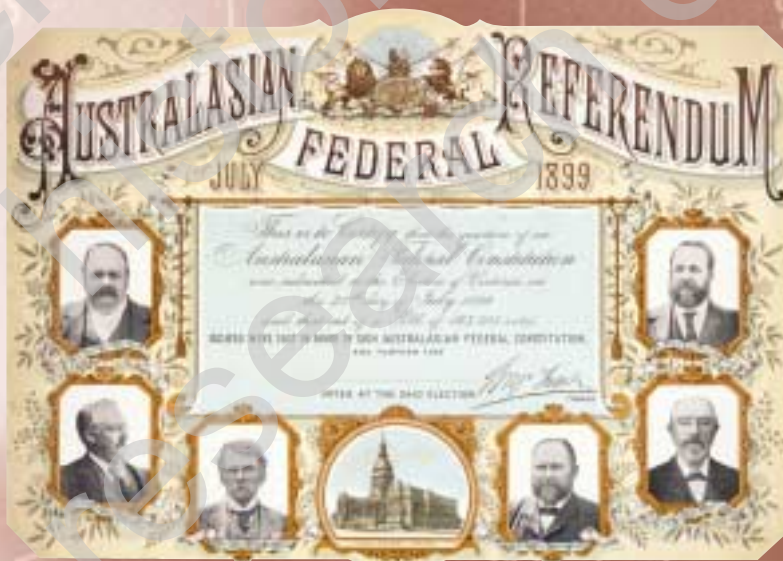




AUSTRALIAN ELECTORAL COMMISSION

2000–2001 ANNUAL REPORT





Electoral Commissioner

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Kingston ACT 2604
Telephone (02) 6271 8800
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Senator the Hon. Eric Abetz
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 2001.

Yours sincerely

T.R. Morling
Chairperson

Andy Becker
Electoral Commissioner

Dennis Trewin
Commissioner

3 October 2001

***Australian Electoral Commission Annual
Report 2000–2001***

Published by the Australian Electoral
Commission

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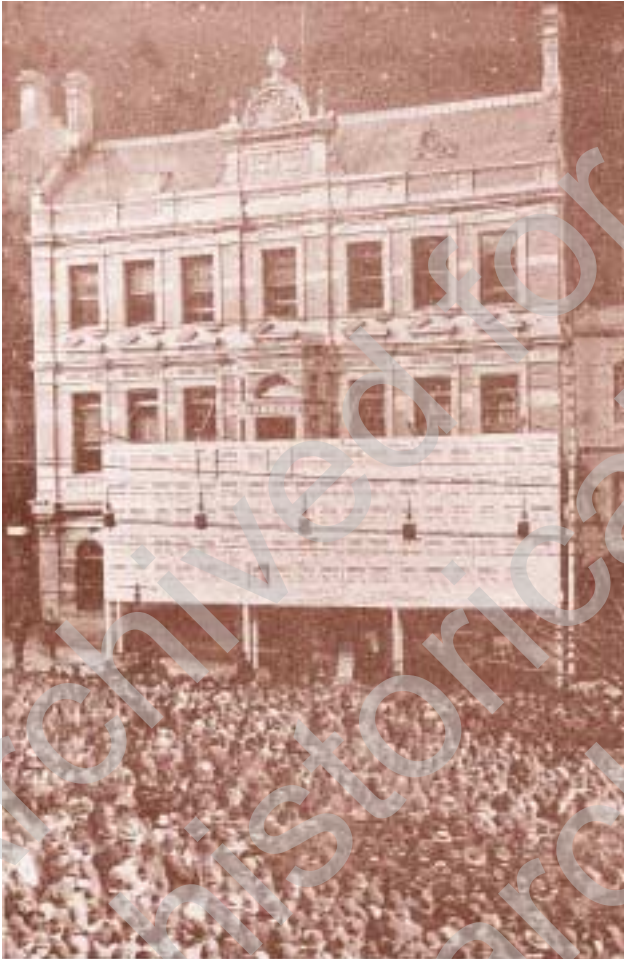
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Cover: *Certificate received by Robert Adams from the Victorian Government to commemorate his participation as a voter in the 1899 referendum*—Private collection, Mr David Williams

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Watching Federal Poll 'Argus' Office Melbourne—
Souvenir of the Inauguration of the Australian
Commonwealth p.26 National Library of Australia

2000 – 2001

ANNUAL REPORT

Australian Electoral
Commission

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ABOUT THIS REPORT

The annual report of the Australian Electoral Commission (AEC) documents the AEC's performance for the financial year ending 30 June 2001.

The report is presented in five main parts.

The first part provides a review by the Electoral Commissioner. It includes a summary of significant developments, an overview of the AEC's performance and the outlook for the year 2001–2002.

The second part provides an overview of the AEC including its legislative basis and structure.

The third part provides a report on the AEC's performance and is structured around the AEC's outcomes and outputs framework as identified in the AEC's 2000–2001 Portfolio Budget Statements (PBS), Corporate Plan 1999–2002 and National Operational Plan 2000–2001. Under each outcome, the report lists:

- financial and staffing resources summaries;
- descriptions of the outcome and performance information; and
- the outputs that were produced in achieving planned outcomes.

The fourth part reports on management and accountability in the areas of corporate governance, external scrutiny, management of human resources, purchasing of assets and consultants and competitive tendering and contracting.

The fifth part provides information on matters required to be reported by legislation and other reporting requirements. This part of the report also includes appendices containing specific information or statistics required to be reported in departmental annual reports.

The financial statements can be found on page 107.

A glossary of terms and abbreviations can be found on page 195.

OUR READERS

This report is presented for tabling in 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:

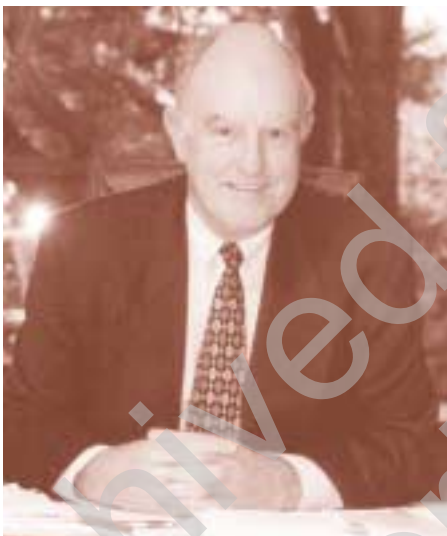
- voters, including new voters;
- political participants (Members of Parliament, political parties, candidates and interest groups);
- State, Territory and international electoral authorities;
- other government agencies (federal, State and local);
- the media;
- students; and
- AEC staff.

CONTACT OFFICER

This report is available on the AEC website at www.aec.gov.au. For all other inquiries contact the Director, Information, Australian Electoral Commission, PO Box E201, Kingston, ACT, 2604, or by telephoning (02) 6271 4411 or by faxing (02) 6271 4558.

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REVIEW BY ELECTORAL COMMISSIONER



Andy Becker

In this year of celebration of the Centenary of Federation and of the Australian Public Service, it is appropriate that throughout this report, we reflect upon the contribution of the staff of the AEC and its predecessors to the development of our democratic processes and electoral administration.

As one would expect, among the earliest pieces of legislation passed by the first federal Parliament were the Commonwealth Franchise and Electoral Acts of 1902. These not only set the framework for electoral administration but also gave rise to the forerunner of the AEC, the Commonwealth Electoral Office in the Department of Home Affairs. From rather humble beginnings, the office quickly developed into a sophisticated organisation capable of maintaining an accurate register of electors and conducting elections and referendums with little notice.

At the close of a century of development it remains true that the primary focus of the AEC is on the conduct of Commonwealth electoral events, for which an accurate roll and fair electoral boundaries are prerequisites. Not surprisingly the methodologies have changed and the vista expanded such that the AEC today registers and funds political parties and candidates, monitors electoral expenditure, conducts industrial and commercial elections and provides technical assistance to many emerging democracies.

For much of the reporting year, media and public attention were focused on the integrity of the electoral rolls, following allegations and subsequent convictions for electoral fraud in Queensland. A Queensland Criminal Justice Commission inquiry and another by the Joint Standing Committee on Electoral Matters, found no evidence of systematic electoral fraud but did highlight the need for vigilance. The AEC concurs with the latter view; after all, it was the vigilance of our staff that led to the prosecutions.

A further review of roll quality and enrolment practices, is being undertaken by the Australian National Audit Office (ANAO). We are confident that our approach to roll management is 'world's best practice' and that the ANAO review is unlikely to find otherwise. However, we recognise that a fresh set of eyes may see better ways of doing things and we look forward to the outcome of that study.

While discussing enrolment issues, it would be remiss of me not to recognise the contributions of our State and Territory colleagues and fellow members of the Electoral Council of Australia. The information that the AEC has obtained by having access to State and Territory based

data has proved invaluable in maintaining comprehensive and accurate rolls. Of the 2.6 million additions, deletions and amendments to the rolls during 2000–2001, 1.7 million were a direct result of federal and State data-matching initiatives.

On the international front and with significant support from the Australian Agency for International Development (AusAID), the AEC continues to provide assistance and advice to emerging nations within Australia's sphere of influence. While Papua New Guinea will remain our major focus for some time, we feel privileged to have been asked to assist in the Federated States of Micronesia, Solomon Islands, Fiji and East Timor.

The United Nations mission in East Timor has provided us with the opportunity to evaluate the effectiveness of a number of electoral administration training modules developed with assistance from the International Institute for Democracy and Electoral Assistance, and the Electoral Assistance Division of the United Nations. The effectiveness of that training will not be measurable until polling day on 30 August this year. We are, nevertheless, optimistic.

It is appropriate at this stage to recognise a staff member who has contributed greatly to the reputation of the AEC—Mr Michael Maley our Director, Research and International Services. Michael was awarded the Public Service Medal in the Australia Day Honours and on 11 May, was appointed to the Independent Electoral Commission of East Timor by the Secretary-General of the United Nations. Such recognition does not come without commitment and ability and Michael has both in no short measure.

A major focus for the administration of the AEC over the past year has been on corporate governance and leadership development. This has involved close

consultation with senior management, staff and other stakeholders. The new strategic plan to be introduced in the next financial year, will be a living document, capable of modification as changes in priorities inevitably dictate. We will continue to rely on our staff to implement these priorities over the coming year. The AEC's second Certified Agreement has recognised their dedicated efforts through competitive remuneration and conditions, as well as providing the basis for further efficiency and productivity gains.

A significant area of AEC activity, often overshadowed by National and International electoral events, is covered by our Non-Parliamentary Elections (NPE) Section. In any year, this being no exception, NPE staff oversee hundreds of industrial, commercial, Certified Agreement and local government ballots. Rarely is there a challenge to the way in which a ballot is conducted. That in itself, speaks volumes for the professionalism of those involved. However, with the next federal election looming the operational focus for the organisation must be on ensuring that everything is in place regardless of the timing of the issuing of writs.

During the year we bade farewell to Mr Mark Cunliffe, First Assistant Commissioner. Mark made a significant contribution to the AEC, particularly in the Funding and Disclosure and Certified Agreement areas. We greatly appreciated his advice and friendship and his presence and expertise will be missed.

Finally, it was very pleasing to see Mr Paul Dacey appointed Deputy Electoral Commissioner. Paul's wealth of experience and management style will be a great asset for the further development of the AEC.



Andy Becker
Electoral Commissioner



Centennial Park, Sydney at the Proclamation of Federation, 1 January 1901—Album 321/7 National Library of Australia

OVERVIEW

THE AUSTRALIAN ELECTORAL COMMISSION

The Australian Electoral Commission (AEC) is responsible for providing the Australian people with an independent electoral service capable of meeting their needs, while enhancing their understanding of and participation in the electoral process

OVERVIEW OF THE AUSTRALIAN ELECTORAL COMMISSION

DESCRIPTION OF THE AUSTRALIAN ELECTORAL COMMISSION

The Australian Electoral Commission (AEC) is responsible for providing the Australian people with an independent electoral service capable of meeting their needs, while enhancing their understanding of and participation in the electoral process.

The AEC operates as an independent statutory authority under the *Commonwealth Electoral Act 1918* and has responsibility for the federal electoral system in Australia. The Commonwealth Electoral Act was amended in 1984, which established the Commission with three Commissioners. As at 30 June 2001 these were:

- 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 Andy Becker; and
- one other part-time, non-judicial member—Mr Dennis Trewin, Australian Statistician.

Mr Dennis Trewin, the incoming Australian Statistician was appointed non-judicial member of the Commission from 10 July 2000. Mr Trewin replaced Mr Bill McLennan AM who retired as the Australian Statistician on 30 June 2000 and as such also ceased to be a member of the Commission.

The AEC operates over a wide geographical base, with a Central Office situated in

Canberra and a Head Office in each State capital city and Darwin. There are 150 House of Representatives Electoral Divisions and each has its own Divisional Office.

ROLE AND FUNCTIONS

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

- the *Commonwealth Electoral Act 1918* for:
 - conducting federal elections,
 - maintaining the electoral roll,
 - promoting public awareness of electoral education and information programs and by other means,
 - providing international electoral assistance in cases approved by the Minister for Foreign Affairs and Trade,
 - registering political parties,
 - paying public funding to election candidates and parties and disclosing financial details for political parties and others,
 - determining representation entitlements,
- the *Referendum (Machinery Provisions) Act 1984* for conducting referendums;
- *Commonwealth Electoral Legislation (Provision of Information) Act 2000* relating to the provision of elector information on tape or disk under the *Commonwealth Electoral Act 1918*;

- the *Representation Act 1983* increasing the number of Senators for each State to 12;
- the *Aboriginal and Torres Strait Islander Commission Act 1989* for conducting elections for the Aboriginal and Torres Strait Islander Commission (ATSIC); and
- the *Workplace Relations Act 1996* for conducting industrial elections.

It is from this legislation that the AEC's Mission, Purpose and Functions have been developed.

The AEC's mission is:

- to provide the Australian people with an independent electoral service which meets their needs, and which encourages them to understand and participate in the electoral process; and
- to enhance free and fair electoral processes throughout the world.

PURPOSE

The AEC's purpose is:

- to maintain the electoral roll;
- to conduct elections and referendums; and
- to provide electoral information, education programs and related services.

FUNCTIONS

The AEC aims to serve the Australian people by:

- maintaining the Commonwealth Electoral Roll under arrangements with State and Territory electoral bodies;
- conducting federal parliamentary elections and referendums;
- conducting elections for ATSIC,

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, candidates and others; 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.

VALUES

In pursuit of its mission, the AEC focuses on providing excellent levels of service to its clients. The AEC underpins its service, relationships and accountability by fostering integrity, professionalism, openness, respect and innovation amongst its staff.

THE AEC'S ORGANISATIONAL STRUCTURE

The AEC provides the Australian people with an independent electoral service, which meets their electoral needs and which encourages them to participate in the electoral process. The organisational structure through which the AEC undertook this role in 2000–2001 is shown in **FIGURE 1** on page 12.

The membership of senior management committees, and their roles, is shown in **FIGURE 7** on page 90 under the 'Management and accountability' section of this report. Further information on the AEC's organisation is shown under 'AEC offices' on page 9.

THE COMMISSIONERS

The Commissioners are shown on page 6 under the heading 'Description of the Australian Electoral Commission'.

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 responsibility for the management of and strategic leadership in relation to:

- the AEC's enrolment and election activities;
- the conduct of:
 - federal parliamentary elections and referendums,
 - certain other elections including for ATSIC and for industrial organisations,
 - electoral education programs,
- the conduct of electoral research;
- the administration of the AEC's human, financial and other resources;
- the AEC's provision of assistance for elections and referendums in foreign countries; and
- the nation-wide dissemination of electoral information and education services.

SENIOR EXECUTIVES AND THEIR RESPONSIBILITIES

The Electoral Commissioner is assisted by a Deputy Electoral Commissioner, a First Assistant Commissioner, three Assistant Commissioners and Australian

Electoral Officers for each State and the Northern Territory.

DEPUTY ELECTORAL COMMISSIONER

Mr Paul Dacey is the Deputy Electoral Commissioner (DEC) and was appointed for a five-year term from 5 April 2001. The position became vacant in March 2000 and has been filled by various senior executives on a temporary basis. The DEC has responsibility to:

- assist the Electoral Commissioner in the conduct of federal parliamentary elections and referendums, and the conduct of certain other elections, including for ATSIC, and for industrial organisations;
- work closely with the Electoral Commissioner with respect to the day-to-day management of the AEC;
- conduct the business of the AEC in accordance with policy and procedures that are approved by the Electoral Commissioner and the Commission;
- represent the AEC in a range of forums, locally, nationally and as appropriate, internationally; and
- play a key role in meeting the challenges of a service-oriented agency operating within a modern public sector framework.

FIRST ASSISTANT COMMISSIONER, FINANCE AND SUPPORT SERVICES

Until early June 2001, this position was filled by Mr Mark Cunliffe, who has since taken up a senior position with the Department of Defence. Ms Barbara Davis, who is the Assistant Commissioner Corporate Services, is temporarily occupying this position pending its permanent filling. This position has responsibility to:

- manage the Finance and Support Services for the AEC;

- provide high level leadership in and advice on corporate governance issues, with the capacity to foster and implement an effective corporate governance framework across the AEC;
- provide senior executive assistance in the management of the AEC, particularly in the area of financial input to strategic and business planning; and
- represent the AEC's interests in briefings, representations, negotiations, committees, at conferences and seminars and in other forums.

OTHER SENIOR EXECUTIVES AND KEY STAFF

In Central Office, the Deputy Electoral Commissioner and the First Assistant Commissioner are assisted by three Assistant Commissioners with responsibility for:

- Elections and Enrolment, Mr Tim Pickering;
- Corporate Services, Ms Marie Nelson (Acting); and
- Information Technology, Ms Sue Sayer (Acting).

In addition to these senior executives, the Electoral Commissioner is assisted by Australian Electoral Officers in the States and the Northern Territory who hold statutory appointments. The Australian Electoral Officers have responsibility to:

- manage the AEC's activities within the State;
- administer, within the State or Territory, all Acts and Regulations relating to the Commonwealth electoral system and the conduct of elections and referendums;
- exercise statutory powers under the various Acts; and

- represent the Electoral Commissioner at conferences and meetings with Commonwealth Government and State Government officials, industrial organisation representatives and the press.

The occupants of the Australian Electoral Officer positions are:

New South Wales	Ms Frances Howat
Victoria	Dr David Muffet
Queensland	Mr Bob Longland
Western Australia	Mr Andrew Moyes
South Australia	Mr Geoff Halsey
Tasmania	Mr Alex Stanelos
Northern Territory	Mr Bill Shephard

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 150 House of Representatives Electoral Divisions.

CENTRAL OFFICE

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

- Elections and Enrolment Branch;
- Corporate Services Branch; and
- 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 THE NORTHERN TERRITORY

Australian Electoral Officers for each State and the Northern 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 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. Since the last federal

election in 1998, there have been redistributions of electoral boundaries in New South Wales, Western Australia, South Australia, Tasmania, and the Northern Territory. As a result of these redistributions in which the number of Divisions in Western Australia and the Northern Territory both increased by one, there are now 150 electoral Divisions. This is an increase of two Divisions from the 1998 Federal Election. However, parliamentary representatives for these Divisions will not be elected until the next federal election.

AEC PHONE NUMBERS AND ADDRESSES

The AEC national enquiry centre is 13 23 26.

Central Office

Australian Electoral Commission
West Block Offices, Queen Victoria Terrace
PARKES ACT 2600
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Queensland

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South Australia

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ADELAIDE SA 5000
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Western Australia

28 Thorogood Street
BURSWOOD WA 6100
(08) 9470 7299

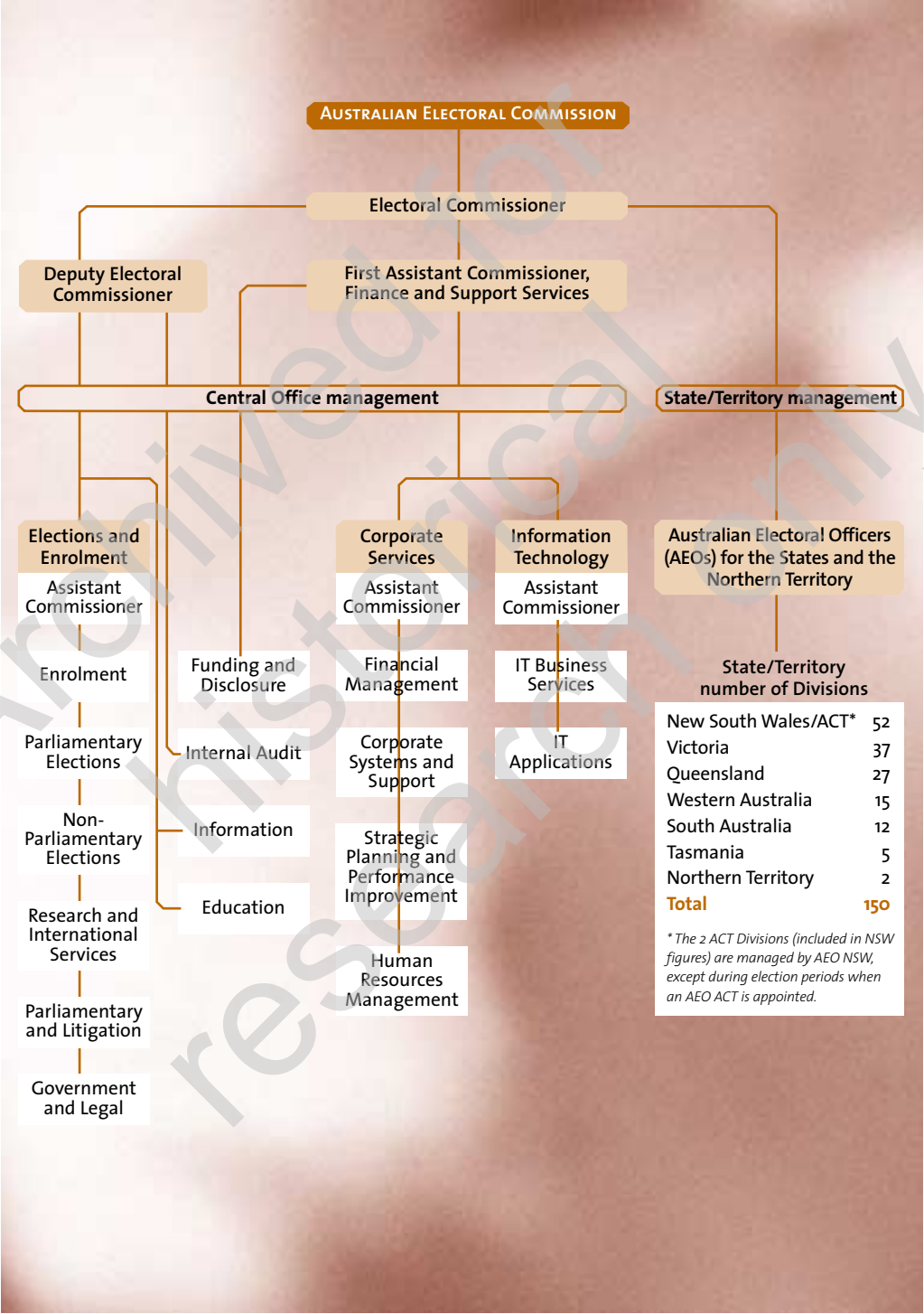
Tasmania

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

Northern Territory

9th Floor, AANT Building
79–81 Smith Street
DARWIN NT 0800
(08) 8982 8000

Figure 1: Organisation chart



OUTCOME AND OUTPUT STRUCTURE

The AEC's outcome and output structure is based on three outcomes. An overview is provided at **FIGURE 2**.

Figure 2: AEC's outcome and output structure

Outcomes	ELECTORAL ROLL MANAGEMENT	ELECTIONS, BALLOTS AND REFERENDUMS	ELECTORAL EDUCATION
	1. Australians have an electoral roll which ensures their voter entitlement and provides the basis for the planning of electoral events and electoral redistributions	2. Stakeholders/ customers have access to and advice on impartial and independent electoral services and participate in electoral events	3. An Australian community which is well informed about electoral matters
	<ul style="list-style-type: none"> 95% of people eligible to vote are on the electoral roll A high level of stakeholder and customer satisfaction with electoral products and services 	<ul style="list-style-type: none"> 96% of voters turnout at electoral events Legislative requirements are met Customer Service Charter standards are met to a high level 	<ul style="list-style-type: none"> High level of perceived understanding of electoral events and processes by participants in education forums High level of customer satisfaction
Outputs	OUTPUT GROUP 1.1	OUTPUT GROUP 2.1	OUTPUT GROUP 3.1
	1.1.1 Electoral roll (RMANS) 1.1.2 Electoral roll updates (ERR/CRU) 1.1.3 Roll products and services 1.1.4 Support services for electoral redistributions	2.1.1 Federal elections, referendums and by-elections 2.1.2 Party registrations 2.1.3 Funding and disclosure services 2.1.4 Public awareness campaigns, media releases 2.1.5 Information services 2.1.6 Industrial elections and ballots for organisations 2.1.7 ATSIC elections 2.1.8 State and local government elections 2.1.9 Advice and assistance in overseas elections	3.1.1 Electoral Education Centres (EEC) 3.1.2 School and community programs

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OUTCOME 1

REPORT ON PERFORMANCE

Electoral roll management

Australians have an electoral roll which ensures their voter entitlement and provides the basis for the planning of electoral events, and electoral redistributions

OUTCOME 1—SUMMARY OF RESOURCES

Table 1: Outcome 1—Electoral roll management

	Budget* 2000 2001 \$'000	Actual expenses 2000 2001 \$'000	Budget** 2001 2002 \$'000
Price of departmental outputs			
<i>Commonwealth Electoral Act 1918—</i>			
Electoral Roll Review—Special Appropriation			
Output 1.1.2—Electoral Roll Review (ERR/CRU)	8,850	8,850	9,000
Total special appropriations	8,850	8,850	9,000
Departmental appropriations			
Output Group 1.1—Electoral roll management			
Output 1.1.1—Electoral roll (RMANS)	28,126	16,184	21,924
Output 1.1.2—Electoral roll updates (ERR/CRU)	9,286	17,329	9,286
Output 1.1.3—Roll products and services	214	707	650
Output 1.1.4—Support services for electoral redistributions	758	685	316
Total Output Group 1.1	38,384	34,905	32,176
Total revenue from Government (appropriation) contributing to price of departmental outputs	47,234	43,755	41,176
Revenue from other sources	3,885	4,871	3,500
Total price of departmental outputs (Total revenue from Government and from other sources)	51,119	48,626	44,676
Total estimated resourcing for Outcome 1 (Total price of outputs and administration expenses)	51,119	48,626	44,676
		2000–2001	2001–2002
Average staffing level (number)		402	294

In addition, the AEC employs casual staff to assist with enrolment and roll review activities. Full-time equivalent number for 2000–2001 was 102 and estimate for 2001–2002 is 58.

The variation between budget and actual expenses for Output 1.1.1 is due to the delays associated with the implementation of the *Electoral Referendum Amendment Act (No. 1) 1999*, and the increasing emphasis on Continuous Roll Update (see Output 1.1.2 increase). It is anticipated that staff resources will be allocated to Outcome 2 during the election period, hence the decrease shown in Budget 2001–2002.

* Full-year budget was reduced due to a change of accounting treatment for the recognition of appropriation revenue. The sum of \$3.437 million has been deducted from budget figures, as that revenue was recognised in 1999–2000 actuals.

** Budget prior to additional estimates

OUTCOME 1

ELECTORAL ROLL MANAGEMENT

Australians have an electoral roll, which ensures their voter entitlement and provides the basis for the planning of electoral events, and electoral redistributions.

In 2000–2001 the AEC continued its ongoing enrolment activities including processing of enrolments and the amendment of elector and address

information to ensure that the electoral roll remained accurate and up-to-date. The activities undertaken included the timely processing of enrolment forms received from the public, the stimulation of enrolment and checking of enrolment details under the Continuous Roll Update (CRU) program, and the processing of enrolment forms received at the State elections in Western Australia and Queensland and at the federal by-elections in the Divisions of Isaacs, Ryan and Aston.

OVERALL PERFORMANCE RESULTS

Table 2: Outcome 1—Electoral roll management

Output group	Performance indicator	Performance target	Performance results
Electoral roll management	Percentage of people eligible to vote on the electoral roll	95%	12.56 million persons enrolled at 30 June 2001, an estimated 95% of eligible persons enrolled (based on regular Newspoll surveys and matches with ABS data)
	Extent to which Australians have access to their voting entitlement	100%	It is considered that 100% of eligible Australians have access to their voting entitlement. This is based on 100% coverage of eligible voters in informing them of their voter entitlement, roll updates and the provision of convenient and accessible polling arrangements
	Extent to which the electoral roll provides the basis for planning of electoral events and electoral redistributions	Meets 90% of requirements	Enrolment data used to successfully complete redistributions of electoral boundaries in WA and NT. Enrolment data also used to successfully run polling place and staffing estimates for the next federal election
	Level of stakeholder and customer satisfaction with electoral products and services	Meets Customer Service Charter requirements	Continuous liaison with key stakeholders throughout the year ensured regular feedback on AEC service provision. The majority of this feedback was very positive

The achievement of Outcome 1 was measured by the continued high percentage of eligible persons enrolled, the maintenance of a high level of enrolment activity throughout the year, and the provision of accurate rolls for use at a range of electoral events including the two State elections.

What follows is a report of performance results for 2000–2001 for Outcome 1 in relation to its output group of electoral roll management, namely:

- electoral roll (RMANS);
- electoral roll updates (ERR/CRU);
- roll products and services; and
- support services for electoral redistributions.

ANALYSIS: ELECTORAL ROLL MANAGEMENT

During 2000–2001 the principal outputs to meet the outcome of an accurate and up-to-date roll were the expansion and consolidation of the Continuous Roll Update (CRU) program, the supply of roll products for a range of electoral events, the printing of rolls for sale to the public in accordance with section 91 of the *Commonwealth Electoral Act 1918* and the maintenance of Joint Roll Arrangements with the State Governments and Territory Governments.

At 30 June 2001 there were 12.56 million persons enrolled, being an estimated 95 per cent of those eligible to enrol. The participation rate combined with a high level of enrolment transactions, 2.6 million for the year including deletions, is evidence that the roll has a high level of currency and accuracy.

VARIATIONS TO PERFORMANCE TARGETS

There have been no changes in performance targets for Outcome 1 and its supporting

outputs from those contained in the 2000–2001 Portfolio Budget Statements.

PURCHASER/PROVIDER ARRANGEMENTS

There are no purchaser/provider arrangements in place for Outcome 1.

EXTERNAL SCRUTINY OF ELECTORAL MATTERS

The management of the Commonwealth Electoral Roll by the AEC came under intense parliamentary and media scrutiny from August 2000 to June 2001. This followed an allegation by a person convicted of enrolment forgery that there was widespread political party branch stacking for candidate preselection purposes in Queensland, and that this involved defrauding the electoral rolls. This allegation gave rise to formal inquiries into enrolment fraud by the Queensland Legislative Assembly Legal, Constitutional and Administrative Review Committee (the LCARC inquiry), by the Queensland Criminal Justice Commission (the Shepherdson CJC inquiry), and by the Federal Parliamentary Joint Standing Committee on Electoral Matters (the JSCEM inquiry).

It was concluded by these various inquiries, on the basis of the evidence available, that the cases of enrolment fraud in Queensland for the purposes of political party preselection ballots could not have affected the results of any parliamentary elections, State or federal. Although the management of the electoral rolls by the AEC, under the existing provisions of the Electoral Act, was not found to be at fault in these inquiries, and widespread and organised electoral fraud in order to affect the results of federal elections was not uncovered, various administrative improvements and amendments to electoral law have been recommended.

For example, the Queensland CJC recommended an increase in federal penalties for electoral fraud, the Queensland LCARC recommended increased funding for the Electoral Commission of Queensland (ECQ) to enable technical upgrades for the joint AEC/ECQ management of the computerised rolls, and the JSCEM recommended the implementation of enrolment identification, the early close of the rolls, and for party preselection ballots to be conducted by the AEC on request and on a cost recovery basis.

