks and controls under the AEC Risk Management Program. Risk management assessments were used to underpin operational planning to ensure key risks were properly addressed and prioritised, and that resources were allocated in line with identified risks and management strategies. New business initiatives under section 7A of the *Commonwealth Electoral Act 1918* were assessed using the AEC Risk Management methodology. The follow-on biennial review of the risk management system is scheduled for 1999-2000.

#### **External Audit**

Auditing of the AEC's 1998-99 financial statements, under section 57 of the

*Financial Management and Accountability Act 1997*, was conducted by the Auditor-General under contract. The audit report on the 1998-99 financial statements was unqualified.

On 3 July 1998, the Auditor-General tabled his performance audit report (Auditor-General's Audit Report No.3 of 1998-99) on the Corporate Governance Framework of the AEC. This audit examined planning processes, performance information, and the efficiency and administrative effectiveness of management procedures and practices. It found that the AEC generally had a sound corporate governance framework. In particular, the AEC's system of internal review and its operational procedures, guidelines and training were generally satisfactory. Moreover, the AEC had established a sound basis for planning, risk management and performance monitoring. The Auditor-General's 15 recommendations, aimed at improving the AEC's corporate governance framework, were agreed and have been implemented.

#### **Parliamentary Scrutiny**

The Government response to the *Report of the Inquiry into the Role of the Australian Electoral Commission in conducting Industrial Elections (October 1997)* was tabled in the Parliament on 29 July 1998. The report made 18 recommendations aimed at improving the role of the AEC in conducting industrial elections under the *Workplace Relations Act 1996*. All but two

of the recommendations were supported by the Government.

The Special Minister of State provided a reference to the Joint Standing Committee on Electoral Matters (JSCEM) to inquire into and report on the conduct of the 1998 federal election and related matters. On 23 January 1999 the JSCEM published, in all major newspapers, the terms of reference for the inquiry and invited submissions from individuals and organisations. As at 30 June 1999 the JSCEM had received more than 200 submissions, including three submissions from the AEC. Further submissions were in preparation.

### **Judicial scrutiny**

During the 1998 federal election period, three court applications lodged for either injunction or review involving the AEC were dismissed.

In the 40-day period available after the return of the writs for the 1998 federal election, nine petitions were filed with the High Court, which sits as the Court of Disputed Returns, challenging the results of one House of Representatives election and several Senate elections. The grounds ranged from the constitutionality of a candidate's qualifications to challenges of full preferential voting and group ticket voting.

On 23 June 1999, the Full Bench of the High Court handed down its decision on the *Sue* petition and the *Sharples* petition, both of which challenged the constitutional qualifications of

Ms Heather Hill, the Queensland One Nation candidate for the Senate. At the time of reporting, Ms Hill was found disqualified under section 44(i) of the Constitution. The other seven petitions were still awaiting either hearing or decision.

On 11 May 1999, a petition was filed with the High Court disputing the casual vacancy election of Senator Ross Lightfoot for the State of Western Australia. On 16 June 1999, the *Rudolph* petition was referred to the Full Bench of the High Court for consideration.

### **Administrative Review**

Certain administrative decisions made by the AEC are subject to review under the following legislation: the *Administrative Appeals Tribunal Act 1975*, the *Ombudsman Act 1976*, the *Administrative Decisions (Judicial Review) Act 1977*, the *Freedom of Information Act 1982*, and the *Privacy Act 1988*. As at 30 June 1999 there were two outstanding Administrative Appeals Tribunal matters under review, relating to party registration and enrolment eligibility.

# Financial and staffing resources summary (All programs)

## Program 11: Australian Electoral Commission

### \$'000 AND ACTUAL STAFF YEARS

	Actual 1997-98	Budget and AEs(a) 1998-99	Actual 1998-99
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Running costs (RC)	65,794	71,175	69,057
Other program costs (excluding RC)	44,830	108,331	98,404
Total	110,624	179,506	167,461
Less adjustments	(9,086)	(9,712)	(12,491)
<b>Total Outlays</b>	101,538	162,151	154,970
<b>Revenue (b)</b>	3,934	4,400	5,002
<b>ACCRUAL BASIS</b>			
Net cost of service delivery (c)	108,797	na	137,972
Other program costs (excl. service delivery)	-	na	28,802
Total Costs	108,797	na	176,774
Program Revenues	107,348	na	126,927
<b>STAFFING</b>			
Staff years (actual)	756	775	781

- (a) Budget Figure amended to include Additional Estimates and any applicable amounts standing as a final charge to the Advance to the Minister for Finance.
- (b) See Budget Paper 4 description of items included in revenue.
- (c) Includes revenues from independent sources (eg. user charges) as shown in the Statement of Revenues and Expenses included in the financial statements.

# Key Function No.1: Roll Management

*Goal: To ensure  
the electoral roll  
is accurate,  
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needs.*

1

### **Description**

The electoral roll is fundamental to conducting parliamentary elections. It is the key to voter entitlement, helps the AEC to plan elections, and is the basis for electoral redistributions.

To perform the roll management function efficiently and effectively, the AEC:

- undertakes enrolment processing activity;
- focuses on meeting the requirements of internal and external users of roll-based products;
- investigates and implements improved roll management strategies and systems;
- re-negotiates joint roll arrangements to achieve greater equity in sharing roll management costs and to improve roll management strategies;
- uses information to bring rolls up to date;
- reviews and updates electoral rolls; and
- supports electoral redistributions.

### **Performance Information:**

- More timely and precise information on changes to elector details.
- Frequent roll updates, including roll quality activity.
- High level of stakeholder and customer satisfaction with electoral roll data.

**GOAL:** To ensure the electoral roll is accurate, complete and meets clients' needs.



**Strategy:** *Maintain the Electoral Roll and regularly review technology and processes in enrolment/roll management activities.*

### **Outcome:**

#### **Electoral roll accuracy**

A measure for determining roll accuracy is derived from:

- the participation rate (now estimated to be 94 per cent of the eligible population);
- the rate at which young people take up enrolment (75 per cent for 18-19 year olds at the close of rolls for the 1998 federal election);
- enrolment by new citizens at citizenship ceremonies (estimated to be 86 per cent nationally); and
- the number of enrolment forms received from the public amending their enrolment details.

#### **Roll management**

AEC Divisional Office staff processed enrolment forms received from the public, roll data collected at roll reviews, and enrolment information arising from the 1998 federal election and State and Territory electoral events.



At 30 June 1999 there were 12,239,791 electors enrolled on the Commonwealth electoral roll. This was an increase of 280,153 on the enrolment at 30 June 1998.

The AEC processed 2.05 million enrolment forms and amendments. Overall enrolment transactions were less than in the previous financial year because of fewer State and Territory electoral events and the absence of roll review activity until late in the financial year. In addition, there were significantly fewer amendments to address details arising from rural road numbering, as this work was substantially completed in most States in 1997-98.

Of the 2.05 million transactions processed, there were 673,832 additions

to the roll. The additions were made up of 289,354 new enrolments, 379,916 re-enrolments and 4,562 reinstatements.

There were 112,204 interstate transfers of enrolment, 440,165 transfers between Divisions within States and Territories, and 697,205 enrolment transactions within Divisions. This latter total comprised transfers of address and amendments to electors' enrolment/address details where no actual change of address took place.

A further 129,976 "no-change" enrolment forms (submitted by electors notifying a variation to their personal details) were processed. Movement between States/Territories accounted for approximately 9 per cent of transfers of enrolment.



*Seventeen-year-olds may provisionally enrol and can vote if their 18th birthday falls on or before the polling day for an election.*

*Photograph: The Canberra Times / Bluey Thomson*



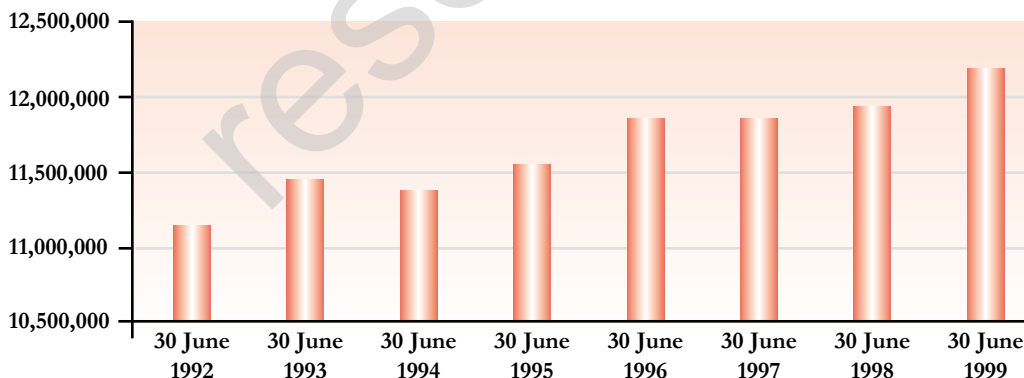
In the reporting period, 393,552 deletion transactions were processed. They comprised 283,737 objections actioned in accordance with section 114 of the *Commonwealth Electoral Act 1918*, 100,265 death deletions and 9,550

duplicate deletions. A summary of enrolments by State/Territory and nationally is shown at **Table 1** and **Figure 4**. **Table 2** shows enrolment activity for the period 1 July 1998 to 30 June 1999.

*Table 1: Number of persons enrolled by State/Territory 1992-99*

State/ Territory	30-Jun-92	30-Jun-93	30-Jun-94	30-Jun-95	30-Jun-96	30-Jun-97	30-Jun-98	30-Jun-99
NSW	3,774,033	3,854,030	3,826,483	3,876,330	3,997,657	3,989,416	4,054,003	4,133,129
VIC	2,904,865	2,943,112	2,892,013	2,977,197	3,028,943	3,018,089	3,015,405	3,106,115
QLD	1,924,733	1,986,587	1,993,339	2,009,332	2,094,850	2,110,149	2,144,981	2,183,729
WA	1,019,439	1,043,923	1,040,779	1,063,318	1,104,162	1,119,266	1,124,910	1,156,691
SA	970,066	1,021,568	1,007,874	1,003,607	1,012,652	1,006,034	989,884	1,018,589
TAS	318,849	326,821	324,651	315,512	331,080	322,127	320,479	326,374
ACT	186,788	193,945	192,383	198,545	204,969	203,632	205,328	209,063
NT	89,809	94,765	97,792	93,943	103,124	104,151	104,648	106,101
Total	11,188,582	11,464,751	11,375,314	11,537,784	11,877,437	11,872,864	11,959,638	12,239,791

*Fig 4: Total number of persons enrolled for years 1992-99*



*Table 2: Enrolment Activity for the Period 1 July 1998 to 30 June 1999*

	NSW	VIC	QLD	SA	WA	TAS	ACT	NT	*Total
<b>ADDITIONS TO ROLL</b>									
New Enrolments	114,021	71,738	36,541	23,379	29,737	6,368	4,191	3,379	289,354
Re-instatements#	2,876	638	111	311	505	45	31	45	4,562
Re-enrolments	151,329	91,150	53,354	24,312	39,910	9,336	4,495	6,030	379,916
<b>TRANSFERS</b>									
Intradivisional Elector Movement/ amendments	225,597	144,054	150,920	52,192	73,516	27,738	13,142	10,046	697,205
Intrastate (between divisions)	147,512	105,909	96,152	33,772	45,326	8,813	2,681		440,165
Interstate (into state/territory)	27,465	20,900	30,532	8,683	9,199	3,651	6,435	5,339	*112,204
Interstate (out of state/territory)	35,206	20,097	22,251	8,658	8,105	5,584	7,231	5,077	*112,209
No Change Enrolments	58,145	23,962	17,532	8,524	14,084	3,954	1,563	2,212	129,976
<b>TOTAL ENROLMENT FORMS PROCESSED</b>	726,945	458,351	385,142	151,173	212,277	59,905	32,538	27,051	2,053,382
<b>DELETIONS TO ROLL</b>									
Objections	142,686	46,606	39,908	8,953	30,378	4,477	3,217	7,512	283,737
Deaths	35,456	24,603	17,966	9,483	8,051	3,264	866	576	100,265
Duplications	3,155	2,377	1,665	885	1,017	179	101	171	9,550
<b>TOTAL DELETIONS</b>	181,297	73,586	59,539	19,321	39,446	7,920	4,184	8,259	393,552
<b>TOTAL ELECTOR TRANSACTIONS</b>	908,242	531,937	444,681	170,494	251,723	67,825	36,722	35,310	2,446,934

\*National and state/territory totals are subject to minor statistical adjustment and application of enrolment activity to gazetted enrolment totals will show minor differences. Statistical adjustments also account for the minor variations in interstate transfers of electors.

#Due to Year 2000 compliance programming, 'Re-instatement' transactions for August–November 1998 are included in 'Re-enrolment' transactions.

### **Enrolment transactions arising from the 1998 federal election**

From the issue of the writ on 31 August 1998 to the close of rolls on 7 September 1998, the AEC processed 351,913 enrolment forms and 7,714 deletions to the roll (of which 6,654 were death deletions). During this period 64,014 enrolment forms were processed from electors new to the roll, of which half were from persons aged either 18 or 19. At the close of rolls there were 12,056,625 electors entitled to vote at the 1998 federal election, of whom 8,958 were electors who turned 18 between the close of rolls and polling day on 3 October 1998.

### **Electoral Redistributions**

On 10 February 1999, 26 February 1999 and 14 April 1999, the AEC directed that redistributions of electoral divisions were to be conducted in South Australia, New South Wales and Tasmania respectively, in accordance with section 59(2)(c) of the *Commonwealth Electoral Act 1918*. The redistributions are expected to be completed by August 1999 for South Australia, and by November 1999 for New South Wales and Tasmania.


AEC support for the redistributions included producing enrolment projection statistics, and providing secretariat support such as:

- arranging meetings, advertising and media liaison;
- arranging Gazette notifications;
- printing maps and publishing

redistribution committee reports; and

- making progressive redistribution information available on the AEC's Internet website.

The Redistribution Committees use a special electoral boundaries mapping system developed by the AEC to help draw electoral boundaries. The system uses Census Collection Districts as building blocks for developing models to help determine electoral boundaries.

 ***Strategy: To pursue appropriate and cost effective roll data reviews and arrangements.***

### **Outcome:**

#### **Continuous Roll Update**

In 1997, an address register was created within the Roll Management System (RMANS). Following its introduction, divisional staff are now required to maintain details of individual addresses and boundary information relating to localities and electoral areas.

In doing this work, staff liaise with local councils, follow up information provided by electors, and verify certain address details in the field. The address details held in RMANS are subject to continuous update to record new development, street changes, and renumbering of rural roads. Section 92 of the *Commonwealth Electoral Act 1918* provides for the conduct of electoral roll

reviews. The AEC in the past carried out a national program of doorknock reviews of the roll supplemented with targeted enrolment activities. In 1999 it moved to full implementation of CRU to replace the two-yearly doorknock and mail review.

The AEC's joint roll partners, through the Electoral Council of Australia, have endorsed the CRU approach to roll maintenance. This approach is more suited to providing an accurate and up-to-date joint roll for use at the range of State and Territory electoral events that occur between federal elections.

Procedures for enrolment of new citizens at citizenship ceremonies were maintained. This activity resulted in the enrolment of 70,612 participants (86 per cent) immediately after the granting of their Australian citizenship.

### **Joint Roll Arrangements**

The Commonwealth has arrangements with each State and Territory for maintenance of the joint Commonwealth and State and Territory electoral rolls, and for sharing of certain enrolment costs.

The maintenance of a single national enrolment system assists in improving roll accuracy by permitting accurate and timely matching of electors moving between States and Territories, and in providing substantial savings.

The AEC met regularly with State and Territory Joint Roll partners to discuss the operation of the arrangements.

Issues discussed included CRU activities, enrolment stimulation activities by State and Territory electoral offices and related cost-offsets, and the provision of support by the AEC in relation to State and Territory electoral events.

A key feature of relations with Joint Roll partners has been the establishment of procedures for the collection by State and Territory electoral offices, of enrolment forms and other relevant enrolment information for the maintenance of the roll. Some examples include:

- the introduction of “whole of government” enrolment forms in some States;
- collection of enrolment forms from young people and from people transferring address by the State electoral authorities; and
- transfer to the AEC of data collected at State and Territory electoral events for roll maintenance purposes.

Under existing Joint Roll Arrangement with the State of Victoria, the joint roll rate was reviewed and a new rate was agreed to by the Commonwealth and the Victorian Electoral Commission. The new rate that applies to payments by the State of Victoria until June 2001 has been discounted by 7.5 per cent on that applying previously, reflecting the economies achieved by the AEC in maintaining the joint roll. Negotiations commenced in April 1999 for the review of the rate to apply under the Joint Roll

Arrangement with the State of New South Wales.

### **Improved roll management systems and techniques**

Major RMANS work included implementing Y2K application changes, Y2K-related system infrastructure changes, completing federal election-related small enhancements, modifying amendments made in July 1998 to the *Commonwealth Electoral Act 1918*, and modifying street and address inquiry facilities. Additionally, new RMANS systems were developed to process MPs' return-to-sender mail, to process changes to street addresses arising from council re-numbering, and for automating the issuing and receipt of postal voting material.

The database was modified to accommodate the Australia Post delivery point identifier. Australia Post address data was matched with AEC address data so that delivery point identifiers could be applied to RMANS addresses.

Programming to implement CRU was also undertaken. The vacant address facility was enhanced and a new change-of-address facility, which targets addresses for which Australia Post has received mail redirections, was released into general use. Introduction of CRU, resulting from a pilot study using Australia Post data, is expected to provide a more timely and cost effective method of reviewing the roll.

Programming was undertaken in

response to specific requests from State and Territory electoral authorities in support of electoral events and to meet specific legislative requirements.



***Strategy: Providing responsive electoral roll based products and services to clients.***

### **Outcome:**

#### **Roll Products and Services Provided to Clients**

Support provided to joint roll partners in the States and Territories focused on provision of roll-based products for electoral services. For example, the AEC provided data necessary for the printing of rolls and other products for the 1998 Tasmanian and New South Wales State elections.

The Client Services Unit (CSU) of the IT Business Services Section continued to deliver high-quality electoral roll products to clients within specified timeframes. This included a full range of roll-based products for the 1998 federal election, the NSW state election (March 1999), and numerous local government elections and by-elections.

The CSU also continued to provide full half-yearly local government rolls to the South Australian Electoral Office. This was achieved by developing and implementing close-of-roll strategies for all major events. These strategies were developed through consultation with clients and interested parties within the

AEC. Other roll products produced during the year included elector data downloads, microfiche statistics and geographical information.

The CSU also coordinates the monthly provision of electoral data to Members of Parliament, Senators and political parties. This information, known as the Elector Information Access System (ELIAS), is provided on CD-ROM. CSU also provides advice to ELIAS recipients.

Electoral roll products were provided to the government departments and agencies specified in Schedule 2 of the *Commonwealth Electoral Act 1918*. This data was provided quarterly in electronic format.

#### **Close-of-roll services**

Close-of-roll services were provided for the federal election and Newcastle supplementary election; State elections and by-elections in New South Wales, Queensland and Tasmania; and local government elections and by-elections in New South Wales, Queensland, Tasmania and the Northern Territory. The AEC also re-processed Victorian Electoral Commission data to produce rolls for certain Victorian local government elections and processed two biennial roll closes in South Australia.

Archived for  
historical  
research only

## Key Function No.2: Elections

*Goal: To ensure consistently high-quality electoral services are provided with integrity and professionalism to all participants in electoral processes.*





### **Description**

To perform the function efficiently and effectively, the AEC:

- conducts parliamentary elections;
- administers legislative provisions for election funding and financial disclosure;
- enhances and develops electoral systems and procedures, and seeks to ensure that all AEC staff apply them consistently;
- conducts industrial and other elections and ballots in accordance with legislation, organisations' rules and AEC policy;
- conducts elections for the Aboriginal and Torres Strait Islander Commission (ATSIC); and
- provides services for registering political parties.

### **Performance Information:**

- Operational systems, equipment and procedures verified, and federal election and/or referendum conducted in a cost-effective and highly professional manner.
- Provision of indicative House of Representatives election results on polling night, with progressive results leading to a final result on the days following polling day.
- High level of stakeholder and customer satisfaction with election and/or referendum processes,

arrangements and material.

- Accurate public funding payments which comply with statutory timeframes.
- High level of satisfaction and confidence by organisations and members.
- Declaration of accurate results within organisation's timing rules, or within three working days of the close of polling.
- Cost effective non-parliamentary elections and ballots conducted in accordance with legal requirements or rules, and to the satisfaction of clients.

**GOAL:** To ensure consistently high quality electoral services are provided with integrity and professionalism to all participants in electoral processes.



**Strategy:** To maintain a high state of readiness leading to, and the conduct of, an impartial and effective federal election and/or referendum.

### **Outcome:**

#### **1998 Federal Election**

Both the planning and the preparation for the 1998 federal election were completed on time. Election systems, materials and procedures were developed

and updated to reflect changes to legislative provisions that received Royal Assent on 17 July 1998 - such as a reduction in the nomination period by one day. This allowed nominations to be declared 24 hours after they closed, while retaining the minimum 33-day and maximum 58-day election period. Political parties and candidates were able to reproduce the approved AEC postal vote application form that incorporated campaign material for delivery to electors.

Postal voting issues were highlighted during the election, including a significant increase in the number of postal voters. The reasons for the increase in the number of postal voters may have included the election falling on a long weekend in some States and the widespread distribution of postal vote applications by political parties. Further, there were also major sporting and cultural events held on the same day throughout many parts of Australia. This resulted in a slightly lower national voter turnout than for the 1996 federal election, 95.34 per cent compared with 96.2 per cent. Following the announcement that the election would be held on Saturday 3 October 1998, the AEC ordered additional quantities of declaration envelopes to meet the expected increased demand for declaration voting.

A legislative amendment provided for a computerised system to conduct the count for the Senate. This was the first

time a computerised count system had been used for a federal election. The adoption of a computerised process for the Senate scrutiny meant that the AEC was able to produce a Senate election result for all States and Territories up to 2 weeks earlier than with manual counting.

### **Amending legislation**

All legislative changes were effected, even though there was only a little over a month between Royal Assent of the *Electoral and Referendum Amendment Act 1998* on 17 July 1998 and the announcement of the election on Sunday 30 August 1998. This Act contained largely technical amendments arising from the JSCEM's reports on the 1993 and 1996 federal elections, and the 1995 Electoral Redistributions report. The *Electoral and Referendum Amendment Bill (No.2) 1998* was introduced into the 38th Parliament on 14 May 1998. This Bill contains the balance of legislative amendments, mostly of a reform nature, flowing from the Government's response to the 1996 federal election report. The Bill did not pass through Parliament before Parliament was dissolved in readiness for the 1998 federal election. It was introduced into the 39th Parliament on 26 November 1998 and is still being considered.

A supplementary election for the Division of Newcastle was conducted following the death of a candidate before polling day. Under the *Commonwealth*

*Electoral Act 1918*, nominations for the original House of Representatives election were cancelled. A total of 11 candidates nominated for a fresh House of Representatives election, which was held on 21 November 1998. Electors voted for the Senate election on 3 October.

### **Operational reviews**

A review was conducted of all election materials and equipment following the 1996 federal election and, where required, they were modified and improved in time for the 1998 federal election. All polling place equipment, such as ballot paper, cardboard polling place equipment and declaration envelopes, was ordered and available for use from June 1998. A new voting screen, which allows wheelchair access, was designed and made available.

Following the passage of amending legislation, all operational systems and procedures were reviewed to ensure compliance with the proposed new legal framework for the conduct of federal elections.

### **Election Management System**

In preparing for and implementing procedures for conducting parliamentary elections, the AEC developed a computerised Election Management System (ELMS). ELMS is a series of computerised programs that also provides information to the public, Members of Parliament, Senators and the media.

The Polling Place Management System, which maintains a list of polling places and historical votes, is central to ELMS. The system was upgraded to deliver more information and better management reports.

### **Computerised Senate Scrutiny System**

A computerised proportional representation Senate Scrutiny System was developed by the AEC and first used for the proportional representation Constitutional Convention election in 1997. The system was considered an outstanding success in delivering early election results. After its evaluation by the Auditor-General it was cleared for use for the 1998 Senate scrutiny. Above-the-line votes are manually counted in Divisional Offices, where the first preference votes for each party and group are counted.

The below-the-line votes are sent progressively to a central scrutiny site in each capital city, where they are data-entered into the system and verified. The above-the-line results for each party and group are then entered into the system, which then distributes the preferences according to the group voting tickets. Both the above-the-line and below-the-line votes are combined by the computer, which then calculates the quota, distributes the preferences and produces the results of the election.

The system proved successful in delivering early election results in just over three weeks compared with six

weeks for previous elections. The Senate polls were declared between 23 October and 29 October 1998. In addition, savings of some 20,000 hours in staffing resources were achieved compared with the manual scrutiny count.

Some complaints were received about the progress of the Senate count. However, these were mainly based on a misunderstanding of the procedures required under the *Commonwealth Electoral Act 1918* to re-check all Senate ballot papers. The AEC will consider procedural modifications for future elections to provide more progressive results for the Senate in the weeks following polling day.

### **Scanning services**

Optical Mark Read scanners were again used to complete lists of possible non-voters and possible multi-voters

following the 1998 election. Under scanning agreements with States and the Northern Territory, the following work was completed:

- The Roll Management System (RMANS) roll reformat program and associated certified list scanning system was used for production and subsequent checking of rolls used at the 1998 Tasmanian and 1999 NSW State elections.
- Rolls used at various NSW local government area and council by-elections held during 1998-99 were scanned.

Revenue generated from scanning activities was \$26,071.84.

Note: revenue from scanning for the 1999 NSW State election, estimated at \$215,179, will be received next financial year.



*Legislative changes enabled the draw to determine candidates' positions on the Senate Ballot paper to be conducted in premises other than where nominations were received, such as Old Parliament House.*

Ownership of the equipment used for the scanning of certified lists was transferred to Computer Sciences Corporation Australia Pty Ltd as part of the Cluster 3 outsourcing arrangements. However, the AEC retains ownership of the application and associated computer software.

### **Referendum System**

An automated referendum system which is part of ELMS was introduced. The system will provide results and information to the public and media for the proposed 1999 referendum. The system was also successfully tested for Year 2000 compliance, and will be tested again when a trial referendum is conducted early in the 1999-2000 financial year.

### **Funding and Disclosure administration**


Candidates and Senate groups achieving 4 per cent of the formal first preference vote qualify for public funding, with the entitlements of endorsed candidates and groups being paid to their respective political parties. The Act requires that funding entitlements be calculated based on the vote counted as at the Friday that is 20 days after polling day, and that at least 95 per cent of each calculated entitlement be paid as soon as possible after that day. The AEC met these legislative targets.

For the 3 October 1998 election, entitlements were calculated on 23 October 1998 with payments at 95 per

cent being made by cheque the following week. Outstanding balances were paid on 27 November 1998 when the count of the vote was finalised. For the Newcastle supplementary election held on 21 November 1998, funding entitlements were calculated on 11 December 1998 and payments at 100 per cent were made the following week.

The rate of funding payable at these elections was \$1.6221 per vote. Total election funding paid to political parties and candidates at the 1998 federal election and Newcastle supplementary election was \$33.9 million.

Two AEC officers visited Wellington to meet with the New Zealand Electoral Commission. New Zealand was in the process of dealing with political party registration and disclosure issues, also of concern to Australia. The visit provided the AEC with invaluable first hand experience with concerns held by New Zealand electoral bodies, political parties and the Parliament on funding, disclosure and party registration legislation and administration, many of which parallel the Australian experience.

 ***Strategy: To provide quality electoral services associated with the conduct of non-parliamentary and State and local government elections and ballots.***

## **Outcome:**

### **Aboriginal and Torres Strait Islander Commission elections**

The AEC is responsible under the *Aboriginal and Torres Strait Islander Commission Act 1989* (the ATSIC Act) to conduct elections for:

- ATSIC Regional Councils;
- the Torres Strait Regional Authority;
- Zone representatives; and
- Regional Council officeholders.

The AEC successfully conducted elections to fill 20 casual vacancies (2 of which ATSIC advised in 1997-98, but which were not filled until 1998-99). Appendix H provides a detailed report of each casual vacancy.

The AEC also conducted nine office holder elections. A detailed report is contained in Appendix H. No elections were required for Zone Representatives and no Regional Council by-elections were required during the year.

The filling of a casual vacancy in the Hobart ward of Hobart Region was of most significance. Following the 1996 ATSIC elections, a court challenge to the result had led to the Federal Court determining that two candidates - the successful candidate and another - were not entitled to be candidates on the grounds that they were not of Aboriginal descent. Legal advice provided to the AEC was that the court decision did not cover any subsequent casual vacancies, as a result of which the unsuccessful, non-Aboriginal candidate was entitled to

be considered for the casual vacancy.

The subsequent recount saw that person elected to the position. The issue was referred to ATSIC for possible legislative amendment.

On Thursday 27 May 1999 the Minister for Aboriginal Affairs, Senator the Hon. John Herron, announced that the next round of ATSIC Regional Council elections would be held on Saturday 9 October 1999.

### **Non-Parliamentary Elections**

The AEC reviewed policies and procedures for industrial elections, planned for the conduct of major elections to ensure national consistency in the application of rules of organisations, and reviewed and updated processes for ballot security.

The AEC met representatives of the Department of Employment, Workplace Relations and Small Business to discuss proposed legislative changes. The changes are being proposed as a result of the Government's response to the recommendations made by the JSCEM following its review of the conduct of industrial elections, and as a result of recently announced policy initiatives by the Minister for Employment, Workplace Relations and Small Business. Regular contact was also maintained with the Australian Industrial Registry, the office of the Australian Government Solicitor and Australia Post.

User manuals for the Rollmaker and Easycount computer programs were



developed and issued. These systems, which were initially developed for industrial elections, have gained wider use through the AEC's conduct of certified agreement ballots and local government elections. A training package was developed and training courses were conducted across Australia.

A CD-ROM version of the AEC's register of industrial elections legal decisions was developed. To be issued early in the financial year 1999-2000, the research information incorporated into the CD-ROM will help returning officers to check for relevant legal decisions and advice when planning for each election.

Easycount and Rollmaker computer systems were reviewed to ensure Y2K compliance. The AEC also started work on developing a national reporting database for industrial elections and elections conducted on a fee-for-service basis. Once developed, the database will greatly improve the AEC's ability to monitor and report on elections.

The AEC consulted client organisations about election arrangements and improvements to their rules. Information about the AEC's industrial elections service was also provided in publications such as the ACTU National Union Directory.

The AEC conducted 673 industrial elections and ballots (see Appendix G for trends in the numbers of industrial elections and ballots conducted) for organisations and Commonwealth authorities. Appendix G provides

detailed statistics on the industrial elections held during 1998-99. Although this figure represents a significant increase over the number of elections and ballots conducted in 1997-98, it is similar to the figures for 1994-95. In last year's annual report, one reason suggested for the low numbers for that year was that the figures reflected a four-year industrial electoral cycle, following the major period for amalgamations in the early 1990s. It is too early to be conclusive, but this year's figures add support to that proposition.

Two other figures should also be noted. The combined number of industrial and miscellaneous elections and ballots, 759, is the highest since 1991-92. The proportion of returned votes for industrial elections, 34.3 per cent, was the highest since 1983-84.

For the first time since the relevant provisions were introduced, the AEC conducted a "withdrawal from amalgamation" ballot. The ballot resulted in the Victorian branch of the former Professional Officers Association dis-amalgamating from the Community and Public Sector Union.

The ballot also raised the issue of whether all, or only currently financial, members were eligible to vote in such ballots. As the matter was not determined by the Federal Court, it was referred to the Department of Employment, Workplace Relations and Small Business for consideration of possible legislative amendment. The

AEC also conducted two amalgamation ballots during the year.

Seven elections for office and the “withdrawal from amalgamation” ballot were the subject of court proceedings. In relation to the elections for office, the proceedings concerned the eligibility of a person to be a candidate (three cases), the financial eligibility of a candidate or voters (two cases), and whether nominations received after the closing date should be accepted (two cases). The issue concerning the “withdrawal from amalgamation” ballot was whether non-financial members of the constituent part were entitled to vote. The Federal Court did not make a decision on the matter, but directed the AEC to adopt a process for the particular ballot. As a result, the issue remains unresolved.

The AEC conducted 82 ballots on behalf of employers to determine whether there was a valid majority in favour of adopting a certified agreement. Ballots were conducted for both government and private sector organisations, including some which were conducted under State legislation. The AEC also conducted four election ballots for other organisations on a fee-for-service basis.

### **Parliamentary inquiry**

On 20 October 1997 the Joint Standing Committee on Electoral Matters tabled the report of its inquiry into the role of the AEC in conducting industrial elections. The report made 18 recommendations.

The Government’s response was tabled in the House of Representatives on 15 July 1998 and was approved for tabling in the Senate on 29 July 1998. The Government either supported, or gave in-principle support to, 16 of the 18 recommendations.

In some cases, the recommendations supported by the Government require changes to the *Commonwealth Electoral Act 1918*; others require new regulations. Changes to the regulations are expected to receive assent in September 1999. Legislative changes are expected to be introduced to Parliament in late 1999.

The Government did not support a recommendation requiring the AEC to conduct extensive roll checks for each industrial election. Instead, it proposed that each organisation be required to lodge a declaration with the AEC similar to that lodged annually with the Australian Industrial Registry under section 268 of the *Workplace Relations Act 1996*.

The Government did not support a recommendation that the *Workplace Relations Act 1996* be amended to prohibit the publication by any means of “misleading statements of fact” during an industrial election, consistent with the Government’s response to a similar recommendation made by the committee in its report on the 1996 federal election.

### **Local Government Elections**

In Victoria, the AEC, the Victorian Electoral Commission and councils



themselves can conduct local government elections. The three compete to conduct the elections by tender. Council elections are conducted on a three-yearly cycle with three councils going to election in the first year, 21 in the second year and 54 in the third year. Almost 75 per cent of the elections are conducted by postal ballot.

In September 1998, the AEC conducted elections for the City of Darebin which saw the return of an elected council after a period under a government-appointed administrator. The election, conducted by post, involved a record 72 candidates in the nine wards.

In March 1999, the AEC conducted attendance elections for the cities of Hobsons Bay, Port Phillip, Moreland and the Shire of Moorabool. It also conducted postal ballots for the Shires of Colac/Otway, Pyrenees, Southern Grampians, and the City of Melbourne.

Local government elections are conducted in Tasmania every two years. The Tasmanian Electoral Office has overall responsibility for the electoral process. While some councils are permitted to conduct their own elections, the remainder enter into contractual arrangements with the AEC.

The arrangements require the AEC to provide staff to manage field processes. This involves the AEC providing returning officers and recruiting, training and managing casual staff. During 1998–99, the AEC was involved in 24 of the 29 council elections.

Tasmanian AEC staff performed contractual tasks associated with a state-wide local government election that was cancelled after close of nominations. During the year, AEC staff in Tasmania also coded a redistribution of Legislative Council boundaries.

## Key Function No.3: Information and education

*Goal: To achieve increased public understanding of, and participation in, electoral processes.*

### **Description**

To perform the function efficiently and effectively, the AEC:

- provides a comprehensive and effective electoral information service to the Australian community;
- supports the conduct of electoral events, the maintenance of the electoral roll and other activities; and
- provides electoral education programs to identified groups.

### **Performance Information:**

- High level of understanding and participation in the federal and other elections and ballots.
- High level of electoral knowledge within each electorate.
- Electoral education programs which meet the needs of all participants.
- Increased level of local electoral education activity.

**GOAL:** To achieve increased public understanding of, and participation in, electoral processes.



**Strategy:** *To provide a comprehensive and effective electoral information service to the Australian community.*

### **Outcome:**

#### **Principal Activities for 1998-99**

- reviewed and further developed communication strategies and activities;

- provided an effective media liaison service;
- operated an electoral telephone inquiry service;
- provided electoral information to groups with special needs, such as indigenous Australians, electors from non-English speaking backgrounds, and electors with print disabilities;
- redeveloped the AEC's Internet website and provided online results for the 1998 federal election; and
- developed and implemented the 1998 federal election integrated information campaign.

### **Internet Website**

Further expansion of the AEC's Internet website improved elector access to information. The site is recording more than 200,000 hits a month from more than 20,000 user sessions.

The website, which has more than 3500 pages of information - making it one of the largest in Australia - provides:

- information on AEC services and skills;
- a list of electoral contacts within Australia and overseas;
- information on the 1998 election;
- AEC forms such as enrolment forms; and
- AEC publications such as electoral maps, Electoral Newsfiles, Electoral Backgrounders, the Electoral Atlas, the annual report and a range of electoral education resources.

### **Internet - Election night**

On election night, Saturday 3 October 1998, the AEC hosted the largest live Internet event ever conducted in Australia with the Virtual Tally Room at [www.election.aec.gov.au](http://www.election.aec.gov.au). On election night, approximately 85,000 people visited the AEC Internet site and obtained results at a Divisional, State/Territory and national level. Following polling day, these results were updated at least daily and polling place figures were also made available. A number of 'hits' on the AEC Internet site is estimated at over 2 million for election night and the week after.

### **Publications**

As part of its information service, the AEC produced and distributed publications about the electoral process. Resource materials, such as *The 1998 Federal Election Statistics Series*, *Behind the Scenes - the 1998 Federal Election Report*, *Electoral Newsfiles*, *Electoral Backgrounders*, *Divisional Profiles*, the *1998 Federal Boundaries Map* and the *1998 Federal Results Map* met specific client information needs. A total of 10 editions of the AEC's electoral bulletin (Electoral Newsfile) were produced on topics ranging from the 1998 election to the redistribution of electoral boundaries in New South Wales, South Australia and Tasmania. Electoral Newsfiles were distributed at AEC offices and to interested people and organisations on its mailing list.

Six issues of an on-going series of

publications (Electoral Backgrounders) were also produced. Electoral Backgrounders are published for AEC staff and other people interested in electoral issues. The issues published during the year covered the following topics:

- No.4 Candidate Disqualifications  
Section 44 of the Constitution
- No.5 Electoral Advertising
- No.6 Influencing Votes
- No.7 Langer -Style Voting
- No.8 Compulsory Voting
- No.9 Multiple Voting

### **1998 Federal Election Information Campaign**

The AEC conducted an extensive public information campaign for the 1998 federal election to ensure that eligible voters understood enrolment and voting processes.

Strategies such as advertising, public relations, the Internet, the national telephone inquiry service, the media liaison service and publications were the methods used to reach the electorate.

### **Advertising Campaign**

The national advertising campaign designed to reach all Australians eligible to vote, involved television, radio and press advertisements. Advertisements were translated into 18 languages in the press, 23 languages on radio, and 7 languages for television. In addition, advertisements were translated into 15 Aboriginal languages and advertisements

were broadcast on Radio for the Print Handicapped.



*The TV advertisement supporting the close of rolls told electors: "If you have a very good reason why you won't be around to vote in the normal way on election day, you can pick up an application for a postal vote at any post office...or you can vote now at your local Electoral Commission office"*

### **Public Relations Campaign**

The AEC conducted an extensive public relations campaign to complement the advertising campaign. The campaign involved media releases, candidate and media information briefings, media interviews and photo opportunities.

### **Publications**

Publications produced for the election included: *Nominations Pamphlet*, *Candidates' Handbook*, *Scrutineers' Handbook*, *Electoral Newsfiles Nos 73-79*, *National List of Candidates*, *Your Guide to the 1998 Federal Election*, *Electoral Backgrounders*, and the *1998 Election Night Guide*. Information on the conduct and results of the 1998

federal election were presented in the *1998 Federal Election Statistics Series* in the form of printed volumes. A CD-ROM will be available in early September 1999.

### **National Telephone Inquiry Service**

A national telephone inquiry service operated during the election to provide information and assistance to the public. For the first time, the inquiry service operated every weekend during the election period. In addition to the call centres in each State head office, a call centre was set up in Central Office, Canberra, to increase capacity to handle overflow from Head Office call centres. Nationally, the call centres responded to over 0.5 million calls during the election period.

### **National Tally Room**

The AEC ran the National Tally Room in Canberra to provide a central point to display election results on election night. The National Tally Room provided facilities for:


- 800 members of the media;
- four major and two minor purpose-built television studios;
- 120 political party workers and Members of Parliament;
- 120 international and other official guests;
- 110 AEC staff workers and other National Tally Room workers; and
- 3,100 members of the public (a maximum of about 400 at any one time).

### **Access to information**

Specific measures such as a telephone interpreting service were adopted to ensure all electors had the same access to information and the same opportunity to participate.