PARLIAMENTARY REVIEW

Joint Standing Committee on Electoral Matters

Inquiry into the Integrity of the Electoral Roll: On 9 September 2000, the Joint Standing Committee on Electoral Matters (JSCEM) commenced an inquiry into the Integrity of the Electoral Roll. The terms of reference were to inquire into and report on the adequacy of the *Commonwealth Electoral Act 1918* for the prevention and detection of fraudulent enrolment; incidents of fraudulent enrolment; and the need for legislative reform. The JSCEM received 87 written submissions and held eight public hearings. The AEC filed seven written submissions, published on the AEC website, and provided oral evidence at two public hearings.

On 18 June 2001, the JSCEM Report, entitled 'User friendly, not abuser friendly' was tabled in the Parliament. The JSCEM made 18 recommendations for administrative and legislative change, including the implementation of enrolment identification, the early close of the rolls, and for party preselection ballots to be conducted by the AEC, on request and on a cost recovery basis. The dissenting report was highly critical of the conduct of this JSCEM inquiry.

Electoral inquiries

From September 2000 to May 2001, the Shepherdson inquiry of the Queensland Criminal Justice Commission (CJC) investigated allegations of electoral fraud made by a person convicted of enrolment forgery in Queensland. The CJC report of 1 May 2001 found that there was no evidence that the electoral fraud uncovered by the inquiry was intended to affect the result of federal elections, but that it was intended to affect the results of party preselection ballots. The CJC report also recommended increased penalties for federal electoral offences so as to extend the time limits for prosecution.

From August 2000 to November 2000, the Legal, Constitutional and Administrative Review Committee (LCARC) of the Queensland Legislative Assembly made inquiries into the prevention of electoral fraud. The November interim report of LCARC endorsed Continuous Roll Updating and recommended several measures to improve its effectiveness in preventing electoral fraud, including an increase in funding to the Queensland Electoral Commission for joint roll management purposes.

ADMINISTRATIVE REVIEW

Ombudsman

As reported by the AEC to the JSCEM inquiry into the Integrity of the Electoral Roll, in October 2000 the AEC asked the Commonwealth Ombudsman to investigate an allegation that there was an 'Electoral Commission insider' assisting in the perpetration of electoral offences associated with political party branch-stacking in Queensland. The allegation was made by a person convicted of enrolment forgery to the Queensland Criminal Justice Commission (CJC) inquiry into electoral fraud. On 23 January 2001, the

Commonwealth Ombudsman advised the AEC that no evidence had been found to support the allegation. A similar conclusion was reached independently by the Queensland CJC in its May 2001 report.

The Commonwealth Ombudsman was involved in the settlement of two separate complaints about AEC staff members, and a complaint about information provided by the AEC on several complex questions about compulsory voting.



Checking the electoral roll

OUTPUT 1.1.1—ELECTORAL ROLL (RMANS)

The Electoral Roll is fundamental to conducting parliamentary elections. It is maintained on a computerised Roll Management System (RMANS). It is the key to voter entitlement at the federal, State and Territory level and is the basis for electoral redistributions.

To meet this output, the AEC undertakes a number of activities, namely:

- processes enrolment and address data;
- surveys the requirements of internal and external users of roll-based products;
- investigates and implements new roll management strategies and systems;
- renegotiates joint roll arrangements with State and Territory electoral authorities;
- uses a range of information to update and review the roll; and

- produces information required for electoral redistributions.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 3](#).

ANALYSIS: ELECTORAL ROLL (RMANS)

AEC Divisional office staff continuously process enrolment information and enter it into the computerised Roll Management System (RMANS) so that an accurate and up-to-date roll can be maintained. This includes the entry of enrolment forms received from newly eligible persons and electors changing address, and deletions arising from electors having left their enrolled address or from death. In addition, staff process information received from

Table 3: Output 1.1.1

Output group	Performance indicator	Performance target	Performance results
Output 1.1.1 Electoral roll (RMANS)	% of people eligible to vote are on the electoral roll	95%	Estimated 95% at 30 June 2001 (based on regular Newspoll surveys and matches with ABS data)
	RMANS availability	99.5%	Target exceeded, 99.83% availability
	Number of enrolment transactions processed per annum	Greater than 2.5 million	Total of 2,624,229 made up of 2,286,506 enrolment forms and amendments and 337,723 deletions (objections, death deletions and duplicate removals)
	Processing time for enrolment forms from receipt	Less than 5 days	Target met
	Cost of entries on the RMANS database	Less than \$2.75/entry	\$2.50/entry. Costs attributed are direct costs and do not include AEC infrastructure, support and staffing costs

CRU activities and elections and collect and update address and electoral area boundary information contained on the RMANS Address Register.

At 30 June 2001 there were 12,555,142

electors on the Commonwealth Electoral Roll. This is an increase in the number of electors enrolled during 1999–2000 of 124,291 mainly due to the CRU program. A summary of persons enrolled by State and Territory is shown in [TABLE 4](#).

Table 4: Number of persons enrolled by State/Territory 1994–2001

State/Territory	30/Jun/94	30/Jun/95	30/Jun/96	30/Jun/97	30/Jun/98	30/Jun/99	30/Jun/00	30/Jun/01
NSW	3,826,483	3,876,330	3,997,657	3,989,416	4,054,003	4,133,129	4,187,911	4,154,672
VIC	2,892,013	2,977,197	3,028,943	3,018,089	3,015,405	3,106,115	3,153,514	3,199,570
QLD	1,993,339	2,009,332	2,094,850	2,110,149	2,144,981	2,183,729	2,241,387	2,326,846
WA	1,040,779	1,063,318	1,104,162	1,119,266	1,124,910	1,156,691	1,169,243	1,203,847
SA	1,007,874	1,003,607	1,012,652	1,006,034	989,884	1,018,589	1,030,970	1,024,112
TAS	324,651	315,512	331,080	322,127	320,479	326,374	324,838	325,535
ACT	192,383	198,545	204,969	203,632	205,328	209,063	215,212	214,949
NT	97,792	93,943	103,124	104,151	104,648	106,101	107,776	105,611
Total	11,375,314	11,537,784	11,877,437	11,872,864	11,959,638	12,239,791	12,430,851	12,555,142

During the year, AEC Divisional staff processed 2,286,506 enrolment forms and amendments and 337,723 deletions to the roll to give a total of 2,624,229 transactions. Enrolment transactions comprised 462,004 additions to the roll, 698,472 transfers of enrolment between Divisions and 1,126,030 changes of address and other amendments to electors' details. The deletion transactions were made up of 105,470 deaths, 5,811 duplicated entries and 226,442 objections or removals from the roll, the majority being for electors no longer resident at their enrolled address. A feature of enrolment activity in the year was the 299,966 enrolments received from new or 'first time' electors.

Enrolment activity for the year is shown in [TABLE 5](#) (on page 23).

IMPROVED ROLL MANAGEMENT SYSTEMS AND TECHNIQUES

In January 2001, the AEC signed a three-year contract with Security Mailing Services for the imaging, storage and retrieval of enrolment documents. This contract included the conversion of existing electronic enrolment document images to a standard transportable format. The system provides online access to archived enrolment documents to authorised users in Divisional Offices, Head Offices, Central Office and by State and Territory electoral authorities. The conversion of existing image holdings as well as the imaging, storage and retrieval of documents under this contract commenced in January 2001 and will be completed in January 2002. The introduction of this new system represents a significant change in the way archived copies of enrolment forms are stored and accessed by authorised users.

Table 5: Enrolment activity for the period 1/7/00 to 30/6/01

	NSW	VIC	QLD	SA	WA	TAS	ACT	NT	Total
Enrolment transactions additions to the roll									
New enrolments	79,792	70,633	77,845	19,567	37,794	6,576	5,074	2,685	299,966
Reinstatements	2,286	754	1,174	524	391	188	154	92	5,563
Re-enrolments	38,184	30,102	53,008	5,672	21,219	3,983	2,093	2,214	156,475
Total additions	120,262	101,489	132,027	25,763	59,404	10,747	7,321	4,991	462,004
Transfers between divisions									
Intrastate	160,941	139,017	137,466	41,613	73,555	7,705	2,983	–	563,280
Interstate	31,708	26,298	39,687	8,560	10,787	4,436	7,995	5,721	135,192
Intradivision movement/amendment	251,795	183,648	254,968	85,134	107,120	28,662	15,536	10,292	937,155
Total transfers	444,444	348,963	432,121	135,307	191,462	40,803	26,514	16,013	1,635,627
No change enrolment	37,851	28,867	51,581	32,369	18,623	15,565	2,466	1,553	188,875
Total enrolment forms processed	602,557	479,319	615,729	193,439	269,489	67,115	36,301	22,557	2,286,506
Deletion transactions									
Objections	102,274	31,995	38,793	19,176	15,925	5,974	6,252	6,053	226,442
Deaths	39,286	25,288	18,169	10,206	7,343	3,288	1,198	692	105,470
Duplications	1,427	1,187	1,736	305	798	64	70	224	5,811
Total deletions processed (not including transfers)	142,987	58,470	58,698	29,687	24,066	9,326	7,520	6,969	337,723
Total elector transactions	745,544	537,789	674,427	223,126	293,555	76,441	43,821	29,526	2,624,229
National and State/Territory totals for enrolment activity are subject to minor statistical adjustment and application of totals for additions and deletions to the roll will show minor differences.									

The AEC continued to apply Australia Post Delivery Point Identifiers (DPID) to its Address Register in order to achieve the best possible postage discounts. In addition, the AEC, through the Electoral Council of Australia, is contributing toward the development of a Geocoded National Address file and has had input into the development of a new standard entitled 'Geographic Information—Property Street Addressing' to apply in Australia and New Zealand. Once finalised, improvements in Address Register accuracy are expected.

The AEC strengthened its Address Register

reporting capabilities in 2000–2001 and developed and circulated National Address Register Maintenance Procedures to Head Offices and Divisions.

TRENDS

At the end of the financial year, an estimated 95 per cent of the eligible population was enrolled. The number of electors on the roll increased, by approximately 125,000. This increase is less than that in 1999–2000, a year in which there were significant electoral events to boost enrolment. However, deletions from

the Electoral Roll (by objections) arising from the 1999 Referendum were delayed in a number of States for operational reasons, which contributed to an offset to increases in the number of persons on the roll in 2000–2001. Compared to 1999–2000, there were only two significant elections (State elections in Queensland and Western Australia) to stimulate enrolment in the financial year. Enrolment by new electors remained steady at approximately 300,000 as a result of the AEC's CRU program. A significant feature of 2000–2001 is that it is the first year since detailed statistics have been available that there has been an increase in the number of persons enrolled without the stimulation of a major election or a full habitation review (see year-end enrolments at Table 4 for historical comparisons). The AEC estimates that participation by young electors remained steady at approximately 66 per cent of those eligible in the 18 to 20-year-old age group. In contrast to activity in previous years, enrolments were generally spread proportionally between the States and Territories and throughout the year, with the only clear peak being in early 2001 in Queensland and Western Australia in connection with State elections.

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

Other than the new enrolment document imaging, storage and retrieval system there were no significant changes in the nature of the functions or services of electoral roll management during the year.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

The major trend during 2000–2001 was the increase in enrolment activity and the steady flow of enrolment work in all months arising from the expansion and consolidation of the CRU program in all States and Territories. Roll closure for the State elections in Queensland and

Western Australia contributed an additional 80,000 and 40,000 enrolments respectively, with additional enrolment forms collected on polling day. In addition, the trend to the use of postal ballots for local government elections, particularly in Victoria, South Australia and Tasmania, has provided the AEC with an increasing volume of enrolment and address information, and it is anticipated that this source of enrolment information will increase in future years.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

During the year there were no significant performance issues that relate to the Customer Service Charter standards for Output 1.1.1.

DEVELOPMENTS SINCE END OF FINANCIAL YEAR THAT HAVE AFFECTED OR MAY SIGNIFICANTLY AFFECT THE AEC'S OPERATIONS OR FINANCIAL RESULTS IN FUTURE

The *Electoral and Referendum Amendment Act (No.1) 2001* received Royal Assent on 28 April 2001, but does not commence until Proclamation (which occurred on 16 July 2001). This Act contains provisions, which will provide the AEC with discretionary power to refuse to include inappropriate names in the roll. That is, names that are:

- fictitious, frivolous, offensive or obscene; or
- not the name by which the person is usually known; or
- not written in the alphabet used for the English language; or
- if it would be contrary to the public interest to include the name in the roll.

The AEC will also have the power to review names that may fall into the above categories and that are already on the roll in light of the new provisions.

OUTPUT 1.1.2—ELECTORAL ROLL UPDATES (ERR/CRU)

During 2000–2001, the principal output to meet the outcome of an accurate and up-to-date electoral roll was the consolidation and expansion of the Continuous Roll Update (CRU) program. This follows on from the door-knock based Electoral Roll Review (ERR) held biennially in earlier years.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 6](#).

Table 6: Output 1.1.2

Output group	Performance indicator	Performance target	Performance results
Output 1.1.2 Electoral roll updates (ERR/CRU)	Vacant addresses eligible for enrolment	Less than 10%	At 30 June 2001 an estimated 8.9% of addresses on the RMANS Address Register were vacant
	Number of habitations reviewed per annum	3.75 million	An estimated 3.5 million habitations were reviewed
	Cards and amendments processed	700,000	Of the total 2.3 million enrolment transactions processed in RMANS, 1.6 million were the result of CRU activities
	Cost per habitation reviewed	Less than \$4.50	Costs were \$2.60 per habitation reviewed

ANALYSIS: ELECTORAL ROLL UPDATES (ERR/CRU)

The expansion and consolidation of CRU activities during the year has resulted in steady enrolment activity in each month of the year, with greater activity in the months following very large mail-outs or fieldwork.

Of the 2.3 million enrolment forms processed during 2000–2001, over 1.6 million resulted from CRU activities. These were made up of 1,316,450 from AEC enrolment reminder mailings, 171,139 from fieldwork, 39,423 from AEC attendance at Citizenship ceremonies and 138,600 from CRU activities undertaken by State and Territory electoral authorities. The balance

of 700,000 enrolment forms were received from normal enrolment activity such as forms collected from Post Offices and electors attending Divisional Offices.

During 2000–2001, the number of external data sources matched on RMANS was increased by three to include Centrelink 17 and 18-year-old clients, Queensland Rental Tenancy Board and Queensland Motor Transport. In addition, the AEC introduced a 'Reminder Letter' facility to mail to addresses that had not responded to previous mail-outs. Overall mailing from data matching was increased from 1.3 million letters in 1999–2000 to over 2.9 million in 2000–2001, with enrolments from mailings increasing from 500,000 to over 960,000.

The extraction and use of enrolment and address information held on the computerised enrolment system (RMANS) by 'data mining', was extended from national mailings to Vacant Addresses (valid addresses on RMANS where no-one is enrolled) to include mailings to addresses where there are multiple surnames of electors and a set enrolment limit is exceeded (MELimit mailing). Overall, the AEC mailed enrolment reminder letters to over 1 million addresses from these two data mining facilities, which resulted in over 300,000 enrolments and the receipt of other address and elector information, particularly in the case of electors who had left their enrolled address.

The Vacant Address mailings reduced the number of such addresses on the RMANS Address Register by 115,000 during the year. As at 30 June 2001 there were 990,242 addresses valid for enrolment at which there were no current electors resident, that is, addresses vacant for enrolment purposes. The gross figure of 990,242 vacant addresses was further reduced by an estimated 400,000 to account for residences occupied solely by persons who are not eligible for enrolment, in most cases non-citizens.

The AEC estimates that of the 6.7 million addresses on the RMANS Address Register that are valid for enrolment, and after allowance for non-citizens, approximately 600,000 (8.9 per cent) are vacant, that is, addresses with no elector enrolled.

A pilot Supplementary Mail Review of addresses identified by Divisional Returning Officers was also undertaken in South Australia and enrolment reminders were included as part of the national Reviews of Silent Electors and General Postal Voters.

A national program of fieldwork targeted at addresses which had not responded to enrolment reminder letters was also instituted in 2001. By 30 June 2001, well in excess of 300,000 addresses had been

doorknocked as a result of this type of fieldwork, or fieldwork targeted at remote or high turnover areas. Some States and Territories will complete fieldwork in the second half of 2001.

TRENDS

The number of enrolment forms received from CRU compared to that received from previous two-yearly habitation reviews indicates that CRU is providing a more accurate and up-to-date roll. However, targeted habitation reviews involving door-knocks at specific addresses have been undertaken in this period and will continue to be undertaken as required. Further expansion and consolidation of CRU facilities in 2001–2002 will mean that it should exceed expectations of providing an electoral roll that is continuously up-to date not only for federal elections, but also for State and Territory electoral events, something that the previous reviews alone could not do.

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

There were no significant changes in the nature of functions or services relating to electoral roll updates during the reporting period.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

During 2000–2001, the existing CRU activities and data sources were consolidated and new data sources and Divisional procedures were introduced and expanded. This resulted in a 60 per cent increase in the number of enrolments arising from CRU.

The most significant development was the commencement of targeted fieldwork at those addresses, which remained vacant on the RMANS Address Register. In South Australia an extensive mail review of addresses took place in addition to the

normal CRU mailings. In the Northern Territory, roll review by field officers took place in all remote communities and for selected high growth areas in Darwin and other urban areas. Also, the AEC, in partnership with the State and Territory electoral authorities in all jurisdictions except New South Wales and Victoria, commenced data-matching with information sourced from a range of State and Territory departments covering motor vehicle licensing, schools, rental tenancy and land management depending on the State. This has allowed the better targeting of electors who change address and persons who have recently become eligible, and the 'background' review or confirmation of the current enrolment details of electors who have not changed address. The use of external databases for the purposes of background review is to be extended in the 2001–2002 financial year.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

During the year there were no significant performance issues that relate to the Customer Service Charter standards for Output 1.1.2.

DEVELOPMENTS SINCE END OF FINANCIAL YEAR THAT HAVE AFFECTED OR MAY SIGNIFICANTLY AFFECT THE AEC'S OPERATIONS OR FINANCIAL RESULTS IN FUTURE

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future of Output 1.1.2.

OUTPUT 1.1.3—ROLL PRODUCTS AND SERVICES

The Client Services Unit (CSU) provides a service characterised by a high level of accuracy and efficiency in producing Roll Products and Services for Joint Roll Partners, federal Senators and Members of Parliament, registered political parties, medical and social researchers, government

agencies and authorities, the public and the AEC itself.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 7](#).

Table 7: Output 1.1.3

Output group	Performance indicator	Performance target	Performance results
Output 1.1.3 Roll products and services	Accuracy of products delivered	Greater than 98%	Over 99.9% accuracy of products delivered
	Delivery deadlines achieved	Greater than 98%	Over 99.9% of delivery deadlines achieved
	Level of stakeholder and customer satisfaction with electoral products and services	Customer Service Index 4.0 or greater	Continuous liaison with key stakeholders throughout the year ensured regular feedback on AEC service provision. The majority of this was very positive
	% of ordered products that are supplied	100%	Target achieved for all electoral roll products requested in line with legislative provisions. However, the supply of certain confidential electoral roll information was suspended pending legislative amendments. A number of medical/social researchers could not be supplied with certain confidential information they required until amendments were given Royal Assent

ANALYSIS: ROLL PRODUCTS AND SERVICES

JOINT ROLL ARRANGEMENTS

The Commonwealth has arrangements with all States and the Territories for the maintenance of a joint roll or joint enrolment procedure, and for the sharing of agreed enrolment costs.

In accordance with costing provisions in the respective arrangements, negotiations to review payment to the Commonwealth based on the number of electors enrolled and the roll services provided were undertaken between the AEC and a number of the State and Territory electoral authorities. Agreement was reached during 2000–2001 with electoral authorities in the Australian Capital Territory, the Northern

Territory, South Australia and Tasmania on the new rates that would apply for the next three years. A feature of the agreements was provision by the State and Territory authorities of CRU data to complement data available to the AEC from Commonwealth sources, and for cost offsets for the supply of such data and for CRU activities undertaken at the local level in support of the joint roll.

SCANNING

In accordance with Optical Mark Reading (OMR) scanning contracts held with a number of the States and Territories, the AEC's certified list scanning system was used for the production and subsequent checking of rolls for the Western Australian State Election and State By-election, the Tasmanian Legislative Council Elections and for various New South Wales local government by-elections. The system provides information on apparent non-voters and enables follow up of cases where voters may have voted more than once.

CLIENT SERVICES UNIT

The Client Services Unit (CSU) of the Information Technology Business Services Section provided a significant number of electoral products to Joint Roll Partners. These included rolls for State and local government elections and by-elections, and specific products as required, to support electoral activities and redistributions in States and Territories.

The CSU also produced certified list information as at the Close of Rolls for the federal by-elections of Isaacs, Ryan and Aston. The CSU produced extracts of the electoral roll for use in the production of the National Roll Print in accordance with the *Commonwealth Electoral Act 1918* which states that the AEC must print rolls at least once in the first two years of the first sitting of a new Parliament. In addition

two federal redistributions were processed for the Northern Territory and Western Australia.

Electoral roll products were provided for the majority of the year to:

- medical and social researchers for medical and social research purposes;
- members of the public and departmental agencies where data was of a statistical or address nature;
- Commonwealth Departments and agencies specified in Schedule 2 of the Electoral and Referendum Regulations 1940;
- Members of the House of Representatives, Senators and political parties in the form of the Electoral Information Access System (ELIAS), a database system.

The CSU continued to produce microfiche for public inspection at AEC offices and State Electoral Offices biannually. Microfiche was also provided to the national and State libraries for the same purpose.

After the receipt of legal opinions reversing previous legal advice in the 1999–2000 financial year the AEC changed its practices in relation to the provision of electoral roll information. The suspension of supply of roll products to medical researchers and also of ELIAS to Members of the House of Representatives, Senators and federally registered political parties, continued pending amendments to the *Commonwealth Electoral Act 1918*. Provision of electoral information to Commonwealth departments and scheduled agencies was also suspended until a new regulation was made. The supply of electoral roll information recommenced in late October 2000, however there were significant changes in the level of access to clients. Previously all Members of the House of Representatives and Senators received

Australia-wide elector information, however due to the amendments to the legislation, provision of elector information was limited to Members and Senators only being entitled to information for the Divisions, States and Territories that they represent.

Other clients were no longer entitled to information they previously received, due to legislative changes and the AEC policy regarding availability/access to microfiche name and address details. The policy was updated because the *Commonwealth Electoral Act 1918* did not provide specific authority to sell rolls in microfiche or CD-ROM format, nor does it authorise the public release of electoral roll information for non-electoral or commercial purposes.

The CSU's primary performance measure, the Client Survey, was not conducted in this financial year as it was recommended that any changes in client perception would not be as noticeable in such a short time-frame. However, continuous liaison with key stakeholders throughout the year provided positive feedback on the level of AEC service provision. Areas of future improvement identified in the previous survey included design improvements, wider marketing of available products and improved flows of communication between the AEC and clients of the ELIAS product. Enhancements to CSU products were restricted to only those changes permitted in the legislation. Marketing of products was also limited due to the review of the availability of many products.

ELECTIONS AND REDISTRIBUTIONS

Work in support of various Tasmanian and New South Wales by-elections at the State and local government level was undertaken. The following redistributions were applied to the Roll Management System (RMANS):

- Northern Territory (federal);

- Queensland (local government);
- New South Wales (State and local government);
- Australian Capital Territory (Territory); and
- Western Australia (federal).

TRENDS

The volume of work sustained by the CSU is comparable with previous years. However, due to the legislative amendments mentioned earlier, the duplication of ELIAS CD-ROMs was moved from being supplied by an external organisation to being created and reproduced by CSU from the end of the first quarter of the financial year. This has resulted in additional administrative procedures and processes for the CSU. Policy decisions made regarding the provision of address information extracted from the electoral roll to the public decreased the production of such products. However, there was no significant change in workload as a result of this.

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

The functions of the CSU have not changed, however the services and processes provided have changed due to legislative amendments limiting the range of elector information available to the CSU's client base.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

Legal opinion and amendments to the *Commonwealth Electoral Act 1918* resulted in the temporary suspension of, and subsequent changes to, the supply of electoral information to federal parliamentarians and registered political parties, prescribed Commonwealth agencies and authorities and medical researchers and public health screening

programs from the first quarter of the financial year.

The provision of elector information to prescribed Commonwealth agencies and authorities resumed on 25 July 2000, the date of gazettal of a regulation under subsection 91A(1) of the *Commonwealth Electoral Act 1918* to permit certain prescribed authorities to use the information provided in electronic format for specified purposes.

The provision of elector information to federal parliamentarians, registered political parties, medical researchers and public health screening programs resumed on 26 October 2000, the date of Royal Assent to the *Commonwealth Electoral Amendment Act (No.1) 2000* that allowed the provision of information in a form determined by the AEC.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

The CSU monitor performance on the provision of elector names and addresses for public inspection by ensuring that all AEC Offices, State and Territory Electoral Offices and national and State libraries receive updated copies of microfiche biannually.

The CSU also provides electoral roll data to Members of Parliament, Senators, registered political parties, government agencies and authorities, medical and social researchers and State Electoral Authorities. Such provision is in accordance with the requirements of the *Commonwealth Electoral Act 1918*.

DEVELOPMENTS SINCE END OF FINANCIAL YEAR THAT HAVE AFFECTED OR MAY SIGNIFICANTLY AFFECT THE AEC'S OPERATIONS OR FINANCIAL RESULTS IN FUTURE

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future of Output 1.1.3.

OUTPUT 1.1.4—SUPPORT SERVICES FOR ELECTORAL REDISTRIBUTIONS

The redistribution of federal electoral boundaries is carried out in accordance with Part IV of the *Commonwealth Electoral Act 1918*. To ensure equal representation among electoral Divisions, the boundaries are redrawn (redistributed) periodically.

Section 59 of the *Commonwealth Electoral*

Act 1918 provides for the timing of the commencement of redistributions.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 8](#).

Table 8: Output 1.1.4

Output group	Performance indicator	Performance target	Performance results
Output 1.1.4 Support services for electoral redistributions	Number of Redistribution Committees for which services are provided	2	Support services were provided to 2 Redistribution Committees. Two redistributions were concluded during the year
	Redistribution Committees' satisfaction with services provided	High level of satisfaction	A high level of satisfaction was reported
	Services to Redistribution Committees completed on time	In accordance with timetable	Support services to Redistribution Committees were provided in accordance with timetable

ANALYSIS: SUPPORT SERVICES FOR ELECTORAL REDISTRIBUTIONS

Redistributions were concluded in Western Australia and the Northern Territory. These redistributions were carried out under section 59(2)(a) of the *Commonwealth Electoral Act 1918*, which provides for a State or Territory to be redistributed as a result of population changes between the States and Territories.

The electoral boundaries in Western Australia and the Northern Territory were adjusted to provide for equitable representation in each electoral Division.

TRENDS

Section 59 of the *Commonwealth Electoral Act 1918* provides for the timing of the commencement of redistributions.

The next redistribution required under section 59(2)(c) (seven years since the last redistribution) will be in Victoria. The redistribution is due to commence in December 2001.

Depending on the timing of the next federal election, current population trends indicate that redistributions in South Australia and Queensland may be required

under section 59(2)(a) and would commence around 13 months after that election.

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

The AEC's website was used extensively to publish redistribution information, making this material more accessible to the public.

There were no other significant changes in the delivery of redistribution functions.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

There were no significant changes, factors, events or trends influencing performance relating to redistribution services during the reporting period.

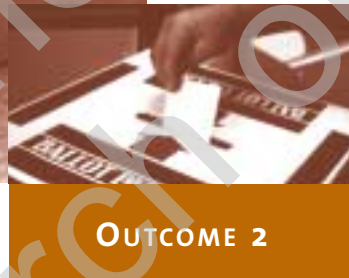
PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

During the year there were no significant performance issues that relate to the Customer Service Charter standards for Output 1.1.4.

DEVELOPMENTS SINCE END OF FINANCIAL YEAR THAT HAVE AFFECTED OR MAY SIGNIFICANTLY AFFECT THE AEC'S OPERATIONS OR FINANCIAL RESULTS IN FUTURE

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future for Output 1.1.4.

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REPORT ON PERFORMANCE

Elections, ballots and referendums

Stakeholders/customers have access to and advice on impartial and independent electoral services and participate in electoral events

OUTCOME 2—SUMMARY OF RESOURCES

Table 9: Outcome 2—Elections, ballots and referendums

	Budget* 2000 2001 \$'000	Actual expenses 2000 2001 \$'000	Budget** 2001 2002 \$'000
Price of departmental outputs			
Administered appropriations:			
Commonwealth Electoral Act 1918—Election Public Funding	0	224	39,924
Total administered expenses	0	224	39,924
Departmental appropriations			
Output Group 2.1—Elections, ballots and referendums			
Output 2.1.1—Federal elections, referendums and by-elections	28,685	21,906	75,476
Output 2.1.2—Party registrations	407	510	421
Output 2.1.3—Funding and disclosure services	1,115	825	1,037
Output 2.1.4—Public awareness campaigns, media releases	982	160	8,856
Output 2.1.5—Information services	943	6,234	5,609
Output 2.1.6—Industrial elections and ballots for organisations	5,556	7,416	5,403
Output 2.1.7—ATSIC elections	—	272	—
Output 2.1.8—State and local government elections	—	—	—
Output 2.1.9—Advice and assistance in overseas elections	816	—	838
Total Output Group 2.1	38,504	37,323	97,640
Total revenue from Government (appropriation) contributing to price of departmental outputs	38,504	37,323	97,640
Revenue from other sources	2,492	7,719	2,801
Total price of departmental outputs (Total revenue from Government and from other sources)	40,996	45,042	100,441
Total estimated resourcing for Outcome 2 (Total price of outputs and administration expenses)	40,996	45,266	140,365
		2000–2001	2001–2002
Average staffing level (number)		352	474

In addition, the AEC employs casual staff to assist with the conduct of elections. Full-time equivalent number for 2000–2001 was 14 and 2001–2002 is 708.

The variations between the budget figures for 2000–2001 and 2001–2002 is due to the election scheduled at the end of 2001. Some activities were undertaken in 2000–2001 in preparation for the election. The increase in revenue from other sources is primarily due to the increase in overseas projects conducted with funding from AusAID.

* Full-year budget was reduced due to a change of accounting treatment for the recognition of appropriation revenue. The sum of \$7.093 million has been deducted from budget figures, as that revenue was recognised in 1999–2000 actuals.

** Budget prior to additional estimates

OUTCOME 2

ELECTIONS, BALLOTS AND REFERENDUMS

Stakeholders/customers have access to and advice on impartial and independent electoral services and participate in electoral events.

The AEC provides impartial and independent electoral services for parliamentary elections, non-parliamentary elections and ballots, including for the Aboriginal and Torres Strait Islander Commission (ATSIC) and industrial elections, services for registering political parties, and international advice and assistance in overseas elections.

What follows is a report of performance results for 2000–2001 for Outcome 2 in

relation to its output group of elections, ballots and referendums, namely:

- federal elections, referendums and by-elections;
- party registrations;
- funding and disclosure services;
- public awareness campaigns, media releases;
- information services;
- industrial elections and ballots for organisations;
- ATSIC elections;
- State and local government elections; and
- advice and assistance in overseas elections.

OVERALL PERFORMANCE RESULTS

Table 10: Outcome 2—Elections, ballots and referendums

Output group	Performance indicator	Performance target	Performance results
Elections, ballots and referendums	Percentage of voter turnout at electoral events	96%	Turnout at Isaacs By-election was 82% and Ryan By-election was 89%. The percentage of voter turnout at by-elections is traditionally lower than the standard 96% for general elections
	Extent to which legislative requirements are met	100%	100% of legislative requirements were met
	Extent to which Customer Service Charter standards are met	100%	Customer Service Charter standards were met at a very high level

ANALYSIS: ELECTIONS, BALLOTS AND REFERENDUMS

The achievement of Outcome 2 was measured in part by the success of the Isaacs and Ryan By-elections conducted in August 2000 and March 2001. In addition the first stages of the process for the Aston By-election commenced, with an issue of a writ on 1 June 2001. Successful ballots were also conducted for various industrial organisations and a number of local government elections in Victoria were run on a fee-for-service basis by the AEC. Significant assistance was provided to the Tasmanian Electoral Office in the conduct of local government and local council elections in Tasmania.

In addition, several key preparatory activities for the federal election expected by 12 January 2002 were also completed including the successful month-long 'trial election' involving AEC staff across Australia in a 'dress rehearsal' of most of the system based activities associated with a federal election. The AEC has already organised the production and delivery of cardboard polling equipment and ballot paper to be used at the next federal election. Preparations in other key activities to support the federal election such as the development of public awareness campaigns are also well advanced. Preparations are also well advanced to conduct the next ATSIC election.

Party registration activities are covered in more detail in Output 2.1.2 (see page 43). Amendments to the political party registration provisions of the *Commonwealth Electoral Act 1918* have had a major impact on the AEC's processing of new applications.

A number of AEC staff were involved in providing advice and support for overseas electoral activity, particularly in Papua New Guinea, East Timor, Solomon Islands and Fiji. These activities are covered in more detail in Output 2.1.9 (see page 65).

VARIATIONS TO PERFORMANCE TARGETS

There have been no changes in performance targets for Outcome 2 and its supporting outputs from those contained in the 2000–2001 Portfolio Budget Statements.

PURCHASER/PROVIDER ARRANGEMENTS

The Aboriginal and Torres Strait Islander Commission Act 1989 tasks the AEC with the conduct of elections for ATSIC. In recognition of that requirement, Output 2.1.7 was identified as one of the AEC's outputs. The purchaser provider relationship between ATSIC and the AEC works well and performance achievements related to this arrangement are contained in the section of this report devoted to Output 2.1.7 starting on page 58.

EXTERNAL SCRUTINY OF ELECTORAL MATTERS

PARLIAMENTARY REVIEW

Joint Standing Committee on Electoral Matters (JSCEM)

Funding and Disclosure Inquiry: On 9 September 2000, the JSCEM commenced an inquiry into the Funding and Disclosure (FAD) provisions of the Act. The AEC filed submission No. 7 of 7 October 2000, which is published on the AEC website. However, soon after the receipt of submissions the JSCEM resolved to postpone the FAD inquiry.

Government response to JSCEM Report on the 1998 Federal Election: On 1 March 2001 the Government tabled in the Parliament its response to the 59 recommendations for administrative and legislative change in the June 2000 JSCEM Report on the 1998 Federal Election.

Other Federal Parliamentary committees

The AEC provided two written submissions to the Senate Finance and Public Administration Committee inquiry into Bills concerning Political Honesty and Accountability, and gave oral evidence at a public hearing. The committee has not yet tabled its report. Submission No. 14 of 23 February 2001 is published on the AEC website.

The AEC provided a written submission to the Joint Standing Committee on the National Capital and External Territories inquiry into Norfolk Island Electoral Matters. The committee has not yet tabled its report. Submission No. 3 of 2 March 2001 is published on the AEC website.

ADMINISTRATIVE REVIEW

Administrative Appeals Tribunal

Certain administrative decisions made by the AEC are subject to review under the following legislation: *Administrative Appeals Tribunal Act 1975* (AAT Act), *Ombudsman Act 1976*, *Administrative Decisions (Judicial Review) Act 1977*, *Freedom of Information Act 1982* and *Privacy Act 1988*.

During 2000–2001, the AEC dealt with the following matters:

- a Federal Court matter, on appeal from the Administrative Appeals Tribunal (AAT), relating to a decision to reject a claim for electoral enrolment;
- an appeal to the Full Court of the Federal Court relating to a decision by the Federal Court to dismiss an application, on appeal from the AAT, relating to a decision to reject a claim for electoral enrolment; and
- 'liberals for forests' appealed the decision of the AEC to reject its application for registration as a political

party. The AAT set aside the decision of the AEC on 6 March 2001. On 1 May 2001 'liberals for forests' was added to the register of political parties.

JUDICIAL REVIEW

Federal by-elections

There were no petitions to the Court of Disputed Returns or prosecutions for major electoral offences arising from the by-elections in the Divisions of Isaacs and Ryan during 2000–2001.

Industrial elections and ballots for organisations

There were three election inquiries during the year. The Federal Court dismissed one application for inquiry. In the second, the Court overturned a decision that a candidate was ineligible, and a new ballot was ordered. The candidate who sought the inquiry did not nominate. A third resulted from the returning officer postponing the commencement of the election. The postponement was necessary until a previous Court decision, concerning membership eligibility, was determined. The Federal Court found that the returning officer's action did not constitute an irregularity.

ATSIC elections

There were no election petitions for ATSIC during the year.

OUTPUT 2.1.1—FEDERAL ELECTIONS, REFERENDUMS AND BY-ELECTIONS

Output 2.1.1 covers issues related to the planning, management, evaluation and reporting of the conduct of federal elections, referendums and by-elections. During 2000–2001, two by-elections were conducted, another by-election was announced (with polling day to be held in the following financial year), and planning was finalised for the next federal election.

In particular, a national trial election was successfully conducted during May and June 2001.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 11](#).

Table 11: Output 2.1.1

Output group	Performance indicator	Performance target	Performance results
Output 2.1.1 Federal elections, referendums and by-elections	Operational systems, equipment and procedures are in place and on time for the electoral event	In accordance with timetables, 100%	Systems, equipment and procedures have been finalised in readiness for the next federal election; trial election was successfully conducted
	Extent to which legislative requirements are met by the AEC	100%	All legislative requirements at these by-elections were met and there were no challenges during the year
	Logistical capacity to conduct by-elections	100% of by-elections	Systems, equipment and procedures were in place to successfully conduct the Isaacs, Ryan and Aston by-elections
	Maintain a level of preparedness, which will enable the conduct of one federal election (if called) and any associated by-elections	One federal election and associated by-elections	Systems, equipment and procedures were in place for all federal electoral events. Timetables were met

ANALYSIS: FEDERAL ELECTIONS, REFERENDUMS AND BY-ELECTIONS

The AEC is required to conduct parliamentary elections in accordance with the requirements of the *Commonwealth Electoral Act 1918*.

Preparations for the conduct of the next federal election have been finalised.

The major preparatory activity undertaken in this year was a trial election held in May and June. During this period, parliamentary elections staff across Australia followed a program, which required them to

undertake most of the computer-based activities involved in conducting a federal election. These activities included using most of the 12 applications, which comprise the AEC's computerised Election Management System (ELMS). Related activities included providing electronic data to interested media organisations so that they could test their systems for use on Election Night at the National Tally Room and running a 'fail-over test' in which the main computer was disabled so that back-up facilities could be tested.

The Automated Postal Voting System (APVIS), which was trialled at the 1999 Referendum, was reviewed and improved for the forthcoming federal election. The main enhancements were to the format and production of the postal vote certificate envelope and other printed materials to obtain greater efficiencies. These enhancements were used successfully at the by-elections.

The AEC's computerised Election Management System (ELMS) is subject to continual review and improvement. During the year, the Polling Place Materials (PPMs) sub-system, which is a national inventory system, was successfully tested. In addition, enhancements were programmed to the declaration vote scrutiny application in the

Roll Management System (RMANS). This application is used to check the enrolment entitlements of electors casting declaration votes and will save duplication and manual work in the post-election period. Training and testing is scheduled for July and August 2001. These enhancements will be used at the next federal election.

Various enhancements to the automated Senate scrutiny system were programmed during the year and will be tested early in the 2001–2002 financial year for use at the next federal election.

Major purchases of ballot paper stock and cardboard polling equipment have been undertaken and the materials delivered to AEC stores. Training materials for polling officials have been reviewed, edited and printed.

Most forms for use at the next election have been finalised and placed on the AEC's Intranet to coordinate version control, save costs and make them more accessible to AEC offices in remote areas. A conference of AEC materials planning officers met in late June 2001 to coordinate the production and distribution of election materials for the next federal election. This meeting will be followed in July 2001 by a national operations conference to finalise arrangements.

The Divisional Offices Procedures Manual (DOPE) has been successfully placed on the AEC's Intranet in a development environment as part of a technical test. Once this test is finalised, it is expected that the manual will be available to all AEC staff on the Intranet. It will be amended prior to the federal election to take into account legislative and procedural change and will be retitled the Election Procedures Manual (EPM). Publishing the manual electronically will ensure accuracy, enable instant updates and assist in version control.



Significant efforts were made during the year to raise awareness of staff about the status of election preparations and the implications of changes to major systems such as ELMS. Various internal publications were distributed to keep staff abreast of developments, to promote a better understanding of ELMS, and to generate interest among staff.

TRENDS

There were three by-elections, which occurred in full or in part during this period. The AEC has conducted electoral events over the past five years, as follows:

- Federal Election—March 1996;
- Constitutional Convention Election—November 1997;
- Federal Election—October 1998;
- ATSIC elections—October 1999;
- Referendum—November 1999.

In addition, the following by-elections have been held or announced in the period 2000–2001:

- Isaacs By-election—12 August 2000;
- Ryan By-election—17 March 2001;
- Aston By-election (writ issued 1 June 2001, polling day 14 July 2001).

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

There were no significant changes in the nature of functions or services relating to federal elections, referendums and by-elections during the reporting period.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

During the period, AEC resources were involved in the conduct of three by-elections, and ongoing assistance with overseas electoral events, in particular Papua New Guinea and East Timor. These activities were successful and the AEC was able to meet these demands without compromising performance or delivery standards.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

During the year there were no significant performance issues that relate to the Customer Service Charter standards for Output 2.1.1.

DEVELOPMENTS SINCE END OF FINANCIAL YEAR THAT HAVE AFFECTED OR MAY SIGNIFICANTLY AFFECT THE AEC'S OPERATIONS OR FINANCIAL RESULTS IN FUTURE

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future of Output 2.1.1.

OUTPUT 2.1.2—PARTY REGISTRATIONS

A Register of Political Parties is maintained by the AEC for the following purposes:

- facilitation of nominations, verification of endorsement and printing of ballot papers;
- identification of parties eligible to receive public funding and which may be eligible to receive electoral roll products; and

- identification of parties required to submit annual returns of income, expenditure and debts.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 12](#).

Table 12: Output 2.1.2

Output group	Performance indicator	Performance target	Performance results
Output 2.1.2 Party registrations	Capable of processing all applications and changes to the Register of Political Parties during the year	12 applications and 24 changes will be processed	6 applications were processed comprising 4 which were approved, 1 which was rejected and 1 which was withdrawn 8 parties were deregistered (3 voluntarily) 25 changes were processed, comprising 13 changes to registered officer details, 10 appointments of deputy registered officers, and 2 party name/abbreviation changes
	Cost per application or change to the Register	Less than \$11,300	Average cost per application was \$7,500. The average cost to process a change to the register was \$130
	Extent to which legislative requirements are met	100%	All applications for the registration of a political party or for changes to existing registered details were processed in accordance with the provisions of the <i>Commonwealth Electoral Act 1918</i>

ANALYSIS: PARTY REGISTRATIONS

The number of applications received is dependent on factors outside the control of the AEC. One of the major factors affecting the number of applications the AEC

receives is the likelihood of an election in the reporting period.

As a result of changes to party registration provisions of the *Commonwealth Electoral Act 1918*, which were proclaimed on 26 October 2000 but were effective from

3 October 2000, a review of the continuing eligibility of all currently registered political parties was undertaken. A number of parties or branches of parties were deregistered as a result of this review, however, as a result of legal challenge to the AEC's power to conduct such a review, the review was not finalised. It is expected that further legislative amendments awaiting proclamation will clarify this aspect of the AEC's powers and allow the review to be finalised.

One of the changes to the party registration provisions resulting from the amendments in October 2000 is that parties cannot rely on the same member or members for the purposes of registration. This does not affect people's ability to be members of more than one party but simply means that the member or members sponsoring the registration of a party must be unique to that party. This change and the above mentioned legal challenge to the AEC's power to review the continuing eligibility of parties to be registered, have had a major impact on the AEC's ability to process new applications for registration. Now, before an application can be accepted, the AEC must be satisfied that the member or members sponsoring the application are unique to that party. This means that the AEC must know who the member or members are sponsoring the continued registration of currently registered parties. As this information was not previously required, the AEC had to obtain this information as part of its review of all currently registered political parties. Not all parties provided this information and the legal challenge that resulted from the AEC's attempt to deregister parties which had not provided the information, indicated a gap in the legislative powers provided to the AEC by the *Commonwealth Electoral Act 1918*. As indicated above, it is expected that further amendments currently awaiting proclamation will resolve this matter.

As a result, there were a number of applications for registration, which were either on hand at the time of or received after the changes to the legislation in October 2000 still pending finalisation.

TRENDS

There are no significant trends to report for Output 2.1.2.

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

Changes to the party registration provisions of the *Commonwealth Electoral Act 1918* have had a significant impact on the way in which the AEC must process applications for registration of political parties because of the requirement for members sponsoring the registration to be unique to a party. These changes have also raised some questions in relation to the AEC's legislative power to review currently registered parties. It is hoped that these questions will be resolved by the amendments to the *Commonwealth Electoral Act 1918* currently awaiting proclamation.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

The costs per application or change to the Register were lower than anticipated as a result of the AEC being able to utilise discounts offered for advertising.

There were no other significant changes in factors, events or trends influencing performance relating to party registration services during the reporting period.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

During the year there were no significant performance issues that relate to the Customer Service Charter standards for Output 2.1.2.

**DEVELOPMENTS SINCE END OF
FINANCIAL YEAR THAT HAVE
AFFECTED OR MAY SIGNIFICANTLY
AFFECT THE AEC'S OPERATIONS OR
FINANCIAL RESULTS IN FUTURE**

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future for Output 2.1.2.

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OUTPUT 2.1.3—FUNDING AND DISCLOSURE SERVICES

The purpose of the funding and disclosure provisions of the *Commonwealth Electoral Act 1918* is to enhance the integrity of the electoral process by allowing the electorate to be well informed concerning the major donors to political parties, groups and

candidates and the major expenditures of those involved in the electoral process.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 13](#).

Table 13: Output 2.1.3

Output group	Performance indicator	Performance target	Performance results
Output 2.1.3 Funding and disclosure services	Level of compliance with legislative requirements by the AEC	100%	The AEC's program of compliance audits seeks to assess the extent of compliance by political parties and associated entities with their disclosure responsibilities. During the year these audits did not uncover any instances of proven offences against the disclosure provisions of the <i>Commonwealth Electoral Act 1918</i>
	% of payments are correct and within timeframes	100%	Payments were made in respect of the Isaacs and Ryan By-elections correctly and on time
	% of annual returns available for public inspection on the first working day in February	100%	All annual returns received by the AEC by the relevant cut off dates were available for public inspection on schedule. In addition, a number of returns provided after the cut off dates were available
	Number of annual returns processed	120	174 annual returns were processed, comprising 99 political party returns (of which 24 were from party branches) and 75 associated entity returns. Two amendments have been lodged to associated entity returns and 31 amendments to political party returns
	Number of donor returns processed	350	705 donor returns were processed. 20 amendments have been lodged
	Being capable of conducting compliance investigations in accordance with requirements	60	85 compliance investigations were carried out

ANALYSIS: FUNDING AND DISCLOSURE SERVICES

The AEC continued to undertake a program of compliance investigations of political parties and associated entities based on risk assessments. This was done in order to more efficiently utilise its limited resources yet still ensure public confidence that the disclosure provisions of the *Commonwealth Electoral Act 1918* are being met.

As previously reported a number of recommendations aimed at improving the effectiveness of party registration, the funding and disclosure legislation and the administration of those schemes were made in the Funding and Disclosure Report on the 1998 Federal Election. This report was tabled in Parliament in June 2000 and can be accessed on the AEC's website.

The Joint Standing Committee on Electoral Matters invited submissions to an 'Inquiry into Electoral Funding and Disclosure' by advertising in all major national newspapers on 9 September 2000. The closing date for submissions was 13 October 2000. The AEC made a submission to this inquiry which can be accessed on the AEC's website. The inquiry was deferred by the Committee, and the AEC is looking forward to recommencement of the inquiry in order to discuss with the Committee the recommendations contained in the above mentioned report and issues that have since arisen.

The availability of disclosure returns lodged by registered political parties, associated entities and donors to political parties on the AEC's website has continued to be popular, with many members of the public and the media accessing this information. In the reporting period the total number of page views was approximately 128,214 (271,501 hits). The website was further enhanced during the reporting period to provide more advanced flexibility in searching power for users. The AEC will

continue to review the functionality of the website to ensure that information is readily accessible and easy to understand.

The popularity of the website has meant that the public, and the media in particular, are able to more readily and closely examine and analyse the disclosure returns and this has impacted directly on the work of the AEC. The number of inquiries in relation to these returns has increased in complexity and detail, and the AEC has had to review its ability to and the manner in which it responds.

TRENDS

There are no significant trends to report for Output 2.1.3.

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

There were no significant changes in the nature of functions or services relating to funding and disclosure services during the reporting period.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

There were no significant changes in factors, events or trends influencing the performance relating to funding and disclosure services during the reporting period.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

During the year there were no significant performance issues that relate to the Customer Service Charter standards for Output 2.1.3.

**DEVELOPMENTS SINCE END OF
FINANCIAL YEAR THAT HAVE
AFFECTED OR MAY SIGNIFICANTLY
AFFECT THE AEC'S OPERATIONS OR
FINANCIAL RESULTS IN FUTURE**

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future for Output 2.1.3.

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OUTPUT 2.1.4—PUBLIC AWARENESS CAMPAIGNS, MEDIA RELEASES

Public awareness campaigns include advertising, public relations and publications undertaken with the objective of increasing public knowledge of, and participation in the electoral process.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 14](#).

Table 14: Output 2.1.4

Output group	Performance indicator	Performance target	Performance results
Output 2.1.4 Public awareness campaigns, media releases	% voter turnout at electoral events	96%	An 82% voter turnout was recorded for the Isaacs By-election on 12 August 2000 and an 89% voter turnout was recorded for the Ryan By-election on 17 March 2001. The percentage of voter turnout for by-elections is traditionally lower than the standard 96% target for federal elections
	% of votes that are formal	96%	Some 92% of votes cast at the Isaacs By-election were formal and some 97% of votes cast at the Ryan By-election were formal
	Awareness and understanding by the public of AEC electoral campaigns	80%	It is estimated that at least 82% of electors were aware of, and some 92% understood, the AEC's electoral campaigns
	Information provided is accurate	100%	100% accuracy was achieved
	% of AEC stories that attract media coverage	75% of AEC stories attract media coverage	It is estimated that 100% coverage was achieved

ANALYSIS: PUBLIC AWARENESS CAMPAIGNS, MEDIA RELEASES

A new advertising campaign was developed for use at the forthcoming federal election. All new ideas were 'concept tested' in December 2000 and the advertisements, covering the enrolment, voting services and formality phases of the

campaign, were developed on the basis of this research. The results were very positive showing that the campaign was emotive so that people felt they really wanted to participate in the election process. These early findings will be tested against industry benchmarks during the forthcoming election period.

There were six media releases issued for the Ryan By-election, four for the Isaacs By-election and three for the Aston By-election. These received good coverage in major metropolitan, local and community media. The public awareness campaigns relied on broad dissemination of information in the press together with the publication and distribution of a householder leaflet.

As a result of the heightened level of interest seen through press, radio and television it is estimated that 100 per cent of electors would have been reached.

It is believed that 100 per cent accuracy was achieved in the material published. This has been measured on the basis that there were no inaccuracies identified by clients.

Other public awareness campaigns also included the AEC's exhibition stand at the

2001 Sydney Royal Easter Show. The AEC exhibition provided visitors, estimated at over 1,000,000, with an opportunity to enrol or update their enrolment details for the forthcoming federal election. A link from the AEC's website to the show's website also enabled visitors to download an enrolment form or access information for the purpose of updating personal enrolment information. A photographic display of Centenary events of the first federal election was featured at the stand, which enabled electors to see various changes that have occurred in one hundred years of electoral administration in Australia.

The exhibition stand proved very successful and of the 4,412 enrolment forms collected during the two-week show period, 1,313 were from 17 and 18-year-olds enrolling for the first time. A further 703 enrolment forms have been



AEC exhibition stand at the Royal Easter Show 2001

returned through the mail of which 283 have been from young people. Some 450 hits were received to the AEC's website from the show link.

The AEC's stand won second prize for the best government stand. Judging was based on 80 per cent for design and effectiveness and 20 per cent for the professionalism of the staff.

Various other awareness strategies successfully targeted youth enrolment. These included enrolment drives and educational displays at university orientation days, which proved to be successful. For example, some 1,160 enrolment forms were collected from new students at these events in New South Wales. A further 1,221 enrolment forms were also collected from the Illawarra Credit Union Career Market, Inner Western Careers and Tertiary Market, Career search 2001 and the Career Expo in Wellington.

In an attempt to ensure maximum reach across a diverse range of clients, advertisements were also placed in the street newspaper *The Drum Media* and in the *3D World Magazine* and *AMIDA*, a magazine for students from a non-English speaking background. *AMIDA* is distributed to all major universities and training centres across Australia and embassies in Canberra with readership levels estimated at over 500,000. Advertisements were also placed in the *Silent Messenger*, a magazine produced by the Deaf Community of New South Wales, which reaches an audience of 100 per cent of community members. AEC staff also attended Citizenship ceremonies around Australia to assist new citizens with enrolment inquiries.

TRENDS

Overall, there has been an increase in the number of people accessing the AEC's website particularly to view election results on the Virtual Tally Room.

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

There were no significant changes in the nature of functions or services relating to public awareness campaigns or media releases during the reporting period.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

There were no significant changes in factors, events or trends influencing the performance relating to public awareness campaigns or media releases.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

While there were numerous compliments received and no complaints of a significant nature, there were several complaints of a minor nature. Relevant officers followed up these complaints and appropriate procedural changes were implemented.

DEVELOPMENTS SINCE END OF FINANCIAL YEAR THAT HAVE AFFECTED OR MAY SIGNIFICANTLY AFFECT THE AEC'S OPERATIONS OR FINANCIAL RESULTS IN FUTURE

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future for Output 2.1.4.

OUTPUT 2.1.5—INFORMATION SERVICES

Information services, such as the AEC's national telephone enquiry service, telephone interpreting service and website are provided to ensure the public has ongoing access to accurate and timely information about the electoral process.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 15](#).

Table 15: Output 2.1.5

Output group	Performance indicator	Performance target	Performance results
Output 2.1.5 Information services	Accuracy of information provided	100% accuracy	100% accuracy was achieved
	% of calls to the AEC Call Centres that are answered	90%	95%—based on the call centre established for the Western Australian State election where the AEC was contracted to provide a call centre. Of the 61,484 calls received 58,558 were answered
	All information, including the website is up to date, user friendly and accessible	100%	All information was considered to be accurate. This has been measured on the basis that there were no significant inaccuracies identified by clients
	Capability to answer all calls to Call Centres in the election period	Greater than 500,000	This is a federal election specific indicator. The AEC remained capable to establish a call centre if a federal election had been held
	Level of access to the AEC website	900,000 page views/users/downloads	This is a federal election specific indicator. However, it should be noted that there were in excess of 5,700,000 hits and over 2,155,000 page views recorded during the year
	Average cost per Call Centre call	Less than \$2.40	No call centres were established. Call centres are only established for major federal electoral events. For the Isaacs, Ryan and Aston By-elections, calls were handled by the State Head Offices

ANALYSIS: INFORMATION SERVICES

A public relations plan and package of media releases and background information for the forthcoming federal

election has been developed. Strategies have been adopted to ensure electors with a print disability and those electors from non-English speaking backgrounds have access to information for the federal

election in an appropriate format. Information will be made available through alternate formats including large print, Braille, audiocassettes, ASCII disc and language specific translations. The plan will be evaluated following the election. A range of promotional materials has also been developed to raise awareness of the election process and to maintain a consistent image across all public media for the forthcoming federal election.

Election specific publications, such as the *Candidates' Handbook*, *Scrutineers' Handbook*, *Electoral Newsfiles* and *Electoral Backgrounders*, have been reviewed to ensure that all information is relevant, accurate and reflective of current legislative provisions. In order to assess the degree of

client satisfaction with both the *Candidates' Handbook* and *Scrutineers' Handbook*, a questionnaire will be incorporated into the handbooks seeking feedback, comments and suggestions on the format and content of these publications. The information received will be used to improve the usefulness of these publications for future events.

Dissemination of electoral information is provided in various formats and one medium, the AEC website, is becoming more dynamic. Since its adoption by the AEC some three years ago it is now a source of daily interaction between the AEC and many of its clients. As a result, the AEC initiated a review of its website to change the layout, colour scheme and navigation



The AEC website

to increase accessibility and enhance aesthetics. These aspects were identified as requiring attention following a survey of site users. While over 95 per cent of survey respondents indicated that the site was very informative and useful, some improvements are required to ensure that it remains relevant and continues to meet the needs of clients.

To celebrate the Centenary of Federation the AEC embarked on a project which will include the compilation of election statistics since 1901 and a history of the electoral law in place at each election. The data will be presented in an historical election statistics CD-ROM for easy access and storage. The CD-ROM will be made available by June 2002 following the inclusion of official results from the forthcoming federal election. This will ensure that historic election results are preserved in an up-to-date medium for future generations.

TRENDS

As was evidenced for Output 2.1.4, there has been an increase in the number of people accessing the AEC's website to view a range of AEC materials such as publications, historical results and general information.

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

There were no significant changes in the nature of functions or services relating to information services during the reporting period.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

During the recent Western Australian State Election in February 2001, the AEC established a call centre, on a fee-for-service basis, for the Western Australian Electoral Commission. There were 61,484 calls received with 58,558 calls being answered.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

During the year there were no significant performance issues that relate to the Customer Service Charter standards for Output 2.1.5.

DEVELOPMENTS SINCE END OF FINANCIAL YEAR THAT HAVE AFFECTED OR MAY SIGNIFICANTLY AFFECT THE AEC'S OPERATIONS OR FINANCIAL RESULTS IN FUTURE

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future for Output 2.1.5.

OUTPUT 2.1.6—INDUSTRIAL ELECTIONS AND BALLOTS FOR ORGANISATIONS

The AEC conducts industrial elections and ballots for registered organisations under the *Workplace Relations Act 1996* (WR Act), as well as ‘fee-for-service’ elections and ballots, including certified agreement ballots, for government authorities and other organisations.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 16](#).

Table 16: Output 2.1.6

Output group	Performance indicator	Performance target	Performance results
Output 2.1.6 Industrial elections and ballots for organisations	Extent to which legislative and other requirements are met	100%	Target achieved. In the only election inquiry that concerned legislative requirements (section 215, WR Act), the Federal Court found that the action taken by the Returning Officer was consistent with the application of that section of the WR Act
	% of elections which are successfully challenged in court are the result of AEC procedural faults	Less than 1%	Target achieved. Of the 518 industrial elections there were only 3 election inquiries in 2000–2001
	Level of satisfaction by stakeholders	98%	On the basis that the AEC has received no formal or significant complaints and positive comment about the AEC has been received, it is considered that Customer Service Charter standards have been met
	Capability to conduct all elections and certified ballots	750 (estimated)	662 conducted, comprising 518 industrial elections, 117 certified agreement ballots and 27 other fee-for-service ballots
	Full cost recovery for commercial elections and ballots	Full cost recovery	Target achieved. All quotations for elections and ballots conducted were fully costed. All costs expended during the year were recovered

ANALYSIS AND TRENDS: INDUSTRIAL ELECTIONS AND BALLOTS FOR ORGANISATIONS

The AEC conducted 518 elections and

ballots for registered industrial organisations. This was considerably less than the previous year. In the 1998–1999 Annual Report, it was suggested that the figures might be part of a four-year

election cycle. Based on the previous four-year cycle, it was expected that there would be a slight increase in the number of elections conducted in 1999–2000. It is not clear why the number has decreased. One possible reason is that the reduction in trade union membership numbers has led to simplified organisational structures, resulting in fewer elections. It is also feasible that there has been continued organisational restructures following the period of amalgamations in the mid-1990s and that this has led in turn to simplified organisational structures and fewer elections. In that regard, it is noted that the pattern of elections is reflective of the pattern, which occurred, in the early 1990s. It follows then that as both 1993–1994 and 1997–1998 represented the four-year low in the cycle, the number of elections and ballots should decrease further in 2001–2002.

The proportion of ballot papers returned was 31.00 per cent, which is slightly lower than the average over the past 10 years and represents a 1.05 per cent decrease over the previous year. The figure resulted in a decrease of the ten-year average from 32.04 per cent to 31.90 per cent.

For certified agreement ballots, 60,722 ballot papers were issued and 44,389 (73.10 per cent) returned. This is an increase of 2.74 per cent on the previous year.

For other commercial ballots, 55,097 ballot papers were issued and 19,090 (34.64 per cent) returned. Although this represents a significant decrease in the number of ballot papers issued compared to 1999–2000, it should be noted that the bulk of ballot papers issued in that year were for the NRMA elections, which was the second biggest postal ballot in Australian history. Of the percentage of returned votes, 34.64 per cent represented an increase of 8.35 per cent.

Overall, 144 certified agreement and fee-for-service ballots were conducted.

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

A computer based voting system, E-vote, was used for the first time to conduct certified agreement ballots. E-vote was originally developed by the Department of Defence for use in the conduct of their certified agreement ballot. That ballot was conducted by the AEC. As part of the agreement for conducting the ballot, the AEC was given ownership of the system. The system has since been enhanced and was used for the conduct of the CSIRO's certified agreement ballot in June 2000.

The E-vote system allows one or more members of an electorate to vote using a web browser in their secure Intranet environment. The electoral roll from the client is incorporated into the system with members of the electorate voting using a web browser over an encrypted system. The system marks the roll and stores the vote in a server database. The system enables the returning officer to monitor the progress of the election using a secured web page. At the end of the election, the data is exported to a Microsoft Access database, from which the returning officer obtains the result.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

The AEC reviewed the policy and procedures manual for industrial elections and ballots and planned for major elections to ensure national consistency in the application of rules.

A draft version of a voting systems booklet was developed. As its title suggests, the booklet provides guidelines on different types of voting systems and the processes to be followed for conducting ballots using those systems.

The AEC provided input into proposed legislative change, arising from the Registered Organisations Bill 2000 and the Workplace Relations (Registered Organisations) Bill 2001.

Work continued on the development of a nationally integrated events management system for non-parliamentary elections. Benefits of the proposed system will include:

- ability to better meet current and anticipated legislative requirements;
- enhanced budgetary control/event costing/resource utilisation;
- improved uniformity of procedural and policy implementation;
- improved record-keeping and reporting functions;
- improved information provision to AEC senior management; and
- improved productivity.

Information about the AEC's industrial election service was provided in the ACTU National Directory and the AEC's register of industrial elections legal decisions and advice was updated.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

The rules of industrial organisations and the provisions of the *Workplace Relations Act 1996* were complied with. There were three election inquiries during the year. One application for inquiry was dismissed by the Federal Court. In the second, the Court overturned a decision that a candidate was ineligible, and a new ballot was ordered. The candidate who ordered the inquiry did not nominate. A third resulted from the returning officer postponing the commencement. The postponement was necessary until a

previous Court decision, concerning membership eligibility, was determined. The Federal Court found that the returning officer's action did not constitute an irregularity.

Of votes cast, 97.93 per cent were admitted to scrutiny. That is, only 2.07 per cent of returned votes were informal. Given that industrial elections voting systems are often complicated and are less familiar to voters than the federal election ballot this suggests that ballot paper instructions and advice on election procedures was clear and accurate.