The AEC worked with the Royal Blind Society to develop initiatives to assist visually impaired electors. Audio cassettes and computer discs of the information contained in the booklet *Your Guide to the 1998 Federal Election* were provided to disability organisations, libraries and individuals. Large print versions of the booklet were available at AEC offices.

The AEC conducted a pre-election Remote Area Information Program in Queensland, Western Australia, South Australia and the Northern Territory. The program employed indigenous people for a six-week period to visit remote indigenous communities to explain the electoral system and how to vote. Posters, pamphlets and videos were also used to support the campaign.

 ***Strategy: To provide a comprehensive and effective electoral education service to the Australian community.***

### **Outcome:**

#### **Disability discrimination plan**

During the year, a consultation draft of the plan was sent to disability and other interested organisations. A total of 42

responses were received which, in the main, indicated a high degree of acceptance in the plan.

### **Electoral Education Centres**

The Adelaide Electoral Education Centre (EEC) was opened on 7 August 1998 and in its first year of operation had 6,927 visitors. With participant numbers steadily increasing, together with Outreach and Professional Development Programs, the Adelaide EEC is providing a high quality electoral education service to schools and the community at large.

The Melbourne EEC has continued to expand both its participant numbers and client base.

The Canberra EEC had its second-highest yearly total of visitors to date. The relocation of the Canberra EEC to the Australian Federation Centre in Old Parliament House is being considered. The cost of the relocation and the necessary redevelopment work would be met by a Federation Fund grant.

Funding for an additional touchscreen computer unit was provided to the Western Australian Electoral Commission for its Perth EEC. Perth EEC staff also assist with outreach programs and other AEC education programs and projects.

The EECs continue to be highly regarded by the education sector. Visitor evaluation questionnaires indicate a consistently high level of satisfaction and repeat visits remain at a high level. In

addition to informing visiting groups, the EECs also provide advice and resources to the education sector. The performance of EEC educators has done much to raise the value of the sessions. Their professional approach ensures that the AEC gains repeat business and increased exposure within the school networks. EEC pamphlets were designed and distributed to schools and community groups. Schools are now networking with the EEC, while word of mouth is bringing repeat and new business.

A professional development training program for educators was a success. It achieved two specific aims of promoting the EEC as a resource for primary, secondary and tertiary students, and community organisations, as well as a training facility for educators from many organisations. A need to review the appropriateness of delivery strategies was identified and an evaluation commenced. Trends for the Canberra and Melbourne centres are evident in **Figures 5 and 6**.

### **Education projects**

The AEC continued to provide input to both school and adult sectors of the “Government’s Discovering Democracy” civics and citizenship education project. This included attending meetings, providing input and comment on curriculum materials, and providing resource materials.

The AEC’s touchscreen computer system, used in all EECs and other AEC offices, was updated after the 1998 federal election.

New electoral education information and resource materials were added to the AEC’s Internet home page. The Internet site, <http://www.aec.gov.au>, is being promoted through teacher organisations, publications and various education activities.

“Your Vote Counts” teacher and pre-service workshops and sessions were conducted in most States during the year. This comprised 39 activities with 986 participants. Client satisfaction with these activities, indicated on evaluation questionnaires, shows a high level of acceptance with both the activities and the accompanying *Teachers’ Resource Folder*. A senior management electoral education review working party, including two non-AEC education professionals, was established to evaluate and make recommendations on the AEC’s electoral education programs. A consultant will be engaged to assist with this evaluation activity.

### **School visits**

New strategies to improve both the quality and quantity of school visits - where AEC Divisional staff conduct sessions and activities in schools - were adopted during the year. As a major initiative, a Peer Support Scheme was introduced in all States and Territories and is producing significant impacts in some areas. National refresher training was conducted on the use of a “Classroom Referendum Kit” developed for AEC staff to conduct classroom referendums. Work is well under way on



a new youth motivational and enrolment video for use during school visits

**Figure 7** shows recipients of school presentations by AEC staff.

### **Community Education**

Enrolment stimulation was a key focus during the year. Displays were held at university orientation days at seven NSW universities, the ACT's universities, and the Careers Expo at Darling Harbour, Sydney. Youth enrolment advertisements were placed in university orientation handbooks and student diaries as well as in the TAFE Shopping Guide and TAFE Diary. Pamphlets were placed within a number of educational institutions across Sydney during orientation week - including at several university campuses, three Sydney Institute of Technology campuses, TAFE College, and the Australian Film, Television and Radio School.

As 1999 is the International Year of the Older Person, displays were held at the Seniors Expo at the Sydney Town Hall and the Retirement and Home Living Expo at the Sydney Showground Exhibition Complex, Homebush.

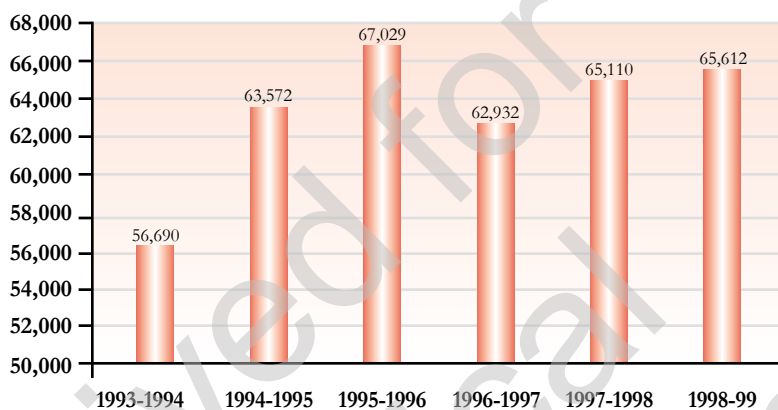
Displays were also held at Survival Day at La Perouse for the Aboriginal and Torres Strait Islander community, and the Career Search 99 Careers Market, University of Western Sydney, Milperra.

The Community Education Plan for

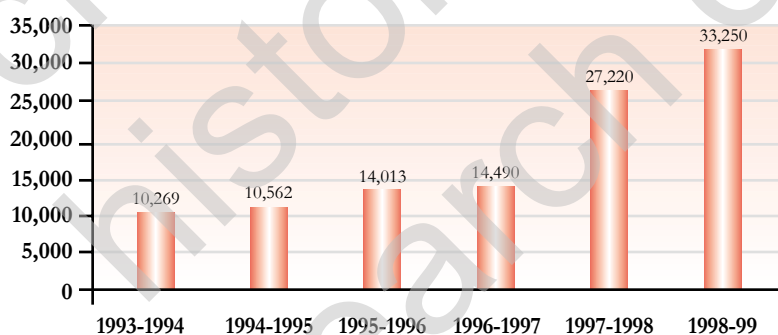
NSW included developing and implementing a peer support program to provide an enhanced electoral education service to schools, universities, TAFE colleges and community groups, and groups representing ethnic communities, senior citizens, retirement villages and nursing homes, and disabled and deaf people.



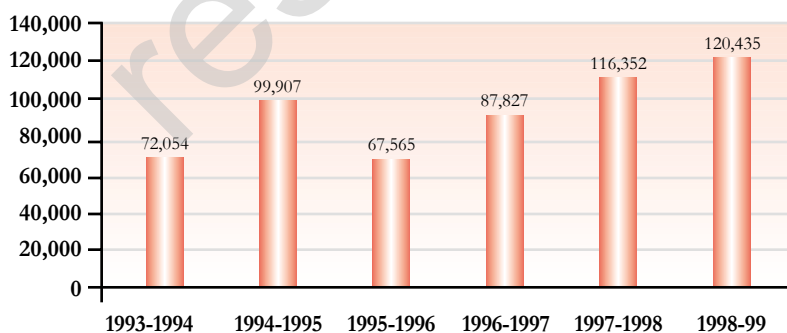
*Figure 5: Visitors to the Canberra EEC*



*Figure 6: Visitors to the Melbourne EEC*



*Figure 7: Recipients of school presentations by AEC staff*



## Key Function No.4: International

***Goal:** To ensure high quality international electoral assistance is provided to client foreign countries and organisations which are important to Australia's foreign policy objectives.*

4

### **Description**

The AEC's international responsibilities are to provide high-quality electoral assistance to client foreign countries and organisations which are important to Australia's foreign policy objectives.

To perform the international function efficiently and effectively, the AEC:

- provides expert advice and assistance as appropriate and as required to international electoral authorities and other external agencies;
- plans and implements specific international electoral projects;
- develops and implements international visitor programs;
- is the secretariat for the Pacific Islands, Australia and New Zealand Electoral Administrators (PIANZEA) Network;
- maintains a register of staff interested in participating in overseas electoral assignments to enable qualified officers to be selected for international work; and
- conducts briefing and debriefing sessions for staff participating in overseas assignments.

Feedback from recipient organisations is used to evaluate the types of assistance provided and the manner of its delivery, and to improve the quality of support offered by the AEC in future.

The Australian Parliament continues to support the AEC's provision of electoral assistance to emerging and established democracies. In line with Australia's


foreign policy objectives, the main focus continues to be countries in South-east Asia, the Pacific and Southern Africa.

Providing assistance to the electoral management bodies of Indonesia, South Africa and Fiji on their general elections was among the major projects supported in 1998-99.

### **Performance Information:**

- International electoral assistance provided is appropriate and of a high quality

**GOAL:** To ensure high quality international electoral assistance is provided to client foreign countries and organisations which are important to Australia's foreign policy objectives.

 **Strategy:** To provide advice and assistance as required to international electoral authorities.

### **Outcome:**

#### **1998 Federal Election Visitor Program**

The AEC conducted an international visitor program involving 32 participants in conjunction with the 1998 federal election. The countries and administrations represented were: Bangladesh, Fiji, Hong Kong, Indonesia, Lesotho, New Zealand, Papua New Guinea, Samoa, the Solomon Islands,

South Africa, Sri Lanka, Thailand and Tonga.

The program consisted of detailed briefings on all aspects of the AEC's administration and conduct of elections, culminating in the observation of polling and the conduct of the preliminary scrutineers.

The program was highly successful in promoting mutual understanding of electoral administration and good government practice. It also provided an excellent opportunity to strengthen regional relationships.

### **Fiji**

In response to a request from the Supervisor of Elections in Fiji, an officer visited Suva in February 1999 to design a project plan to train returning officers and counting staff. The next stage of the

project saw two officers from Fiji visit Australia to work with AEC staff to develop structured training modules for the ballot count under the preferential electoral system.

In February/March 1999 an officer evaluated the Public Awareness Program conducted by the Fiji Elections Office.

Two AEC officers worked in Fiji during April 1999 to help present training modules to Returning Officers and staff conducting the ballot count in the May 1999 elections. Four AEC officers returned to Fiji in May to help 'count centre leaders' from the Fiji Electoral Office count ballots. Feedback from the Electoral Office in Fiji and AusAID indicates that these projects were professionally implemented and well received, and successfully met their objectives.



*Overseas electoral guests who visited Australia during the 1998 federal election*

## **Indonesia**

The Electoral Commissioner and three AEC officers visited Indonesia in November–December 1998 to:

- assess Indonesian election needs;
- assess the level of assistance being provided by other donors;
- seek the views of the United Nations Development Program on where Australia could best help; and
- formulate proposals on how Australia could help Indonesia to prepare for and conduct the 7 June 1999 elections.

The officers also attended a round-table meeting organised in Jakarta by the International Institute for Democracy and Electoral Assistance. The objective was to address issues arising from the electoral legislation presented to Indonesia's primary legislative body.

In January 1999, two officers undertook a second scoping assignment to determine further parameters for Australian assistance to Indonesian electoral processes. Subsequently, an electoral assistance project team of five AEC officers worked in Indonesia from February to June 1999.

The assistance project focused on developing and implementing a computerised supplementary results compilation system and a Results Centre. Two AEC information technology experts worked in Jakarta to achieve the required results. The project was funded by AusAID.

## **Papua New Guinea**

At the invitation of the Papua New Guinea Electoral Commission, two AEC officers visited Papua New Guinea in November 1998 to review and identify the operational effectiveness of the Papua New Guinea Electoral Commission. They also assessed the capabilities of the PNG Commission's core staff, business systems and processes.

The Papua New Guinea Electoral Commission was most supportive of the findings and recommendations resulting from the review. The review is the first stage of a major assistance program to be implemented with the financial support of AusAID.

### **Pacific Islands, Australia and New Zealand Electoral Administrators (PIANZEA) Network**

The AEC, through its Research and International Services Section, continues to provide secretariat services for the Pacific Islands, Australia and New Zealand Electoral Administrators (PIANZEA) Network. The Secretariat's goal is to encourage and facilitate the effective functioning of the PIANZEA Network.

## **South Africa**

In November 1998, at the request of the South African Independent Electoral Commission (IEC), five AEC officers went to South Africa to provide support for the voter registration process for the 1999 general election. Their primary task

was to train, and build capacity among, local trainers and facilitators.

An AEC officer visited South Africa in February 1999 to identify assistance the AEC could offer to support preparations for the 2 June election. As a result of this scoping mission, three AEC officers were deployed in South Africa from March to June 1999 to provide technical support to the IEC's Provincial Electoral Offices. The AEC's team leader also helped the IEC's head office with tasks such as advice on election logistics, organisational structures and communication strategies for provincial and local electoral offices.

A technical expert was deployed to South Africa in May 1999 to help with the management and operation of the National Elections Result Centre. Also in May 1999, a senior AEC officer advised IEC executive officers in South Africa in relation to conducting the election. The assistance assignments in South Africa were funded by AusAID.

#### **Commonwealth Observer Missions**

The Electoral Commissioner participated in a Commonwealth observer mission to South Africa for the June 1999 general election and the Deputy Electoral Commissioner participated in a Commonwealth observer mission to Nigeria for the February 1999 general election.

#### **Peace-keeping training for the Australian Defence Force**

Since 1994, the AEC has helped the Australian Defence Force to provide training to officers on electoral aspects of peace-keeping operations. This program continued during 1998–99. Presentations were given at international peacekeeping seminars conducted by the Australian Defence Force Peace-keeping Centre. Feedback indicated that the AEC's input had made a positive contribution to the outcomes of the training programs.

In July 1998, an AEC officer participated in Exercise Pirap-Jabiru, a peace-keeping issues workshop jointly organised by the Australian Defence Force and the Armed Forces of Thailand.

 ***Strategy: To provide development opportunities for staff to participate in overseas electoral activities.***

#### **Outcome:**

##### **Staff participation**

With the number and variety of international assignments in 1998–99, a significant number of staff representing a cross-section of the AEC have been able to participate in international electoral activities. The international visitor program convened in Canberra in 1998, recent preparatory work undertaken on behalf of the United Nations for the

East Timor consultation, and assistance to Fiji on its general election have enabled more staff to be involved in international assignments while remaining in Australia.

**Preparing AEC staff for work overseas**

Officers participating in international assignments are formally briefed before departure to improve their capacity to work effectively overseas. A formal debriefing session is also conducted on their return. These debriefing sessions and reports indicate a high level of staff satisfaction with the support received before, during and after assignments.

The debriefing sessions and reports indicated that staff members value the development opportunities provided by working in electoral environments different from their own.

# Key Function No.5: Corporate management

**Goals:** *To achieve improved performance in service delivery and increased efficiency and productivity.*

*To ensure change processes are implemented in a way that results in the continued provision of a high-quality service to clients.*

*To ensure effective communication with staff and a safe and harmonious work environment which enables staff to enhance their skills and achieve their full potential.*





### **Description**

To perform the function efficiently and effectively, the AEC:

- agrees on priorities, identifies and negotiates resource requirements, and allocates resources in order of priority;
- negotiates and implements workplace agreements in accordance with Government policies and guidelines;
- proceeds with restructuring where needed in appropriate areas;
- commissions and manages information systems incorporating appropriate technology;
- evaluates programs and the outcomes that each program delivers;
- implements Government and AEC reforms and initiatives;
- enhances two-way communication, consultation and information-sharing within the AEC and with customers and stakeholders;
- manages, and provides advice on, all corporate management activities;
- prepares briefs and submissions for ministers and Parliament; and

### **Performance information:**

- Improved efficiency and productivity and achievement of Government IT outsourcing objectives.
- Implementation of Government IT policies within agreed timeframes.
- Demonstrated productivity improvement.
- The Provision of a high level service to electors, Members of Parliament

and candidates within each federal Division..

- Service delivery by Divisional staff which meets stakeholders and customers needs.

**GOAL:** To achieve improved performance in service delivery and increased efficiency and productivity.

 **Strategy:** To improve service delivery processes.

### **Outcome:**


The AEC commissioned an opinion survey to determine the extent of customer, stakeholder and staff satisfaction with the AEC's products and service delivery arrangements. An aim of the survey was to identify where the AEC may be able to improve the quality and appropriateness of its services to customers and stakeholders. The results of the survey will be available early in the next financial year.

The AEC's Agency Agreement was certified in November 1998 after an inclusive consultation period with staff and detailed negotiations with the Community and Public Sector Union. The comprehensive Agreement provides the terms and conditions of employment for AEC staff below SES level employed under the *Public Service Act 1922*.

Expected outcomes of the initiatives contained in this Agreement are


improved services to AEC customers and stakeholders; a more efficient and productive AEC; and improved wages, conditions, career paths and benefits for all employees. To further improve service delivery processes, the Agreement contained a commitment to examine opportunities for streamlining the delivery of corporate and support services during the life of the Agreement.

Other actions aimed at improving service delivery processes included an audit of Senate scrutiny procedures, House of Representatives and Senate ballot paper ordering and allocation, declaration vote scrutinies, and extensive computer training to familiarise staff with their PCs and associated software.

 **Strategy:** *To achieve a permanent staffing level of three in each Divisional Office.*

**Outcome:**

A permanent staffing level of three was achieved in each Divisional Office which strengthened resources for the first point of public contact with the electoral system and for improved roll maintenance and elector education services.

 **Strategy:** *Monitoring and measuring resources and performance.*

**Outcome:**

The AEC implemented a revised performance improvement framework as a key corporate governance initiative. In conjunction with the introduction of an accrual-based outcomes and outputs framework for the first full accrual Budget for 1999-2000, the AEC integrated elements associated with corporate planning and business planning, estimates and allocations, and performance management and reporting. A significant element in the revised performance improvement framework was the establishment, by the Electoral Commissioner, of a Budget and Performance Management Committee to advise on key financial and performance issues.

The Management Board twice reviewed achievements against the performance targets and measures of the 1998-99 National Operational Plan.

As part of preparation for the first accrual-based outcomes and outputs Budget, the AEC developed a framework to assess the quality, quantity and cost of outputs and the contribution of those outputs to achievement of planned outcomes. Financial and performance forecasts were prepared for the Budget year and the following three financial years. The AEC's Portfolio Budget Statements 1999-2000 containing this information was published for Budget night in May 1999. The Portfolio Budget Statements 1999-2000 was made available on the AEC's Internet website for the first time.

**GOAL:** To ensure change processes are implemented in a way that results in the continued provision of a high quality service to clients.

► **Strategy:** *Implementing change management initiatives which can be directly linked to the AEC's performance improvement cycle.*

**Outcome:**

The AEC Agreement 1998-2000 provides a number of efficiencies (such as streamlined personnel transactions and practices) and more flexible working arrangements (such as job sharing) that aim to provide more streamlined and cost-effective human resource services. The extent to which efficiencies have been realised will be assessed as part of the Performance Improvement Review of the AEC's corporate and support services.

The review of the AEC's Remuneration, Classification and Performance Management arrangements undertaken during 1998-99 has resulted in the development of a broad framework which will improve their design, application and on-going management. Following outsourcing of the AEC's IT infrastructure, integrated IT systems and procedures were introduced nationally. Some outcomes of the new

arrangements include improved communication through a national e-mail system, and a standard operating environment for all AEC users. AEC staff are now operating more advanced equipment, with a modern data network based on an "intelligent desktop". Positive feedback has been received from users on both the new equipment and training. The AEC, as part of Cluster 3 outsourcing, contributed toward establishing the Contract Management Office to help manage the outsourcing contract and to ensure consistency of service and billing arrangements between agencies.

Staff were provided with information about the Public Service and Merit Protection Commission's APS values and standards of conduct and privacy, and with other information about ethical issues such as a computer code of conduct, conflict of interests, probity in outsourcing, and acceptable behaviour in the workplace. Fraud awareness training for all AEC staff was also introduced.

Reflecting the AEC's commitment to staff development, a staff member participated in the Senior Women in Management (SWIM) development program, which is designed to enhance the skills, abilities and knowledge of high-achieving senior women managers. The program included one placement in the private sector.

*Table 3: EEO profile by nominal classification, including permanent and temporary staff, at 30 June 1999*

Salary Range	Total Staff	Women	CLDB	ATSI	PWD
Above \$72096 (SES equiv/AEO)	15	2 13.3%	0 0.0%	0 0.0%	0 0.0%
\$63576 - \$72096 (Exec level 2)	18	3 16.7%	0 0.0%	0 0.0%	0 0.0%
\$55149 - \$59558 (Exec level 1)	59	20 33.9%	9 15.3%	0 0.0%	0 0.0%
\$43087 - \$49495 (APS level 6)	202	40 19.8%	24 11.9%	0 0.0%	11 5.4%
\$39893 - \$42302 (APS level 5)	48	20 41.7%	7 14.6%	0 0.0%	0 0.0%
\$35767 - \$38835 (APS level 4)	34	16 47.1%	10 29.4%	2 5.9%	1 2.9%
\$32091 - \$34636 (APS level 3)	203	120 59.1%	32 15.8%	3 1.5%	6 3.0%
\$28175 - \$31244 (APS level 2)	266	234 88.0%	20 7.5%	2 0.8%	6 2.3%
Up to \$27515 (APS level 1)	15	12 80.0%	2 13.3%	1 6.7%	1 6.7%
<b>Total</b>	<b>860</b>	<b>467</b> <b>54.3%</b>	<b>104</b> <b>12.1%</b>	<b>8</b> <b>0.9%</b>	<b>25</b> <b>2.9%</b>

### Equivalent full time 820

Note: The difference between equivalent full time staff (820) and total staff (860) is primarily due to the increase in job-sharing arrangements.

### Key

APS: Australian Public Service

CLDB: People from culturally or linguistically different backgrounds

PWD: People with disabilities


SES equiv/AEO: Senior Executive Service equivalent - ic. senior executive staff engaged under section 35 1 (b) of the *Commonwealth Electoral Act 1918*

AEO: Australian Electoral Officers

Source: PERSPECT (HR System)

As part of the AEC's consultative mechanism, a series of workshops, forums and seminars was conducted to inform staff during the Agreement-making process. The consultative process was continued during the course of the remuneration, classification, and performance management review undertaken during 1998-99. Both consultative processes resulted in increased staff awareness and feedback to management, which assisted informed and acceptable outcomes in both instances. To consolidate and maintain these consultative processes the AEC's Agreement 1998-2000 provides for a peak body for staff and management consultation. Titled the AEC Consultative Forum, this body consists of the Electoral Commissioner (Chair), three staff representatives and three management representatives. The Consultative Forum was formed in May 1999, replacing the National Consultative Council.

The AEC's Workplace Diversity Program was promulgated in January 1999. The program, together with the AEC's EEO Plan and Aboriginal and Torres Strait Islander Recruitment and Career Development Strategy, aims to help the AEC to serve the wider Australian community and to encourage and reward staff efforts. The program's strategies are designed to assist the AEC to meet current and future challenges.

 ***Strategy: Evaluating feedback received from customers/stakeholders and taking appropriate action.***

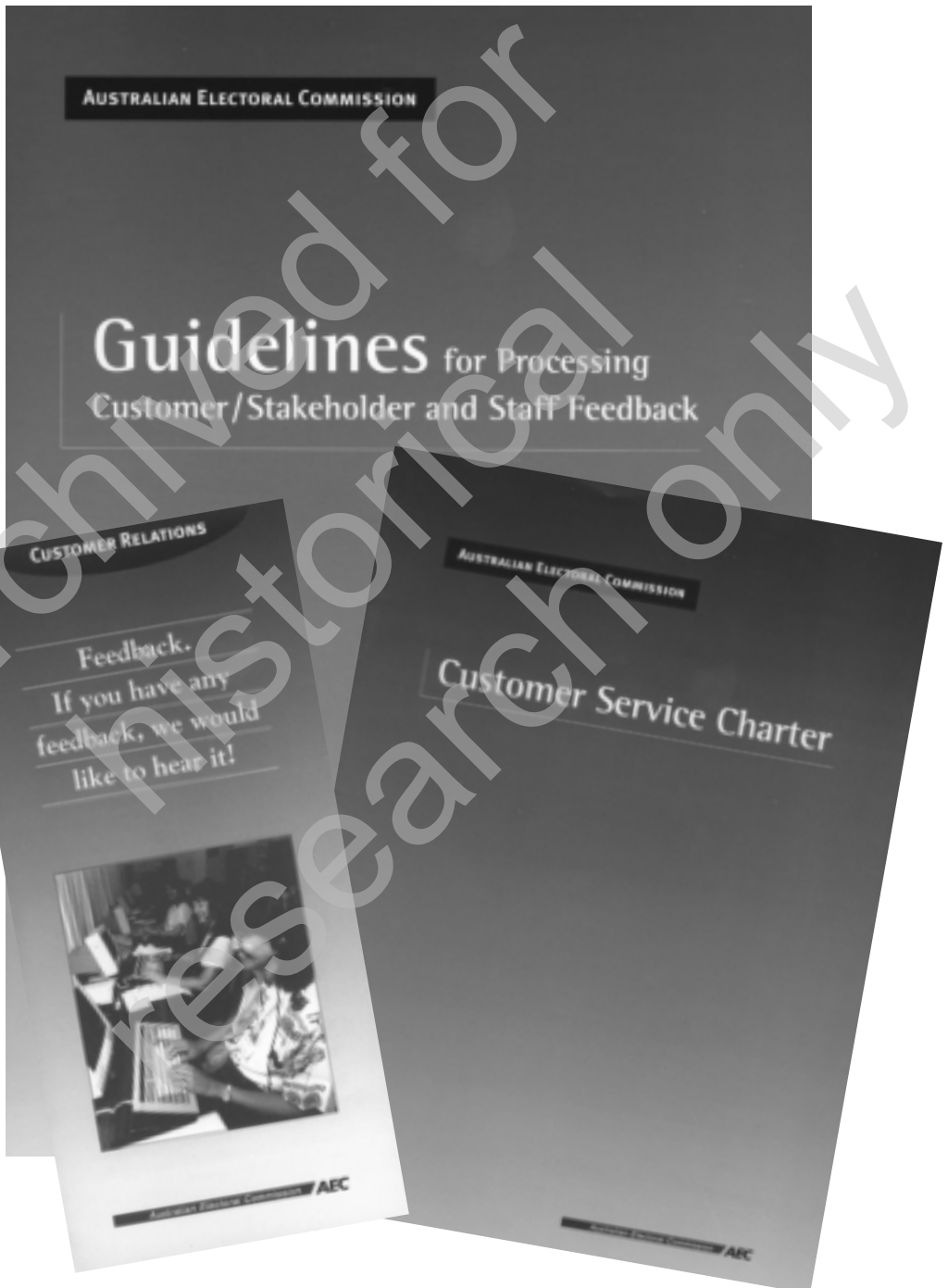
**Outcome:**

The AEC's Customer Service Charter was completed and distributed to State and Territory AEC Offices and key AEC customers and stakeholders in June 1998. The Charter, available in both hard copy and electronic versions, includes provisions for providing feedback.

Revised national feedback arrangements, to be implemented early in the financial year 1999-2000, were developed to capture feedback on the quality and appropriateness of the AEC's products and service delivery arrangements. The arrangements will centralise the collection and monitoring of important information (compliments, suggestions and complaints) which will ultimately feed into the AEC's corporate planning processes.

The feedback package comprises:

- guidelines for processing feedback from customer, stakeholders and staff;
- AEC customer and staff feedback forms; and
- customer relations brochures.



**GOAL:** To ensure effective communication with staff and a safe and harmonious work environment which enables staff to enhance their skills and achieve their full potential.

► **Strategy:** *Implementing Human Resource initiatives within stipulated timeframes.*

**Outcome:**

During 1998-99, the major initiatives identified for implementation by 30 June 1999 originated from the *Australian Electoral Commission Agreement 1998-2000*. The majority of these initiatives, including pay and on-going entitlement and conditions of service, were implemented by 30 June 1999.

► **Strategy:** *Developing, implementing, monitoring and evaluating the AEC's training strategy.*

**Outcome:**

To enable an integrated approach to be developed linking training outcomes to individual performance management, it was decided that the revised AEC training strategy would be developed in conjunction with development and implementation of the AEC's new performance management arrangements. The AEC continued to actively pursue its objective of providing staff with the

opportunity of attending training and development courses. An increase was achieved of about 20 per cent in the number of staff who participated in eligible training activities during the year.

The AEC's Graduate Program, which includes a significant external training component, was commenced during the year. The program is designed to provide broad experience in the activities of the AEC and an opportunity to develop skills in policy formulation, corporate management and operational areas. Training for graduates is a combination of academic study (Graduate Certificate in Public Administration), a short work placement in a Head Office and a Divisional Office, and rotations within Central Office. In February and March 1999 the AEC recruited three graduates for its Central Office.

► **Strategy:** *Ensuring that OH&S activities undertaken are directed at achieving desired outcomes in line with the AEC's OH&S performance targets.*

**Outcome:**

OH&S activities and strategies implemented in previous years showed results during the 1998-99 financial year. The AEC's premium decreased from 1.07 cents per wage and salary dollar to 0.87 cents. This was a positive outcome



when compared with the average APS rate of 0.99 cents. Claim frequency was also reduced from 1.452 to 1.166 per million wages and salary. A negative outcome was an increase in the average cost of a claim, which rose from \$1,187 in 1997-98 to \$7,393 in 1998-99. However, this increase was due in part to some long-term high-cost claims, which the AEC had received prior to the more recently implemented strategies.



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# Financial statements

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## INDEPENDENT AUDIT REPORT

To the Special Minister of State

### Scope

I have audited the financial statements of the Australian Electoral Commission for the year ended 30 June 1999. The financial statements comprise:

- Statement by the Chief Executive
- Agency and Administered Statements of:
  - Revenues and Expenses
  - Assets and Liabilities
  - Cash Flows
- Schedule of Commitments
- Schedule of Contingencies; and
- Notes to and forming part of the Financial Statements.

The Chief Executive is responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of the financial statements in order to express an opinion on them to you.

The audit has been conducted in accordance with Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards, to provide reasonable assurance as to whether the financial statements are free of material misstatement. Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards, other mandatory professional reporting requirements and statutory requirements so as to present a view of the entity which is consistent with my understanding of its financial position, its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

GPO Box 707 CANBERRA ACT 2601  
Centenary House 19 National Circuit  
BARTON ACT  
Phone (02) 6203 7300 Fax (02) 6203 7777

**Audit Opinion**

In my opinion,

- (i) the financial statements have been prepared in accordance with Schedule 2 of the Finance Minister's Orders; and
- (ii) the financial statements give a true and fair view, in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and Schedule 2 of the Finance Minister's Orders, of the financial position of the Australian Electoral Commission as at 30 June 1999 and the results of its operations and its cash flows for the year then ended.

Australian National Audit Office



Allan M Thompson  
Executive Director

Delegate of the Auditor-General

Canberra  
29 September 1999

## AUSTRALIAN ELECTORAL COMMISSION

### Statement by the Chief Executive

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In my opinion, the financial statements give a true and fair view of the matters required by Schedule 2 to the Finance Minister's Orders made under section 63 of the *Financial Management and Accountability Act 1997*.

Signed



W J Gray

Chief Executive

29 September 1999

## AUSTRALIAN ELECTORAL COMMISSION

# Agency Revenues and Expenses

for the year ended 30 June 1999

	Notes	1998-99 \$'000	1997-98 \$'000
<b>NET COST OF SERVICES</b>			
<b>Expenses</b>			
Employees	4A	77,032	47,635
Suppliers	4B	61,376	54,840
Depreciation and amortisation	4C	5,974	6,145
Net loss (gain) on sale of assets	4D	31	168
Write down of assets	4E	74	5,030
<b>Total Expenses</b>		<b>144,487</b>	<b>113,818</b>
<b>Revenues From Independent Sources</b>			
Sales of goods and services		4,763	3,813
Interest		-	15
Other revenues	5A	1,752	1,193
<b>Total Revenues From Independent Sources</b>		<b>6,515</b>	<b>5,021</b>
<b>Net Cost Of Services</b>		<b>137,972</b>	<b>108,797</b>
<b>REVENUES FROM GOVERNMENT</b>			
Appropriations used for:			
Ordinary annual services (net appropriations)		57,066	58,477
Other services		64,595	44,719
Resources received free of charge	6	147	84
<b>Total Revenues From Government</b>		<b>121,808</b>	<b>103,280</b>
<b>Operating (Deficit)/Surplus</b>		<b>(16,164)</b>	<b>(5,517)</b>
Accumulated results at 1 July		13,824	19,341
<b>Accumulated Results at 30 June</b>		<b>(2,340)</b>	<b>13,824</b>

The above statement should be read in conjunction with the accompanying notes.

## AUSTRALIAN ELECTORAL COMMISSION

# Administered Revenues and Expenses

for the year ended 30 June 1999

	Notes	1998-99 \$'000	1997-98 \$'000
<b>REVENUES</b>			
<b>Taxation</b>			
Election Fines		772	57
Total Taxation		772	57
<b>Non-Taxation</b>			
Sales of goods and services		3,887	3,610
Other revenues	5B	460	401
Total Non-taxation		4,347	4,011
<b>Total Revenues</b>		<b>5,119</b>	<b>4,068</b>
<b>EXPENSES</b>			
Other - Election public funding		33,921	-
<b>Total Expenses</b>		<b>33,921</b>	<b>-</b>
<b>Net Contribution to Government</b>		<b>(28,802)</b>	<b>4,068</b>
<b>TRANSFERS</b>			
Cash from Official Commonwealth Public Account		33,921	-
Cash to Official Commonwealth Public Account		(5,002)	(3,934)
<b>Net change in administered net assets</b>		<b>117</b>	<b>134</b>
Accumulated Results at 1 July		(28,115)	(28,249)
Transfers from (to) Reserves		28,877	-
<b>Accumulated Results at 30 June</b>		<b>879</b>	<b>(28,115)</b>

The above statement should be read in conjunction with the accompanying notes.



## AUSTRALIAN ELECTORAL COMMISSION

# Agency Assets and Liabilities

as at 30 June 1999

	Notes	1998-99 \$'000	1997-98 \$'000
<b>DEBT</b>			
Loans from future appropriations	7A	-	111
Other	7B	1,650	1,875
<b>Total Debt</b>		<b>1,650</b>	<b>1,986</b>
<b>PROVISIONS AND PAYABLES</b>			
Employees	8	15,984	14,539
Suppliers	9A	1,930	2,296
Other	9B	264	8
<b>Total Provisions and Payables</b>		<b>18,178</b>	<b>16,843</b>
<b>EQUITY</b>			
Capital		3,641	-
Accumulated Results		(2,340)	13,824
Reserves		17,317	15,032
<b>Total Equity</b>	10A	<b>18,618</b>	<b>28,856</b>
<b>Total Liabilities and Equity</b>		<b>38,446</b>	<b>47,685</b>
<b>FINANCIAL ASSETS</b>			
Cash	23	77	95
Receivables	11A,23	5,282	5,690
<b>Total Financial Assets</b>		<b>5,359</b>	<b>5,785</b>
<b>NON-FINANCIAL ASSETS</b>			
Land and buildings	14A	884	975
Infrastructure, plant and equipment	14B	10,034	9,358
Intangibles	14C	18,956	20,825
Inventories	12	1,649	4,515
Other	13	1,564	6,227
<b>Total Non-Financial Assets</b>		<b>33,087</b>	<b>41,900</b>
<b>Total Assets</b>		<b>38,446</b>	<b>47,685</b>
<b>Current Liabilities</b>		<b>7,808</b>	<b>7,532</b>
<b>Non-Current Liabilities</b>		<b>12,020</b>	<b>11,297</b>
<b>Current Assets</b>		<b>8,572</b>	<b>16,527</b>
<b>Non-Current Assets</b>		<b>29,874</b>	<b>31,158</b>

The above statement should be read in conjunction with the accompanying notes.

## AUSTRALIAN ELECTORAL COMMISSION

# Administered Assets and Liabilities

as at 30 June 1999

	Notes	1998-99 \$'000	1997-98 \$'000
<b>EQUITY</b>			
Accumulated Results		879	(28,115)
Reserves		-	28,877
<b>Total Equity</b>	10B	879	762
<b>Total Liabilities and Equity</b>		879	762
<b>FINANCIAL ASSETS</b>			
Cash	23	17	3
Receivables	11B,23	862	759
<b>Total Financial Assets</b>		879	762
<b>Total Assets</b>		879	762
<b>Current Assets</b>		879	762

The above statement should be read in conjunction with the accompanying notes.

## AUSTRALIAN ELECTORAL COMMISSION

# Agency Cashflows

for the year ended 30 June 1999

	Notes	1998-99 \$'000	1997-98 \$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations		126,051	105,371
Sales of goods and services		4,379	5,015
Other		1,754	83
<b>Total cash received</b>		132,184	110,469
<b>Cash used</b>			
Employees		(75,374)	(46,773)
Suppliers		(54,093)	(60,473)
<b>Total cash used</b>		(129,467)	(107,246)
<b>Net cash from operating activities</b>	15A	2,717	3,223
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from sale of property, plant and equipment		1,354	54
<b>Total cash received</b>		1,354	54
<b>Cash used</b>			
Purchase of plant and equipment		(1,763)	(3,231)
Purchase of intangibles		(2,096)	-
<b>Total cash used</b>		(3,859)	(3,231)
<b>Net cash from investing activities</b>		(2,505)	(3,177)
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from borrowing		-	111
<b>Total cash received</b>		-	111
<b>Cash used</b>			
Repayments of debt		(230)	(144)
<b>Total cash used</b>		(230)	(144)
<b>Net cash from financing activities</b>		(230)	(33)
<b>Net increase/(decrease) In Cash held</b>		(18)	13
Add cash at 1 July		95	82
<b>Cash at 30 June</b>		77	95

The above statement should be read in conjunction with the accompanying notes.

## AUSTRALIAN ELECTORAL COMMISSION

# Administered Cashflows

for the year ended 30 June 1999

	Notes	1998-99 \$'000	1997-98 \$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
<b>Taxation</b>			
Election fines		772	57
Total Taxation		772	57
<b>Non-Taxation</b>			
Sales of goods and services		3,770	3,493
Cash from Official Commonwealth Public Account		33,921	-
Other		474	387
Total non-taxation		38,165	3,880
<b>Total cash received</b>		38,937	3,937
<b>Cash used</b>			
Cash to Official Commonwealth Public Account		(5,002)	(3,934)
Other		(33,921)	-
<b>Total cash used</b>		(38,923)	(3,934)
<b>Net cash from operating activities</b>	15B	14	3
<b>Net increase/(decrease) In Cash held</b>		14	3
add cash at 1 July		3	-
<b>Cash at 30 June</b>		17	3

The above statement should be read in conjunction with the accompanying notes.

## AUSTRALIAN ELECTORAL COMMISSION

# Schedule of Commitments

as at 30 June 1999

	Notes	Agency		Administered	
		1998-99	1997-98	1998-99	1997-98
		\$'000	\$'000	\$'000	\$'000
<b>BY TYPE</b>					
<b>OTHER COMMITMENTS</b>					
Operating leases		54,606	50,807	-	-
Project commitments		6,205	763	-	-
Other commitments		143	92	-	-
<b>Total other commitments</b>		<b>60,954</b>	<b>51,662</b>	<b>-</b>	<b>-</b>
<b>COMMITMENTS RECEIVABLE<sup>1</sup></b>		<b>(3,574)</b>	<b>(7,635)</b>	<b>(3,574)</b>	<b>(7,635)</b>
<b>Net commitments</b>		<b>57,380</b>	<b>44,027</b>	<b>(3,574)</b>	<b>(7,635)</b>
<b>BY MATURITY</b>					
<b>All net commitments</b>					
One year or less		17,777	5,773	(3,574)	(3,720)
From one to two years		11,192	8,115	-	(2,316)
From two to five years		19,517	21,075	-	(1,599)
Over five years		8,894	9,064	-	-
<b>Net commitments</b>		<b>57,380</b>	<b>44,027</b>	<b>(3,574)</b>	<b>(7,635)</b>
<b>Operating lease commitments</b>					
One year or less		15,003	8,883	-	-
From one to two years		11,192	10,186	-	-
From two to five years		19,517	22,674	-	-
Over five years		8,894	9,064	-	-
<b>Net commitments</b>		<b>54,606</b>	<b>50,807</b>	<b>-</b>	<b>-</b>

<sup>1</sup>Commitments receivable by the AEC relate to arrangements which each State and Territory for the sharing of certain electoral costs associated with the maintenance of the joint Commonwealth, State and Territory electoral rolls. Whilst these arrangements are ongoing, estimates have only been provided for one year due to uncertainty regarding changes in parameters such as elector population. In prior years commitments reflected expected amounts receivable until the next rate review.