DEVELOPMENTS SINCE END OF FINANCIAL YEAR THAT HAVE AFFECTED OR MAY SIGNIFICANTLY AFFECT THE AEC'S OPERATIONS OR FINANCIAL RESULTS IN FUTURE

There were no developments introduced that significantly affected the AEC's operations during the year.

However, the Workplace Relations (Registered Organisations) Bill 2001 contains provisions that, if passed, will have both short-term and long-term impact on the AEC's operations, including the development of model electoral rules, the conduct of elections for non-office positions, mandatory declaration voting (a proposal sought by the AEC) and the provision of detailed post-election reports to organisations.

OUTPUT 2.1.7—ATSIC ELECTIONS

The AEC is responsible for the conduct of Aboriginal and Torres Strait Islander Commission (ATSIC) Regional Council and Torres Strait Regional Authority (TSRA) elections. These elections are conducted every three years in accordance with the *Aboriginal and Torres Strait Islander Commission Act 1989* (the ATSIC Act), the Regional Council Election Rules and TSRA Election Rules. The AEC also conducts elections for zone representatives and

regional council officeholders. The last round of Regional Council elections were conducted in October 1999, and the elections for the two Torres Strait Regional Authority positions were conducted in April 2000.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 17](#).

Table 17: Output 2.1.7

Output group	Performance indicator	Performance target	Performance results
Output 2.1.7 ATSIC elections	Extent to which legislative requirements are met	100%	All legislative requirements were fully met
	% of electors which are successfully challenged in court that are the result of AEC procedural faults	Less than 1%	No challenges were made to AEC's conduct of elections
	Level of stakeholder satisfaction	98%	Only positive comments have been received from stakeholders. On this basis the AEC considers that its targets under the Customer Service Charter have been achieved
	Capability to conduct all ATSIC elections	2 (estimated)	No elections were conducted in this period
	Estimated number of casual ATSIC vacancies that will require processing by the AEC	20 casual vacancies	There were 19 casual vacancies

ANALYSIS: ATSIC ELECTIONS

In addition to conducting elections the AEC also conducts recounts when casual vacancies occur on regional councils. A casual vacancy occurs when a regional

councillor passes away, retires or is otherwise removed from the regional council. Previously unsuccessful candidates from that ward are advised of the vacancy and are invited to declare to have their names included in the recount of the

previous councillor's ballot papers to determine the successful candidate for the position. It should be noted that where no declarations have been received by the close of nominations a councillor is selected by conducting a by-election.

Of the 19 casual vacancies the AEC conducted 18 casual vacancy recounts. For the other vacancy at Jayida Buru in Derby Western Australia no nominations were received, and therefore advice of a by-election has been forwarded to the Minister. Details of casual vacancies are in [APPENDIX I](#).

TRENDS

Information gathered from the last three ATSIC Regional Council elections has provided various trend indicators. One example has been the indication that the higher the population of younger people in a State/Territory, the higher the voter turnout is likely to be. It has also shown that the higher the population of older people (45–64 years of age) the lower the percentage of voter turnout.

Information also indicates that the geographic location of a region has an impact on voter numbers in that non-metropolitan areas record a larger percentage of votes received than metropolitan regions. A range of reasons has been suggested for these trends, providing the AEC with valuable information on which to base targeted public awareness campaigns.

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

Following the 1999 round of elections and as a result of Y2K compliance testing it was determined that the existing ATSIC election database could not be guaranteed to be Y2K compliant, and an undertaking was made by Non-Parliamentary Elections section of the AEC to decommission this system in December 1999.

Following a series of application development meetings it was concluded that the most cost-effective solution was to utilise the current parliamentary election system and adapt it to meet the specific ATSIC requirements. The proposed adaptation would be to replicate the existing systems, adapt the shell and insert ATSIC information for testing.

Consultants (CSC) were used to replicate the system and initiate the coding of the modified system.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

To ensure that the strong working relationship that has been developed between the AEC and ATSIC continues to meet the requirements and expectations of both parties, discussions have been initiated to formalise tasks and responsibilities. A Memorandum of Understanding (MOU) has been drafted which will continue the strong cooperation that has developed between the AEC and ATSIC. It is expected to be signed early in 2001–2002.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

All casual vacancies were completed within time and in accordance with the legislation. The relationship between the AEC and ATSIC, outside of the legislated functions, has been informal. To ensure that all of the customer service standards continue to be met, discussions have been initiated to outline agreed tasks and responsibilities. A MOU has been drafted which will foster the strong cooperation that has developed between the AEC and ATSIC. The AEC considers that all of its obligations under the Customer Service Charter have been fulfilled.

**DEVELOPMENTS SINCE END OF
FINANCIAL YEAR THAT HAVE
AFFECTED OR MAY SIGNIFICANTLY
AFFECT THE AEC'S OPERATIONS OR
FINANCIAL RESULTS IN FUTURE**

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future of Output 2.1.7.

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OUTPUT 2.1.8—STATE AND LOCAL GOVERNMENT ELECTIONS

During the year, the AEC conducted local government elections in Tasmania and Victoria and was involved in the conduct of State government elections in Tasmania and Western Australia.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 18](#).

Table 18: Output 2.1.8

Output group	Performance indicator	Performance target	Performance results
Output 2.1.8 State and local government elections	Extent to which legislative and other requirements are met	100%	Target met. In Tasmania, assistance was provided for 27 of the 29 local government elections and the 3 Legislative Council elections held this year. All legislative and other requirements were met. In Western Australia, all legislative and other requirements for State government elections were met. Western Australia did not conduct local government elections. In Victoria, all legislative and other requirements were met
	Level of satisfaction by stakeholders	98%	In Tasmania, no formal complaints were received. The Tasmanian Electoral Office has expressed satisfaction with overall performance. In both Victoria and Western Australia, no formal complaints were received and local government clients were fully satisfied with the AEC's performance
	Maintain a state of readiness to conduct or assist in all elections where the requests are agreed by the AEC	Estimated number is 40	The AEC continues to maintain a state of readiness. The target has been exceeded with 49 elections being conducted or assistance provided. The extent to which the AEC conducts or assists in State and local government elections depends on a number of factors, including—but not limited to—achieving the AEC's legislative requirements, the extent to which State or local government legislation enables AEC involvement in State or local government elections, and the extent to which the AEC successfully tendered for local government elections conducted on a commercial basis. As indicated above, the workload is variable across States
	Extent to which AEC costs are recovered	Cost recovery	All costs were recovered

ANALYSIS: STATE AND LOCAL GOVERNMENT ELECTIONS

TASMANIA

In Tasmania, the Tasmanian Electoral Office (TEO) has direct responsibilities for the conduct of State and local government elections. Since 1994, the AEC has entered into formal contractual arrangements with the TEO to provide assistance in the conduct of these elections. The AEC's involvement centres upon utilisation of the expertise and field resources of its returning officer network in dealing with either full postal or conventional elections.

State government

The AEC assisted in the conduct of three periodic legislative council elections in Tasmania during May 2001. All legislative and contractual requirements were met and a high level of customer service was achieved.

AEC staff were required to recruit and train polling staff and election casuals; accept and declare nominations; hire polling places; issue postal and pre-poll votes; arrange the supply and removal of polling place equipment; recheck counted votes; manage declaration vote scrutines; undertake the scrutiny and distribution of preferences; and, declare the poll. Other administrative functions were also undertaken.

Local government

In October 2000, the AEC in Tasmania assisted in the conduct of local government elections for 27 of the 29 councils. These elections were conducted by post. All of the AEC's Divisional staff as well as staff from the industrial elections section were assigned specific elections to manage and conduct. The returning officers' initial functions involved the receipt and

processing of candidate's nominations and candidate's statements. A rigorous checking process of the statements was undertaken in collaboration with the Tasmanian Electoral Office who then organised the printing and post-out of ballot material to eligible electors.

The AEC managed the collection and account of returned postal votes utilising a computerised markback system. At the prescribed time, returning officers conducted preliminary scrutines followed immediately by preferential scrutines for Mayor and Deputy Mayor positions as well as Hare-Clark scrutines for councillors. These final processes for four to six councils per returning officer, at the one time, were conducted to a demanding timetable. Nevertheless all legislative and contractual obligations were met to a high level of client satisfaction.

VICTORIA

Local government

In Victoria, voting in local government elections is compulsory for residents and council elections are held on a three-year cycle, with three councils going to election in the first year, 21 in the second year and 54 in the third. The legislation allows each council, or the Australian Electoral Commission or the Victorian Electoral Commission, to conduct local government elections.

During the year 1 July 2000 to 30 June 2001, four by-elections were conducted for Buloke (Mount Jeffcott Ward), Northern Grampians (Grampians Ward), Southern Grampians and Yarriambiack (Beulah Ward). Of these four by-elections, two were uncontested: Buloke and Yarriambiack.

In May 2001, the AEC won the tender for the elections for the restructured Melbourne City Council to be held in July 2001. A Leadership Team comprising of Lord

Mayor and Deputy Lord Mayor will be directly elected. In addition, there will be an election of seven councillors by proportional representation (using a system similar to the Senate). For the first time political parties will appear on the ballot papers.

WESTERN AUSTRALIA

Local government

Local Government Association (LGA) elections are held bi-annually in Western Australia and by-elections are held as vacancies occur. Voting is not compulsory. The AEC has traditionally conducted roll closures for the Western Australian Electoral Commission (WAEC). For by-elections, the AEC has a minimal involvement.

The AEC is involved in LGA roll closes for the full LGA elections and also for all LGA by-elections. The AEC takes no further part in LGA elections other than processing information received as a result of the election as it pertains to the Continuous Roll Update (CRU) process. The AEC met all expectations fully.

State government

For the first time, the AEC in Western Australia was contracted to conduct 14 of the 57 State Lower House elections. The elections were conducted by the Divisional Returning Officer whose Divisional office was located in the State district or, where this could not be accommodated, by a Divisional Returning Officer whose office was nearby the State district. Feedback by the WAEC indicated satisfaction with the arrangement.

Western Australian State elections are held every four years for each of the 57 Legislative Assembly seats and for the legislative council regions. Voting is compulsory. The AEC has traditionally

conducted the roll close and has also provided pre-poll voting facilities due to the AEC's diversified office network.

The AEC also contracted with the WAEC to provide a call centre infrastructure for the period of the State election.

TRENDS

In Western Australia, the change in LGA elections to a mostly postal voting election as opposed to attendance ballots has seen a rise in the number of electors voting in LGA elections in Western Australia. This was not surprising. Similar results occurred in Victoria, in previous years, where local government elections switched from attendance to postal ballots.

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

There were no significant changes in the nature of functions or services relating to State and local government election services during the reporting period.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

There were no significant changes factors, events or trends influencing performance relating to State and local government election services during the reporting period.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

For Tasmania, both AEC and Tasmanian Electoral Office management were fully satisfied with the level of service provided.

For Western Australia, the performance was linked to the requirements and timetable of the Western Australia Electoral Office, but in all other respects was conducted to the same standard required for federal elections. All requirements of the Customer Service Charter were met.

For Victoria, all legislative and other requirements were met.

**DEVELOPMENTS SINCE END OF
FINANCIAL YEAR THAT HAVE
AFFECTED OR MAY SIGNIFICANTLY
AFFECT THE AEC'S OPERATIONS OR
FINANCIAL RESULTS IN FUTURE**

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future for Output 2.1.8.

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OUTPUT 2.1.9—ADVICE AND ASSISTANCE IN OVERSEAS ELECTIONS

One of the AEC's functions under the *Commonwealth Electoral Act 1918* is:

to provide, in cases approved by the Minister for Foreign Affairs and Trade, assistance in matters relating to elections and referendums (including the secondment of personnel and the supply or loan of material) to authorities of foreign countries or to foreign organizations.

Output 2.1.9 was specifically developed to address this function and in 2000–2001 advice and assistance in overseas elections was pursued and provided through various means in a number of different locations.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 19](#).

Table 19: Output 2.1.9

Output group	Performance indicator	Performance target	Performance results
Output 2.1.9 Advice and assistance in overseas elections	Extent to which operational and other requirements are met	100%	All targets were met and activities were successfully undertaken
	Level of stakeholder satisfaction	98%	According to the information from various stakeholders and recipients of the AEC's advice and assistance, the level of satisfaction was 100%. This is assessed from the overwhelming number of positive comments that the AEC received. No negative comments have been received
	Maintain an ability to assist with requests for advice and assistance in overseas elections from clients in accordance with Australian foreign policy	Assistance will be provided to an estimated 4 countries	During 2000–2001 a total of 5 countries requested and received assistance from the AEC, including East Timor, Papua New Guinea, Solomon Islands, Fiji and the Federated States of Micronesia. In addition to these a joint conference was conducted by the Electoral Commission of Thailand and the AEC. A number of other regional electoral bodies were also present at this conference
	Capability of providing services and advice to clients	200 staff weeks per annum	The total number of staff weeks exceeded the performance indicator target. A total of 300 staff weeks per annum were required to provide services required. This increase was in response to long-term AEC involvement in countries such as Papua New Guinea

ANALYSIS: ADVICE AND ASSISTANCE IN OVERSEAS ELECTIONS

EAST TIMOR

The AEC has undertaken a capacity building project with East Timor to ensure that sufficient skills and resources are available within the East Timor community to carry out the requirements for the planned Constituent Assembly election and to provide a skill and resource base for future elections to be conducted by the East Timorese. This project is anticipated to run until the end of 2001 and is funded by AusAID.

Currently there are two AEC officers in East Timor as part of the AEC electoral capacity building project supporting the August 30 Constituent Assembly election. Elements of this particular mission foreshadowed the provision of ad hoc assistance from other AEC officers. To date a further five officers have at various times travelled to East Timor to provide additional support. Part of this project has been the involvement of the AEC Electoral Administrators Course (EAC) Coordinator in providing workshops in English and Tetum based on the eight modules of the EAC. By June 2001, six of the modules were presented. This project is funded by AusAID.

PAPUA NEW GUINEA

The AEC continues to support the activities of the Papua New Guinea Electoral Commission (PNGEC) through a technical assistance project funded by AusAID.

The long-term project, which commenced in April 2000, is a capacity building exercise, which seeks to impart skills and knowledge so the PNGEC will be better equipped to prepare for and conduct its electoral events. The major focus of the project during 2000–2001 was to assist the PNGEC to update its Common Roll. A quality electoral roll is fundamental to sound and transparent elections.

During 2000–2001, a total of 25 AEC officers travelled to PNG as part of the capacity building project. A significant number of these officers remained in PNG for periods of two to three months at a time. A number of these officers also travelled to PNG several times, in particular the project director and project coordinator. Currently the AEC has a team of four officers based in Port Moresby.

Team members worked closely with their counterparts to achieve the project goals and have established strong links with their PNGEC colleagues. Joint activities included: devising work plans, strategies and monitoring systems for the electoral roll update and election preparations; supporting information technology systems for recording and managing the roll; developing and revising enrolment procedures and manuals; training provincial enrolment staff; producing community awareness materials; and procuring equipment and materials for field work and data management purposes. The AEC also conducted an introductory Electoral Administrators' Training Course for PNGEC



PNG electoral official

staff, which received excellent feedback from participants. These activities have been undertaken on schedule, within budget, and to the required performance standard.

Significant progress has been made on the update of the electoral roll and targets remain achievable.

Efforts to support PNGEC staff to further develop their skills and confidence have been particularly successful and the AEC plans to continue to emphasise this capacity building.

An *Aide-Mémoire* prepared in May 2001 on behalf of AusAID by an external consultant stated:

The Project is a well-administered project. The AEC is complying with its obligations under the Record of Understanding (ROU) and completing the activities as planned. The AEC team has excellent rapport with the PNGEC and counterpart staff. The Design Team has no concerns about the quality of the AEC's technical, planning and capacity building advice. The AEC has been able to make available to the PNGEC an impressive range of advisers.

The Design Team's 'very strong recommendation' is that AusAID continue to engage the AEC to work on the project until at least December 2002, adding: 'This is the PNGEC's strong request'.

This report, together with ongoing positive feedback from the PNGEC Executive and AusAID, indicates a high level of satisfaction with the AEC's performance.

In addition to the joint capacity building project two AEC officers travelled to PNG to assist the PNG's Central Funding Board of Management regarding political party registration processes and procedures. The project was funded by AusAID.

SOLOMON ISLANDS

The Solomon Islands are scheduled to go to the polls by December 2001. In response to

a submission from the Solomon Islands Government to the Australian Government, the AEC sent two officers in June (10–16) to conduct a scoping mission to ascertain the level of assistance required. It is anticipated that the AEC will be involved further in the Solomon Islands in the second half of 2001. This and subsequent missions will be funded by AusAID.

Fiji

Following the political unrest of May 2000 in which the democratically elected government was forced from office, the AEC, in response to a request from the Minister for Foreign Affairs and the Caretaker Government of the Republic of Fiji, through the Supervisor of Elections, agreed to provide technical assistance. Preparations began in May 2001 for the dispatch of AEC officers to assist in the conduct of a general election. In June 2001 (24–30), the AEC sent three officers to conduct various seminars for senior election officials as well as providing input into the procedures and forms utilised for the forthcoming election in August 2001. This is the first phase of a larger mission, which will be concluded in the second half of 2001. This mission has been funded entirely by AusAID.

FEDERATED STATES OF MICRONESIA

During March 5 to 26 a technical assistance mission consisting of two AEC officers was sent to the Federated States of Micronesia (FSM) to implement a voter registration system for the Pohnpei State Electoral Commission (PSEC). Prior to this mission a scoping mission was conducted in early November 2000 to ascertain the level of assistance that the AEC may be able to provide to the PSEC. Both of these missions were funded by AusAID. The voter registration system was developed by these AEC officers in Canberra, prior to its installation in Pohnpei. Subsequent training of PSEC staff has facilitated a

smooth transition in terms of operation and maintenance of the system. The AEC was also able to develop a website for the PSEC, and assist the PSEC to produce a registration procedures manual. The mission was highly successful in both the technical implementation of the database, as well as capacity building. The voter registration system was successfully implemented in the State of Pohnpei. If funding is available the AEC hopes to establish the system in the other three States of FSM. This voter registration program has the capability of being utilised elsewhere in small geographically disparate communities.

THAILAND

In January 2001, the Chairman of the AEC and the Australian Electoral Officer for Queensland visited Thailand to observe the Thai general election. As a result of this visit, the AEC was subsequently invited to co-host the Electoral Officials International Conference, which was held in Bangkok in June 2001. Four Senior AEC officials attended, including the Chairman, Electoral Commissioner, Deputy Electoral Commissioner and the Australian Electoral Officer for Queensland. Attendance at this conference contributed to strengthening ties between electoral management bodies within the South Asia-Pacific region. Delegates came from India, Bangladesh, Thailand, Malaysia, Indonesia and Australia, as well as one delegate from the International Institute for Democracy and Electoral Assistance (IDEA). Observers from Sri Lanka and Brunei also attended.

UNITED STATE OF AMERICA

In November 2000, two officers from the AEC visited the USA to undertake a study on electronic voting and observe the USA presidential election held on November 7, 2000. A report on the visit can be viewed on the AEC's website at www.aec.gov.au.

INTERNATIONAL DELEGATION BRIEFINGS

A number of delegations visited the offices of the AEC to inquire about various aspects of electoral governance. These delegations came from countries, communities and organisations as diverse as the South African Independent Electoral Commission (July), Electoral Assistance Division of the United Nations (July and September), New Zealand (October), Peoples Republic of China (October), International (IDEA) (December), Papua New Guinea (February), Japan (February), Vietnam (February), Namibia (March), Samoa (May), East Timor (June), United States of America (June), Indonesia (June) and South Korea (June). A number of these delegations were arranged under the auspices of the Australian Political Exchange Council.

PEACEKEEPING

Since 1994, the AEC has helped the Australian Defence Force to provide training to officers on electoral aspects of peacekeeping operations. This program continued during 2000–2001. Presentations were again given at the international peacekeeping seminar conducted by the Australian Defence Force Peacekeeping Centre, and at the Australian Army Command and Staff College, Queenscliff. Feedback indicated that the AEC's input made a positive contribution to the outcomes of the training programs.

ELECTORAL ADMINISTRATORS COURSE

In December 1999, the AEC convened an Expert Advisory Group to advise on the development of curriculum for a short course targeted at electoral administrators from developing countries. Throughout 2000–2001 development on the actual curriculum continued with a total of three officers being assigned to this task. Introductory modules of the course have been presented in East Timor, Papua New Guinea and Fiji and have been very well

received by the participants. In March the Expert Advisory Group met in Darwin to discuss development in the curriculum. Participants came from Fiji, Indonesia, United Nations and International IDEA.

TRENDS

During 2000–2001 there was an increased demand placed upon the AEC, in terms of its capacity to provide electoral assistance to foreign countries. The focus of this trend continues to be the South-East Asian and Pacific regions. There are now at least four AEC officers overseas (currently based in Papua New Guinea) at any given point in time. The reason for this trend, which is expected to continue in the foreseeable future, is from two sources: requests originating from countries themselves, and direct requests from the Minister for Foreign Affairs for the AEC to be involved in electoral assistance. In addition, the AEC receives requests for the supply of staff to take part in various electoral related missions for diverse international organisations, including the United Nations, International IDEA and the International Federation of Electoral Systems (IFES).

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

During 2000–2001 there have been no significant changes in the functions for Output 2.1.9.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

The only event/s that may influence the delivery of service as described earlier is when demand for overseas electoral assistance coincides with the conduct of a federal election or other significant

operational requirements. This will impact on the capacity of the AEC to firstly, agree to provide assistance and secondly, the availability of suitable staff to undertake the overseas missions as required.

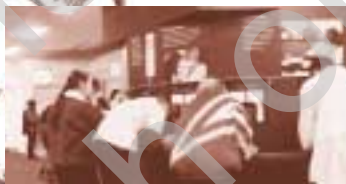
PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

Performance against the Customer Service Charter can be rated as excellent. This is evident through the day-to-day service that the AEC provided to overseas organisations where the AEC continued to respond promptly and appropriately for requests for information. The AEC acted with honesty and integrity when dealing with foreign counterparts, acted with care and diligence when sending officials overseas on assistance missions, and complied with all applicable Australian laws. The AEC has not received any complaints in regards to its provision of advice and assistance in overseas elections.

DEVELOPMENTS SINCE END OF FINANCIAL YEAR THAT HAVE AFFECTED OR MAY SIGNIFICANTLY AFFECT THE AEC'S OPERATIONS OR FINANCIAL RESULTS IN FUTURE

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future of Output 2.1.9.

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OUTCOME 3

REPORT ON PERFORMANCE

Electoral education

An Australian community
which is well informed about
electoral matters

OUTCOME 3—SUMMARY OF RESOURCES

Table 20: Outcome 3—Electoral education

	Budget* 2000 2001 \$'000	Actual expenses 2000 2001 \$'000	Budget** 2001 2002 \$'000
Price of departmental outputs			
Departmental appropriations			
Output Group 3.1—Electoral education			
Output 3.1.1— Electoral Education Centres (EEC)	1,798	1,741	1,698
Output 3.1.2—School and community programs	3,561	6,327	3,561
Total Output Group 3.1	5,359	8,068	5,259
Total revenue from Government (appropriation) contributing to price of departmental outputs	5,359	8,068	5,259
Revenue from other sources	15	284	50
Total price of departmental outputs (Total revenue from Government and from other sources)	5,374	8,352	5,309
Total estimated resourcing for Outcome 3 (Total price of outputs and administration expenses)	5,374	8,352	5,309
		2000–2001	2001–2002
Average staffing level (number)		72	46

In the lead up to the election more resources were directed to this activity in 2000–2001. It is anticipated that those staff resources will be allocated to Outcome 2 during the election period.

* Full-year budget was reduced due to a change of accounting treatment for the recognition of appropriation revenue. The sum of \$0.390 million has been deducted from budget figures, as that revenue was recognised in 1999–2000 actuals.

** Budget prior to additional estimates

OUTCOME 3

ELECTORAL EDUCATION

An Australian community which is well informed about electoral matters.

The AEC provides a range of effective programs aimed at different target groups within the Australian community. These programs are divided into two main areas: Electoral Education Centres and school and community programs. An external evaluation of the AEC's education programs was completed during the year and this evaluation clearly indicated that there was

a high level of customer satisfaction with all the programs.

A particular highlight during the year was the completion of a new Electoral Education Centre at Old Parliament House in Canberra. This centre was funded through the Commonwealth's Federation Fund.

What follows is a report of performance results for 2000–2001 for Outcome 3 in relation to its output group of electoral education, namely:

- Electoral Education Centres (EEC); and
- school and community programs.

OVERALL PERFORMANCE RESULTS

Table 21: Outcome 3—Electoral education

Output group	Performance indicator	Performance target	Performance results
Electoral education	The level of understanding by the Australian community of electoral matters	75%	Target met. It is estimated that at least 82% of electors were aware of, and some 92% understood, the AEC's electoral campaigns
	The level of understanding of electoral events and processes by participants in education sessions	75%	Target met. The recent electoral education program evaluation, plus evaluation questionnaires at the end of sessions and activities, indicate that this indicator is exceeded
	Level of customer satisfaction	95%	Target met. The recent electoral education program evaluation, plus evaluation questionnaires at the end of sessions and activities, indicate that this indicator is exceeded

ANALYSIS: ELECTORAL EDUCATION

The AEC's electoral education programs operated very effectively throughout the year with high participation levels across

programs generally. As indicated by a range of data gathered by an external evaluation of the AEC's electoral education programs, and many positive comments at major education events such as the 2001

Discovering Democracy Forum, the programs are highly regarded by participants and stakeholders alike.

Particular highlights during the year were a significant increase in participant numbers for the school and community visits program plus the number of 'Your Vote Counts' teacher's workshops and sessions conducted.

VARIATIONS TO PERFORMANCE TARGETS

There were no significant changes to the performance targets for Outcome 3.

PURCHASER/PROVIDER ARRANGEMENTS

There are no purchaser/provider arrangements in place for Outcome 3.

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OUTPUT 3.1.1—ELECTORAL EDUCATION CENTRES (EEC)

A very important component of the AEC's education programs are the EECs in Canberra, Melbourne and Adelaide. In addition, the AEC provides support for an EEC operated by the Western Australian Electoral Commission. At these centres groups normally participate in a 90-minute session that includes an introduction to Australian democracy, a display room activity, and a mock election or referendum. Sessions designed to fit in with curriculum requirements are also presented.

Evaluation questionnaires completed at the end of each EEC session or activity, plus the Electoral Education Programs Evaluation, all indicated that the EEC programs were very effective and that clients were highly satisfied.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 22](#).

Table 22: Output 3.1.1

Output group	Performance indicator	Performance target	Performance results
Output 3.1.1 Electoral Education Centres (EEC)	% of participants leave AEC education sessions with an enhanced understanding of electoral events and processes	95%	Feedback from evaluation questionnaires, plus the Electoral Education Programs Evaluation, indicated that this target was achieved
	Estimated number of visitors to EECs	110,000	The total number of visitors for 2000–2001 was 107,564 plus 18,300 participants in outreach activities
	% of requests for education sessions that are met	95%	While this target was met overall, some schools were unable to attend the Canberra EEC due to its relocation to the new facility and being fully booked for some weeks during the second half of the year
	Cost per education session	Less than \$600	The cost per EEC session was \$234 per session for 3494 sessions
	Level of customer satisfaction	98%	Evaluation questionnaires, plus the Electoral Education Programs Evaluation, indicated that this indicator was achieved

ANALYSIS: ELECTORAL EDUCATION CENTRES (EEC)

CANBERRA EEC

A new EEC was constructed at Old Parliament House in Canberra during the year. The cost, with funds provided from the Commonwealth's Federation Fund, was approximately \$1 million. The new EEC features state of the art audio-visual and computer technology. The new EEC commenced operation in March 2001.

Canberra EEC numbers of 60,475 for the year were down on the previous year due to effects of the Olympics and a longer than normal closure period over Christmas while the new Canberra EEC was constructed.

The new EEC will allow for a significant increase in student visitor numbers and will

also enable the EEC to provide curriculum-based sessions for senior secondary students. A public display area is in the process of construction and is due for completion in late 2001.

MELBOURNE EEC

The Melbourne EEC had another strong year with 38,564 visitors plus EEC staff undertaking various outreach activities such as onsite school elections, adult education, sessions with community groups, assisting with student Constitutional conventions, a political studies student seminar and teacher professional development. A further 18,300 participants were involved in these activities.

The Centenary of Federation provided the impetus for a large number of first-time



Students at the Canberra EEC

visits to the EEC with a specific session with a federation focus being developed and added to the EECs standard presentations.

Strong links were either developed or maintained with Studies of Society and its Environment (SOSE) curriculum, Department of Education, Training and Youth Affairs (DETYA) initiatives, the Civics and Citizenship Network and the Victorian Social Studies Teachers Association (VASST).

ADELAIDE EEC

The Adelaide EEC continued to grow from strength to strength, shown by an increase in the total number of electoral education sessions conducted, and a small overall increase in visitor numbers. However, of significance is the comparable visitor number for the period January to June in each financial year. In the current year, this total was 5238, compared with 3857 for the corresponding period in 2000, an increase of 35 per cent.

Professional development programs offered in conjunction with the State Electoral Office and Local Government Association

are popular with teachers, and strongly supported during each school holiday break.

Educators are responding to school demands for sessions, which are appropriate to the curriculum. In particular the content will meet the requirements of the new South Australian Curriculum Standards and Accountability Framework which drives the curriculum content in schools.

An extensive marketing program was undertaken in the early part of this calendar year, resulting in a number of first-time visitors to the centre.

The Adelaide EEC is jointly funded by the AEC and the South Australian Electoral Commission.

PERTH EEC

Funding for a new federal elections display plus AEC resource materials were provided to the Western Australian Electoral Commission's Perth EEC during the year. This EEC is operating very successfully with approximately 12,000 students attending sessions per year.

TRENDS

Figure 3: Visitors to the Canberra EEC

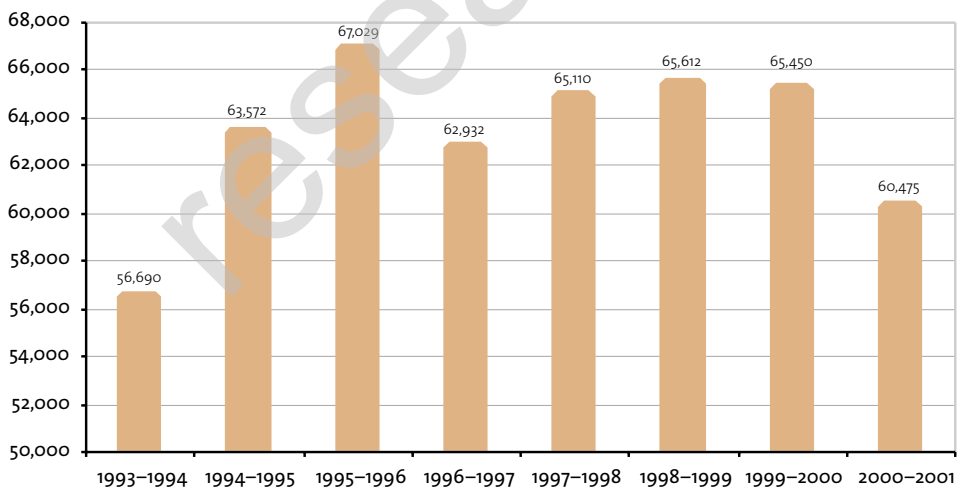


Figure 4: Visitors to the Melbourne EEC

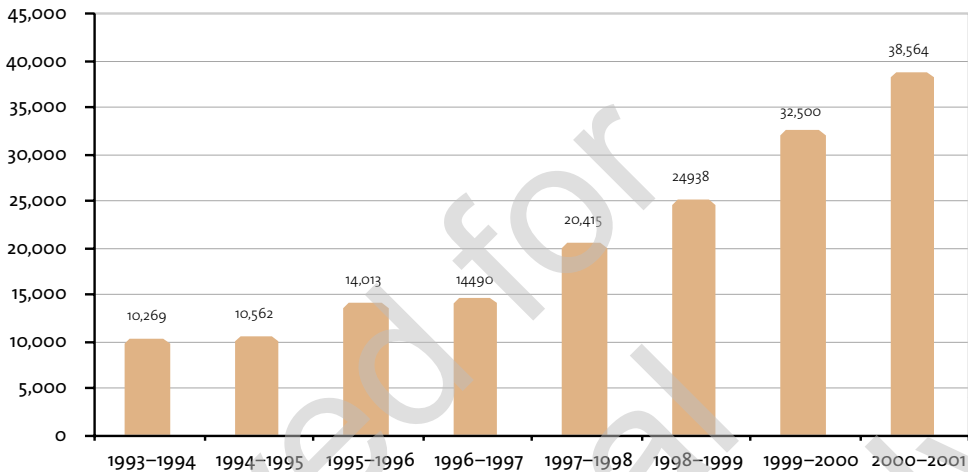
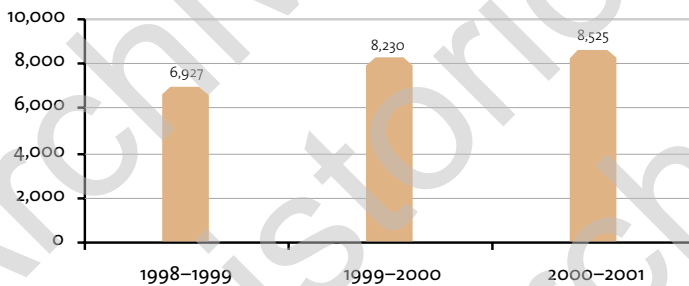


Figure 5: Visitors to the Adelaide EEC



SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

There were no significant changes in the nature of functions and services provided.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

As with the previous year the Government's national Discovering Democracy civics and citizenship education project continued to generate significant interest and participation in the AEC's EEC activities. In Melbourne in particular, the Centenary of Federation was used as a drawcard.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

The Electoral Education Programs Evaluation, plus other information obtained through evaluation questionnaires, letters and verbal feedback, indicated that appropriate customer service standards were achieved.