The above schedule should be read in conjunction with the accompanying notes

## AUSTRALIAN ELECTORAL COMMISSION

# Schedule of Contingencies

as at 30 June 1999

	Agency	
	1998-99	1997-98
	\$'000	\$'000
<b>CONTINGENT LOSSES</b>		
Claims for damages/costs <sup>1</sup>	863	1,020
Restoration costs - Office Leases <sup>2</sup>	1,790	1,600
<b>Total contingent losses</b>	<b>2,653</b>	<b>2,620</b>
<b>Net contingencies</b>	<b>2,653</b>	<b>2,620</b>

**Details**

<sup>1</sup> The amount represents an estimate of the AEC's liability based on precedent cases. The AEC is defending these claims.

<sup>2</sup> In the majority of the property leases held, the AEC is responsible for restoration or 'make good' costs at the conclusion of those leases. The comparative figure shown was provided by the Australian Valuation Office as part of its 30 June 1998 valuation of leasehold improvements. Valuations were provided for additional properties in July 1998.

There were no administered contingencies at 30 June 1999 or 30 June 1998.

**SCHEDULE OF UNQUANTIFIABLE CONTINGENCIES**

There were no unquantifiable contingencies at 30 June 1999 or 30 June 1998.

The above schedule should be read in conjunction with the accompanying notes.

AUSTRALIAN ELECTORAL COMMISSION

# Notes to and forming part of the Financial Statements

for the year ended 30 June 1999

<b>Note</b>	<b>Description</b>
1	Australian Electoral Commission Objectives
2	Summary of Significant Accounting Policies
3	Events occurring after balance date
4	Goods and services expenses
5	Revenues from independent sources
6	Resources Received Free of Charge
7	Debt
8	Liabilities to employees
9	Payables
10	Equity
11	Receivables
12	Inventories
13	Other non-financial assets
14	Property, infrastructure, plant and equipment and intangibles
15	Cash Flow Reconciliation
16	Expenditure from Special Appropriations
17	Expenditure from Annual Appropriations
18	Receipts and Expenditure of the Reserved Money Fund
19	Executive Remuneration
20	Services provided by the Auditor-General
21	Act of Grace Payments and Waivers
22	Average Staffing Levels
23	Financial Instruments

**Note 1: Australian Electoral Commission Objectives**

The Australian Electoral Commission (AEC) was established for the purpose of conducting elections and referendums, maintaining the electoral roll and providing electoral information, education programs and related services. While the AEC is predominantly funded by Parliamentary appropriations, revenue is also received for the provision of electoral services to other organisations.

**Note 2: Summary of Significant Accounting Policies****2.1 Basis of Accounting**

The financial statements are required by section 49 of the *Financial Management and Accountability Act 1997* and are a general purpose financial report.

The financial statements have been prepared in accordance with Schedule 2 to the *Financial Management and Accountability (FMA) Orders* made by the Minister for Finance and Administration.

Schedule 2 requires that the financial statements be prepared:

- in compliance with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Boards and the Consensus Views of the Urgent Issues Group; and
- having regard to Statements of Accounting Concepts.

The financial statements have been prepared on an accrual basis and are in accordance with the historical cost convention, except for certain assets which, as noted, are at valuation. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The continued existence of the AEC in its present form, and with its present program, is dependent on Government policy and on continuing appropriations by the Parliament for the AEC's administration.

Changes in accounting policy have been identified in this note under their appropriate headings.

**2.2 Agency and Administered Items**

Agency assets, liabilities, revenues and expenses are those items that are controlled by the AEC including:

- computers, plant and equipment used in providing goods and services;
- liabilities for employee entitlements;
- revenues from running costs appropriations;



*Note 2 continued*

- revenues from user charging etc where the proceeds are deemed appropriated under section 31 of the *Financial Management and Accountability Act 1997*; and
- employee expenses and other administrative expenses incurred in providing goods and services.

Administered items are those items, which are controlled by the Government and managed or oversighted by the AEC on behalf of the Government. These items include benefit payments and other taxes, fees and fines.

The purpose of the separation of administered and agency items is to enable assessment of the administrative efficiency of the AEC in providing goods and services.

The basis of accounting described in Note 2.1 applies to both agency and administered items.

Schedule 2 requires that administered transactions be accounted for on a double entry basis. The effects of this requirement are that, where operating transactions are involved, transfers of cash to and from the Official Commonwealth Public Account (CPA) will be reported on the face of the Statement of Administered Revenues and Expenses. Where transactions involving financial assets and liabilities not arising from operations are involved, receivables from and payables to the CPA will be recognised in the Statement of Administered Assets and Liabilities.

Administered items are distinguished from agency items in the financial statements by shading.

### **2.3 Allocation of Costs, Revenues, Assets and Liabilities to AEC Programs**

In previous financial statements the AEC reported on sub-programs and allocated some corporate costs to other programs. The AEC no longer budgets on a sub-program basis; reporting for Program 11 of the Department of Finance and Administration as a whole, accordingly, no allocation of corporate costs has been undertaken.

### **2.4 Revenues from Government**

Revenues from Government are revenues relating to the core operating activities of the AEC.

Policies for accounting for revenue from Government follow. Amounts and other details are given in Notes 5 and 6.

#### *Agency Appropriations*

Appropriations for agency operations other than running costs are recognised as

*Note 2 continued*

revenue to the extent that the appropriations are spent.

Appropriations for agency running costs have, until 1998-99, been recognised as revenue in the year of appropriation, except to the extent that:

- amounts unspent at year end are not automatically carried over into the new financial year; and
- the appropriations involve running costs borrowings, the repayment of which has been effected by an appropriate reduction in the appropriation actually received in the year of repayment. Interest may also be charged on borrowings.

With the introduction of accrual budgeting by the Commonwealth for 1999-2000, any re-appropriation to the AEC of the automatic running costs carryover for 1999-2000 will be by way of a capital rather than a revenue appropriation. Accordingly, the carryover is not recognised as a revenue but directly as equity in the financial statements for 1998-99.

Schedule 2 requires that amounts received as appropriations for running costs operations are recognised according to their nature under the Running Costs Arrangements. Under these arrangements, the AEC receives a base amount of funding by way of appropriation for running costs each year. The base amount may be supplemented in any year by a carryover from the previous year of unspent appropriations up to allowable limits, as well as by borrowings against future appropriations of the base amount.

*Administered Appropriations*

Administered appropriations are recognised as revenue only to the extent that cash is transferred from the Official Commonwealth Public Account to enable administered liabilities to be settled. The amount of revenue is disclosed as 'transfers - cash from Official Commonwealth Public Account' in the Statement of Administered Revenues and Expenses.

*Resources Received Free of Charge*

Services received free of charge are recognised in the Statement of Agency Revenues and Expenses as revenue when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of these resources is recognised in the Net Cost of Services.

Contributions of assets at no cost of acquisition or for nominal consideration are recognised at their fair value when the asset qualifies for recognition.

**2.5 Other Revenue**

Revenue from the sale of goods and services is recognised upon the delivery of those

*Note 2 continued*

goods and services to clients. Revenue from disposal of non-current assets is recognised when control of the asset has passed to the buyer.

All revenues described in this note are revenues relating to the core operating activities of the AEC, whether in its own right or on behalf of the Commonwealth, except for gains from the sale of agency assets. Details of revenue amounts are given at Note 5.

## **2.6 Employee Entitlements**

### *Leave*

The liability for employee entitlements includes provision for annual leave and long service leave. No provision has been made for sick leave, as all sick leave is non-vesting, and the average sick leave taken in future years, by employees of the AEC, is estimated to be less than the annual entitlement for sick leave.

The liability for annual leave reflects the value of total annual leave entitlements of all employees at 30 June 1999 and is recognised at the nominal amount.

The non-current portion of the liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at 30 June 1999. In determining the present value of the liability, the AEC has taken into account attrition rates and pay increases through promotion and inflation.

### *Separation and Redundancy*

Provision is also made for separation and redundancy payments in circumstances where the AEC has formally identified positions as excess to requirements and a reliable estimate of the amount of the payments can be determined.

## **2.7 Leases**

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

Where a non-current asset is acquired by means of a finance lease, the asset is capitalised at the present value of minimum lease payments at the inception of the lease and a liability recognised for the same amount. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are charged to the Statement of Agency Revenues and Expenses on a basis which is representative of the pattern of benefits derived from the leased assets.

*Note 2 continued*

Lease incentives taking the form of 'free' leasehold improvements and rent-free holidays are recognised as liabilities. These liabilities are reduced by allocating lease payments between rental expense and reduction of the liability.

The AEC entered into a sale and operating leaseback of certain Information Technology (IT) assets on 1 July 1998. The adjustment resulting from writing down the carrying amount of these assets to fair value was recorded in the 1997-98 financial statements, both as a post balance date event and as an abnormal item.

**2.8 Cash**

Cash consists of notes and coins held and deposits held at call with banks at the balance date.

**2.9 Financial Instruments**

Accounting policies for financial instruments are stated at Note 23.

**2.10 Bad and Doubtful Debts**

Debts are written off as bad when so identified. The write-off is to expense or, to the extent a provision for a doubtful debt already existed, as a reversal of the provision.

A provision is raised for any doubtful debts based on a review of all outstanding accounts at year-end.

**2.11 Acquisition of Assets**

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition, unless acquired as a consequence of restructuring administrative arrangements. In the latter case, assets are initially recognised at the amounts at which they were recognised in the transferor agency's accounts immediately prior to the restructuring.

**2.12 Property, Plant and Equipment**

Purchases of property, plant and equipment are recognised initially at cost in the Agency Statement of Assets and Liabilities. Items costing less than \$1000 are expensed in the year of acquisition (other than where they form part of a group of similar items which is significant in total).

In-house developed software is capitalised where costs are directly identifiable and measurable. Costs of development are carried as software under development until the system or enhancement is completed and ready for use. Software under development is not depreciated.

*Note 2 continued*

*Revaluations*

Schedule 2 requires that property, plant and equipment be progressively revalued in accordance with the 'deprival' method of valuation by 1 July 1999 and thereafter be revalued progressively on that basis every three years.

The AEC is implementing its progressive revaluations as follows:

- freehold land and buildings will continue to be revalued every three years;
- progressive revaluations of leasehold improvements were completed on 1 July 1998;
- plant and equipment are initially being revalued over the financial years 1997-98 to 1999-2000 and thereafter over successive three-year periods, on a category basis; and
- internally developed software was initially revalued in 1997-98.

Assets in each class acquired after the commencement of the progressive revaluation cycle will be reported at cost for the duration of the progressive revaluation then in progress.

The financial effect of the move to progressive revaluations is that the carrying amounts of assets will reflect current values and that depreciation charges will reflect the current cost of service potential consumed in each period.

The application of the deprival method by the AEC values its land and buildings at current market buying price and its other assets at their depreciated replacement cost. Any assets, which would not be replaced or are surplus to requirements, are valued at net realisable value. At 30 June 1999, the AEC had no assets in this situation.

The carrying amounts of non-current assets have been reviewed to determine whether they are in excess of their remaining service potential. In assessing service potential, the relevant cash flows have not been discounted to their present value.

All revaluations are independent except where noted.

*Depreciation and Amortisation*

Depreciable property, plant and equipment assets are written off over their estimated useful lives to the AEC using, in all cases, the straight line method of depreciation. Leasehold improvements are amortised on a straight-line basis over the lesser of the estimated useful life of the improvement or the unexpired period of the lease, whichever is the shorter. The unexpired period of a lease has been determined by the AEC's intention with regard to each lease, that is the substance of the situation rather than the legal form.

Depreciation/amortisation rates (useful lives) and methods are reviewed at each

*Note 2 continued*

balance date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate. Residual values are re-estimated for a change in prices only when assets are revalued.

Useful lives applying to each class of depreciable asset are as follows:

	<b>1998-99</b>	1997-98
Buildings on freehold land	<b>40 years</b>	40 years
Leasehold Improvements	<b>Lease term, or intention</b>	Lease term, or intention
Plant and Equipment	<b>5-10 years</b>	5-10 years
Intangibles	<b>5-10 years</b>	5-10 years

The aggregate depreciation allocated for each class of asset during the reporting period is disclosed in Note 4C.

**2.13 Inventories**

Inventories held for resale are valued at the lower of cost and net realisable value.

Inventories not held for resale are valued at cost, unless they are no longer required, in which case they are valued at net realisable value.

Costs incurred in bringing each item of inventory to its present location and condition are assigned to stores, which comprise stocks of ballot paper, ballot boxes and other electoral consumables. These are stated at purchase cost on a first-in first-out basis.

**2.14 Taxation**

The AEC's activities are currently exempt from all forms of taxation except fringe benefits tax.

**2.15 Insurance**

A new Commonwealth insurable risk managed fund, called 'Comcover', commenced operations from 1 July 1998. From that date, the AEC has insured with the fund for risks other than workers compensation, which is dealt with via continuing arrangements with Comcare.

The new arrangements replace the previous policy of non-insurance and require the systematic identification, quantification, reporting and management of risk across the AEC.

*Note 2 continued*

### **2.16 Comparative Figures**

Comparative figures have been adjusted to conform to changes in presentation in these financial statements.

### **2.17 Rounding**

Amounts have been rounded to the nearest \$1,000 except in relation to the following:

- transactions of the Consolidated Revenue Fund and Reserved Money Fund;
- act-of-grace payments and waivers;
- remuneration of executives; and
- remuneration of auditors.

### ***Note 3: Events occurring after balance date***

No subsequent events have occurred which would require disclosure in the financial statements.

### ***Note 4: Goods and Services Expenses***

#### **Note 4A: Employee Expenses**

	<b>1998-99</b>	1997-98
	<b>\$'000</b>	\$'000
Remuneration (for services provided)	<b>76,703</b>	47,462
Separation and Redundancy payments	<b>329</b>	173
	<b>77,032</b>	47,635

#### **Note 4B: Suppliers Expense**

	<b>1998-99</b>	1997-98
	<b>\$'000</b>	\$'000
Supply of goods and services	<b>49,692</b>	44,256
Operating lease rentals	<b>11,684</b>	10,584
	<b>61,376</b>	54,840

#### **Note 4C: Depreciation and Amortisation**

	<b>1998-99</b>	1997-98
	<b>\$'000</b>	\$'000
The aggregate amount of depreciation or amortisation expensed during the reporting period for each class of depreciable asset are as follows:		
Buildings on freehold land	<b>30</b>	29
Leasehold Improvements	<b>1,154</b>	766
Plant and Machinery	<b>15</b>	119
IT Equipment	<b>94</b>	2,239
Office Equipment	<b>466</b>	685
Furniture and Fittings	<b>250</b>	362
Software	<b>3,965</b>	1,945
	<b>5,974</b>	6,145



**Note 4D: Net loss (gain) on sale of assets**

	<b>1998-99</b>	1997-98
	<b>\$'000</b>	<b>\$'000</b>
Property, infrastructure, plant and equipment	<b>31</b>	168
	<b>31</b>	168

**Note 4E: Write-down of assets**

	<b>1998-99</b>	1997-98
	<b>\$'000</b>	<b>\$'000</b>
<b>Financial Assets</b>		
Receivables	<b>6</b>	1
<b>Non-Financial Assets</b>		
Infrastructure, plant and equipment	<b>68</b>	9
	<b>74</b>	10

The following items of abnormal expense were included in Net Cost of Services:

Writedown of Information Technology assets resulting from the outsourcing of that function	-	2,860
Writedown of Leasehold Improvement due to asset revaluation by the Australian Valuation Office	-	2,160
	-	5,020
<b>Total writedown</b>	<b>74</b>	<b>5,030</b>

**Note 5: Revenues from Independent Sources****Note 5A: Other revenues**

	1998-99 \$'000	1997-98 \$'000
Lease incentive	-	900
Other	1,752	293
	<b>1,752</b>	<b>1,193</b>

**Note 5B: Other Administered revenues**

Candidate deposits forfeited - Constitutional Convention	-	305
Candidate deposits forfeited - Federal Election	254	-
Other	206	96
	<b>460</b>	<b>401</b>

**Note 6: Resources Received Free of Charge**

	1998-99 \$'000	1997-98 \$'000
Australian National Audit Office Auditing of financial statements	50	80
Australian Archives Storage of documents	2	4
Department of Finance & Administration Comcover insurance premium	95	-
	<b>147</b>	<b>84</b>

**Note 7: Debt**
**Note 7A: Loans from future appropriations**

	1998-99 \$'000	1997-98 \$'000
Electoral Roll Review	-	111
Maturity schedule for loan:		
Payable within one year:	-	111

**Note 7B: Other Debt**

	1998-99 \$'000	1997-98 \$'000
Lease Incentives	1,650	1,875

**Note 8: Liabilities to employees**

	1998-99 \$'000	1997-98 \$'000
Salaries and Wages	641	767
Leave	15,244	13,687
Superannuation	99	85
Aggregate employee entitlement liability	15,984	14,539

**Note 9: Payables**
**Note 9A: Suppliers**

	1998-99 \$'000	1997-98 \$'000
Trade creditors	1,929	2,266
Operating lease rentals	1	30
	1,930	2,296

**Note 9B: Other**

	1998-99	1997-98
	\$'000	\$'000
Other Creditors	52	0
Legal Liability	212	8
	<b>264</b>	<b>8</b>

**Note 10: Equity****10A: Equity - Agency**

Item	Capital	Accumulated Results	Asset Revaluation Reserve	Total Reserves	TOTAL EQUITY
	\$'000	\$'000	\$'000	\$'000	\$'000
Balance 1 July 1998	-	13,824	15,032	15,032	28,856
Operating Result	-	(16,164)	-	-	(16,164)
Net Revaluation Increases	-	-	2,285	2,285	2,285
Carryover	3,641	-	-	-	3,641
Balance 30 June 1999	3,641	(2,340)	17,317	17,317	18,618

**10B: Equity - Administered**

Item	Accumulated Results	Other Reserve	Total Reserves	TOTAL EQUITY
	\$'000	\$'000	\$'000	\$'000
Balance 1 July 1998	(28,115)	28,877	28,877	762
Net change in administered assets	117	-	-	117
Transfers to (from) Reserves	28,877	(28,877)	(28,877)	-
Balance 30 June 1999	879	-	-	879

**Note 11: Receivables**

	1998-99 \$'000	1997-98 \$'000
<b>11A: Agency Receivables</b>		
Appropriations	3,641	4,501
Sales of goods and services	1,573	1,143
Less: Provision for Doubtful Debts	(2)	-
	1,571	1,143
Other debtors	74	47
Less: Provision for Doubtful Debts	(4)	(1)
	70	46
<b>Total receivables</b>	<b>5,282</b>	<b>5,690</b>
Receivables (Gross) are aged as follows:		
Overdue:		
less than 30 days	7	-
30-60 days	2	1
more than 60 days	9	19

**11B: Administered Receivables**

Sales of goods and services	862	745
Other debtors	-	14
	862	759

No administered receivables were overdue at 30 June 1999 or at 30 June 1998.