DEVELOPMENTS SINCE END OF FINANCIAL YEAR THAT HAVE AFFECTED OR MAY SIGNIFICANTLY AFFECT THE AEC'S OPERATIONS OR FINANCIAL RESULTS IN FUTURE

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future of Output 3.1.1.

OUTPUT 3.1.2—SCHOOL AND COMMUNITY PROGRAMS

The AEC has a commitment to extending its reach into the community through targeted programs, in particular school programs. An important component of the AEC’s education programs is the School and Community Visits Program (SCVP). This program involves AEC staff, in the main from Divisional Offices but also from Head Offices and EECs, visiting schools and community groups within their Division to

present electoral education and information sessions. These programs also include some activities with an indigenous focus.

The performance indicators and performance targets forecast in the 2000–2001 Portfolio Budget Statements and the performance results achieved are set out in [TABLE 23](#).

Table 23: Output 3.1.2

Output group	Performance indicator	Performance target	Performance results
Output 3.1.2 School and community programs	% of participants leave SCVP sessions with an enhanced understanding of electoral events and processes	95%	The Electoral Education Programs Evaluation has indicated an increased level of understanding by session participants and this target has been met
	Level of customer satisfaction	98%	The Electoral Education Programs Evaluation, plus verbal comments and letters from client groups, has indicated that this target has been met
	Number of participants in SCVP sessions	100,000	The number of participants for 2000–2001 was 176,985
	Number of teacher development sessions conducted	20	The number of ‘Your Vote Counts’ professional development activities was 34. Evaluation questionnaires indicated that these activities were very effective

ANALYSIS: SCHOOL AND COMMUNITY PROGRAMS

Strategies to improve both the quality and number of visits were refined during the year through two meetings of a national ‘School and Community Education Visits’

working party. The Electoral Education Programs Evaluation provided considerable useful information on the operation of this program and was taken into account by the working party. New resources, resulting from the working party meetings, were developed and distributed during the year.

A ‘Peer Support Scheme’ operated throughout the year and mainly involved

experienced Divisional office staff members accompanying less experienced Divisional staff on school and community visits to provide advice and support.

The steady increase in the number of SCVP participants, mainly school students, has continued. In particular, New South Wales and Western Australia recorded strong increases while both Queensland and South Australia maintained the gains made the previous year and also recorded increases.

An example of the diverse work undertaken under this program was in the Hunter Valley in New South Wales. During the Maitland Centenary of Federation celebrations the AEC provided a historical display of electoral memorabilia, produced ballot papers and conducted simulated elections. A total of 1400 local school



Primary school students casting their votes as part of the recreation of the first federal election

children from 13 primary and secondary high schools were able to cast their vote at Maitland Town Hall as part of the recreation of the first federal election in the Division of Hunter, in which Australia's first Prime Minister, Edmund Barton, stood as a candidate.

The AEC also assisted current Mayor Peter Blackmore, acting in the role of Returning Officer of the time Colonel Alexander Wilkinson, in the draw for positions on the ballot paper using the double randomisation method of the current legislation, the *Commonwealth Electoral Act 1918*.

In the lead up to the Maitland Centenary of Federation celebrations, Divisional returning officers for Hunter and Paterson visited all schools participating in the re-enactment to present sessions on the historical background of the election as well as training students to act as polling officials.

A commemorative pencil celebrating the first federal election in 1901 was distributed to New South Wales' school children.

The AEC also undertakes a limited range of education activities with an indigenous focus. In particular, information and education officers in both Sydney and Darwin have been very active in this area, as has some Divisional staff in States such as Queensland and Western Australia.

As an example of indigenous activities, services provided in New South Wales included eight indigenous community information days at Minto Koori Expo, Penrith Koori Expo, NAIDOC (National Aboriginal and Islander Day Observance Committee) week celebrations at Penrith and Redfern Park and the Indigenous Women's information day at Chatswood. Ricky Wighton, AEC New South Wales, was nominated by the indigenous community and won a combined award from the Aboriginal and Torres Strait Islander

Commission and Department of Education, Training and Youth Affairs for services provided to the indigenous community in New South Wales. This award was presented during NAIDOC week celebrations in 2000.

EDUCATION PROJECTS

Curriculum

The AEC continues to have input into and provide materials for various curriculum projects. Resources were provided for a social education curriculum being developed for isolated secondary students. This curriculum has been produced by the Northern Territory Open Education Centre for the National Materials Development Network.

The AEC has also had ongoing input into the development of a curriculum and accompanying resources for a course in citizenship for adult migrant learners. The Australian Migrant English Program (AMEP) Research Centre at Macquarie University New South Wales has been commissioned

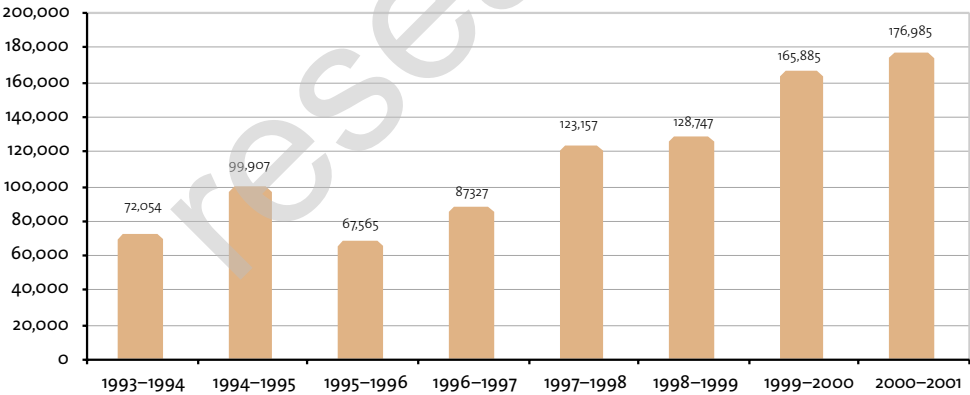
by the Department of Immigration and Multicultural Affairs to produce the course, which is to be delivered through the AMEP.

In March 2001 the AEC participated in a national forum for the Federal Government's 'Discovering Democracy' (DD) civics and citizenship course. This forum considered future directions for the DD project, in particular the focus on professional development for teachers over the next four years. The AEC through its 'Your Vote Counts' program is providing professional development in the area of electoral education to teachers implementing civics and citizenship programs in their schools and classrooms.

Professional development

The 'Your Vote Counts' professional development program has been conducted nationally to both in-service and pre-service teachers over the last twelve months. Thirty-nine sessions were presented with total number of 1,089 educators participating. Comments from participants indicate that satisfaction with

Figure 6: Participants in School and Community Visits Program sessions and activities



'Your Vote Counts' continues to be very high and that there is still an ongoing need for such a program in the primary and secondary education sectors.

Testimonies from participants stated:

It was a well-organised and informative course and I would highly recommend it to continue in the future. (Darwin May 2001)

Excellent speakers who knew their role and their topic. (Adelaide April 2001)

This program was presented by trained staff from the AEC's education section and many participants have commented favourably on the presenters' professionalism and expertise.

Other professional development workshops addressing various aspects of electoral education were presented by staff at the AEC's Electoral Education Centres. These too have received very positive responses from participating teachers.

AEC staff has also participated in various education conferences over the last year presenting activities such as workshops and poster sessions.

TRENDS

Information on trends for the School and Community Visits Program is contained in **FIGURE 6** on page 81.

SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

There were no significant changes in the nature of functions and services provided.

FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

The AEC was again able to widely publicise its electoral education outreach programs through the Government's Discovering Democracy civics and citizenship initiative and through a range of education publications, forums and conferences.

PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

The Electoral Education Programs Evaluation, plus other information obtained through evaluation questionnaires, letters and verbal feedback, indicated that appropriate customer service standards were achieved.

DEVELOPMENTS SINCE END OF FINANCIAL YEAR THAT HAVE AFFECTED OR MAY SIGNIFICANTLY AFFECT THE AEC'S OPERATIONS OR FINANCIAL RESULTS IN FUTURE

Since the end of the financial year, there have been no significant developments impacting on operations or financial results for the future for Output 3.1.2.

OTHER INFORMATION

Financial performance

Developments that may affect operations in the future

ANALYSIS OF THE AEC'S FINANCIAL PERFORMANCE

The AEC's Financial Statements which commence on page 107 have been audited without adverse comment by the Australian National Audit Office.

The AEC's Statement of Financial Performance for the period ended 30 June 2001 shows a net surplus. This surplus is due to the required accounting treatment for funds provided to implement some provisions of the *Electoral and Referendum Amendment Act (No.1) 1999*. As the regulations pertaining to the enrolment provisions are not yet in place, the AEC has not utilised the funding provided. The accounting treatment required recognises the appropriation revenue in the year in which it is provided. The corresponding total is shown in reserves, representing funds held to implement the provisions. A different accounting treatment was used in 1999–2000. That treatment has been reversed and the revenue from that year's appropriation also recognised as revenue in 2000–2001, contributing the major portion of the surplus. It is anticipated that expenditure for this activity will increase when the Act and associated regulations are proclaimed later in 2001.

The surplus for 2000–2001 is a variation from the Portfolio Budget Statements 2000–2001 due to the change of accounting treatment outlined above. It is also significantly higher than the forecast result in the Portfolio Budget Statements 2001–2002. Those statements showed an expected loss, based on considerably higher expenses for 2000–2001, which did not eventuate. The 2000–2001 result is much lower than the 1999–2000 result.

The Statement of Financial Performance shows a large decrease in sales revenue over 1999–2000. This decrease is due to the

cyclical nature of some electoral assistance activities undertaken, such as the provision of assistance to ATSIC. The level of revenue is higher than that forecast in the Portfolio Budget Statements 2000–2001. The estimated 2000–2001 actual revenue was reviewed in preparing the 2001–2002 Portfolio Budget Statements.

The Statement of Financial Performance also shows a large increase in other revenue over 1999–2000. This increase reflects the provision of funding for the fit-out of the Electoral Education Centre at Old Parliament House, under an arrangement with the Department of Communication, Information Technology and the Arts to use Federation Fund assistance.

Operating expenses shown in the Statement of Financial Performance vary from 1999–2000 figures largely due to the 1999 Referendum influencing expenditure in 1999–2000. Expenditure is consistent with estimates in the 2000–2001 and 2001–2002 Portfolio Budget Statements.

The Statement of Financial Position as at 30 June 2001 shows a cash balance consistent with that held at the end of 1999–2000. This represents a material variation from that forecast in the 2000–2001 and 2001–2002 Portfolio Budget Statements. The variation is due largely to the delays associated with the *Electoral and Referendum Amendment Act (No.1) 1999*, as indicated above. In addition, funds in the Departmental Account relating to 1999–2000 revenue are retained to cover future employee leave and asset replacement.

The Statement of Financial Position also shows some movement in asset figures. In particular, information technology desktop assets under lease have been recognised as

finance leases by the AEC. As a consequence, these assets and the corresponding liabilities representing obligations for lease payments are reflected in the Statement of Financial Position. This change in accounting treatment follows advice from the Australian National Audit Office that the leases entered into are finance leases, because the AEC guarantees the residual value of the items and therefore bears the major risks associated with ownership. This treatment was introduced at the end of the financial year, therefore there is significant difference to the Portfolio Budget Statements 2000–2001 and 2001–2002.

Provisions in the Statement of Financial Position are significantly higher than in 1999–2000 due to the recognition of employee liabilities following implementation of the AEC Certified

Agreement 2001–2003. Other payables have decreased significantly due to the change in treatment of the appropriation associated with the *Electoral and Referendum Amendment Act (No.1) 1999*. This is a significant variation to the Portfolio Budget Statements 2000–2001 and 2001–2002 as the new treatment was only implemented during the preparation of the financial statements. The AEC's reserves have increased materially as a consequence of this change.

The Schedule of Administered Revenues and Expenses for the year ended 30 June 2001 shows a small contribution to Government, being the revenue collected by AEC on behalf of Government. This result is consistent with the 2000–2001 estimates and the forecast 2000–2001 actuals published in the Portfolio Budget Statements 2001–2002.

DEVELOPMENTS THAT HAVE AFFECTED OR MAY AFFECT THE AEC'S OPERATIONS IN THE FUTURE

ELECTORAL AND REFERENDUM AMENDMENT ACT (No.1) 1999

The Electoral and Referendum Amendment Bill (No.2) 1998 was introduced into the 38th Parliament on 14 May 1998. The Bill contained the balance of the legislative amendments, mostly of a reform nature, flowing from the Federal Government's response to the Joint Standing Committee on Electoral Matters report on its inquiry into the 1996 Federal Election.

The Bill did not pass through the Parliament before it was dissolved for the 1998 Federal Election. The Bill was reintroduced into the 39th Parliament on 26 November 1998. It was passed by the Parliament on 29 September 1999 and received Royal Assent on 13 October 1999, becoming the *Electoral and Referendum Amendment Act (No.1) 1999* (the amending Act).

The majority of the provisions of the amending Act commenced either on Royal Assent or 28 days after Royal Assent. However, a number of provisions affecting the electoral enrolment process have yet to be proclaimed. These provisions will require first-time enrolment applicants to provide proof of identity, overseas born electors will be required to provide proof of citizenship and witnessing of enrolment applications will be restricted to electors in a prescribed class.

Proclamation of these changes will proceed unless the related Regulations, expected to be made in the second half of calendar year 2001, are disallowed by the Parliament.

The delay in finalising the Regulations is due to lengthy negotiations by the Federal Government with the State Governments and Territory Governments in an effort to seek complementary State and Territory electoral legislation to ensure continuance of the Joint Roll Arrangements.

The Australian Capital Territory Government and the Northern Territory Government have agreed to adopt the Commonwealth provisions (their legislation currently provides that the Commonwealth provisions also apply to Territory enrolment). The South Australian Government recently introduced legislation that is substantially the same as the Commonwealth provisions. The remaining State Governments have indicated that they do not consider the reforms necessary and that they will not be amending their legislation to adopt the Commonwealth position.

At the time that the Government Response to the Joint Standing Committee on Electoral Matters' report on the 1998 Federal Election was approved and tabled, the Government indicated that it was of the view that the Commonwealth should proceed with the enrolment reforms with or without State agreement. The majority report of the Joint Standing Committee on Electoral Matters on its Inquiry into the Integrity of the Electoral Roll (tabled in the Parliament on 18 June 2001) also recommended that the Government proceed with the enrolment reforms with or without State agreement.



MANAGEMENT AND ACCOUNTABILITY

CORPORATE GOVERNANCE

CORPORATE GOVERNANCE PRACTICES

The corporate governance framework in the Australian Electoral Commission (AEC) encompasses mechanisms designed to ensure the AEC meets its management obligations in an efficient and effective manner. The framework is aimed at establishing accountability, providing focus on Government priorities, managing resources, and ensuring that decisions and actions occur quickly.

The AEC operates a hierarchical structure under the Electoral Commissioner, who has the power of a Secretary of a Department of the Commonwealth. The Electoral Commissioner is assisted principally by the Deputy Electoral Commissioner and the First Assistant Commissioner, Finance and Support Services. The Electoral Commissioner is also supported by the Management Board, which is the Electoral Commissioner's highest-level consultative and advisory forum and a key element in the corporate governance framework. The Management Board now meets bimonthly to consider issues of strategic importance to the Commission and is supported by other senior management committees.

High level planning and policy functions are conducted by Central Office, which is located in Canberra. In addition to the Deputy Electoral Commissioner and the First Assistant Commissioner, there are three Assistant Commissioners in Central Office with responsibility for the following three areas of Elections and Enrolments, Corporate Services and Information Technology. Each State and the Northern Territory is managed by an Australian

Electoral Officer and comprises a State/Territory Head Office and Divisional Offices for each of the electorates.

As an independent statutory authority, the AEC is a fully funded agency of the Commonwealth and has embraced all of the management, accountability, financial, and employment reforms common to Australian Public Service (APS) agencies in recent years. This has involved a refocus of strategic planning processes and corporate governance mechanisms.

As a budget funded agency, the AEC has developed clear links between parliamentary expectations in the delivery of outputs, actual appropriations and organisational performance in the delivery of its outcomes. The AEC has employed strategies which:

- establish the output basis for funding;
- develop, maintain and use information on the full accrual costs and values created in the delivery of outputs;
- establish responsibility for the management of resources; and
- establish accountability to the parliament and other stakeholders for the agency's performance in the delivery of outputs.

Like most government organisations, the AEC focuses on output-driven management of resources against predefined and agreed performance measures and targets for time, cost and quality. Specific priorities this year included:

- refining the AEC's strategic direction and priorities;
- ongoing facilitation of electoral reform;

- the strengthening of relationships with electoral organisations in Australia and overseas; and
- continuously improving the AEC's capacity to satisfy the community's needs for electoral information.

At the strategic level, the AEC's Corporate Plan, covering the period to the end of 2002, communicates the overall direction that the AEC is taking within the context of achieving the AEC's mission in an environment of continuing change. The Corporate Plan provides a strategic and operational focus that outlines the operating environment, improvement priorities, strategies, performance measures and targets in pursuit of national outcomes. The AEC's Corporate Plan is an integral part of the performance planning process in that it provides the appropriate level of guidance without impeding innovative or creative planning and management practices.

A revised strategic planning and leadership framework is being developed to cover the period 2001–2004. The process has revisited the AEC's mission, vision, purpose and improvement priorities and the new framework will be based on the strategic themes, namely:

- engaging and involving AEC people;
- promoting leadership;
- improving core business processes;
- managing relationships with customers and stakeholders;
- promoting a performance culture; and
- promoting confidence in the AEC.

The AEC's outcomes/outputs framework, which was developed in 1998, remains unchanged, but will require review in the near future.

The current Corporate Plan provided the high level direction that led to the

development of the AEC's subordinate one-year business plan, the National Operational Plan 2000–2001. This plan provided the national focus for the AEC's priorities, strategies, performance measures and targets, in pursuit of high-level outcomes during 2000–2001.

As well as facilitating the development of these strategic plans and other corporate governance issues, sections within the AEC also assist the senior executives to meet their responsibilities by overseeing the development and implementation of plans and policies in support of the AEC's outcomes and outputs. These are integrated within the core processes through which the AEC operates and are supportive of its strategic directions. The focus is to coordinate, propose and review appropriate methodologies and best practice then implement agreed methodologies into the AEC's planning and evaluation framework. As well as internal evaluation and reporting processes, the annual report also reports progress of achievements and delivery of outcomes and outputs against targets forecast in the AEC's Portfolio Budget Statements and National Operational Plan.

SENIOR MANAGEMENT COMMITTEES AND THEIR ROLES

The composition of the senior management committees that contribute to decision-making within the AEC is shown in **FIGURE 7** on page 90.

MANAGEMENT BOARD

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

Figure 7: Senior management committees as at 30 June 2001

Management Board	Executive Committee	Budget and Performance Management Committee	Information Technology Steering Committee	Audit Committee
Electoral Commissioner Deputy Electoral Commissioner First Assistant Commissioner, Finance and Support Services Assistant Commissioners <ul style="list-style-type: none"> • Elections and Enrolment • Information Technology • Corporate Services Australian Electoral Officers <ul style="list-style-type: none"> • New South Wales • Victoria • Queensland • Western Australia • South Australia • Tasmania • Northern Territory Director Financial Management Director Strategic Policy Two staff members	Electoral Commissioner Deputy Electoral Commissioner First Assistant Commissioner, Finance and Support Services Assistant Commissioners <ul style="list-style-type: none"> • Elections and Enrolment • Information Technology • Corporate Services 	Deputy Electoral Commissioner First Assistant Commissioner, Finance and Support Services Assistant Commissioner, Elections and Enrolment Secretariat Corporate Services Branch	First Assistant Commissioner, Finance and Support Services Deputy Electoral Commissioner Assistant Commissioners <ul style="list-style-type: none"> • Elections and Enrolment • Information Technology • Corporate Services Australian Electoral Officer from one State Director <ul style="list-style-type: none"> • IT Applications 	Deputy Electoral Commissioner Assistant Commissioners <ul style="list-style-type: none"> • Elections and Enrolment • Information Technology • Corporate Services Australian Electoral Officer for South Australia Representative from <ul style="list-style-type: none"> • One State • Central Office

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.

BUDGET AND PERFORMANCE MANAGEMENT COMMITTEE

The Budget and Performance Management Committee (BPMC) advises the Electoral Commissioner on key financial and performance issues, and promotes a consistent and transparent approach to

funding in the AEC. Responsibilities of the BPMC include:

- consideration and approval of business planning and budget documentation;
- periodic determination of allocations against business plans and Government and AEC priorities;
- performance reviews; and
- monitoring the AEC's overall financial position.

INFORMATION TECHNOLOGY STEERING COMMITTEE

The AEC relies on information technology (IT) to support many core processes that ultimately result in the delivery of the AEC's outcomes. In addition to technology that supports routine administration, there is a number of IT systems that assist in the management of specific functions. These include the Roll Management System (RMANS), an Election Management System (ELMS), finance and personal management systems and a number of other specialist systems. The Information Technology Steering Committee (ITSC) ensures a consistent approach to information technology across the AEC in accordance with corporate interests, priorities, legislative requirements and systems architecture.

The ITSC also appraises the viability and business value of IT projects and systems, monitors progress of approved projects and systems against objectives, budgets and measures, and reports and makes recommendations to BPMC for funding consideration.

AUDIT COMMITTEE

The Audit Committee advises on the establishment and maintenance of a framework of risk management, internal audit coverage, internal control and ethical standards for the management of the AEC. The committee also monitors the quality and reliability of financial information for inclusion in the financial statements and of key operational services.

To better reflect the changing role of audit and assurance functions, from 1 July 2001 the Audit Committee will cease to exist and will be replaced with the Business Assurance Committee.

The Business Assurance Committee will function as a forum for the review of risk and assurance issues and to provide

advice to the Electoral Commissioner and Management Board. It will actively promote the value and importance of the internal audit function in providing independent, objective assurance and advisory services that add value and improve business operations.

CORPORATE AND OPERATIONAL PLANS

The AEC has a hierarchy of plans and associated performance measuring and monitoring processes in its performance management framework. A summary of the planning and reporting framework is provided in **FIGURE 8** (on page 93). The key document in the hierarchy is the AEC's **CORPORATE PLAN**. This plan has a three-year focus and currently covers the period 1999–2002. It is in this document that the AEC's mission, purpose and values are proclaimed, as well as the outcomes to be delivered and outputs produced. Priorities for improvement of the AEC's performance over the life of the plan are also included. In support of the achievement of these objectives, the plan also includes strategies that will be used and the criteria for measuring performance. It is from this plan that all subordinate plans are derived and linked. As previously mentioned, a revised strategic planning and leadership framework is being developed that will cover the period 2001–2004.

The **NATIONAL OPERATIONAL PLAN (NOP)** is similar to the Corporate Plan but has a one-year focus. It emphasises the achievement of the AEC's outputs for that year and which improvement priorities are to be progressed. It is in this plan that output performance measures and targets are developed in detail. The Portfolio Budget Statements contains similar information, which is reported externally as part of the Government's budgetary processes. It is from the NOP that the AEC's yearly business plans are developed.

BUSINESS PLANS are developed at the State and branch levels and list the actual activities that will be conducted during the year to realise the achievement of the AEC's outcomes, outputs and improvement priorities. Resources are allocated against these activities and each has its own performance measures.

In addition to the NOP there are a number of other high support plans that address specific business functions in the AEC. Most are long-term plans and some of the more important plans are, as follows:

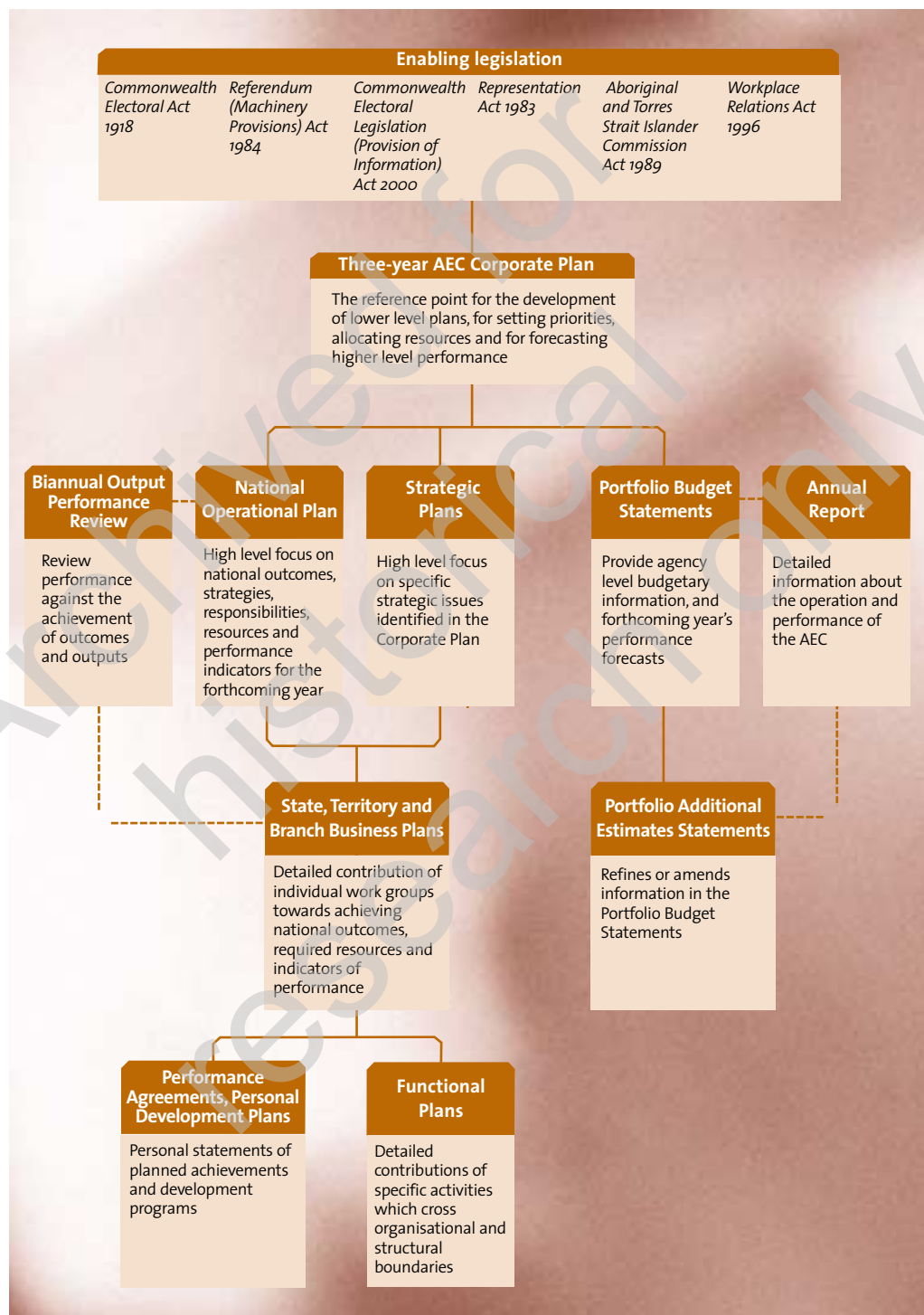
- **STRATEGIC PROPERTY PLAN**—The three-year Strategic Property Plan communicates the strategic direction for the long-term management of AEC property.
- **CORPORATE INFORMATION TECHNOLOGY PLAN**—This plan outlines the direction of IT development within the AEC for the period 1999–2002.
- **INTERNAL AUDIT STRATEGIC PLAN**—The IASP outlines the audit coverage for the period 2000–2003 as approved by the Audit Committee and covers key areas for quality improvement.
- **FRAUD CONTROL PLAN 2000–2003** — This plan identifies areas of risk and contains strategies to prevent or minimise the incidence of fraud within the AEC.
- **BUSINESS RISK MANAGEMENT PLAN 2000–2003**—This plan identifies areas of business risk within the AEC and how this risk will be managed. All sections of the AEC have developed risk profiles as part of developing the plan to assist in the management of risk at all levels of the AEC.

PERFORMANCE REVIEW

While individual plans include specific evaluation processes for the area of interest covered by the plan, review of the overall performance of the AEC against the achievement of the outcomes and the provision of outputs is assessed biannually. At these reviews, output coordinators report progress towards the achievement of their outputs. Each output is assessed against the external performance measures contained in the Portfolio Budget Statements and NOP and against further internal measures also contained in the NOP. An analysis of the information is provided to the AEC Budget and Performance Management Committee (BPMC), which compiles an overall report on the AEC's performance for consideration by the Management Board. As part of the process, short-term priorities are revised and excess resources moved to areas with a developing priority. As well as these internal review processes the AEC's performance is also publicly reported in the annual report.

Strategic performance issues that arise from the performance review process are considered by Management Board, which is supplemented by other key staff, each year in a strategic management workshop. The workshop reassesses the long-term direction the AEC is taking, reviews the outcomes and outputs of the AEC and, as appropriate, amends the improvement priorities. An enhanced Management Board considered such issues at a workshop held in December 2000, which was convened as part of the initial process to develop a new strategic framework for the AEC.

Figure 8: AEC's Planning, operating and reporting framework



INTERNAL AUDIT ARRANGEMENTS

INTERNAL AUDIT

Internal reviews are conducted by Internal Audit, which is an independent section responsible to the Electoral Commissioner through the Internal Audit Committee. The aim of the Internal Audit section is to work with management to improve the performance and accountability of the AEC at all levels, in attaining goals and developing better practices as outlined in AEC strategic and business plans.

During 2000–2001, internal audit activity focused on value added reviews of postal voting systems, overseas aid projects, financial arrangements for the Continuous Roll Update (CRU) system, debt management, motor vehicle fleet management, finalisation of AEC Business Risk and Fraud Control Plans, quality control work on annual financial statements, reviews of head office administration and a control review of the Financial Management Information System.

Recommendations for the reviews resulted in enhancements to system capabilities, improved business processes and the identification of cost savings to the AEC.