**Note 12: Inventories**

	1998-99 \$'000	1997-98 \$'000
<b>Inventories not held for sale</b>		
Ballot paper & ballot boxes, at cost	1,649	4,515

**Note 13: Other non-financial assets**

	1998-99	1997-98
	\$'000	\$'000
Prepayments	1,564	6,227

**Note 14: Property, infrastructure, plant and equipment and intangibles**

	1998-99	1997-98
	\$'000	\$'000
<b>14A: Land and Buildings</b>		
Freehold Land at June 1998 valuation	371	391
Buildings on freehold land at June 1998 valuation	540	584
Less: Accumulated Depreciation	(27)	-
	513	584
<b>Total Land and Buildings</b>	884	975
<b>14B: Infrastructure, Plant and Equipment</b>		
Leasehold Improvements at cost	856	-
Less: Accumulated Amortisation	(106)	-
	750	-
Leasehold improvements at June and July 1998 valuations	7,695	8,300
Less: Accumulated Amortisation	(4,199)	(5,200)
	3,496	3,100
Leasehold improvements at July 1998 management valuation	1,559	-
Less: Accumulated Amortisation	(569)	-
	990	-
Leasehold improvements in progress - at cost	36	-
<b>Total Leasehold Improvements</b>	5,272	3,100
Plant & Machinery at cost	35	687
Less: Accumulated Depreciation	(5)	(443)
	30	244
Plant & Machinery at June 1998 valuation	139	165
Less: Accumulated Depreciation	(72)	(84)
	67	81
<b>Total Plant and Machinery</b>	97	325

*Note 14 continued*

	1998-99 \$'000	1997-98 \$'000
IT Equipment at cost	741	10,833
Less: Accumulated Depreciation	(295)	(9,339)
	446	1,494
<b>Total IT Equipment</b>	<b>446</b>	<b>1,494</b>
Office Equipment at cost	1,252	783
Less: Accumulated Depreciation	(493)	(351)
	759	432
Office Equipment at June 1998 valuation	3,309	3,868
Less: Accumulated Depreciation	(1,915)	(2,066)
	1,394	1,802
<b>Total Office Equipment</b>	<b>2,153</b>	<b>2,234</b>
Furniture & Fittings at cost	558	277
Less: Accumulated Depreciation	(102)	(83)
	456	194
Furniture & Fittings at June 1998 valuation	3,740	4,278
Less: Accumulated Depreciation	(2,130)	(2,267)
	1,610	2,011
<b>Total Furniture and Fittings</b>	<b>2,066</b>	<b>2,205</b>
<b>Total Infrastructure, Plant and Equipment</b>	<b>10,034</b>	<b>9,358</b>

*Note 14 continued***14C: Intangibles**

	<b>1998-99</b>	1997-98
	<b>\$'000</b>	<b>\$'000</b>
Software at cost	<b>28</b>	-
Less: Accumulated Depreciation	<b>(3)</b>	-
	<b>25</b>	-
In-house developed software at cost	<b>1,311</b>	-
Less: Accumulated Depreciation	<b>(124)</b>	-
	<b>1,187</b>	-
In-house developed software at June 1998 valuation	<b>37,392</b>	37,392
Less: Accumulated Depreciation	<b>(20,551)</b>	(16,713)
	<b>16,841</b>	20,679
In-house developed software under development (at cost)	<b>903</b>	146
<b>Total Intangibles</b>	<b>18,956</b>	20,825

A revaluation of certain leasehold improvements was undertaken in line with the progressive revaluation policy stated at Note 2. This was provided by the independent valuer B Hurrell FVLE (Val).

A revaluation increment of \$2,433,677 in respect of the independent and management valuations of leasehold improvements was transferred to the asset revaluation reserve.

For 1997-98 revaluation increments of \$136,000 for land and buildings, \$10,000 for plant and machinery, \$882,000 for furniture and fittings and \$12,944,000 for software were transferred to the asset revaluation reserve. A decrement of \$2,160,000 for leasehold improvements was expensed.



*Note 14 continued*

**14D: Analysis of Property, Plant, Equipment and Intangibles**

**(a) Movement summary for all assets for 1998-99, regardless of valuation basis.**

Item	Land	Buildings	Total, land and buildings	Total Infrastructure Plant and equipment	Intangibles	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Gross value</b>						
<b>As at 1 July 1998</b>	391	584	975	29,191	37,538	67,704
Additions:	-	-	-	1,764	2,096	3,860
Revaluations	-	-	-	953	-	953
Disposals/Writedowns	(20)	(44)	(64)	(11,987)	-	(12,051)
<b>As at 30 June 1999</b>	371	540	911	19,921	39,634	60,466
<b>Accumulated Depreciation/ Amortisation</b>						
<b>As at 1 July 1998</b>	-	-	-	19,833	16,713	36,546
Depreciation/Amortisation for assets held 1 July 1998	-	30	30	1,866	3,837	5,733
Depreciation/Amortisation for additions	-	-	-	113	128	241
Adjustment for revaluations	-	-	-	(1,480)	-	(1,480)
Adjustment for disposals	(3)	(3)	(3)	(10,206)	-	(10,209)
Adjustment for other Movements	-	-	-	(239)	-	(239)
<b>As at 30 June 1999</b>	-	27	27	9,887	20,678	30,592
<b>Net book value as at 30 June 1999</b>	371	513	884	10,034	18,956	29,874
<b>Net book value as at 1 July 1998</b>	391	584	975	9,358	20,825	31,158

*Note 14 continued***(b) Summary of balances of assets at valuation as at 30 June 1999**

Item	Land	Buildings	Total land and buildings	Infrastructure Plant and equipment	Intangibles	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Gross value as at 30 June 1999</b>	371	540	911	16,442	37,392	54,745
Accumulated depreciation/ amortisation	-	(27)	(27)	(8,885)	(20,551)	(29,463)
<b>Net book value</b>	371	513	884	7,557	16,841	25,282
<b>Gross value as at 30 June 1998</b>	391	584	975	16,610	37,392	54,977
Accumulated depreciation/ amortisation	-	-	-	(9,618)	(16,713)	(26,331)
<b>Net book value</b>	391	584	975	6,992	20,679	28,646

**Note 15: Cash Flow Reconciliation**

	1998-99	1997-98
	\$'000	\$'000
<b>15A: Agency Reconciliation</b>		
<b>Net cost of services</b>	<b>(137,972)</b>	<b>(108,797)</b>
less: Revenues from Government	121,808	103,280
Operating Result	<b>(16,164)</b>	<b>(5,517)</b>
Depreciation	5,974	6,145
Amortisation of lease incentives	-	3
Loss (gain) on sale of plant and equipment	31	168
Asset Writedown	74	5,030
Changes in assets and liabilities		
Decrease (increase) in receivables	408	3,162
Decrease (increase) in prepayments	4,663	(4,752)
Decrease (increase) in inventories	2,866	(2,386)
Increase (decrease) in creditors	(366)	327
Increase (decrease) in Employee Liabilities	1,445	932
Increase (decrease) in other liabilities	256	-
Initial recognition of loan from future appropriations	(111)	111
Adjustment for capital component of 1998/99		
Appropriation carryover	3,641	-
<b>Net cash provided by operating activities</b>	<b>2,717</b>	<b>3,223</b>
Transactions not involving cashflows but resulting in movements in assets and liabilities		
<b>Leasehold Improvements</b>		
Lease incentives at aggregate fair value	100	123

*Note 15 continued***15B: Administered Reconciliation**

	<b>1998-99</b>	1997-98
	<b>\$'000</b>	<b>\$'000</b>
Reconciliation of net contribution (cost) to Government to net cash provided by operating activities:		
<b>Net contribution to Government</b>	<b>(28,802)</b>	4,068
Cash from Commonwealth Public Account for operations	<b>33,921</b>	-
Cash to Commonwealth Public Account from operations	<b>(5,002)</b>	(3,934)
Net increase in administered assets from operations	<b>117</b>	134
Decrease (Increase) in receivables	<b>(103)</b>	(131)
<b>Net cash from operating activities</b>	<b>14</b>	3

***Note 16: Expenditure from Special Appropriations***

	1998-99 Budget \$□	<b>1998-99 Actual \$</b>	1997-98 Actual \$□
Commonwealth Electoral Act 1918			
Electoral roll review	2,000,000	<b>2,646,181</b>	13,850,000
Loan — Future Appropriations	-	-	111,363
Election public funding	36,423,000	<b>33,920,787</b>	-
	<b>38,423,000</b>	<b>36,566,968</b>	13,961,363

**Note 17: Expenditure from Annual Appropriations**

	1998-99 Budget Estimates	1998-99 Additional Appropriations	1998-99 Advance to Minister for Finance	1998-99 Total Appropriation	1998-99 Actual Expenditure	1997-98 Actual Expenditure
<b>ORDINARY ANNUAL SERVICES OF GOVERNMENT APPROPRIATION ACT</b>	Act No 1 \$□	Act No 3 \$		\$□	\$□	\$□
Division 301 - AUSTRALIAN ELECTORAL COMMISSION						
1 Running costs	73,632,000	(2,457,000)	-	71,175,000	<b>69,056,900</b>	65,793,841
2 Other services						
01. Conduct of Commonwealth elections, Commonwealth referendums and industrial ballots	59,524,000	10,100,000	-	69,624,000	<b>61,796,824</b>	7,966,565
02. Compensation and legal expenses	284,000	-	-	284,000	<b>40,196</b>	36,429
Total Appropriation Acts No. 1 & 3	<u>133,440,000</u>	<u>7,643,000</u>	<u>-</u>	<u>141,083,000</u>	<u><b>130,893,920</b></u>	<u>73,796,835</u>
<b>OTHER ANNUAL SERVICES OF GOVERNMENT APPROPRIATION ACT</b>	Act No 2 \$□	Act No 4 \$	\$	\$□	\$□	\$□
Division 867 - AUSTRALIAN ELECTORAL COMMISSION						
1 Other services						
01. Conduct of election of delegates to the Constitutional Convention	-	-	-	-	-	22,866,135
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>22,866,135</u>

*Note 17 continued***Reconciliation of Agency Running Costs**

	<b>1998-99</b>	1997-98
	<b>\$'000</b>	<b>\$'000</b>
Running costs appropriation spent (Div 301-1)	<b>69,057</b>	65,794
Less: appropriation under FMA Act section 31	<b>7,490</b>	(5,152)
	<b>61,567</b>	60,642
Add: Carryover 30 June	-	4,501
Less: Carryover 1 July	<b>(4,501)</b>	(6,666)
<b>Revenue from Government - ordinary annual services (per Agency Revenues and Expenses)</b>	<b>57,066</b>	58,477

**Note 18: Receipts and Expenditure of the Reserved Money Fund****Reserved Money Fund****Services for Other Government and Non-Agency Bodies - Australian Electoral Commission**

Legal authority - *Financial Management and Accountability Act 1997*; s20

Purpose - for expenditure in connection with services performed on behalf of other Governments and bodies that are not FMA agencies

	1998-99 Cash \$	1998-99 Investments \$	1998-99 Total \$	1997-98 Cash \$□	1997-98 Investments \$□	1997-98 Total \$□
Opening Balance	7,789	920,000	927,789	1,131,382	-	1,131,382
Receipts						
from appropriations	-	-	-	-	-	-
from other sources	206,129	-	206,129	124,969	-	124,969
from realisation of investments	920,000	(920,000)	-	-	-	-
Expenditure						
for operations	(544,830)	-	(544,830)	(328,562)	-	(328,562)
for purchase of investments	-	-	-	(920,000)	920,000	-
Closing balance	589,088	-	589,088	7,789	920,000	927,789

*Note 18 continued***Reserved Money Fund****Other Trust Moneys Reserve - Australian Electoral Commission**Legal authority - *Financial Management and Accountability Act 1997; s20*

Purpose - for receipt of moneys temporarily held in trust or otherwise for the benefit of a person other than the Commonwealth

	1998-99 Cash \$	1998-99 Investments \$	1998-99 Total \$	1997-98 Cash \$□	1997-98 Investments \$□	1997-98 Total \$□
Opening Balance	5,368	60,000	65,368	59,877	-	59,877
Receipts						
from appropriations	-	-	-	-	-	-
from other sources	984,810	-	984,810	138,600	-	138,600
from realisation of investments	60,000	(60,000)	-	-	-	-
Expenditure						
for operations	(789,914)	-	(789,914)	(133,109)	-	(133,109)
for purchase of investments	-	-	-	(60,000)	60,000	-
Closing balance	260,264	-	260,264	5,368	60,000	65,368



**Note 19: Executive Remuneration**

	1998-99	1997-98
The number of executive officers who received or were due to receive fixed remuneration of \$100,000 or more:		
	<b>Number</b>	<b>Number</b>
\$100,000 to \$110,000	2	4
\$110,001 to \$120,000	2	1
\$120,001 to \$130,000	3	4
\$130,001 to \$140,000	4	2
\$180,001 to \$190,000	1	2
	<b>12</b>	<b>13</b>
	\$	\$
The aggregate amount of fixed remuneration paid to executive officers shown above.	1,540,338	1,658,058
The aggregate amount of performance pay paid during the year to executive officers shown above.	14,547	20,366
The aggregate amount of separation and redundancy payments during the year to executive officers shown above.	72,026	-

**Note 20: Services provided by the Auditor-General**

	1998-99	1997-98
	\$	\$
Financial statement audit services are provided free of charge to the AEC.		
The fair value of audit services provided was:	50,000	80,000
No other services were provided by the Auditor-General.		

**Note 21: Act of Grace Payments and Waivers**

No Act of Grace payments were made during the reporting period.  
 No waivers of amounts owing to the Commonwealth were made pursuant to sub-section 34(1) of the *Financial Management and Accountability Act 1997*.

**Note 22: Average Staffing Levels**

	1998-99	1997-98
	<b>Number</b>	<b>Number</b>
Average staffing levels in the AEC were as follows:	781	756

**Note 23: Financial Instruments****a) Terms, conditions and accounting policies**

Financial Instrument	Notes	Accounting Policies and Methods (including recognition criteria and measurement basis)	Nature of underlying instrument (including significant terms & conditions affecting the amount timing and certainty of cash flows)
Financial Assets		Financial assets are recognised when control over future economic benefits is established and the amount of the benefit can be reliably measured.	
Cash - deposits at call		Deposits are recognised at their nominal amounts.	
Receivables	11	These receivables are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date. Provisions are made when collection of the debt is judged to be less than more likely.	Receivables are both with Commonwealth entities and entities external to the Commonwealth. Credit terms are net 30 days. (1997-98 net 30 days).
Financial liabilities		Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be reliably measured.	
Lease incentives	7B	The lease incentive is recognised as a liability on receipt of the incentive. The amount of the incentive is reduced on a straight-line basis over the life of the lease by allocating lease payments between rental expense and reduction of the liability.	The AEC has received lease incentives, on entering into various leases for commercial properties throughout Australia, in the form of rent-free periods and a cash payment. Lease payments are made monthly. Where cash incentives are received and held in trust, on the AEC's behalf, interest is paid at a variable rate in 1998-99 of 4.68% nett. (1997-98 between 4.41% and 4.51%).
Creditors	9	Creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods and services have been received (and irrespective of having been invoiced).	Settlement is usually made net 30 days.

*Note 23 continued***b) Interest Rate Risk: Agency**

Financial Instrument	Notes	Floating Interest Rate		Fixed Interest Rate		Non-Interest Bearing		Total	
		1998-99	1997-98	1998-99	1997-98	1998-99	1997-98	1998-99	1997-98
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Financial Assets</b>									
Cash at bank		-	-	-	-	29	63	29	63
Cash on hand		-	-	-	-	48	32	48	32
<b>Receivables for:</b>									
Appropriations	11A	-	-	-	-	3,641	4,501	3,641	4,501
Goods and services	11A	-	-	-	-	1,571	1,143	1,571	1,143
Other	11A	-	-	-	-	70	46	70	46
<b>Total Financial Assets (Recognised)</b>		-	-	-	-	5,359	5,785	5,359	5,785
<b>Total Assets</b>		-	-	-	-	38,446	47,685	38,446	47,685

<b>Financial Liabilities</b>									
Loans from future appropriations	7A	-	-	-	-	-	111	-	111
Lease incentives	7B	-	-	-	-	1,650	1,875	1,650	1,875
<b>Creditors:</b>									
Trade	9A	-	-	-	-	1,929	2,266	1,929	2,266
Other	9B	-	-	-	-	52	30	52	30
<b>Other liabilities</b>	9B	-	-	-	-	212	8	212	8
<b>Total Financial Liabilities</b>		-	-	-	-	3,843	4,290	3,843	4,290
<b>Total Liabilities</b>		-	-	-	-	19,828	18,829	19,828	18,829

**c) Interest Rate Risk : Administered**

Financial Instrument	Notes	Floating Interest Rate		Fixed Interest Rate		Non-Interest Bearing		Total	
		1998-99	1997-98	1998-99	1997-98	1998-99	1997-98	1998-99	1997-98
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Financial Assets</b>									
Cash		-	-	-	-	17	3	17	3
Receivables	11B	-	-	-	-	862	759	862	759
<b>Total Financial Assets (Recognised)</b>		-	-	-	-	879	762	879	762
<b>Total</b>		-	-	-	-	879	879	879	762

**(d) Credit Risk Exposures**

The AEC's maximum exposures to credit risk at reporting date in relation to each class of recognised financial assets, is the carrying amount of those assets as indicated in the Statement of Assets and Liabilities.

The AEC has no significant exposures to credit risk.

# Appendix A: Reconciliation table – programs and appropriation elements

## Summary Table of resources

Reconciliation of Program and Appropriation Elements for 1998-99

	\$'000						
	A+	B+	C+	D=	E	-F	=G
Program Number	Approp Bill Nos 1 and 3	Approp Bill Nos 2 and 4	Special Approps	Annotated Approps*	Program Approps	Adjustments (1)	Program Outlays
11	123,404	-	36,567	7,490	167,461	12,491	154,970

\*Annotated Appropriations are a form of special appropriations to allow a Department access to the money it earns.

(1) Adjustments to derive outlays, including receipt items classified as outlays, net movements in trust account balances etc.

# Appendix B: Staffing overview

## Staff profile by actual classification, gender and location at June 30 1999

<i>Classification</i>	<i>Total Women</i>	<i>Total Men</i>	<i>Total Staff</i>	<i>Permanent Staff</i>		<i>Temporary Staff</i>		<i>Total Staff</i>
				<i>F/T</i>	<i>P/T</i>	<i>F/T</i>	<i>P/T</i>	
<b>Operative staff</b>								
Electoral Commissioner <sup>1</sup>	0	1	1	1	0	0	0	1
Chairman <sup>1</sup>	0	1	1	1	0	0	0	1
Deputy Electoral Commissioner <sup>1</sup>	0	1	1	1	0	0	0	1
SES Band 2 and equivalents <sup>2</sup>	1	2	3	3	0	0	0	3
SES Band 1 and equivalents <sup>2</sup>	2	8	10	10	0	0	0	10
Executive Level 2 <sup>2</sup>	3	22	25	25	0	0	0	25
Executive Level 1	22	42	64	62	2	0	0	64
Australian Public Service Level 6	61	178	239	236	2	1	0	239
Australian Public Service Level 5	26	28	54	50	3	0	1	54
Australian Public Service Level 4	18	13	31	27	2	1	1	31
Australian Public Service Level 3	137	60	197	174	8	13	2	197
Graduate	0	3	3	3	0	0	0	3
Australian Public Service Level 2	179	25	204	90	48	52	14	204
Australian Public Service Level 1	10	1	11	1	1	7	2	11
<b>Operative staff total</b>	<b>459</b>	<b>385</b>	<b>844</b>	<b>684</b>	<b>66</b>	<b>74</b>	<b>20</b>	<b>844</b>
<b>Inoperative staff</b>								
Executive Level 2	0	1	1	1	0	0	0	1
Executive Level 1	1	3	4	4	0	0	0	4
Australian Public Service Level 6	1	3	4	4	0	0	0	4
Australian Public Service Level 3	1	0	1	1	0	0	0	1
Australian Public Service Level 2	5	0	5	4	1	0	0	5
Australian Public Service Level 1	0	1	1	0	1	0	0	1
<b>Inoperative staff total</b>	<b>8</b>	<b>8</b>	<b>16</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>Grand total</b>	<b>467</b>	<b>393</b>	<b>860</b>	<b>698</b>	<b>68</b>	<b>74</b>	<b>20</b>	<b>860</b>

### Equivalent full time staff

Notes:

<sup>1</sup> Holder of Public Office

<sup>2</sup> Includes Holders of Public Office

<sup>3</sup> The difference between equivalent full time staff (820) and total staff (860) is primarily due to the increase in job-sharing arrangements.

Source: Perspect HR system

<i>Central Office</i>			<i>Head Offices</i>			<i>Divisional Offices</i>			<i>Total Staff</i>
<i>Women</i>	<i>Men</i>	<i>Total</i>	<i>Women</i>	<i>Men</i>	<i>Total</i>	<i>Women</i>	<i>Men</i>	<i>Total</i>	
0	1	1	0	0	0	0	0	0	1
0	1	1	0	0	0	0	0	0	1
0	1	1	0	0	0	0	0	0	1
0	1	1	1	1	2	0	0	0	3
2	2	4	0	6	6	0	0	0	10
5	13	18	0	9	9	0	0	0	25
16	15	31	4	27	31	0	0	0	64
11	26	37	9	17	26	41	135	176	239
12	8	20	14	19	33	0	1	1	54
5	5	10	13	8	21	0	0	0	31
10	4	14	20	9	29	107	47	154	197
0	3	3	0	0	0	0	0	0	3
3	2	5	17	6	23	159	17	176	204
0	0	0	5	1	6	5	0	5	11
64	82	146	83	103	186	312	200	512	844
0	0	0	1	1	0	0	0	1	1
1	3	4	0	0	0	0	0	0	4
0	2	2	0	0	0	1	1	2	4
0	0	0	0	0	0	1	0	1	1
0	0	0	1	0	1	4	0	4	5
0	0	0	0	1	1	0	0	0	1
1	5	6	1	2	3	6	1	7	6
65	87	152	84	105	189	318	201	519	860

820

### ***Appointment of staff***

Senior executive staff of the AEC are appointed under the *Commonwealth Electoral Act 1918*. All other staff are either appointed or employed under the *Public Service Act 1922* or the *Commonwealth Electoral Act 1918*.

Total number of staff who participated in eligible training activities:

- 801

### ***Senior Executive Service (and equivalent) Gains and Losses***

Mr Andrew Moyes was appointed to the position of Australian Electoral Officer for Western Australia on 2 June 1998.

The Assistant Commissioner Corporate Services, Mr Philip Skinner, resigned on 21 December 1998 and Ms Barbara Davis commenced acting in the position for a continuous period from 22 December 1998 until her appointment to the position on 2 June 1999.

### ***Senior Executive Service performance pay***

Of the Senior Executive Service staff who participated in the SES performance appraisal program, two received performance pay. The aggregate amount paid was \$14,547.

### ***Training Statistics***

Net eligible training expenditure:

- \$1,081,699

Total number of person days spend on participation by staff in eligible training programs:

- 3609 (includes all IT training under the CSC outsource contract)

# Appendix C: Industrial democracy

This report is provided as required under subsection 22C (10A) of the *Public Service Act 1922*.

To achieve its goals and objectives, the AEC believes it must ensure that there is effective communication with staff about decisions that affect them. The AEC achieves this through the AEC Agency Agreement, which provides for the establishment of a consultative forum, the AEC Consultative Forum. The Consultative Forum comprises the Electoral Commissioner (Chair), three management representatives and three employee-elected representatives.

The Consultative Forum is the AEC's peak body for staff and management consultation. Its responsibilities include issues such as:

- improving communication between employees as a group and AEC management;
- providing an opportunity for the open, honest and effective exchange of information on matters concerning the AEC nationally;
- reporting to the AEC's Board of Management as necessary; and,
- to convene working parties to examine issues of interest to AEC staff and management such as:
  - organisational and technical change,
  - equity and diversity; and
  - employee relations and human resource management issues.

The three employee-elected representatives regularly consult staff

about matters that may have a direct impact on their employment. This extends to providing staff with an opportunity to express their views and to have those views considered.

In addition to the Consultative Forum, and to ensure the facilitation of industrial democracy across the AEC, other informal and formal processes have been established, including:

- discussion and consultative group meetings;
- operational project teams;
- working parties on change processes;
- staff meetings;
- communication processes (such as, workplace notes, and staff circulars); and
- State consultative mechanisms.



## Appendix D: Occupational health and safety

This report relates to section 74 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991* (the OH&S Act).

The AEC has an Occupational Health and Safety (OH&S) policy that recognises its duty of care as outlined within the Act. The AEC established an Occupational Health and Safety Agreement with the Community and Public Sector Union in 1993. This agreement is currently being reviewed.

### ACTIVITIES

The following activities were undertaken to ensure the health, safety and welfare of employees:

- the AEC National OH&S committee was re-established with revised terms of reference and reporting arrangements. The revised terms of reference were designed to provide a more focused approach to OH&S activities and to lift the awareness of OH&S in the AEC. The committee held its first meeting in May 1999 and a number initiatives were identified for development within the AEC including the conduct of a National Stressors Survey and development of an OH&S awareness training package for AEC staff;
- staff undertook COMCARE case management and OH&S training and information courses to maintain the AEC's technical skills and to raise staff awareness of OH&S;
- staff attended COMCARE client

network meetings to maintain contact with other OH&S professionals and to keep up to date with the latest developments in the field; and

- OH&S training videos were purchased during the year and will be used as part of a training and awareness program to be developed for AEC staff.

### Employee Assistance Program

An evaluation of the AEC's current Employee Assistance Program commenced early 1999. A questionnaire was distributed to all AEC employees in June 1999. A response rate of 52 per cent was received. The questionnaire, evaluation of the current provider, and a tender process will be used to determine future arrangements for the program.

### COMCARE PREMIUM

The AEC's 1998/99 COMCARE premium increased from the 1997-98 premium of \$364,025 to \$539,400. The increase was partly due to added wages and salary for the 1998 federal election. The premium rate itself actually decreased from 1.07 cents per wage and salary dollar to 0.87 cents (the overall rate for the whole of the APS decreased from 1.2 cents per wage and salary dollar in 1997-98 to .99 cents in 1998-1999). Claim frequency also showed a reduction from 1.452 to 1.166 per million dollar wages and salary. However, the average cost of a claim increased from \$1,187 in 1997-98 to \$7,393 in 1998-99 due, in part, to some long-term high cost claims.

## **COMMON LAW COVERAGE**

COMCARE advised that as from 1 July 1999 it would not indemnify the AEC for damages and costs arising from common law claims brought by employees and dependants relating to certain work-related injuries.

As a result, discussions have been held with COMCOVER to arrange future coverage for these claims.

## **REPORTABLE OH&S STATISTICS**

- selection of OH&S representatives: 22
- tests conducted on equipment: 1
- dangerous occurrences reported: 15

## **INVESTIGATIONS**

As a result of COMCARE conducting a planned investigation of the AEC during 1997-98, a number of initiatives were implemented, including:

- a review of the effectiveness of the national EAP provider;
- examination of options to address national occupational stress issues; and
- changes were made to the IT outsourcing contract to ensure that OH&S obligations are met by both the AEC and the contractors.

## **OH&S DIRECTIONS AND NOTICES**

No directions concerning an immediate threat to the health and safety of any person were given to the AEC under section 45 of the OH&S Act. No notices were issued concerning the duties of the employer in relation to health and safety

representatives, or prohibitions notices or improvement notices under sections 30,46, or 47 of the OH&S Act.

## Appendix E: Freedom of information

*The Freedom of Information Act 1982* (FOI Act) requires Commonwealth government agencies to publish a statement setting out their roles, structure and functions, the documents available for public inspection, and the procedures for access to the documents. Section 8 of the Act requires each agency to publish information on the way it is organised, its powers, decisions made and arrangements for public involvement in its work.

This statement, in conjunction with information contained in this annual report, meets the requirements of section 8 of the FOI Act.

### **Availability of access**

The AEC makes information about its functions and responsibilities freely available to the public.

People seeking FOI information should, in the first instance, contact either the AEC's Central Office or the Head Office in their home State or Territory. Addresses and telephone numbers are on page 4.

### **Making an FOI request**

Inquiries on FOI matters, and any formal requests under the FOI Act, should be lodged with:

The Freedom of  
Information Officer  
Australian Electoral Commission  
PO Box E201  
KINGSTON ACT 2604  
Telephone: (02) 6271 4424  
Fax: (02) 6271 4457

FOI requests can be lodged at any office of the AEC where they will be sent promptly to the FOI Officer.

Unless you are seeking access to information about yourself, you will need to pay the standard FOI application fee of \$30 when applying. Additional processing charges may also apply.

If it proves difficult to either identify the document or provide access in the form requested, the FOI officer will contact you to try to satisfy your inquiry.

### **Major documents**

The legislation from which the AEC's activities derive is shown in the section About the Australian Electoral Commission on page 2 of this report. Another document governing the AEC's operations is the AEC's *Strategic Directions 1997-1999*.

### **Files and information**

The AEC produces printed and microfiche versions of the Electoral Roll, maps of electoral divisions, and other electoral publications. These are available from the Information Sections at the AEC's Central Office and Head Offices.

The AEC maintains files on topics relating to its management functions. The Head Office in each State or Territory is responsible for the files it holds.

General information is available through the AEC's Internet home page at <http://www.aec.gov.au>. It has links to other Australian and overseas sites offering electoral information.

For more information, please contact an office of the AEC listed on page 4.

**Arrangements for public involvement**

Readers are welcome to make their views on current policies and procedures known to either the Electoral Commissioner or the Special Minister of State, who is the Minister responsible for electoral matters. The public can also present views on legislative and procedural matters to the Joint Standing Committee on Electoral Matters, Parliament House, Canberra ACT 2600, a parliamentary committee that periodically investigates and reports on the AEC's operations.

# Appendix F: Advertising and market research

## (a) Advertising Agencies

Name of Agency	Details	Amount Paid(\$)
<b>Whybin TBWA</b>	Federal election advertising	298,400
<b>Total</b>		<b>298,400</b>

## (b) Market Research Organisations and Polling Organisations

Name of Agency	Details	Amount Paid (\$)
<b>Eureka Strategic Research</b>	Advertising tracking research, post-election election elector survey	206,655
	Advertising concept testing	20,250
<b>Woolcott Research</b>	Customer, stakeholder and staff opinion survey	51,050
<b>Total</b>		<b>277,955</b>

## (c) Media Advertising Organisations

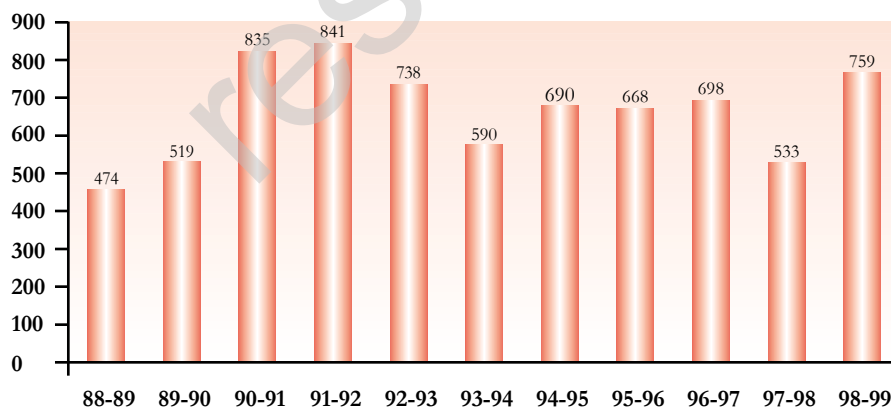
Name of Agency	Details	Amount Paid (\$)
<b>AUSINFO</b>	Public Service Gazette advertising	5,581
<b>TMP WorldWide</b>	Federal election advertising	1,606,403
	General advertising incl. recruitment, relocation etc	18,624
	Enrolment advertising	47,567
	Industrial elections	74,246
	Election-specific	1,160
<b>AIS Media</b>	Federal election advertising	6,682,655
	General advertising incl. recruitment, relocation etc.	74,071
	Industrial elections	71,924
	ATSIC election-specific	18,041
	Various suppliers, incl. universities, enrolment advertising in educational institutions and publications	21,490
	Cultural Perspectives Pty Ltd (enrolment advertising)	12,325
<b>Total</b>		<b>8,634,087</b>

# Appendix G: Industrial elections statistics

*State by State Statistics for Elections and Ballots Completed in 1998 - 1999*

	VIC	NSW	QLD	SA	WA	TAS	ACT	NT	Total
<b>ELECTIONS AND BALLOTS</b>									
No of contested elections	60	44	13	12	10	14	7	4	<b>164</b>
No of uncontested elections	80	119	47	116	43	48	47	9	<b>509</b>
Miscellaneous Ballots & Elections	10	22	14	5	11	13	11	0	<b>86</b>
Total No of elections and ballots completed 1/7/96 to 30/6/97	150	185	74	133	64	75	65	13	<b>759</b>
<b>CANDIDATES</b>									
No of candidates for contested Offices	946	836	153	173	196	96	37	50	<b>2487</b>
No of candidates for uncontested Offices	1067	1324	851	635	575	283	253	90	<b>5078</b>
Total No of candidates	2013	2160	1004	808	771	379	290	140	<b>7565</b>
<b>BALLOT PAPERS</b>									
No of members to whom ballot papers issued	453869	257269	35916	41221	43807	13962	14326	3666	<b>864036</b>
No of members who returned ballot papers	157777	84552	13629	13733	15930	4831	4221	2174	<b>296847</b>

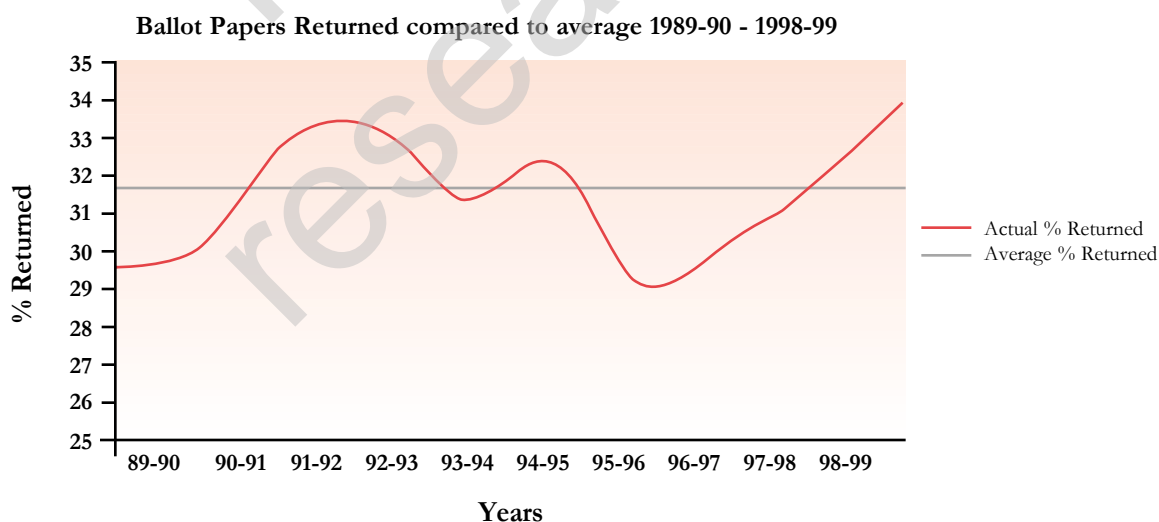
*Trend in No's of Industrial Elections and Ballots Conducted*



*Numbers of Ballot Papers Issued and Returned in Elections and Ballots*

Year	Ballot papers issued	Ballot papers returned
1987-88	891,390	283,694
1988-89	1,364,758	455,805
1989-90	1,463,564	430,876
1990-91	1,637,166	490,958
1991-92	1,865,421	620,438
1992-93	1,715,508	574,475
1993-94	1,522,216	478,896
1994-95	1,298,598	422,547
1995-96	940,626	271,748
1996-97	1,204,770	362,825
1997-98	728,571	231,800*
1998-99	864,036	296,847*

\* Does not include ballot papers for Certified Agreements

*Percentage of Ballot Papers Returned in Elections and Ballots*

Archived for  
historical  
research only



# Appendix H: Aboriginal and Torres Strait Islander Commission election statistics.

## ATSIC - REGIONAL COUNCIL CASUAL VACANCY STATISTICS 1998-99

Notification Date	Regional Council	State	Region	Ward
17/06/98	Central Queensland	QLD	Rockhampton	Rockhampton
20/07/98	Papunya	NT	Apatula	Arltarlpilta
12/08/98	Townsville	QLD	Townsville	Townsville
26/08/98	Perth Noongar	WA	Perth	Perth
2/10/98	Perth Noongar	WA	Perth	Perth
16/11/98	Tasmanian Aboriginal	TAS	Hobart	Hobart
16/11/98	Alice Springs	NT	Alice Springs	Alice Springs
18/11/98	South East Queensland Indigenous	QLD	Brisbane	Brisbane South
20/11/98	Many Rivers	NSW	Coffs Harbour	Northern Rivers
20/11/98	Jabiru	NT	Jabiru	Daly River
20/11/98	Jabiru	NT	Jabiru	Jabiru
22/12/98	Miwatj	NT	Nhulunbuy	East
22/12/98	South East Queensland Indigenous	QLD	Brisbane	Brisbane South
24/12/98	Queanbeyan	NSW	Queanbeyan	Umbara
16/02/99	Perth Noongar	WA	Perth	Perth
12/03/99	Tumbukka	VIC	Ballarat	Tumbukka
1/04/99	Tasmanian Regional Aboriginal	TAS	Hobart	Hobart
13/04/99	Yilli Rreung	NT	Darwin	Ward 4
15/04/99	Wunan	WA	Kununurra	Yarleyel
15/04/99	Kullarri	WA	Broome	Broome

## ATSIC - OFFICE HOLDER CASUAL VACANCY STATISTICS 1998-99

Notification Date	Regional Council	State	Region	Position
23/07/98	Central Queensland	QLD	Rockhampton	Deputy Chairperson
24/08/98	Perth Noongar	WA	Perth	Chairperson
3/11/98	Townsville	QLD	Townsville	Deputy Chairperson
8/09/98	Perth Noongar	WA	Perth	Deputy Chairperson
14/10/98	Perth Noongar	WA	Perth	Chairperson
3/11/98	Perth Noongar	WA	Perth	Chairperson
11/02/99	Miwatj	NT	Nhulunbuy	Chairperson
12/03/99	Tumbukka	VIC	Ballarat	Chairperson
13/04/99	Tumbukka	VIC	Ballarat	Deputy Chairperson

Former Member	New Member	Eligible candidates	Post date	Declaration date	Declaration received
Margaret Hornagold	Amy Lester	39	16/07/98	6/08/98	16
Willie Bookie	Peter Gunner	5	14/08/98	4/09/98	2
Richard Mosby	John Baker	14	15/10/98	5/11/98	7
Geoffrey Narkle	Sidney Eades	40	12/10/98	2/11/98	16
Wayne Daley	Betty Riley	40	12/10/98	2/11/98	16
Charles Wolf	Lance Lesage	20	11/01/99	1/02/99	10
Sam Backo	Beverley Johnson	22	22/01/99	12/02/99	5
Edward Hampton	Daniel Forrester	12	21/12/98	11/01/99	3
Andrew Hegedus	Terry Randall	16	16/12/98	6/01/99	7
Harry Wilson	Victor Parry	4	21/12/98	11/01/99	1
Ralph Nadjamerrek	Lynette Miller	5	21/12/98	11/01/99	1
Wali Wunungmurra	Banambi Wunungmurra	2	21/01/99	9/02/99	1
Cecil Fisher	Robert West	21	22/01/99	12/02/99	5
Eddie Bloxsome	Mark Bloxsome	9	22/01/99	12/02/99	5
Everett Kickett	Dianne (Turvey) Taylor	35	8/03/99	29/03/99	9
Robert Egan	Ivan K Couzens	19	24/03/99	14/04/99	11
Garry Maynard	Lucas Maynard	20	23/04/99	14/05/99	9
Harry Singh	Richard Daiyi	1	30/04/99	21/05/99	1
David Tchooga	Gilbert McAdam	10	29/04/99	20/05/99	1
Ricky Roe	Martin Sibosado	10	30/04/99	21/05/99	2

Total number of vacancies = 20

Former Office Holder	New Office Holder	Eligible candidates	Post date	Polling date	Nominations received
Margaret Hornagold	Heather Toby	11	14/08/98	25/08/98	2
Clem Riley	Wayne Daley	11	31/08/98	8/09/98	3
Richard Mosby	Alfred Lacey	12	16/11/98	30/11/98	2
Wayne Daley	Lorraine Whitby	11	n/a	8/09/98	3
Wayne Daley	election failed - no quorum	10	23/10/98	30/10/98	0
Wayne Daley	Cedric Jacobs	12	10/11/98	17/11/98	2
Wali Wunungmurra	Banambi Wunungmurra	11	23/02/99	2/03/99	4
Robert Egan	Troy Anthony Austin	19	6/04/99	13/04/99	1
Troy Austin	Reginald Blow	18	n/a	13/04/99	1