INTERNAL CONTROL FRAMEWORK

The Business Risk and Fraud Control Plans for 2001–2003 were approved by the AEC Management Board in June 2001. The risk assessment process and management plans comply with guidelines issued by MAB/MIAC, the Attorney-General's Department and the Australian New Zealand Standard 4360:1999 on Risk Management. The risk management plans assist management in identifying and managing risks likely to confront the AEC in undertaking business operations. The risk management plans call for

regular monitoring of risks and plans and reassessment following any changes or proposed introduction of new systems or services.

ETHICAL STANDARDS

All AEC employees are expected to act with the utmost integrity and maintain ethical standards. The AEC has developed and promulgated two new policies specifically related to conduct and ethical behaviour. The first is the AEC Standard of Conduct, which clarifies the expectations that apply to employees and reinforces the APS Values and Code of Conduct. The second new policy is the Conflict of Interest policy, which assists employees to identify and resolve actual or potential conflict of interest situations. The AEC's employment contracts specifically refer to the standards of workplace behaviour expected of all employees. The policies have been promulgated widely and are accessible to all employees through the Intranet. The AEC's induction process has been revised to ensure that all new employees are made aware of the location of the suite of Human Resource Management policies.

The Management Board has considered and revised the AEC's values, which are promulgated through the Strategic Plan.

SENIOR EXECUTIVES' REMUNERATION

The basic rate of salary for the Electoral Commissioner is determined by the Remuneration Tribunal under the *Remuneration Tribunal Act 1973*.

Since April 2001 other statutory appointees are part of the Principal Executive Officer structure under the *Remuneration Tribunal Amendment Act 2001*. The remuneration and conditions for these appointees are determined by the Commission in accordance with guidelines issued by the Remuneration Tribunal.

The basic salary rate and salary range for other senior executives is determined by the Electoral Commissioner. The Electoral Commissioner is able to vary senior executives' salaries from time to time in accordance with their Australian Workplace Agreements and with reference to, for example, changes in remuneration levels applying to statutory appointees and salary levels for senior executive staff in the Australian Public Service.

It is the Electoral Commissioner who determines performance pay for the AEC's non-statutory appointed senior executive staff. **TABLE 24** identifies the current base rate of salary in remuneration bands for statutory appointees and senior executive staff of the AEC.

Table 24: Base salary bands for statutory appointees and senior executive staff within AEC*

Remuneration band in \$	Number of staff
70,000–79,999	2
80,000–89,999	4
90,000–99,999	3
100,000–109,999	2
110,000–119,999	1
120,000–129,999	0
130,000–139,999	0
140,000–149,999	1

** These bands do not represent total remuneration, that is, they include superannuable salary but do not include other components of salary packaging, for example cars and superannuation.*

CUSTOMER SERVICE CHARTER

The AEC's Customer Service Charter is available, in both hard copy and website formats, to the Australian and international community. The organisation's performance against the AEC's 38 customer service standards outlined in the charter,

has been measured through feedback processes of face-to-face, phone, email and website queries. The 466 instances of community, stakeholder and staff feedback received during the year were comprised of 81 complaints, 286 compliments and 99 suggestions. Customer feedback is referred to the relevant area for attention and where appropriate, incorporated in the development of the AEC's operational plans, and contributes to process improvement within the organisation.

During the year the AEC's Customer Service Charter and the associated Customer Relations Brochure underwent revision and redesign. Final production activities will commence after an executive review of the AEC's strategic planning framework, which is scheduled for completion in early July 2001. As part of the Charter/Brochure review, research is being conducted on the feasibility of developing a customer feedback database that could provide more readily accessible specific management information. If found to be feasible, the database will be developed and implemented during 2001–2002 replacing current arrangements.

The new strategic planning framework includes customer feedback workshops as an integral component. The first workshop was conducted in March 2001 and these will be conducted on a regular basis supplementing the customer feedback mechanisms outlined in the Customer Service Charter. Analysis of feedback from the March workshop shows that these types of consultative forums may enhance the AEC's feedback gathering processes and give the AEC ability to elicit data specific enough to target specific information campaigns where needed. More frequent workshops combined with the introduction of the customer feedback database and associated evaluation processes should enable the AEC to better determine the needs of customers.

The new charter, which is in the process of being developed, will emphasise that the AEC is committed to seeking feedback from primary customers and stakeholders and is working to address issues that have been raised through unsolicited feedback, surveys and workshops. For example, it is necessary to reassess the effectiveness of advertising and communications activities around election times and there is concern over accessibility to polling places for elderly and disabled voters. Both of these issues will be addressed in time for the next major federal electoral event.

WORKPLACE DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The AEC released a new Workplace Diversity Policy in April 2001 to reflect changes arising from the introduction of the *Australian Public Service Act 1999* and the inclusion of APS Values and Code of Conduct in the legislation. Public Service Commissioner's directions under the Act require agency heads to put measures in place to prevent discrimination and to recognise, and make best use of, the diversity in the workplace and the Australian community.

The policy complements the AEC's Workplace Diversity program and incorporates the Equal Employment Opportunity (EEO) program.

The principles underpinning the AEC's workplace diversity initiatives include:

- the AEC will meet its obligations under the relevant Commonwealth legislation;
- the AEC is committed to implementing workplace diversity initiatives that uphold the APS Values and Code of Conduct; and
- workplace diversity initiatives which aim to:

- provide a workplace that is free from discrimination and harassment,
- recognise and utilise the diversity of the Australian community that the AEC serves,
- eliminate employment disadvantage on the basis of gender, race or ethnicity, being an indigenous Australian, or physical or mental disability,
- be family friendly,
- promote equity in employment.

The AEC has implemented a Human Resources Home Page on the AEC Intranet to provide managers and staff with information on human resource policies, better practice initiatives and services including:

- the AEC Standard of Conduct, which clarifies the expectations that apply to employees and reinforces the APS Values and Code of Conduct;
- workplace diversity policies and the AEC Workplace Diversity Program; and
- details of services to assist employees to balance their work, family and other caring responsibilities, including access to childcare referral services and family room facilities.

The following initiatives have also been progressed during the year, in line with the objectives of the AEC's Workplace Diversity program:

- There has been ongoing review of recruitment and selection exercises within the AEC to ensure they are free from discriminatory barriers. This includes ensuring all selection panels are appropriately balanced.
- A range of training activities and opportunities for career advancement are regularly notified to employees

through internal communication devices.

- Reiteration of a zero tolerance policy in relation to workplace harassment, including the introduction of specific strategies designed to reduce incidences. This includes the contracting of a new provider for the Employee Assistance Program and raising the awareness of employees through displaying posters and conducting regular information sessions on how to both manage and avoid unacceptable behaviour. An information booklet titled *A Harassment Free Work Environment* is also available to all AEC staff on the Intranet.
- There are quarterly meetings of State Workplace Diversity Committees to review and progress diversity initiatives

such as multilingual registers, newsletters and information sessions for staff.

Gender equity is another element of the AEC's diversity program. A reporting process is in place in the AEC to monitor progress on gender equity and other initiatives including networking for a balanced membership of working parties and selection committees and promotion of staff development opportunities. In addition, the AEC's Intranet site has been upgraded to raise the profile of information available on gender and equity issues.

TABLE 25 represents the EEO profile of AEC staff (*Australian Public Service Act 1999* and *Commonwealth Electoral Act 1918*) by nominal classification as at 30 June 2001 and TABLE 26 benchmarks the AEC against the APS average as at 30 June for the years 2000 and 2001.

Table 25: EEO profile by nominal classification¹, including ongoing and non-ongoing staff, at 30 June 2001

Salary range	Total staff	Women	CLDB	ATSI	PWD
Above \$79,421 (Senior Executive staff including Holders of Public Office)	13	2 15.4%	1 7.7%	0 0%	0 0%
\$70,036–\$79,421 (Exec Level 2)	24	8 33.3%	1 4.3%	0 0%	0 0%
\$60,752–\$67,577 (Exec Level 1)	65	22 33.8%	8 12.7%	0 0%	4 6.3%
\$48,646–\$54,524 (APS Level 6)	206	53 25.7%	29 14.1%	1 0.5%	8 3.9%
\$43,946–\$48,162 (APS Level 5)	49	20 40.8%	7 14.3%	0 0%	0 0%
\$39,401–\$43,178 (APS Level 4)	53	37 69.8%	7 13.2%	1 1.9%	0 0%
\$35,352–\$38,742 (APS Level 3)	198	125 63.1%	26 13.3%	2 1%	6 3.1%
\$31,037–\$34,419 (APS Level 2)	257	225 87.5%	12 4.7%	2 0.8%	5 2%
Up to \$30,310 (APS Level 1)	5	3 60%	1 20%	0 0%	0 0%
Total	870	495 56.9%	92 10.6%	6 0.7%	23 2.6%

Equivalent full-time 826

Source: Perspect HR system ¹ Excludes internal temporary assignments at higher level.

Table 26: Benchmarking AEC EEO representation against APS average

Target group	AEC % 2000 2001	AEC % 1999 2000	APS average
Women	56.9	55.2	49.6
CLDB	10.6	11.5	11.6
Indigenous	0.7	0.7	2.3
PWD	2.6	2.7	4.2

Key to tables 25 and 26:

APS Australian Public Service

CLDB People from culturally or linguistically diverse backgrounds

PWD People with disabilities

When comparing the data in TABLE 26 for 2000–2001 to the previous year's data, representation of women has increased within the AEC and is 7.3 percentage points higher than the APS average. The increase in representation of women occurred primarily at the APS6 and APS4 levels. People from culturally or linguistically diverse backgrounds have decreased by 0.9 of a percentage point and people with disabilities have decreased only slightly by 0.1 of a percentage point from the previous year. Aboriginal and Torres Strait Islander representation has remained static.

SOCIAL JUSTICE AND EQUITY

The AEC's draft disability discrimination plan was amended, following input from 42 organisations/individuals with an interest in disability issues, and the amended draft was provided to the Human Rights and Equal Opportunity Commission (HREOC) for any final comments. The plan will be finalised and distributed shortly. AEC staff, together with representatives from the Electoral Council of Australia, met with the Commonwealth Deputy Discrimination Commissioner to discuss a range of polling place access issues arising from a HREOC inquiry. These issues included assessment, classification and advertising of polling places.

EXTERNAL SCRUTINY

As judicial decisions, decisions of administrative tribunals and associated committees primarily relate to the management of the electoral roll and conduct of elections, ballots and referendums (which are deliverable under Outcomes 1 and 2), comments on these decisions have been included in the introductory sections of both Outcomes.

REPORTS BY AUDITOR-GENERAL

The audit of the AEC's 2000–2001 financial statements, under section 57 of the *Financial Management and Accountability Act 1997*, was carried out by a contract audit firm appointed by the Auditor-General. The audit report on the 2000–2001 financial statements was unqualified (see page 84).

PERFORMANCE AUDITS

During 2000–2001 the Auditor-General conducted a cross-portfolio performance audit of Internet security management

within the Commonwealth and the AEC was one of ten agencies examined.

The principal objective of the performance audit was to form an opinion on the adequacy of Commonwealth agencies' management of Internet security.

The official report had not been tabled in the Parliament as at 30 June 2001.

The Auditor-General also commenced a preliminary study for a performance audit to examine the effectiveness of the AEC's management of the electoral roll, in particular the effectiveness of the AEC's controls and procedures undertaken to ensure the roll's integrity and accuracy.

The official report had not been finalised as at 30 June 2001.

No other major Auditor-General reports relating to the AEC were issued during the year.

MANAGEMENT OF HUMAN RESOURCES

EFFECTIVENESS IN MANAGING AND DEVELOPING HUMAN RESOURCES TO ACHIEVE THE AEC'S OBJECTIVES

Human resource management plays a key role in the achievement of business outcomes in the AEC. It provides a framework for efficient and effective people management and assists in building the AEC's capability to realise organisational improvement priorities.

WORKFORCE PLANNING, STAFF RETENTION AND TURNOVER

The AEC's workforce planning, retention and turnover activities have focused on identifying key positions that might be at risk, due to an increasing APS-wide trend for employees to resign or retire around their 55th birthday to take advantage of favourable superannuation arrangements.

A comprehensive review was undertaken of age profiles, separation patterns and vacancy filling trends. This identified a potential risk of losing some key employees at the APS6 level. Short and long-term succession strategies are being developed to address any staffing shortfalls should the potential losses eventuate.

TRAINING AND DEVELOPMENT UNDERTAKEN AND ITS IMPACT

A training and development strategy linking effective and efficient people management to organisation improvement priorities has continued during the reporting year. The focus of this strategy in 2000–2001 has been on achieving the improvement priorities identified in the AEC Corporate Plan 1999–2002.

A National Induction Program has been developed this year to ensure all employees are made aware of, and remain familiar with, the AEC's mission, values and structure and operations, their rights and responsibilities and their role in the organisation. The AEC considers induction and orientation to be a high priority for new employees, enabling them to integrate quickly and effectively into the AEC and to contribute to the AEC's business outcomes. Employees' job satisfaction and the knowledge that they are making a contribution are important outcomes which can be improved through meaningful and ongoing induction and orientation processes.

In addressing the skills required to build organisational capability, employees have undertaken training in contract establishment and management, project management and change management; and have benefited from a continuing partnership with Griffith University by undertaking studies in electoral governance. Seven employees are undertaking a Certificate Course in Electoral Governance, while a further four employees have completed the Certificate Course and are working their way towards a Diploma in Electoral Governance. A program called 'Bridge the Gap' has also been developed in New South Wales to enable staff at the APS3 level to gain the skills necessary for advancement to positions of Divisional Returning Officer.

Individual skill and career development has continued under the provisions of the Studybank program. Several employees participated in job application and interview skills training and information technology training. Other employees have participated in staff development programs

sponsored by the Public Service and Merit Protection Commission, including Senior Women in Management and the Public Sector Management Course. 'Fighting Fit' programs are also run in New South Wales to help with stress management and to encourage healthy eating and general fitness.

As part of the AEC's strategy of matching staff capabilities to future organisational needs, the AEC's Graduate Program again recruited three participants during the year for Central Office. The graduates undertake a significant external training program that complements the broad work experience opportunities provided by the AEC.

A new Training and Development Policy was developed during the year and was posted on the AEC Intranet in April 2001. The policy outlined key principles that underpin the AEC's training and development initiatives for people engaged as non-Senior Executive Service (SES) ongoing or non-ongoing employees under section 22 of the *Australian Public Service Act 1999*.

The AEC is also developing a leadership behavioural model for leaders at all levels. The model includes multi-level feedback from managers, peers and subordinates and is designed to help leaders become more effective by increasing their self-awareness and self-understanding. It also gives leaders useful information about the way they lead and helps them identify their strengths and developmental needs.

CERTIFIED AGREEMENTS AND AUSTRALIAN WORKPLACE AGREEMENTS

FEATURES AND IMPACT

The AEC Certified Agreement 2001–2003 (CA) applies to staff employed under the *Australian Public Service Act 1999*. The nominal expiry date of the CA is 30 June

2003 but the provisions will continue after that date, until such time as the next CA is certified.

The CA provides a framework which enables the AEC to attract, retain and develop high quality, productive employees, who will assist in the delivery of effective, independent electoral services that meet client needs and encourage their participation in the electoral process. Features of the CA that contribute to effective human resource management and development are equitable remuneration and competitive and flexible working arrangements for employees.

Australian Workplace Agreements (AWAs) contain a number of benefits and provide flexible arrangements that allow employees to arrange their remuneration packages to suit individual circumstances.

NUMBER COVERED BY AGREEMENTS

The number of APS employees covered by the CA at the time of certification was 870.

SALARY RANGES

The current salary ranges available for APS employees by classification structure under the CA are:

Employee classification	Remuneration band in \$
APS1	27,424–30,310
APS2	31,037–34,419
APS3	35,352–38,742
APS4	39,401–43,178
APS5	43,946–48,162
APS6	48,646–54,524
EL1	60,752–67,577
EL2	70,036–79,421

NON-SALARY BENEFITS

The CA contains non-salary benefits that include:

- flexible working arrangements (for example, part-time work);
- the ability to purchase up to four weeks additional leave and shutdown of all offices between the period of Christmas and New Year (employees are not required to utilise Annual Recreation Leave or Flextime for the working days during this period);
- study assistance to employees undertaking an approved course of study;
- reimbursement of the cost for membership of certain professional organisations;
- provision of family room facilities in Central Office;
- reimbursement of costs associated with dependant care while travelling on business;
- access to a confidential, professional counselling service to employees and their families at no cost to the employee;
- provision of a childcare referral service for employees;
- reimbursement for loss or damage to clothing or personal effects which occur during the course of employment; and
- temperate clothing allowance.

PERFORMANCE PAY

There are no employees engaged under the *Australian Public Service Act 1999* who receive performance pay.

Salary of the statutory appointees employed under the *Commonwealth Electoral Act 1918* is determined by the

Remuneration Tribunal under the *Remuneration Tribunal Act 1973*. While the majority of these appointees are now Principal Executive Officers, their commencing remuneration had not been finalised as at June 30. These appointees have not been subject to performance pay.

For other senior executive staff employed under the *Commonwealth Electoral Act 1918*, basic salary is determined by the Electoral Commissioner having regard to rates applicable in the Australian Public Service senior executive bands. Under the terms of AWAs for the senior executive the Electoral Commissioner is able to vary the salary from time to time having regard to movements across the Australian Public Service and general economic pay indicators. Six senior executive staff are eligible for performance pay. The six senior executive staff comprise one First Assistant Commissioner, three Assistant Commissioners and two Deputy Australian Electoral Officers.

During the period 1 July 2000 to 30 June 2001 senior executive staff performance pay averaged 6.6 per cent of actual salary.

The aggregated amount of performance pay during the period 1 July 2000 to 30 June 2001 was \$35,056.

PRODUCTIVITY GAINS

The recently implemented Certified Agreement 2001–2003 identifies several performance improvement issues which will be addressed over the period of the agreement, including:

- continuous improvement of business processes in preparation for market testing;
- achievement of performance improvement targets identified in the Strategic Plan and the National Operational Plan;
- ongoing reviews of employee

conditions, streamlining of internal processes and enhanced contractual arrangements; and

- improved processes for the provision of electronic information to internal and external clients.

Training and development activities will focus on these performance improvement initiatives to ensure AEC employees are equipped to deal with the changing nature of their workplace.

The AEC is also developing a new Occupational Health and Safety (OH&S) Strategic Plan for the years 2001–2003 to provide a focus for its responsibilities in

OH&S matters. Successful achievement of the objectives of the plan will ensure the AEC provides a safe and healthy workplace for all employees and fulfils its legal obligations.

Increased focus on OH&S matters through more regular committee meetings, improved information on the Intranet and an increased profile in AEC documentation has resulted in increased awareness of and vigilance in workplace safety.

STATISTICS ON STAFFING

A staffing overview is provided in [APPENDIX A](#).

PURCHASING

ASSESSMENT OF PERFORMANCE AGAINST KEY PURCHASING OBJECTIVES

The letting of AEC major contracts for the provision of supplies is managed utilising the expertise of a contracting cell. This cell was created to ensure that the AEC meets its obligations including the core principles articulated in Government purchasing policy.

Small value purchases are undertaken locally in accordance with AEC Chief

Executive Instructions, which are designed to ensure the effective application of the relevant core principles.

The AEC has significantly improved its performance in relation to the gazettal of business opportunities on the Government advertising website.

The AEC's performance under the above arrangements has been largely effective in meeting the fundamental requirements of Commonwealth Procurement guidelines and its supporting core principles.

ASSETS MANAGEMENT

EFFECTIVENESS OF ASSETS MANAGEMENT

Given the outsourcing of the majority of the AEC's information technology assets, the remaining fixed assets base is not significant to the strategic business of the AEC.

The computerised roll management system (RMANS) is the key strategic asset

of the AEC. It contains the electoral rolls for federal, State and Territory elections and the range of computer programs required for the entry, storage and extraction of electoral and geographical information including addresses and boundaries of electoral areas.

During the financial year the RMANS application programs have been effectively maintained and documented so that the system is stable and is able to provide accurate election data in a timely manner.

CONSULTANTS AND COMPETITIVE TENDERING AND CONTRACTING

CONSULTANCY SERVICES CONTRACTS AWARDED AND EXPENDITURE

During the financial year, the AEC let 50 consultancy contracts to a total value of \$5,501,381 and the total amount actually paid against these contracts during the year was \$4,210,266.

APPENDIX G contains individual information for each of the consultancy contracts let to the value \$10,000 or more.

COMPETITIVE TENDERING AND CONTRACTING (CTC) CONTRACTS

PSI Consulting Pty Ltd conducted a Performance Improvement Cycle (PIC) Review of AEC corporate and support functions over the period January to August 2000. The cost of this contract was \$35,280.

This review found the cost of these functions (10.09 per cent of the AEC non-electoral event operating budget) to be within acceptable limits and made recommendations aimed at improving the corporate policy and strategic planning focus, and operational efficiency, through restructuring, business process re-engineering and CTC.

These recommendations are being reviewed and implemented as appropriate by a high-level AEC steering committee and dedicated team established to give effect to Market Testing and Contracting Out (MTACO) policies announced in the 2000 Commonwealth Budget.

Ernst&Young have been appointed business adviser, Acumen Alliance probity adviser and Blake Dawson Waldron legal adviser to the MTACO process. None of these contracts are valued over \$100,000.

The MTACO team assisted in re-tendering the AEC's outsourced Property Management contract, issued a Request for Tender (RFT) for Internal Audit and Related Services and is working on Office Services and Human Resource re-engineering and CTC processes.

Recommendations from a review of property management arrangements conducted by PSI Consulting at a value of less than \$100,000 were incorporated into the request for tender for property management services. Internal Audit corporate governance improvements identified during the preparation of the RFT are being implemented in conjunction with that tender process.

Acumen Alliance undertook a review of arrangements for employment of temporary casuals under the *Commonwealth Electoral Act 1918*. In the main, the AEC will continue with its current arrangements for the foreseeable future, which effectively cater for short-term employment of some 60,000 people over an electoral event. Process improvements identified in the review recommendations are being implemented.

There were also other contracts let as part of the CTC process, for example, provision of some services and materials for the forthcoming federal election, the imaging, storage and retrieval of enrolment documents and general office services.

ELECTORAL EDUCATION

The Electoral Education Program Evaluation was completed during the year. The organisation undertaking the evaluation has been tasked with undertaking additional work on the report and this will be finalised during the second half of 2001.

PROVIDING ACCESS TO PEOPLE WITH DISABILITIES

COMMONWEALTH DISABILITY STRATEGY

The AEC has participated in a Joint Roll Council sub-committee established to review and report on various disability issues. In addition, the AEC has had discussions with staff from the Human Rights and Equal Opportunity Commission about access to the electoral process for people with a disability.

The AEC continues to make a range of information about the electoral process available in different formats, including printed material, and through the AEC's national enquiry number and telephone typewriter facilities. Changes to the electoral enrolment process through the Continuous Roll Update, where people who

change address are sent enrolment information in the post, has been of benefit to people with a disability. Enrolment information is also available though the Internet and enrolment forms may be sent in by post or facsimile, which avoids the need to visit an AEC office.

It has been decided that all static polling places for the next federal election will have a wheelchair-accessible voting screen and these have been ordered. These screens were used in many locations during the 1999 Referendum and proved highly acceptable to relevant voters.

The AEC has continued its efforts to maximise the number of polling places with good access arrangements and to have these clearly marked in polling place advertising for the next federal election.



FINANCIAL STATEMENTS

and accompanying notes

Archived for
historical
research only



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 2001. The financial statements comprise:

- Statement by the Chief Executive;
- Statements of Financial Performance, Financial Position and Cash Flows;
- Schedules of Commitments and Contingencies;
- Schedules of Administered Revenues and Expenses, Assets and Liabilities, Cash Flows, Contingencies and Commitments; 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 the 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 Australian Accounting Standards, other mandatory professional reporting requirements and statutory requirements in Australia so as to present a view of the Commission 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.

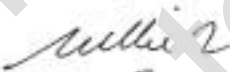
SPD-Bus-VIS-CAREERS ACT 2001
Commonwealth House 18 National Circuit
MAWSON ACT
Phone (02) 6284 1100 Fax (02) 6284 1111

Audit Opinion

In my opinion,

- (i) the financial statements have been prepared in accordance with Schedule 1 of the Financial Management and Accountability (Financial Statements 2000-2001) Orders;
- (ii) the financial statements give a true and fair view, in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and Schedule 1 of the Financial Management and Accountability (Financial Statements 2000-2001) Orders, of:
 - the financial position of the Australian Electoral Commission as at 30 June 2001 and the results of its operations and its cash flows for the year then ended; and
 - the Commonwealth assets and liabilities as at 30 June 2001 and the revenue, expenses and cash flows of the Commonwealth for the year then ended, which have been administered by the Commission.

Australian National Audit Office



Willie Tan
Senior Director

Delegate of the Auditor-General
Canberra

30 August 2001



Reference No: 01/1319

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**AUSTRALIAN ELECTORAL COMMISSION
STATEMENT BY THE CHIEF EXECUTIVE**

In my opinion, the attached financial statements give a true and fair view of the matters required by Schedule 1 of the Financial Management and Accountability (Financial Statements 2000–2001) Orders made under the *Financial Management and Accountability Act 1997*.

Andy Becker
Electoral Commissioner

30 August 2001

STATEMENT OF FINANCIAL PERFORMANCE

for the year ended 30 June 2001

	Notes	2000-2001 \$'000	1999-2000 \$'000
Revenues from ordinary activities			
Revenues from government	3A	96,140	155,997
Interest	3B	1,328	1,190
Sales of goods and services	3C	10,084	15,363
Proceeds from disposal of assets	3D	377	472
Other		1,085	249
Total revenues from ordinary activities		109,014	173,271
Expenses from ordinary activities			
Employees	4A	51,560	75,591
Suppliers	4B	40,430	71,852
Depreciation and amortisation	4C	8,624	6,865
Write-down of assets	4D	85	236
Disposals of assets	3D	488	647
Other	4E	758	—
Total expenses from ordinary activities		101,945	155,191
Borrowing Costs and other expenses			
Finance lease interest	5	75	—
Total borrowing costs and other expenses		75	—
Net Operating surplus (deficit) from ordinary activities		6,994	18,080
Equity Interests			
Net surplus (deficit) attributable to the Commonwealth		6,994	18,080
Net transfers (to) from deferred activities reserve	11	(7,163)	—
Net credit (debit) to asset revaluation reserve	11	134	—
Net credit (debit) to recognise existing non-financial assets	7D	—	490
Capital Usage Charge	11	(2,529)	(3,905)
Total revenues, expenses and valuation adjustments recognised directly in equity		(9,558)	(3,415)
Total changes in equity other than those resulting from transactions with owners as owners		(2,564)	14,665

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

STATEMENT OF FINANCIAL POSITION

as at 30 June 2001

	Notes	2000-2001 \$'000	1999-2000 \$'000
Assets			
Financial assets			
Cash		31,455	28,976
Receivables	6A	2,307	1,969
Total financial assets		33,762	30,945
Non financial assets			
Land and buildings	7A,D	6,216	6,669
Infrastructure, plant and equipment	7B,D	4,543	5,040
Intangibles	7C,D	13,088	16,581
Inventories	7E	4,574	1,799
Other	7F	1,236	2,089
Total non-financial assets		29,657	32,178
Total assets		63,419	63,123
Liabilities			
Interest Bearing Liabilities			
Leases	8A	901	–
Other	8B	1,043	1,257
Total Interest Bearing Liabilities		1,944	1,257
Provisions			
Capital Usage charge		–	1,941
Employees	9A	19,519	17,534
Total provisions		19,519	19,475
Payables			
Suppliers	10A	5,087	3,117
Other	10B	898	5,402
Total Payables		5,985	8,519
Total Liabilities		27,448	29,251
Equity			
Parent Entity Interest			
Capital		4,230	4,230
Reserves		24,614	17,317
Accumulated surplus (deficits)		7,127	12,325
Total Parent Entity Interest	11A	35,971	33,872
Total Equity		35,971	33,872
Current Liabilities		16,235	13,579
Non-Current Liabilities		11,213	15,672
Current Assets		39,384	31,650
Non-Current Assets		24,035	31,473

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

STATEMENT OF CASH FLOWS

for the year ending 30 June 2001

	Notes	2000-2001 \$'000	1999-2000 \$'000
Operating Activities			
Cash received			
Appropriations for outputs		90,947	161,139
Sales of goods and services		10,665	15,581
GST Refunds		6,119	—
Interest		1,677	809
Other		1,088	293
Total cash received		110,496	177,822
Cash used			
Employees		(49,447)	(74,610)
Suppliers		(47,102)	(71,383)
Borrowing costs		(75)	—
Total cash used		(96,624)	(145,993)
Net cash from (used by) operating activities	12	13,872	31,829
Investing Activities			
Cash received			
Proceeds from sales of property, plant and equipment		377	458
Total cash received		377	458
Cash used			
Purchase of property, plant and equipment		(1,687)	(3,388)
Purchase of intangibles		(1,620)	(2,266)
Total cash used		(3,307)	(5,654)
Net cash from (used by) investing activities		(2,930)	(5,196)
Financing Activities			
Cash received			
Other		—	4,230
Total cash received		—	4,230
Cash used			
Repayment of debt		(1,170)	—
Capital use paid		(4,793)	(1,964)
Dividends paid		(2,500)	—
Total cash used		(8,463)	(1,964)
Net cash from (used by) financing activities		(8,463)	2,266
Net increase (decrease) in cash held		2,479	28,899
Cash at the beginning of the reporting period		28,976	77
Cash at the end of the reporting period		31,455	28,976

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

SCHEDULE OF COMMITMENTS

as at 30 June 2001

	Notes	2000-2001 \$'000	1999-2000 \$'000
BY TYPE			
Capital commitments			
Land and buildings		–	114
Infrastructure, plant and equipment		171	11
Intangibles		98	6
Total capital commitments		269	131
Other commitments			
Operating leases ^{1, 2}		29,686	52,073
Project commitments		33,170	1,515
Total other commitments		62,856	53,588
Commitments receivable³		(9,572)	(7,421)
Net commitments		53,553	46,298
BY MATURITY			
All net commitments			
One year or less		15,018	12,844
From one to five years		37,520	28,345
Over five years		1,015	5,109
Net commitments		53,553	46,298
Operating Lease Commitments			
One year or less		9,831	16,998
From one to five years		18,740	29,966
Over five years		1,115	5,109
Net commitments		29,686	52,073

NB: All Commitments are GST inclusive where relevant.

1 The variation between 1999–2000 Operating Lease Commitments and those reported in 2000–01 relates to a reclassification between Operating Leases and Project related commitments.

2 Operating leases included are effectively non-cancellable and comprise:

- | | |
|---|---|
| <p>Leases for office accommodation</p> <p>Agreements for the provision of motor vehicles to senior executive officers</p> <p>A lease in relation to computer equipment held as at 30 June 1998 which was leased back on 1 July 1998</p> | <ul style="list-style-type: none"> • Lease payments are generally subject to annual increase in accordance with upwards movements in the consumer price index • The initial periods of office accommodation are still current and each may be renewed for a period of up to 3 to 5 years at the AEC's option, following a once off adjustment of rentals to current market levels • No contingent rentals exist • There are no renewal or purchase options available to the AEC • The lessor provides all computer equipment and software designated as necessary under contract for 5 years plus a further two years at the AEC's option. The equipment supplied under this contract has an average useful life of 3 years from the commencement of the contract • The AEC may vary its originally designated requirement, subject to three months notice, at no penalty |
|---|---|

3 Commitments receivable by the AEC relate to arrangements with 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. Departmental commitments receivable include operational items, such as GST and Project related items.

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

SCHEDULE OF CONTINGENCIES

as at 30 June 2001

	Notes	2000-2001 \$'000	1999-2000 \$'000
Contingent Losses			
Restoration costs – Office Leases ¹		1,347	332
Claims for damages/costs ²		495	942
Total contingent losses		1,842	1,274
Contingent Gains			
Claims for damages/costs ³		(99)	(149)
Net contingencies		1,743	1,125

¹ A number of property leases held require the AEC, at the conclusion of those leases, to restore, or 'make good', those premises to a similar state as that when first occupied.