Total number of vacancies = 9

# Appendix I: Consultancies applicable to 1998-99 financial year

Name of Consultant	Reason for Consultancy Service
Corinella Services	Expertise not available in the AEC
Wizard P/L	Expertise not available in the AEC
Mastech P/L	Expertise not available in the AEC
Computer People	Expertise not available in the AEC
Covalent Systems	Expertise not available in the AEC
Eureka Strategic Research	Expertise not Available in the AEC
Michels Warren	Expertise not available in the AEC
Greenwords	Expertise not available in the AEC
Wayne Stanley Goninan	Accounting expertise not available in the AEC
Design Direction	Expertise not available in the AEC
Eureka Strategic Research	Expertise not available in the AEC
Le Quesne & Associates	Expertise not available in the AEC
TRIMEVAC, A Division of Aon Risk	Expertise not available in the AEC
Mercer Cullen Egan Dell	Need For Independent Study
Delson Systems P/L	Expertise not available in the AEC
Suzanne Mary Calcraft	Auditing expertise
Woolcott Research	Need for independent study
A&S Lindner Building Consultants	Expertise not available in the AEC
Arii Smits and Associates	Expertise not available in the AEC
Arii Smits and Associates	Expertise not available in the AEC
Cornucopia	Expertise not available in the AEC
KFPW P/L	Expertise not available in the AEC
Actron Systems	Expertise not available in the AEC
Newspoll Market Research	Expertise not available in the AEC
Bearcage Productions	Expertise not available in the AEC
Terry Williams	Expertise not available in the AEC

<b>Nature/Purpose of Consultancy</b>	<b>Agreed Cost</b>	<b>Publicly Advert.</b>
Information Technology - Computer Programming	221,400	Yes
Information Technology - Computer Programming	2,600,000	Yes
Information Technology - Computer Programming	730,000	Yes
Information Technology - Computer Programming	700,000	Yes
Information Technology - Computer Programming	17,833	No
Concept testing for AEC Youth Enrolment television commercial	20,250	No
Public Relations Consultancy	200,000	No
Production of Annual Report (editing)	3,772	No
Manage quality assurance function in preparation of 1997-98 financial statements	13,766	No
Annual Report design	6,600	No
Post Election Advertising Tracking Survey	190,000	No
Le Quesne - Project Management Fee Proposal	3,800	No
TRIMEVAC- Building Emergency Procedures- Lyons	3,445	No
Review of the AEC's Remuneration, Classification and Performance Management Framework	170,000	Yes
Review of the scanning system	9,000	No
Assist in the conduct of post election audit reviews	8,715	No
Customer and Stakeholder Opinion Survey	48,550	No
Provision of Project Management Fitout Construction, Division of Cowper	4,794	Yes
Project Management Fitout Construction - Head Office NSW	71,000	Yes
Project Management Fitout Construction - Chatswood Collocated Office	5,300	No
Project Management Fitout Construction - Division of Shortland	5,300	No
Project Management Fitout Construction - Division of Braddon.	1,750	No
Computer Programmer - Designs Updates for Easycount and Rollmaker.	4,256	No
Omnibus Survey On The Levels of Enrolment.	25,304	No
Production of Motivation Video (for voters)	52,200	No
Cultural awareness training RRO's - ATSIC Election	7,720	No

# Glossary

<b>AAT</b>	Administrative Appeals	<b>Court of Disputed Returns</b>	A candidate, elector or the AEC may dispute the validity of an election by a petition to the High Court sitting as the Court of Disputed Returns. The court has wide powers to resolve the matter.
<b>AEC</b>	Australian Electoral Commission.	<b>CPSU</b>	Community and Public Sector Union.
<b>AECPAY</b>	Australian Electoral Commission Payment of Casual Staff System. This system is an automated pay processing system for the AEC's casual employees, in particular election casuals, polling officials, and electoral roll review officers. The system allows, among other things, the automatic generation of offers of employment, contracts, eligible payments and group certificates for those staff, and allows the user to gain a range of useful reports.	<b>CRU</b>	Continuous Roll Update
<b>ANAO</b>	Australian National Audit Office.	<b>CSC</b>	Computer Science Corporation Australia Pty Ltd
<b>APS</b>	Australian Public Service.	<b>CSU</b>	Client Services Unit.
<b>ASCII</b>	The American Standard Code for Information Interchange, widely accepted code for representing alphanumeric information.	<b>Easycount</b>	Computer software developed to help the AEC to conduct industrial election ballot counts.
<b>ATSIC</b>	Aboriginal and Torres Strait Islander Commission.	<b>EEC</b>	Electoral Education Centre.
<b>CCD</b>	Census Collection District (Australian Bureau of Statistics).	<b>EEO</b>	Equal Employment Opportunity.
<b>COMCARE</b>	The body corporate established by section 68 of the <i>Safety, Rehabilitation Compensation Act 1988</i> , which administers compensation arrangements for Commonwealth employees.	<b>ELMS</b>	Computerised federal Election Management System.
<b>COMCOVER</b>	The new Commonwealth insurable risk managed fund.	<b>ERC</b>	Estimates Review Committee.
<b>corporate governance</b>	The processes by which agencies are directed and controlled. It encompasses authority, accountability, stewardship, leadership, direction and control.	<b>financial year</b>	From 1 July to 30 June inclusive.
		<b>FMIS</b>	Financial Management Information System.
		<b>FOI</b>	Freedom of information.
		<b>Funding and Disclosure</b>	This has two main parts: public funding of election campaigns and disclosure of certain financial details by candidates, political parties and other persons and groups who submit returns to the AEC. It helps to manage public funding and disclosure provisions in accordance with the <i>Commonwealth Electoral Act 1918</i> .

<b>ID</b>	Industrial democracy.	<b>roll-based products</b>	Products generated by computer from the federal electoral roll.
<b>IT</b>	Information technology.	<b>Rollmaker</b>	Computer software developed to help the AEC to manage industrial organisation membership rolls in the lead-up to an industrial election.
<b>JSCEM</b>	Joint Standing Committee on Electoral Matters.	<b>SES</b>	Senior executive staff employed under paragraph 32(1)(b) of the <i>Commonwealth Electoral Act 1918</i> .
<b>Nominations system</b>	The system accepts candidate details and produces data for other systems that are used in the conduct of the election. It also automatically produces camera-ready ballot papers for both ordinary and postal ballot papers.	<b>TSRA</b>	Torres Strait Regional Authority.
<b>OH&amp;S</b>	Occupational health and safety.		
<b>Polling Place Management System</b>	The system maintains a national polling place register. It provides a management system for the appointment, abolition, change of name and change of location of polling places. The system also maintains historical data relevant to each polling place, and is used by other Election Management Systems (ELMS).		
<b>redistribution</b>	A redistribution is the redrawing of the boundaries of the federal electoral divisions for a State or Territory. The size of these divisions is determined by population. To ensure equal representation the boundaries must be redrawn periodically.		
<b>referendum</b>	A proposal to alter the Constitution put to the vote. The Australian constitution can only be altered by a majority of electors in a majority of States passing the proposed amendment.		
<b>RMANS</b>	Computerised federal electoral Roll Management System.		
<b>roll</b>	The list of voters eligible to vote at an election.		

# Compliance index

This index lists items that address the reporting requirements of the Joint Parliamentary Committee of Public Accounts. The items also appear in the alphabetical index.

## **Letter of transmission**

Aids to access

- Table of contents
- About this report
- Corporate overview
- Glossary
- Information available on request
- Alphabetical index

## **Corporate overview**

- Organisation
- Significant developments and achievements of 1998–99
- Social justice and equity
- Internal and external scrutiny

## **Program performance reporting**

[A listing of performance information in this report appears in the table of contents]

- Financial and staffing resources summaries
- Key Functions: performance

## **Financial statements**

### **Appendices**

- Reconciliation table (Appendix A)
- Staffing overview (Appendix B)
- Industrial democracy (Appendix C)
- Occupational health and safety (Appendix D)
- Freedom of information (Appendix E)
- Advertising and market research (Appendix F)
- Industrial elections statistics (Appendix G)
- Aboriginal and Torres Strait Islander Commission election statistics (Appendix H)
- Consultancies applicable to 1998–99 financial year (Appendix I)

# Index

## A

abbreviations 118–119  
 Aboriginal & Torres Strait Islander Recruitment Strategy 54  
*Aboriginal and Torres Strait Islander Commission Act 1989*  
     AEC authority under 2  
     elections under 31  
     election challenges 31  
     election statistics  
 access and equity  
     Disability Discrimination Plan 11, 39  
     electoral information 39  
     Interdepartmental Committee 11  
     non-English speakers 11, 37, 39  
     polling place access 12, 28  
     telephone typewriter 12  
     *see also* social justice  
 accrual budgeting 9–10, 51  
 Act of Grace payments 98  
 ACTU National Union Directory 32  
 addresses 1, 4, 108  
     *see also* inside cover  
 Administrative Appeals Tribunal 13  
 administrative review 13  
 advertising 37, 110  
     *see also* electoral advertising  
 advisory forums 6  
 Agency Agreement  
     certified 10  
     efficiencies under 52  
     expected outcomes of 50–51  
     workshops 54  
 AIS Media 110  
 annual report  
     audience 1  
     contact officer 1  
     contents 8  
     form of 1  
 assets 66, 67, 77, 82  
 Audit Committee  
     membership 6  
     responsibilities 7  
     Auditor-General 28, 98  
     *see also* Australian National Audit Office  
 audits  
     corporate governance framework 12

external 12  
 internal 12

AUSINFO 110  
 Australia Post 22, 31  
 Australian Archives 83  
 Australian Defence Force,  
     peace-keeping training 47  
 Australian Electoral Officers  
     place in structure 5  
     responsibilities 4  
 Australian Government Solicitor 31  
 Australian Industrial Registry 31, 33  
 Australian National Audit Office 83

## B

bad debts 77  
 Board *see* Management Board  
 Budget and Performance Management Committee  
     established 9, 51  
     membership 6  
     responsibilities 7  
 business plans 8

## C

candidates  
     deposits forfeited 83  
     disqualification of 37  
     public funding of 30  
 cashflow 68, 69, 92, 93  
 Central Office  
     address 4  
     organisation 3  
 Citizenship ceremonies, enrolment activity at 21  
 Classroom Referendum Kit 40  
 Client Services Unit 22  
 Comcare premium 83, 106  
 Comcover 83  
 commitments, schedule of 70  
*Commonwealth Electoral Act 1918*  
     AEC authority under 2  
     amendments 22  
     ballot paper checks 29  
     business initiatives under 12  
     death of candidate provisions 27–28  
     establishes Commission 3  
     expenditure under 93  
     industrial elections 33



- redistributions under 20
- roll review 20-21
- Commonwealth Observer Missions 47
- Commonwealth Ombudsman 11
- community consultation 109
- community education 41
- Community Education Plan for NSW 41
- Community and Public Sector Union 10, 32, 50, 106
- compulsory voting 37
- Computer Sciences Corporation Australia Pty Ltd 10
- Computerised Senate Scrutiny 9, 28-29
- Constitutional Convention 1997
  - computerised counting 28
  - expenditure 94
- consultancies 116-117
- Consultative Forum
  - established 54
  - membership 105
  - staff consultation 105
- contingencies 71
- Continuous Roll Update 9, 20-21, 22
- corporate governance
  - audit of 12
  - definition of 119
  - initiatives 9, 51
- corporate management 49-57
  - function 50
  - goal 49, 50, 52, 56
  - outcomes 50, 54, 56
  - performance information 50
  - strategies 50, 51, 52, 54, 56
- Corporate Plan 8
- Court of Disputed Returns 13, 119
- Customer Service Charter 10-11, 54
- customers, satisfaction of 40, 50

## D

- Davis, Barbara 104
- debt 66, 84-85
- Department of Employment, Workplace Relations and Small Business 31, 32
- Department of Finance and Administration 7, 83
- depreciation & amortisation 78, 79, 81
- Disability Discrimination Plan 11, 39
- Divisional Offices

- number of 3
- staffing level 51
- documents administered 108

## E

- education see information and education
- efficiencies
  - from Agency Agreement 50, 51, 52
  - information technology 50
- election management
  - function 26
  - goal 25, 26
  - operational review 28
  - outcomes 26-27, 30
  - performance information 26
  - scanning services 29
  - strategy 26, 30
  - see also elections
- Election Management System 28, 30
- elections 25-34
  - access to information 39
  - assistance with overseas 9
  - funding and disclosure 30, 119
  - local government 33-34
  - public funding 93
  - see also election management
- Elector Information Access System 23
- elector leaflets, translations of 11
- electoral advertising, translations of 11, 37
- Electoral Commissioner
  - place in structure 5
  - powers and responsibilities 3
- Electoral Council of Australia 21
- electoral divisions 4
- Electoral Education Centres
  - activities of 39-40
  - visitor numbers 42
- Electoral Management Systems, Steering Committee 6
- electoral redistributions
  - definition 119
  - description 20
  - report 27
- Electoral and Referendum Amendment Act 1998* 27
- electoral roll see roll
- ELMS see Electoral Management Systems
- Employee Assistance Program 106

employee  
     entitlements 76  
     expenses 81  
 enabling legislation 2, 8  
 enrolment  
     1998 Federal Election 20  
     forms processed 16-17  
     of new citizens 21  
     statistics 18-19  
     transactions 17-18  
     *see also* roll; roll management  
 equal employment opportunity  
     plan 54  
     staff profile 53  
 equity 85  
 ethical issues 52  
 Eureka Strategic Research 110  
 Executive Committee 6  
 executive remuneration 98  
 Exercise Pirap-Jabiru 47  
 expenditure 64, 65, 94  
 Expenditure Review Committee 7  
 external scrutiny *see* administrative review; audits;  
 judicial review; parliamentary scrutiny

**F**

Federal Election 1996 28  
 Federal Election 1998 7-8, 26, 27, 28  
     access to information 39  
     candidate funding 30  
     enrolment transactions 20  
     information campaign 37  
     inquiry into 13  
     publications 37, 38  
     supplementary election 27  
     visitor program 44  
 Fiji, electoral assistance to 9, 45  
 financial instruments 77, 99  
*Financial Management and Accountability Act 1997* 12,  
 73, 96  
 financial statements 59-71  
     notes to 72-101  
 fraud awareness training 52  
 freedom of information  
     contact point 108  
     statement 108-109  
 fringe benefits tax 79

functions 2  
 funding 7

## G

goals  
     corporate management 49  
     election management 25  
     information and education 35  
     international functions 43  
     roll management 15  
 Graduate Certificate in Public Administration 56  
 Graduate Program 56

## H

Herron, Senator John 31  
 Hill, Heather 13  
 home page *see* website

## I

Indonesia, electoral assistance to 9, 46  
 industrial democracy 105  
 industrial elections 31-33  
     certified agreement ballots 33  
     computer software 31  
     inquiry report 12  
     judicial review 33  
     legal decisions register 32  
     parliamentary inquiry 33  
     roll checks 33  
     statistics 32, 111, 112  
     voter eligibility 32  
 information and education 35-42  
     activities 36  
     advertising 37-38  
     community education 41  
     evaluation 40  
     function 36  
     goal 35, 36  
     outcomes 39  
     performance information 36  
     projects 40  
     publications 37  
     school visits 40  
     statistics 41, 42  
     strategy 36, 39  
 information technology

- code of conduct 52
- equipment 88
- outsourcing of 10
- performance information 50
- steering committee 6
- insurance 79
- intangibles 89, 90
- interest rate risk 100
- internal audit 12
- international functions 43–48
  - description 44
  - goal 43, 44
  - outcomes 47
  - performance information 44
  - staff participation 47–48
  - strategy 44, 47
- international visitor program 44–45
- International Year of the Older Person 41
- Internet see website
- inventories 79, 86
- IT see information technology

## **J**

- joint roll arrangements 21–22
- Joint Standing Committee on Electoral Matters 13, 109
- judicial review 13, 31

## **L**

- Langer voting 37
- legislative changes 27, 33
- liabilities 66, 67
- Lightfoot, Senator Ross 13
- local government elections 33–34

## **M**

- Management Board
  - meetings of 6
  - membership of 6
- market research 110
- Moyes, Andrew 104
- multiple voting 37

## **N**

- National Consultative Council 54
- National Operational Plan 1998–99* 1, 51

- National Strategic and Operational Plan 8
- National Tally Room 10, 38
- National Telephone Inquiry Service 38
- New Zealand Electoral Commission 30

## **O**

- objectives 7, 73
- occupational health and safety 56–57, 106
  - investigations 107
- offices 3
- Ombudsman see Commonwealth Ombudsman
- operating framework 8
- organisation 2, 3
  - chart outlining 5
- outsourcing
  - benefits of 52
  - information technology 10, 52

## **P**

- Pacific Islands, Australia and New Zealand Electoral Administrators Network 9, 46
- Papua New Guinea, electoral assistance to 9, 46
- parliamentary scrutiny 12
- peace-keeping training, Australian Defence Force 47
- performance improvement
  - framework 9
  - review 52
- performance pay 104
- phone numbers see telephone numbers
- Polling Place Management System 28, 119
- polling places
  - access to 28, 12
  - equipment availability 28
- Portfolio Budget Statement 51, 8
- postal voting 27
- Professional Officers Association 32
- property, plant & equipment 77, 78, 87, 90
- proportional representation, computerised counting 28
- public relations campaign 38
- Public Service Act 1922* 50
- Public Service and Merit Protection Commission 52
- publications 37, 37, 38

## R

Radio for the Print Handicapped 11, 38  
 receivables 86  
 redistributions *see* electoral redistributions  
*Referendum (Machinery Provisions) Act 1984* 2  
 referendums  
     automated system for 30  
     description 119  
 Remote Area Information Program 11, 39  
 Remuneration, Classification & Performance  
     Management arrangements 52  
     remuneration *see* executive remuneration  
 Reserved Money Fund 96-97  
 resources summary 1, 14, 101  
 revenue 29, 64, 65, 74-76, 83  
 Risk Management Program 12  
 roll  
     accuracy of 16  
     availability of 108  
     continuous update of 9, 20  
     database 9  
     description 119  
     products 22-23  
     review expenditure 93  
     reviews of 21  
     *see also* enrolment; roll management  
 roll management 15-23  
     close of roll services 23  
     function 16  
     goal 15, 16  
     improvements 22  
     industrial elections 33  
     joint roll arrangements 21  
     mailouts 9  
     outcomes 16, 20, 22  
     performance information 16  
     product delivery 22  
     statistics 17-18  
     strategy 16, 20, 22  
     *see also* enrolment; roll;  
     Roll Management System  
 Roll Management System 20-21, 29-30  
 rounding 79  
 Royal Blind Society 39  
*Rudolph* petition 13

## S

Schedule of Commitments 70  
 Schedule of Contingencies 71  
 school visits 40  
 Senate elections, computerised counting 9, 27, 28-29  
 Senior Executive Service 104  
     *see also* executive remuneration  
 Senior Women in Management 52  
 Service Charter *see* Customer Service Charter  
*Sharples* petition 13  
 Skinner, Philip 104  
 social justice 11-12  
 South Africa, electoral assistance to 9, 46-47  
 South Australian Electoral Office 22  
 staff  
     appointment of 104  
     average levels 98  
     by classification 102  
     by gender 103  
     consultation with 54, 105  
     EEO profile 53  
     effective communication with 56  
     entitlements 76  
     expenses 81  
     fraud awareness 52  
     international electoral activities 47-48  
     recruitment 56  
     satisfaction of 50  
     training 56  
 staff development 52  
     *see also* staff, training  
 statutory officers 3  
*Strategic Directions 1997-99* 1  
*Sue* petition 13  
 suppliers expenses 81

## T

Tasmanian Electoral Office 34  
 taxation 79  
 teacher workshops 40  
*Teachers' Resource Folder* 40  
 Telephone Interpreting Service 11, 39  
 telephone numbers 1, 4  
     *see also* inside cover  
 telephone typewriter 12

TMP WorldWide 110

training

- fraud awareness 52
- occupation health and safety,  
statement 106
- program for educators 40
- statistics 104
- strategy 56

## U

United Nations Development Program 46

## V

Victorian Electoral Commission 23, 33

Virtual Tally Room 37

voting screen 28

## W

website

- budget statement on 51
- election information on 12
- election night service 37
- information on 36, 40, 108-109
- interactive feedback 11
- see also* inside cover

Whybin TBWA 110

women, development program 52

Woolcott Research 110

Workplace Diversity Program 54

*Workplace Relations Act 1996*

AEC authority under 2

elections under 12-13

write-downs 82

## Y

Y2K compliance 10, 22, 30, 32

*Your Guide to the 1998 Federal Election* 39