² The amount represents an estimate of the AEC's liability based on precedent cases. The AEC is defending the claims.

³ The AEC is expecting to succeed in claims against suppliers, although the cases are continuing. The estimate is based on precedent in such cases.

SCHEDULE OF UNQUANTIFIABLE CONTINGENCIES

At 30 June 2001, the AEC had a number of legal claims against it relating to *Public Liability Claims* at polling locations. The AEC has denied liability and is defending the claims. It is not possible to estimate the amounts of any eventual payments that may be required in relation to these claims.

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

SCHEDULE OF ADMINISTERED REVENUES AND EXPENSES

for the year ending 30 June 2001

	Notes	2000-2001 \$'000	1999-2000 \$'000
Revenues from ordinary activities			
Non-taxation			
Revenue from Government	19A	224	121
Sales of goods and services	19B	3,801	3,440
Other sources of non-taxation revenues	19C	267	1,726
Total non-taxation		4,292	5,287
Total revenues from ordinary activities		4,292	5,287
Expenses from ordinary activities			
Other	20A	224	121
Total expenses from ordinary activities		224	121
Cash transferred to Official Public Account		(4,163)	(5,194)
Net increase (decrease) in administered net assets		(95)	(28)

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

SCHEDULE OF ADMINISTERED ASSETS AND LIABILITIES

as at 30 June 2001

	Notes	2000-2001 \$'000	1999-2000 \$'000
Assets			
Financial assets			
Cash		1	1
Receivables	21A	776	871
Other	21B	26	52
Total financial assets		803	924
Total assets		803	924
Liabilities			
Payables			
Suppliers	22A	15	15
Other	22B	32	58
Total payables		47	73
Total liabilities		47	73
Equity			
Capital		—	—
Accumulated Results		756	851
Reserves		—	—
Total equity	23	756	851
Current liabilities		47	73
Non-current liabilities		—	—
Current assets		803	924
Non-current assets		—	—

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

SCHEDULE OF ADMINISTERED CASH FLOWS

for the year ending 30 June 2001

	Notes	2000-2001 \$'000	1999-2000 \$'000
Operating Activities			
Cash received			
Sales of goods and services		3,897	3,451
Cash from the Official Public Account		228	121
Other		266	2,141
Total cash received		4,391	5,713
Cash used			
Cash to Official Public Account		(4,163)	(5,194)
Other		(228)	(535)
Total cash used		(4,391)	(5,729)
Net cash from operating activities	24	0	(16)
Net increase(decrease) in cash held		0	(16)
Cash at the beginning of the reporting period		1	17
Cash at the end of the reporting period		1	1

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

SCHEDULE OF ADMINISTERED COMMITMENTS

as at 30 June 2001

	Notes	2000-2001 \$'000	1999-2000 \$'000
BY TYPE			
Capital commitments		—	—
Other commitments			
Operating leases		—	—
Other commitments ¹		123	—
Total other commitments		123	—
Commitments receivable²		(3,500)	(3,646)
Net commitments		(3,377)	(3,646)
BY MATURITY			
All net commitments			
One year or less		(3,377)	(3,646)
From one to five years		—	—
Over five years		—	—
Net commitments		(3,377)	(3,646)

NB: All commitments are GST inclusive where relevant

- 1 Other commitments relate to election public funding payable with respect to the Aston by-election.
- 2 Commitments receivable relate to arrangements with each State and Territory for the sharing of certain electoral costs associated with the maintenance of the joint Commonwealth, State and Territory electoral rolls.

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

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

for the year ending 30 June 2001

Note	Description
1.	Summary of Significant Accounting Policies
2.	Events Occurring after Balance Date
3.	Operating Revenues
4.	Operating Expenses
5.	Borrowing Cost Expenses
6.	Financial Assets
7.	Non-Financial Assets
8.	Interest Bearing Liabilities
9.	Provisions
10.	Payables
11.	Equity
12.	Cash Flow Reconciliation
13.	Remote Contingencies
14.	Executive Remuneration
15.	Services Provided by the Auditor-General

Note	Description
16.	Average Staffing Levels
17.	Act of Grace Payments, Waivers and Defective Administration Scheme
18.	Financial Instruments
19.	Administered Revenue
20.	Administered Expenses
21.	Administered Assets
22.	Administered Liabilities
23.	Administered Equity
24.	Administered Cash Flow Reconciliation
25.	Administered Remote Contingencies
26.	Administered Financial Instruments
27.	Appropriations
28.	Trust Moneys
29.	Reporting of Outcomes

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1.1 Objectives of the Australian Electoral Commission

The Australian Electoral Commission (AEC) is an independent statutory body established under the *Commonwealth Electoral Act 1918* 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.

The AEC is structured to meet three outcomes:

Outcome 1 (AN EFFECTIVE ELECTORAL ROLL)

Australians have an electoral roll which ensures their voter entitlement and provides the basis for the planning of electoral events and electoral redistributions.

Outcome 2 (IMPARTIAL AND INDEPENDENT ELECTORAL SERVICES)

Stakeholders/customers have access to, and advice on, impartial and independent electoral services and participate in electoral events.

Outcome 3 (AN INFORMED COMMUNITY)

An Australian community which is well informed about electoral matters.

Agency activities contributing toward these outcomes are classified as either departmental or administered.

Departmental activities involve the use of assets, liabilities, revenue and expenses controlled by or incurred by the Agency in its own right. Administered activities involve the management or oversight by the agency, on behalf of the Government,

of items controlled or incurred by the Government.

Administered items managed for the Government by the AEC are primarily the collection of Electoral Fees and Fines under the operations of Outcome 2 (*Impartial and independent electoral services*). In addition, under current funding arrangements revenue received by the AEC relating to the sale of joint roll data is split between Departmental and Administered. Joint roll sales are managed under Outcome 1 (*An effective electoral roll*).

1.2 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 statements have been prepared in accordance with:

- Schedule 1 of the Financial Management and Accountability (Financial Statements 2000-01) Orders made under the *Financial Management and Accountability Act 1997*;
- Australian Accounting Standards and Accounting Interpretations issued by Australian Accounting Standards Boards;
- other authoritative pronouncements of the Boards; and
- the Consensus Views of the Urgent Issues Group.

The statements have been prepared having regard to:

- Statements of Accounting Concepts; and

- the Explanatory Notes to Schedule 1 and Guidance Notes issued by the Department of Finance and Administration.

The AEC Statements of Financial Performance and Financial Position 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.

Assets and Liabilities are recognised in the AEC Statement of Financial Position when and only when it is probable that future economic benefits will flow and the amounts of the assets or liabilities can be reliably measured. Assets and liabilities arising under agreements equally proportionally unperformed are however not recognised unless required by an Accounting Standard. Liabilities and assets that are unrecognised are reported in the Schedule of Commitments and the Schedule of Contingencies (other than remote contingencies, which are reported at notes 13 and 25).

Revenues and expenses are recognised in the AEC's Statement of Financial Performance when and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured.

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

1.3 Changes in Accounting Policy

The accounting policies used in the preparation of these financial statements are consistent with those used in 1999-

2000, with the exception of:

Non-financial Assets – fair value

During the 2000-01 financial year the AEC revised the classification of asset classes to remove the 'at cost' asset categories. The balances that were previously reported as 'at cost' have been combined in existing 'at valuation' categories. Comparative figures for the previous reporting period have been adjusted to retrospectively reflect this change throughout this document.

Intangible Assets – Software

In accordance with provisions under Australian Accounting Standard 38 the AEC has chosen to reclassify previous 'at valuation' in house developed software asset categories to an 'at cost' classification. The balances of previous 'at valuation' asset classes have been deemed to be 'at cost' figures from 1 July 2000 and have been combined with the previous 'at cost' balances. Comparative figures for the previous reporting period have been adjusted to retrospectively reflect this change throughout this document.

1.4 Revenue

The revenues described in this Note are revenues relating to the core operating activities of the AEC.

Revenues from Government – Agency Appropriations

Appropriations for departmental outputs are recognised as revenue to the extent that the Finance Minister is prepared to release appropriations for use (that is, the full amount of the appropriations passed by the Parliament less any savings offered up at Additional Estimates and not subsequently released).

Appropriation drawn down from the Official Public Account by the AEC during

1999-00 and 2000-01 in respect of the *Electoral and Referendum Amendment Act (No. 1) 1999* meet the requirements of Finance Brief 1 with respect to the carry forward of appropriations. Consequently a Deferred Activities Reserve has been established as the result of a declaration by management. An amount representing unused revenue, resulting from Parliamentary approval processes for enabling regulations remaining incomplete, has been credited to the Reserve.

Resources received free of charge

Services received free of charge are recognised as revenue when and only when a fair value can be reliably determined and the service would have been purchased if it had not been donated. Use of these resources are recognised as an expense.

Contributions of assets at no cost of acquisition or for nominal consideration are recognised at their fair value when the asset qualifies for recognition, unless received from another government agency as a consequence of a restructuring of administrative arrangements (refer to Note 1.5).

Other Revenue

Revenue from the sale of goods and services is recognised upon delivery of goods to customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Dividend revenue is recognised when the right to receive a dividend has been established.

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

Agency revenue from the rendering of a

service is recognised by reference to the stage of completion of contracts or other agreements to provide services to Commonwealth bodies. The stage of completion is determined according to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

1.5 Transactions by the Government as Owner

Appropriations designated as 'Capital –equity injections' are recognised directly in equity to the extent drawn down as at the reporting date.

Net Assets received under restructuring of administrative arrangements are designated by the Finance Minister as contributions by owners and adjusted directly against equity. Net Assets relinquished are designated as distributions to owners. Net assets transferred are initially recognised at the amounts at which they were recognised by the transferring agency immediately prior to the transfer.

1.6 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 2001 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 2001. 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.

Superannuation

Staff of Australian Electoral Commission contribute to the Commonwealth Superannuation Scheme and the Public Sector Superannuation Scheme. Employer contributions amounting to \$3,962,441 (1999-2000: \$4,573,732) in relation to these schemes have been expensed in these financial statements.

No liability for superannuation is recognised as at 30 June 2001 as the employer contributions fully extinguish the accruing liability which is assumed by the Commonwealth.

Employer Superannuation Productivity Benefit contributions totalled \$1,092,182 (1999-2000: \$1,053,503).

1.7 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 expensed on a basis which is representative of the pattern of benefits derived from the leased assets. The net present value of future net outlays in respect of surplus space under non-cancellable lease agreements is expensed in the period in which the space becomes surplus.

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

1.8 Borrowing costs

All borrowing costs are expensed as incurred except to the extent that they are directly attributable to qualifying assets, in which case they are capitalised. The amount capitalised in a reporting period does not exceed the amount of costs incurred in that period.

1.9 Cash

Cash includes notes and coins held and any deposits held at call with a bank or financial institution.

1.10 Financial instruments

Accounting policies for financial instruments are stated at Notes 18 and 26.

1.11 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 as contributions by owners at the amounts at which they were recognised in the transferor agency's accounts immediately prior to the restructuring.

1.12 Property, plant and equipment

Asset recognition threshold

Purchases of property, plant and equipment are recognised initially at cost in the Statement of Financial Position, except for purchases costing less than \$1,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

Revaluations

Land, buildings, infrastructure, plant and equipment are revalued in accordance with the 'deprival' method of valuation in successive 3-year cycles, so that no asset has a value greater than three years old.

The AEC is implementing the requirements of Schedule 1 as follows:

- Freehold land and buildings and

leasehold improvements are revalued every three years. The last revaluation was conducted as at 30 June 2001.

- Plant and equipment assets were revalued as at 30 June 2001. All assets currently included in this class will be revalued again prior to June 2004.

Assets in each class acquired after the revaluation will be initially recorded at acquisition cost until the next revaluation. Annual review of net fair value and useful lives until the next revaluation will be conducted to ensure 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.

In accordance with the deprival methodology, land is measured at its current market buying price. Property other than land, plant and equipment are measured at depreciated replacement cost. Where assets are held which would not be replaced or are surplus to requirements, measurement is at net realisable value. At 30 June 2001, the AEC had no assets in this situation.

All valuations are independent except where noted.

Recoverable amount test

Schedule 1 requires the application of the recoverable amount test to departmental non-current assets in accordance with AAS

Depreciation and amortisation rates applying to each class of depreciable asset are based on the following useful lives:

	2000 2001	1999 2000
Buildings on freehold land Leasehold improvements Plant and equipment Intangibles	40 years Lease term, or intention 5 to 10 years 3 to 5 years	40 years Lease term, or intention 5 to 10 years 3 to 5 years

10 *Accounting for the Revaluation of Non-Current Assets*. The carrying amounts of these non-current assets have been reviewed to determine whether they are in excess of their recoverable amounts. In assessing recoverable amounts, the relevant cash flows have been discounted to their present value.

Depreciation and Amortisation

Depreciable property plant and equipment assets are written-off to their estimated residual values 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 improvements or the unexpired period of the lease.

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

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

1.13 Inventories

No inventory is held for resale.

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 as follows:

raw materials and stores – purchase costs on a first-in-first-out basis; and

finished goods and work in progress – cost

of direct materials and labour plus attributable costs that are capable of being allocated on a reasonable basis.

1.14 Taxation

The AEC is exempt from all forms of taxation except Fringe Benefits Tax and the Goods and Services Tax.

1.15 Capital Usage Charge

A capital usage charge (CUC) of 12% is imposed by the Commonwealth on the net departmental assets of the AEC. The charge is adjusted to take account of asset gifts and revaluation increments during the financial year and any adjustment relating to unfunded CUC resulting from variations between budget estimated and actual net departmental assets at year end.

1.16 Foreign Currency

Transactions denominated in a foreign currency are converted at the exchange rate at the date of the transaction. Foreign currency receivables and payables are translated at the exchange rates current as at balance date. Associated currency gains and losses are not material.

1.17 Insurance

The Australian Electoral Commission has insured for risks through the Government's insurable risk managed fund, called 'Comcover'. Workers compensation is insured through COMCARE Australia.

1.18 Comparative Figures

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

1.19 Rounding

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

Notes to and forming part of the financial statements

- act of grace payments and waivers;
- remuneration of executives;
- remuneration of auditors; and
- appropriations.

1.20 Administered Revenue

All revenues described in this note are revenues relating to the core operating activities performed by the agency on behalf of the Commonwealth.

Revenue from Government – Administered Appropriations

Appropriations for administered expenses may be unlimited or limited as to amount. Where the appropriation is the annual appropriation and limited as to amount, revenue is recognised to the extent of the lesser of:

- the amount appropriated by parliament; and

- an amount determined by the Finance Minister – this amount is determined having regard to the expenses incurred for the reporting period.

Where unlimited, revenue is recognised to the extent that expenses have been incurred. Similarly, appropriations credited to administered special accounts are recognised as revenue to the extent that expenses are incurred.

Other Revenue

Revenue from the sale of goods and services is recognised upon delivery of goods to customers.

Administered fines are recognised in the period in which the breach occurs.

1.21 Administered Capital

Appropriations of 'Administered Capital' are recognised in Administered Equity as the amounts appropriated by Parliament are drawn down.

Note 2 EVENTS OCCURRING AFTER BALANCE DATE

Electoral and Referendum Amendment Act (No. 1) 1999 and associated regulations may be proclaimed before the end of 2001. Related expenditure will commence in

2001/02. Funds appropriated to date are currently held against the Deferred Activities Reserve.

Notes to and forming part of the financial statements	2000-2001 \$'000	1999-2000 \$'000
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Note 3 **OPERATING REVENUES**

Note 3A Revenues from Government

Appropriations for outputs	96,089	155,945
Resources received free of charge	51	52
Total	96,140	155,997

Note 3B Interest

Interest	1,328	1,190
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Note 3C Sales of Goods and Services

Goods	3,773	4,211
Services	6,311	11,152
Total	10,084	15,363

Note 3D Proceeds & Expenses from Sales of Assets

Non-financial assets – Land & Buildings:

Revenue (proceeds) from Sale	373	427
Expenses from Sale	379	399
Total	(6)	28

Non-financial assets – Infrastructure, plant & equipment:

Revenue (proceeds) from Sale	4	45
Expenses from Sale	108	248
Total	(104)	(203)

Non-financial assets – Intangibles:

Revenue (proceeds) from Sale	–	–
Expenses from Sale	1	–
Total	(1)	–

Total of all revenue received from asset sales

377 472

Total of all cost associated with the sale of assets

488 647

Total

(111) (175)

Notes to and forming part of the financial statements

2000-2001
\$'0001999-2000
\$'000**Note 4 OPERATING EXPENSES****Note 4A Employee Expenses**

Remuneration (for services provided)	49,911	72,807
Separation and redundancy	24	282
Total remuneration	49,935	73,089
Other employee expenses	1,625	2,502
Total	51,560	75,591

Note 4B Suppliers Expenses

Supply of goods and services	26,812	60,426
Operating lease rentals	13,618	11,426
Total	40,430	71,852

Note 4C Depreciation and Amortisation

Depreciation of property, plant and equipment	2,652	2,355
Amortisation of leased assets	879	—
Amortisation of software	5,093	4,510
Total	8,624	6,865

The aggregate amounts of depreciation or amortisation expensed during the reporting period for each class of depreciable asset are as follows:

Buildings on freehold land	11	25
Leasehold improvements	1,518	1,356
Plant and machinery	42	28
IT equipment	1,062	153
Computer software	5,093	4,510
Office equipment	628	502
Furniture & fittings	270	291
Total	8,624	6,865

No depreciation or amortisation was allocated to the carrying amounts of other assets.

Note 4D Write down of assets

Financial assets		
Receivables	—	6
Non-financial assets		
Plant & equipment – write-off	85	26
Intangibles – write-off	—	204
Total	85	236

Note 4E Other

Recognition of Finance Lease for the first time	758	—
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Notes to and forming part of the financial statements	2000-2001 \$'000	1999-2000 \$'000
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Note 5 **BORROWING COST EXPENSES**

Finance lease of IT Equipment (Desk Top)	75	–
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Note 6 **FINANCIAL ASSETS**

Note 6A Receivables – Agency

Goods and services	1,606	1,558
Interest	32	381
Capital Usage Charge	323	–
Other debtors	352	36
	2,313	1,975
Less: Provision for doubtful debts	(6)	(6)
	2,307	1,969
Receivables (gross) are aged as follows:		
Not Overdue	1,917	1,919
Over due by:		
less than 30 days	16	9
30 to 60 days	161	–
60 to 90 days	191	–
more than 90 days	28	47
	2,313	1,975

Note 7 **NON-FINANCIAL ASSETS**

Note 7A Land and buildings

Freehold Land – at valuation	40	220
Total land	40	220
Buildings on freehold land – at valuation	54	285
Accumulated depreciation	(11)	(32)
	43	253
Leasehold Improvements – at valuation	12,690	12,579
Accumulated Amortisation	(6,590)	(6,406)
	6,100	6,173
Leasehold Improvements in progress	33	23
Total Buildings (net)	6,176	6,449
Total Land and Buildings	6,216	6,669

Notes to and forming part of the financial statements

2000-2001
\$'000

1999-2000
\$'000

Note 7B Infrastructure, plant and equipment

Plant and equipment – at valuation	12,389	10,693
Accumulated depreciation	(7,846)	(5,653)
Total Plant and Equipment (net)	4,543	5,040

Leasehold improvements and plant and equipment, including Plant and Equipment under Finance Lease, was subject to independent valuation during 2000–01. The carrying amount is included in the valuation figures above and is separately disclosed in Table B of Note 7D (below). Freehold land and buildings was subject to Management Valuation during 2000–01.

The revaluations were in accordance with the revaluation policy stated at Note 1 and were completed by an independent valuer, the Australian Valuation Office (AVO). The revaluation resulted in a decrement of \$532,041 for Infrastructure, Plant and Equipment and an increment of \$666,535 for Leasehold Improvements. Previous revaluations had resulted in Infrastructure, Plant and Equipment having had revaluation increments totalling approximately \$1.5 million credited to the Asset Revaluation Reserve, the \$0.5 million for 2000-01 was offset against this. The net impact of the revaluation undertaken during 2000-01 was an increase in the Asset Revaluation Reserve of \$134,494.

Note 7C Intangibles

Computer software

External software (at Cost)	251	479
Accumulated depreciation	(134)	(326)
	117	153
Internally developed software (at Cost)	42,855	40,979
Accumulated depreciation	(29,884)	(24,871)
	12,971	16,108
Internally developed software – in progress (at Cost)	–	320
Total Intangibles (net)	13,088	16,581

The Australian Electoral Commission is undertaking some internal software development.

Notes to and forming part of the financial statements

Note 7D Analysis of Property, Plant, Equipment and Intangibles

TABLE A – Movement summary 2000–01 for all assets irrespective of valuation basis

Item	Land \$'000	Buildings on Freehold Land \$'000	Buildings Leasehold Improvements \$'000	Total Buildings \$'000	Total Land and Buildings \$'000	Plant and Equipment \$'000	Intangibles \$'000	Total \$'000
Gross value as at 1 July 2000	220	285	12,602	12,887	13,107	10,693	41,777	65,577
Additions: – Purchases of assets	–	–	778	778	778	911	1,620	3,309
Revaluations: write-ups (write-downs)	–	–	(623)	(623)	(623)	(1,563)	–	(2,186)
Assets transferred in (out)	–	–	(2)	(2)	(2)	–	2	–
Write-offs	–	–	(18)	(18)	(18)	(109)	(30)	(157)
Disposals	(180)	(230)	(15)	(245)	(425)	(619)	(263)	(1,307)
Other Adjustments – recognition of finance leased assets						3,076		3,076
Gross value as at 1 July 2000	40	55	12,722	12,777	12,817	12,389	43,106	68,312
Accumulated Depreciation /Amortisation as at 1 July 2000								
Depreciation/Amortisation charge for the year		32	6,406	6,438	6,438	5,653	25,196	37,287
Revaluations: write-ups (write-downs)		11	1,519	1,530	1,530	2,001	5,093	8,624
Assets transferred in (out)		–	(1,289)	(1,289)	(1,289)	(1,031)		(2,320)
Write-offs		–	(18)	(18)	(18)	(24)	(9)	(51)
Disposals		(32)	(28)	(60)	(60)	(511)	(262)	(833)
Other Adjustments – recognition of finance leased assets						1,758		1,758
Accumulated Depreciation/Amortisation as at 30 June 2001		11	6,590	6,601	6,601	7,846	30,018	44,465
Net book value as at 30 June 2001	40	44	6,132	6,176	6,216	4,543	13,088	23,847
Net book value as at 1 July 2000	220	253	6,196	6,449	6,669	5,040	16,581	28,290

Notes to and forming part of the financial statements

TABLE B – Summary of balances of assets at valuation as at 30 June 2001

Item	Land \$'000	Buildings on Freehold Land \$'000	Buildings Leasehold Improvements \$'000	Total Buildings \$'000	Total Land and Buildings \$'000	Plant and Equipment \$'000	Intangibles \$'000	Total \$'000
As at 30 June 2001								
Gross value	40	55	12,722	12,777	12,817	12,389	–	25,206
Accumulated Depreciation / amortisation	–	(11)	(6,590)	(6,601)	(6,601)	(7,846)	–	(14,447)
Net Book Value	40	44	6,132	6,176	6,216	4,543	–	10,759
As at 30 June 2000								
Gross value	220	285	12,602	12,887	13,107	10,693	–	23,800
Accumulated Depreciation / amortisation	–	(32)	(6,406)	(6,438)	(6,438)	(5,653)	–	(12,091)
Net Book Value	220	253	6,196	6,449	6,669	5,040	–	11,709

TABLE C – Summary of balances of assets held under finance lease as at 30 June 2001

Item	Land \$'000	Buildings on Freehold Land \$'000	Buildings Leasehold Improvements \$'000	Total Buildings \$'000	Total Land and Buildings \$'000	Plant and Equipment \$'000	Intangibles \$'000	Total \$'000
As at 30 June 2001								
Gross value	–	–	–	–	–	1,643	–	–
Accumulated Depreciation / amortisation	–	–	–	–	–	(1,415)	–	–
Net Book Value	–	–	–	–	–	228	–	–
As at 30 June 2000								
Gross value	–	–	–	–	–	–	–	–
Accumulated Depreciation / amortisation	–	–	–	–	–	–	–	–
Net Book Value	–	–	–	–	–	–	–	–

All finance leases were revalued in 2000-01. Amounts shown are revalued amounts and are also included in Table B above. Finance leased equipment existed during 1999-2000, but has only been recognised in the Financial Statements from 1 July 2000. Prior to this the equipment subject to finance lease arrangements was reported as operating lease rental.

Notes to and forming part of the financial statements

TABLE D – Summary of balances of assets under construction as at 30 June 2001

Item	Land \$'000	Buildings on Freehold Land \$'000	Buildings Leasehold Improvements \$'000	Total Buildings \$'000	Total Land and Buildings \$'000	Plant and Equipment \$'000	Intangibles \$'000	Total \$'000
As at 30 June 2001								
Gross value	–	–	33	33	33	–	–	33
Accumulated Depreciation/ amortisation	–	–	–	–	–	–	–	–
Net Book Value	–	–	33	33	33	–	–	33
As at 30 June 2000								
Gross value	–	–	23	23	23	–	320	343
Accumulated Depreciation/ amortisation	–	–	–	–	–	–	–	–
Net Book Value	–	–	23	23	23	–	320	343

All assets under construction are also included in Table B above.

Notes to and forming part of the financial statements	2000-2001 \$'000	1999-2000 \$'000
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Note 7E Inventories

Inventories not held for sale

Election Equipment at cost (ie., ballot paper and ballot boxes)	4,574	1,799
All Australian Electoral Commission inventories are current assets.		

Note 7F Other

Prepayments	1,236	2,089
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Note 8 INTEREST BEARING LIABILITIES

Note 8A Leases

Finance Lease Commitments

Not Later than one year	955	—
Later than one year and not later than five years	—	—
Later than five years	—	—
Minimum lease payments	955	—
Deduct: future finance charges	(54)	—
Lease liability	901	—
Lease liability is represented by:		
Current	901	—
Non-current	—	—
	901	—

Finance leases exist in relation to desk top computer equipment. The leases are non-cancellable and for fixed term of 5 years with an asset refreshment due at the end of 3 years. The AEC guarantees the residual values of all assets leased. There are no contingent rentals.

Note 8B Other

Lease incentives	1,043	1,257
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Note 9 PROVISIONS

Note 9A Employee Provision

Salaries and wages	1,017	897
Leave	18,359	16,427
Superannuation	143	140
Workers' compensation	—	—
Separation and redundancies	—	70
Aggregate employee entitlement	19,519	17,534
Other	—	—
Total	19,519	17,534
Current	8,306	7,604
Non-current	11,213	9,930

Notes to and forming part of the financial statements	2000-2001 \$'000	1999-2000 \$'000
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Note 10 **PAYABLES**

Note 10A Suppliers Payables

Trade creditors	4,353	2,185
Operating lease rentals	734	932
	<u>5,087</u>	<u>3,117</u>

Note 10B Other Payables

Unearned Revenue – Other	898	260
Unearned Revenue – Payments for outputs (Finance)	–	5,142
	<u>898</u>	<u>5,402</u>

Notes to and forming part of the financial statements

Note 11 EQUITY**Note 11A Movements in Equity**

Item	Capital		Accumulated results		Deferred Activities reserve		Asset revaluation reserves		Total reserves		Total Equity	
	00 01 \$'000	99-00 \$'000	00 01 \$'000	99-00 \$'000	00 01 \$'000	99-00 \$'000	00 01 \$'000	99 00 \$'000	00 01 \$'000	99-00 \$'000	00 01 \$'000	99-00 \$'000
Balance at 1 July 2000	4,230	3,641	12,325	(2,340)	—	—	17,317	17,317	17,317	17,317	33,872	18,618
Net Surplus (deficit) after extraordinary items	—	—	6,994	18,080	—	—	—	—	—	—	6,994	18,080
Equity injection appropriation	—	589	—	—	—	—	—	—	—	—	—	589
Dividends ¹	—	—	(2,500)	—	—	—	—	—	—	—	(2,500)	—
Adjustment to accumulated results	—	—	—	490	—	—	—	—	—	—	—	490
Capital Use Charge	—	—	(2,529)	(3,905)	—	—	—	—	—	—	(2,529)	(3,905)
Transfers to (from) Reserves	—	—	(7,163)	—	7,163	—	—	—	7,163	—	—	—
Net revaluation increments (decrements)	—	—	—	—	—	—	134	—	134	—	134	—
Balance 30 June 2001	4,230	4,230	7,127	12,325	7,163	—	17,451	17,317	24,614	17,317	35,971	33,872

¹ This relates to the repayment of revenue earned during 1999-00, to the Official Operating Account, that was not required for conclusion of 1999 referendum follow up activities.

Notes to and forming part of the financial statements	2000-2001 \$'000	1999-2000 \$'000
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Note 12 CASH FLOW RECONCILIATION

Reconciliation of Cash per Statement of Financial Position to Statement of Cash Flows

Cash at year end per Statement of Cash Flows 31,455 28,976

Statement of Financial Position items comprising above cash: 'Financial Asset – Cash' 31,455 28,976

Reconciliation of operating surplus to net cash provided by operating activities

Operating surplus (deficit)	6,994	18,080
Depreciation/Amortisation	8,624	6,865
Loss (Profit) on sale of non-current assets	111	175
Provision for bad and doubtful debts	–	6
Write down of assets	85	235
Decrease (increase) in receivables	(15)	4,064
Decrease (increase) in inventories	(2,775)	(150)
Decrease (increase) in prepayments	853	(497)
Increase (decrease) in employee liabilities	1,985	210
Increase (decrease) in suppliers liability	1,970	923
Increase (decrease) in other liabilities	(4,718)	1,347
Decrease (increase) in other assets	–	571
Recognition of finance lease	758	–
Net cash provided by operating activities	13,872	31,829

Note 13 REMOTE CONTINGENCIES

No remote contingencies were identified by the AEC at reporting date.

Note 14 EXECUTIVE REMUNERATION

The number of Executive who received or were due to receive total remuneration of \$100,000 or more:

	2000-2001 Number	1999-2000 Number
\$100,000 to \$110,000	1	–
\$110,001 to \$120,000	2	2
\$120,001 to \$130,000	4	2
\$130,001 to \$140,000	1	2
\$140,001 to \$150,000	1	4
\$150,001 to \$160,000	3	–
\$160,001 to \$170,000	1	1
\$170,001 to \$180,000	1	1
\$180,001 to \$190,000	–	–
\$280,001 to \$290,000	–	1
The aggregate amount of total remuneration of Executives shown above.	\$ 1,920,734	\$ 1,944,545
The aggregate amount of separation and redundancy payments during the year to Executives shown above.	–	\$144,100

Notes to and forming part of the financial statements	2000-2001 \$	1999-2000 \$
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Note 15 REMUNERATION OF AUDITORS

Financial statement audit services are provided free of charge to the AEC.

The Fair Value of audit services provided was:	50,000	50,000
No other services were provided.		

Note 16 AVERAGE STAFFING LEVELS

The average staffing level for the AEC in 2000/01 was 826 (817 for 1999-00).

Note 17 ACT OF GRACE PAYMENTS AND WAIVERS AND DEFECTIVE ADMINISTRATION SCHEME

No Act of Grace payments were made during the reporting period.

No waivers of amounts owing to the Commonwealth were made pursuant to subsection 34(1) of the *Financial Management and Accountability Act 1997* during the year ended 30 June 2001.

No payments were made under the Defective Administration Scheme during the year ended 30 June 2001.

Note 18 FINANCIAL INSTRUMENTS

Note 18A Terms, conditions and accounting policies

Financial Instrument	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 are recognised at their nominal amounts. Interest is credited to revenue as it accrues.	The AEC invests funds with the Reserve Bank of Australia at call. Monies in the Agency's bank accounts are swept into the Official Public Account nightly. The AEC is able to invest monies in Term Deposits as well as receiving interest on the daily account balance. During 2000-01 the average interest rate on combined term and normal deposits was 5.48% for the year (1999-00: 5%). Interest is paid in arrears on the first business day after the end of each quarter for normal account balances and at maturity of term deposits.
Receivables for goods and services	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 rather than more likely.	Receivables are with entities external to and within the Commonwealth. Credit terms are net 30 days (1999-2000: 30 days).

Note 18A Terms, conditions and accounting policies (cont.)

Financial Instrument	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 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.	
Finance leases	Liabilities are recognised at the present value of the minimum lease payments at the beginning of the lease. The discount rates used are estimates of the interest rates implicit in the leases.	At reporting date the AEC had finance leases with terms of 5 years with an asset refreshment due at the end of 3 years. The interest rate implicit in the leases averaged 6% (1999–00: 6%). The lease assets secure the lease liabilities. Receivables are with entities external to and within the Commonwealth. Credit terms are net 30 days (1999–2000: 30 days).
Lease Incentives	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 cash payments. Lease payments are made monthly in advance.
Trade creditors	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 or services have been received (and irrespective of having been invoiced).	All creditors are entities that are not part of the Commonwealth legal entity. Settlement is usually made net 30 days.

Notes to and forming part of the financial statements

Note 18B Interest Rate Risk : Agency

Financial Instrument	Note	Floating Interest Rate		Fixed Interest Rate					Non-Interest Bearing		Total		Weighted Average Effective Interest Rate	
		00 01 \$'000	99-00 \$'000	1 year or less 00 01 \$'000	1 to 2 years 00 01 \$'000	2 to 5 years 00 01 \$'000	5 to 10 years 00 01 \$'000	> 10 years 00 01 \$'000	00 01 \$'000	99-00 \$'000	00 01 \$'000	99-00 \$'000	00 01 %	99-00 %
Financial Assets														
Cash		31,412	28,976	-	-	-	-	-	43	-	31,455	28,976	5.48	5.0
Receivables for:	6A													
Appropriations		-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Usage Charge		-	-	-	-	-	-	-	323	-	323	-	-	-
Goods and Services		-	-	-	-	-	-	-	1,606	1,558	1,606	1,558	-	-
Interest 6A		-	-	-	-	-	-	-	32	381	32	381	-	-
Other 6A		-	-	-	-	-	-	-	346	30	346	30	-	-
Total Financial Assets (Recognised)		31,412	28,976	-	-	-	-	-	2,350	1,969	33,762	30,945		
Total assets											63,419	63,123		
Financial Liabilities														
Finance lease	8A	-	-	901	-	-	-	-	-	-	901	-	6.00	-
Lease incentives	8B	-	-	-	-	-	-	-	1,043	1,257	1,043	1,257	-	-
Trade creditors	10A	-	-	-	-	-	-	-	5,087	3,117	5,087	3,117	-	-
Other creditors	10B	-	-	-	-	-	-	-	898	260	898	260	-	-
Other liabilities		-	-	-	-	-	-	-	-	7,083	-	7,083	-	-
Total Financial Liabilities (Recognised)		-	-	901	-	-	-	-	7,028	11,717	7,929	11,717		
Total Liabilities											27,448	29,251		

Notes to and forming part of the financial statements	2000-2001 \$'000	1999-2000 \$'000
---	---------------------	---------------------

Note 18C Net Fair Values of Financial Assets and Liabilities

	Note	Total carrying amount	Aggregate net fair value	Total carrying amount	Aggregate net fair value
Agency					
Departmental Financial Assets					
Cash		31,455	31,455	28,976	28,976
Receivables for Goods and Services	6A	2,307	2,307	1,969	1,969
Total Financial Assets		33,762	33,762	30,945	30,945
Financial Liabilities (Recognised)					
Finance lease	8A	901	901	—	—
Lease incentives	8B	1,043	1,043	1,257	1,257
Creditors	10A	5,087	5,087	3,117	3,117
Other	10B	898	898	7,343	7,343
Total Financial Liabilities (Recognised)		7,929	7,929	11,717	11,717

Financial assets

The net fair values of cash and non-interest bearing monetary financial assets approximate their carrying amounts.

Financial liabilities

The net fair values of the finance lease, surplus space and lease incentive liabilities, and guarantees are based on discounted cash flows using current interest rates for liabilities with similar risk profiles. (Where the liability is on a floating rate of interest, the method returns the principal amount).

The net fair values for trade creditors and other financial liabilities are approximated by their carrying amounts.

Note 18D Credit Risk Exposure

The AEC's maximum exposure 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 Financial Performance.

The AEC has no significant exposure to any concentrations of credit risk.

All figures for credit risk referred to do not take into account the value of any collateral or other security.

Notes to and forming part of the financial statements

2000-2001
\$'0001999-2000
\$'000**Note 19 ADMINISTERED REVENUES****Note 19A Administered Revenue from Government**

Election public funding	224	121
-------------------------	-----	-----

Note 19B Administered Sales of Goods and Services

Goods	3,801	3,440
Services	–	–
Total	3,801	3,440

Note 19C Other Administered Revenues

Candidate deposits forfeited – Federal Election	–	6
Electoral fines and penalties	156	1,254
Other	111	466
Total	267	1,726

Note 20 ADMINISTERED EXPENSES**Note 20A Other Administered Expenses**

Election public funding	224	121
-------------------------	-----	-----

Note 21 ADMINISTERED ASSETS**Note 21A Receivables**

Sales of goods and services	776	871
-----------------------------	-----	-----

No administered receivables were overdue at 30 June 2001 or 30 June 2000

Note 21B Other financial assets

Administered Special Account Balance	26	52
--------------------------------------	----	----

Note 22 ADMINISTERED LIABILITIES**Note 22A Payables – Suppliers**

Trade creditors	15	15
-----------------	----	----

Note 22B Payables – Other

Administered Special Account Balance	26	52
Overpaid Administered Transfer to Finance	6	6
Total	32	58

Notes to and forming part of the financial statements

Note 23 ADMINISTERED EQUITY

Note 23A Movements in Equity

Item	Capital		Accumulated net change in administered net assets from operations		Administered investment reserve		Total reserves		Total Equity	
	00 01 \$'000	99-00 \$'000	00 01 \$'000	99-00 \$'000	00 01 \$'000	99-00 \$'000	00 01 \$'000	99-00 \$'000	00 01 \$'000	99-00 \$'000
Balance at 1 July 2000	—	—	851	879	—	—	—	—	851	879
Injection of Capital	—	—	—	—	—	—	—	—	—	—
Net change in administered net assets from operations	—	—	4,068	5,166	—	—	—	—	4,068	5,166
Amount to Official Commonwealth Public Account	—	—	(4,163)	(5,194)	—	—	—	—	(4,163)	(5,194)
Changes in accounting policy	—	—	—	—	—	—	—	—	—	—
Transfers to (from) reserves	—	—	—	—	—	—	—	—	—	—
Balance 30 June 2001	—	—	756	851	—	—	—	—	756	851

Notes to and forming part of the financial statements

2000-2001
\$'0001999-2000
\$'000**Note 24 ADMINISTERED CASH FLOW RECONCILIATION**Reconciliation of Cash per Schedule of Financial Position to
Schedule of Cash Flows

Cash at year end per Schedule of Administered Cash Flows 1 1

Schedule of Financial Position items comprising above cash:

'Financial asset – Cash' 1 1

Reconciliation of 'Net change in administered net assets' from schedule of
administered Revenues and Expenses to net cash from operating activities

Net increase (decrease) in administered net assets (95) (28)

Decrease (increase) in grant liabilities – (9)

Increase (decrease) in suppliers provisions and payables – 15

Increase (decrease) in other provisions (25) 58

Decrease (increase) in other financial assets 25 (52)

Decrease (increase) in receivables 95

Net Cash from Operating Activities – (16)

Note 25 ADMINISTERED REMOTE CONTINGENCIES

There were no Administered Remote Contingencies during the year ended 30 June 2001 or 30 June 2000.

Note 26 ADMINISTERED FINANCIAL INSTRUMENTS

Note 26A Terms, conditions and accounting policies

Financial Instrument	Accounting Policies and Methods (including recognition criteria and measurement details)	Nature of underlying instrument (including significant terms & conditions affecting the amount, timing and certainty of cash flows)
Financial Assets	Financial Assets Financial assets are recognised when control over future economic benefits is established and the amount of benefit can be reliably measured.	
Cash	Deposits are recognised at their nominal amounts.	The balance of the administered cash account is non interest bearing.
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.	
Trade creditors	Creditors and accruals are recognised at the nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the good or services have been received (and irrespective of having being invoiced).	

Notes to and forming part of the financial statements

Note 26B Interest Rate Risk : Administered									
Financial Instrument	Note	Floating Interest Rate 00 01 99-00 \$'000 \$'000	Fixed Interest Rate				Non- Interest Bearing		Weighted Average Effective Interest Rate
			1 year or less 00 01 99-00 \$'000 \$'000	1 to 2 years 00 01 99-00 \$'000 \$'000	2 to 5 years 00 01 99-00 \$'000 \$'000	> 5 years 00 01 99-00 \$'000 \$'000	00 01 99-00 \$'000 \$'000	00 01 99-00 \$'000 \$'000	
Financial Assets									
Cash		—	—	—	—	—	1	1	—
Receivables	21A	—	—	—	—	—	776	871	—
Other	21B	—	—	—	—	—	26	52	—
Total Financial Assets (Recognised)		—	—	—	—	—	803	924	—
Total assets							803	924	
Financial Liabilities									
Trade creditors	22A	—	—	—	—	—	15	15	—
Other creditors	22B	—	—	—	—	—	32	58	—
Total Financial Liabilities (Recognised)		—	—	—	—	—	47	73	—
Total Liabilities		—	—	—	—	—	47	73	—

Notes to and forming part of the financial statements

2000-2001
\$'0001999-2000
\$'000**Note 26C Net Fair Values of Financial Assets and Liabilities**

	Note	Total carrying amount	Aggregate net fair value	Total carrying amount	Aggregate net fair value
Administered Financial Assets					
Cash		1	1	1	1
Receivables	21A	776	776	871	871
Other	21B	26	26	52	52
Total Financial Assets		803	803	924	924
Financial Liabilities (Recognised)					
Creditors	22	47	47	73	73
Total Financial Liabilities (Recognised)		47	47	73	73

Note 27 APPROPRIATIONS**Note 27A Agency appropriations****Annual appropriations for Departmental items
(price of outputs)**2000-2001
\$'0001999-2000
\$'000

Appropriation Acts No 1 & 3 credits		
Section 7 – Act 1 – basic appropriations (budget)	82,097	146,872
Section 7 – Act 3 – basic appropriations	–	8,283
Section 10 – adjustments	–	4,230
Section 11 – Advance to the Finance Minister	–	–
Section 12 – Comcover receipts	19	–
Departmental Special Appropriation	8,850	5,984
Add: FMA Act		
Section 30 – appropriations	–	–
Section 30A – appropriation (GST Recoverables)	6,119	–
Section 31 – appropriations	13,411	16,830
Total appropriations available for the year	110,496	182,199
Balance brought forward from the previous period	28,588	–
Total appropriations available for payments	139,084	182,199
Payments during the year (cash)	108,396	153,611
Balance of appropriations (unspent) at 30 June carried to next period	30,688	28,588

Notes to and forming part of the financial statements

Note 27B Annual Appropriations for Departmental Capital Items

	Equity injections			Loans			Carryovers			Total		
	00 01	99-00	\$	00 01	99-00	\$	00 01	99-00	\$	00 01	99-00	\$
Appropriations Act no 2 & 4												
Section 10 – Acts No 2 (Budget)	–	–		–	–		–	3,641,000		–	3,641,000	
Section 10 – Act No 4	–	589,000		–	–		–	–		–	589,000	
Advance to the Finance Minister	–	–		–	–		–	–		–	–	
Total Current Appropriations Acts	–	589,000		–	–		–	3,641,000		–	4,230,000	
Add: FMA Act appropriations												
s30 appropriations	–	–		–	–		–	–		–	–	
s30A appropriations (GST recoverables)	–	–		–	–		–	–		–	–	
Total appropriations available for the year	–	589,000		–	–		–	3,641,000		–	4,230,000	
Expenditure debited during the year	–	589,000		–	–		–	3,641,000		–	4,230,000	
Balance of appropriations at 30 June 2001 carried to the next period	–	–		–	–		–	–		–	–	

Notes to and forming part of the financial statements

Note 27C Administered appropriations

The AEC does not receive any Annual Administered Appropriations under Appropriation Acts 1 or 2.

Note 27D Annual Appropriations for Administered Capital items

The AEC does not receive any Annual Administered Appropriations for Administered Capital items.

Note 27E Special Appropriations (unlimited) for administered items

Item	Outcome 1		Outcome 2		Outcome 3		Total	
	00 01 \$'000	99-00 \$'000	00 01 \$'000	99-00 \$'000	00 01 \$'000	99-00 \$'000	00 01 \$'000	99-00 \$'000
<i>Commonwealth Electoral Act 1918</i>								
Budget estimate	—	—	—	—	—	—	—	—
Payments made	—	—	224	121	—	—	224	121
<i>Total for unlimited Special Appropriations</i>								
Budget estimate	—	—	—	—	—	—	—	—
Payments made	—	—	224	121	—	—	224	121

Notes to and forming part of the financial statements

2000-2001
\$1999-2000
\$**Note 27F Special Accounts****Funds Held Pending Refund**Legal authority— *Financial Management and Accountability Act 1997*, s20

Purpose – for receipt of moneys temporarily held for possible future repayment, for example, candidate deposits.

Balance as at 1 July 2000

51,522

260,264

Add: Receipts from appropriations

—

—

Receipts from other sources

36,122

214,532

Total available for expenditure

87,644

474,796

Less: Expenditure in prior year

61,138

423,274

Balance as at 30 June 2001

26,506

51,522

Note 28 TRUST MONEYS

The AEC does not receive any money that is held in trust.

Notes to and forming part of the financial statements

Note 29 REPORTING OF OUTCOMES

Reporting by Outcomes (Clause 6 of Schedule 1 and AAS 29 12.7 & 12.9)

Item	Outcome 1		Outcome 2		Outcome 3		Total	
	Budget \$'000	Actual \$'000	Budget \$'000	Actual \$'000	Budget \$'000	Actual \$'000	Budget \$'000	Actual \$'000
Net Subsidies, benefits and grants expenses	—	—	—	224	—	—	—	224
Other administered expenses	—	—	—	—	—	—	—	—
Total net administered expenses	—	—	—	224	—	—	—	224
Add Net cost of entity outputs	2,040	(4,013)	1,786	(2,291)	364	(690)	4,190	(6,994)
Outcome before extraordinary items	2,040	(4,013)	1,786	(2,067)	364	(690)	4,190	(6,770)
Extraordinary items	—	—	—	—	—	—	—	—
Net Cost to Budget Outcome	2,040	(4,013)	1,786	(2,067)	364	(690)	4,190	(6,770)

Outcome specific assets deployed as at 30/6/01	—	1,996	—	—	—	—	—	1,996
Assets that are not outcome specific deployed as at 30/6/01							—	61,100

Notes to and forming part of the financial statements

Note 29A Major Agency Revenues & Expenses by outcome

	OUTCOMES			TOTAL	
	Outcome 1 Output Group 1.1 Actual \$'000	Outcome 2 Output Group 2.1 Actual \$'000	Outcome 3 Output Group 3.1 Actual \$'000	Budget \$'000	Actual \$'000
Operating Revenues					
Revenues from Government	47768 ¹	39,614	8,758	91,097	96,140
Sale of Good and Services	3,636	6,448	–	5,912	10,084
Other non-taxation revenue	1,235	1,271	284	480	2,790
Total Operating Revenues	52,639	47,333	9,042	97,489	109,014
Major expenses					
Employees	25,102	21,976	4,482	48,336	51,560
Suppliers	19,201	18,828	3,159	48,897	41,188
Other	4,323	4,238	711	6,986	9,272
Total Operating Expenses	48,626	45,042	8,352	104,219	102,020

¹ This figure includes \$5.142m of appropriation received in advance in 1999-00 and recognised as revenue in 2000-01.

Notes to and forming part of the financial statements

Note 29B Major Administered Revenues & Expenses by outcome						
	Outcome 1 Output Group 1.1 Actual \$'000		OUTCOMES Outcome 2 Output Group 2.1 Actual \$'000		Outcome 3 Output Group 3.1 Actual \$'000	
					TOTAL Budget \$'000 Actual \$'000	
Operating Revenues						
Revenues from Government	83		408		—	
Other non-taxation revenue	3,802		—		—	
Total Operating Revenues	3,885		408		—	
Operating expenses						
Other	—		224		—	
Total Operating Expenses	—		224		—	
					224	

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OTHER INFORMATION

Matters required by legislation

Other information

Appendices

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MATTERS REQUIRED BY LEGISLATION

For information on specific statutory provisions relating to:

- Occupational health and safety—refer to [APPENDIX B](#);
- Freedom of information—refer to [APPENDIX C](#);
- Advertising and market research—refer to [APPENDIX D](#);
- Provision of Electoral Roll information—refer to [APPENDIX E](#); and
- Ecologically sustainable development—refer to [APPENDIX F](#).

OTHER INFORMATION

DISCRETIONARY GRANTS

The AEC does not administer any discretionary grants.

OTHER

For information on specific provisions relating to:

- Consultancies applicable to 2000–2001 financial year—refer to [APPENDIX G](#);
- Industrial and commercial elections statistics—refer to [APPENDIX H](#); and
- Aboriginal and Torres Strait Islander Commission election statistics—refer to [APPENDIX I](#).

APPENDIX A

STAFFING OVERVIEW

Staff profile by nominal classification, gender and location at 30 June 2001

Classification	Total women	Total men	Total staff	Ongoing staff		Non-ongoing and temporary staff		Total staff
				F/T	P/T	F/T	P/T	
Operative staff¹								
Electoral Commissioner	0	1	1	1	0	0	0	1
Deputy Electoral Commissioner	0	1	1	1	0	0	0	1
Senior Executive Staff ²	2	9	11	11	0	0	0	11
Executive Level 2	8	15	23	23	0	0	0	23
Executive Level 1	20	43	63	59	1	3	0	63
Australian Public Service Level 6	53	152	205	194	3	6	2	205
Australian Public Service Level 5	20	29	49	43	3	2	1	49
Australian Public Service Level 4	37	16	53	28	2	3	20	53
Australian Public Service Level 3	123	73	196	178	3	12	3	196
Graduate	2	1	3	3	0	0	0	3
Australian Public Service Level 2	220	31	251	161	49	27	14	251
Australian Public Service Level 1	3	2	5	4	0	1	0	5
Operative staff total	488	373	861	706	61	54	40	861
Inoperative staff³								
Executive Level 2	0	1	1	1	0	0	0	1
Executive Level 1	2	0	2	1	1	0	0	2
Australian Public Service Level 6	0	1	1	1	0	0	0	1
Australian Public Service Level 3	2	0	2	2	0	0	0	2
Australian Public Service Level 2	3	0	3	3	0	0	0	3
Inoperative staff total	7	2	9	8	1	0	0	9
Grand total	495	375	870	714	62	54	40	870
Equivalent full-time staff								

Notes:

- 1 Operative staff: Staff who were actually at work as at 30/6/2001; also includes temporary staff employed under the *Commonwealth Electoral Act 1918*.
- 2 This includes senior executive staff engaged under section 35(1)(b) of the *Commonwealth Electoral Act 1918* and Australian Electoral Officers.
- 3 Inoperative staff: Includes staff on long-term leave absences.
- 4 The difference between 'equivalent full-time staff' (826) and 'total staff' (870) is due to job sharing and part-time employment.

Central Office			Head Offices			Divisional Offices			Total staff
Women	Men	Total	Women	Men	Total	Women	Men	Total	
0	1	1	0	0	0	0	0	0	1
0	1	1	0	0	0	0	0	0	1
1	1	2	1	8	9	0	0	0	11
7	9	16	1	6	7	0	0	0	23
17	19	36	3	24	27	0	0	0	63
17	25	42	8	16	24	28	111	139	205
11	10	21	9	18	27	0	1	1	49
8	7	15	27	9	36	2	0	2	53
17	5	22	28	11	39	78	57	135	196
2	1	3	0	0	0	0	0	0	3
3	3	6	35	8	43	182	20	202	251
0	0	0	3	2	5	0	0	0	5
83	82	165	115	102	217	290	189	479	861
0	1	1	0	0	0	0	0	0	1
2	0	2	0	0	0	0	0	0	2
0	1	1	0	0	0	0	0	0	1
0	0	0	1	0	1	1	0	1	2
0	0	0	1	0	1	2	0	2	3
2	2	4	2	0	2	3	0	3	9
85	84	169	117	102	219	293	189	482	870 ⁴
									826 ⁴

Source: *Perspect HR system*

APPENDIX B

OCCUPATIONAL HEALTH AND SAFETY

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

The AEC has an Occupational Health and Safety (OH&S) policy that recognises its duty of care as outlined under the OH&S Act. The AEC revised its Occupational Health and Safety Agreement in consultation with the CPSU. The new Occupational Health & Safety Agreement was signed by the Electoral Commissioner on 13 October 2000.

ACTIVITIES

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

- the AEC National OH&S Committee continued to meet every three months;
- State OH&S committees continued to meet on a regular basis;
- relevant staff undertook COMCARE case management training, OH&S training and information courses during the year to maintain the AEC's technical skills in this area and to raise staff awareness of OH&S;
- staff attended COMCARE client network meetings to maintain contacts with other OH&S professionals and to keep up-to-date with the latest developments in the field;
- an OH&S module for the AEC's induction course was developed;
- an OH&S Strategic Plan was developed by the National OH&S Committee;

- Hazard Management Policy is to be developed in accordance with COMCARE recommendations;
- an information strategy to advise AEC staff on OH&S issues and raise their awareness was developed; and
- management systems to improve OH&S reporting and awareness were developed.

COMCARE PREMIUM

The AEC's 2001–2002 COMCARE premium increased from the 2000–2001 premium of \$378,685 to \$550,907 (including GST). The increase was due partly to the methodology for calculating premiums to adopt changes to increase the influence of each agency's average cost claim. The changes make the premium more responsive to each agency's claim performance, particularly duration of incapacity (time off work).

REPORTABLE OH&S STATISTICS

State	Selection of Occupational Health and Safety representatives	Tests carried out on equipment	Reportable dangerous occurrences
NSW	10	1	0
QLD	6	0	1
WA	4	0	0
SA	2	0	0
TAS	1	0	1
NT	0	0	0
Central Office	0	0	0
Totals	23	1	2

INVESTIGATIONS

There were no investigations conducted by COMCARE under section 41 of the OH&S Act.

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 during the year. Nor were any notices 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 C

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 FOI 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 information should, in the first instance, contact either the AEC's Information section in Central Office or the Head Office in their State or Territory. Addresses and telephone numbers are on page 11 or on the AEC's website at www.aec.gov.au

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 4687
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 in Canberra.

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 'Overview of the Australian Electoral Commission' of this report (see page 6). Another key document is the AEC's Corporate Plan 1999–2002.

FILES AND INFORMATION

The AEC produces printed and microfiche versions of the electoral roll, maps of electoral Divisions and other electoral publications. These may be inspected at the information sections at the AEC's Central Office and Head Offices, and at Divisional Offices. Copies of the printed roll are available for sale at relevant Divisional Offices only.

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 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 11.

ARRANGEMENTS FOR PUBLIC INVOLVEMENT

Readers are invited 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. This parliamentary committee periodically investigates and reports on the AEC's operations.

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APPENDIX D

ADVERTISING AND MARKET RESEARCH

a) Advertising agencies

Name of agency	Details	(\$ Amount paid
Whybin TBWA	Develop and produce public awareness campaigns for two federal electoral events	\$2,008,033

b) Market research organisations and polling organisations

Name of agency	Details	(\$ Amount paid
The Research Forum	Concept testing of the planned 'Election 2001' advertising campaign	\$39,900

c) Public Relations agencies

Name of agency	Details	(\$ Amount paid
Michels Warren	Development of 'Election 2001' public relations campaign	\$250,000

APPENDIX E

PROVISION OF ELECTORAL ROLL INFORMATION

In accordance with section 17(1A) of the *Commonwealth Electoral Act 1918*, the AEC is required to report on the particulars of those persons and/or organisations who receive electoral roll information under subsection 91(4A) of the legislation.

PROVISION OF ELECTORAL ROLL INFORMATION TO MEDICAL AND SOCIAL RESEARCHERS

In accordance with paragraphs 91(4A)(e) and 91A(2A)(c) of the *Commonwealth Electoral Act 1918* and Regulation 10 of the Electoral and Referendum Regulations 1940 the AEC provided elector information in electronic format to the following organisations for use in medical research as

defined in the *Guidelines for the Protection of Privacy in the Conduct of Medical Research* issued by the National Health and Medical Research Council under section 95(1) of the *Privacy Act 1988*.

‘Medical research’ is defined in the guidelines as ‘systematic investigations for the purpose of adding to the generalised medical knowledge pertaining to human health and includes epidemiological research’.

Before providing the elector information, the AEC must be provided with evidence of ethical approval for the studies.

Institution/contact	Data received
University of Sydney, Department of Psychological Medicine	ACT, with gender
University of Sydney, Department of Psychological Medicine	ACT in five-year age ranges from 18 to 42 years and 43 to 45 years, with gender. This extract replaces data previously supplied without age range
The University of Newcastle, Women's Health Australia	ACT, NT, SA, TAS, WA and NSW Federal Divisions 1 to 20, with gender
The University of Newcastle, Women's Health Australia	NSW, SA, WA and VIC Federal Divisions 1 to 20, with gender
The University of Newcastle, Women's Health Australia	Australia wide data for age ranges 20–29 and 50–59, with gender. This extract replaces previous data supplied without age ranges
The University of Newcastle, Faculty of Medicine and Health Sciences	Federal Divisions of Charlton, Newcastle, Shortland, Paterson and Hunter, with gender
CSIRO, Division of Health Sciences and Nutrition (SA)	SA by Federal Division, with gender

Institution/contact	Data received
CSIRO, Division of Health Sciences and Nutrition (SA)	SA by Federal Division for age range 40 to 60 years. This data replaces previous extract without age range
Royal Prince Alfred Hospital, Institute of Respiratory Medicine, (NSW)	NSW in age ranges 0 to 19, 20–29, 30–39, 40–49, 50–59, 60–69, 70–79, 80–89, 90–99 and 100–110
CSIRO, Division of Health Sciences and Nutrition (SA)	Australia wide random sample of electors
Southern Cross University, Home of Natural and Complementary Medicine	Australia wide data in five year age ranges from 65 to 99, with gender
Australian National University, NHMRC Psychiatric Epidemiology Research Centre	Federal Division of Canberra, Fraser and Eden-Monaro in age range 60 to 64 years, with gender
James Cook University, Public Health and Tropical Medicine	Australia wide data in age ranges 18 to 19 years and in ten year ages ranges from 20 to 99, with gender
CSIRO, Health Sciences and Nutrition	Federal Divisions of Adelaide, Makin, Sturt, Port Adelaide, Hindmarsh and Boothby in ten year age ranges from 20 to 69 years and 70 to 74 years, with gender
The Queensland Institute of Medical Research, Epidemiology and Population Research Unit	State of QLD in five year age ranges from 18 to 82 years, with gender
Flinders University, Dept of Rehabilitation and Aged Care	Federal Divisions of Adelaide, Bonython, Boothby, Hindmarsh, Makin, Port Adelaide and Sturt in five year age ranges from 55 to 89 years, with gender
Australian National University, Centre for Mental Health	Federal Divisions of Canberra, Fraser, Eden-Monaro and Hume in five year age ranges from 18 to 82 years and 83 to 90 years, with gender
The University of Queensland, National Research Centre for Environmental Toxicology	Federal Division of Longman, in five year age ranges from 18 to 82 years and 83 to 90 years, with gender

PROVISION OF ELECTORAL ROLL INFORMATION TO SCHEDULE 2 AGENCIES AND AUTHORITIES

Schedule 2 of the Electoral and Referendum Regulations 1940 relating to the *Commonwealth Electoral Act 1918*, sets out the Commonwealth agencies and authorities that are entitled to receive elector information made available by the AEC, that is, full name, residential address, gender and date of birth of electors.

Schedule 2 agencies and authorities are granted access to confidential elector information after providing justification for access to the AEC in terms of Information Privacy Principle 11 (IPP11) of the *Privacy Act 1988*. IPP11 includes the disclosure of personal information for enforcement of

the criminal law or of a law imposing pecuniary penalty or for the protection of the public revenue.

In accordance with paragraphs 91(4A)(e) and 91A(2A)(c) of the *Commonwealth Electoral Act 1918* and Regulations 7, 8, 9 and 10 and Schedules 2 and 3 of the Electoral and Referendum Regulations 1940 (the Regulations):

the AEC has provided elector information in electronic format to the following (Commonwealth) agencies and authorities set out in Schedule 2 of the Regulations for the purposes set out in Schedule 3 of the Regulations.

Institution	Electoral roll information supplied	Date supplied
Australian Customs Service	National	27/9/00 30/10/00 (replacement) 28/11/00 22/2/01 23/5/01
Australian Federal Police	National	13/9/00 28/11/00 22/2/01 22/5/01
Australian Securities and Investments Commission	National	27/3/01 30/5/01
Centrelink	National	25/10/00 21/11/00 20/2/01 23/5/01
ComSuper	National	16/3/01 23/5/01
Department of Education, Training and Youth Affairs	National	28/9/00 28/11/00 22/2/01 23/5/01
Department of Employment, Workplace Relations and Small Business	National	28/11/00 20/2/01 23/5/01

Institution	Electoral roll information supplied	Date supplied
Department of Foreign Affairs and Trade (Passports)	National	28/11/00 21/2/01 28/5/01
Department of Immigration and Multicultural Affairs	National	23/2/01 22/5/01
Department of Veterans Affairs	National	10/1/01 22/2/01 22/5/01

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PROVISION OF ELECTORAL ROLL INFORMATION TO MEMBERS OF THE HOUSE OF REPRESENTATIVES AND SENATORS

In accordance with section 91(4A) of the *Commonwealth Electoral Act 1918* the AEC has supplied electronic electoral roll information to the following federal Members of the House of Representatives, Senators and federally Registered Political Parties.

Recipient	Constituency	Political party	Data supplied	Cycle date
The Hon Dick Adams MP	Member for Lyons	Australian Labor Party	Lyons Lyons, Bass, Braddon, Denison, Franklin	September 2000, March 2001–June 2001 October 2000–February 2001
Mr Anthony Albanese MP	Member for Grayndler	Australian Labor Party	Grayndler Grayndler, Lowe, Watson	September 2000 October 2000–June 2001
Senator Lyn Allison	Senator for Victoria	Australian Democrats	Victoria	September 2000–June 2001
Senator the Hon Richard Alston	Senator for Victoria	Liberal Party of Australia	Victoria	September 2000–June 2001
The Hon John Anderson MP	Member for Gwydir	National Party of Australia	Gwydir Gwydir, Calare, New England	September 2000 October 2000–January 2001
Mr Peter Andren MP	Member for Calare	Independent	Calare	September 2000
			Calare, Gwydir	October 2000–June 2001
The Hon Neil Andrew MP	Member for Wakefield	Liberal Party of Australia	Wakefield Wakefield, Grey	September 2000 October 2000–June 2001
The Hon Larry Anthony MP	Member for Richmond	National Party of Australia	Richmond	September 2000
			Richmond, Page	October 2000–June 2001
Ms Fran Bailey MP	Member for McEwen	Liberal Party of Australia	McEwen	September 2000–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
The Hon Bruce Baird MP	Member for Cook	Liberal Party of Australia	Cook	September 2000 October 2000–June 2001
Mr Phillip Barresi MP	Member for Deakin	Liberal Party of Australia	Deakin	September 2000–June 2001
Senator Andrew Bartlett	Senator for Queensland	Australian Democrats	Queensland	September 2000–June 2001
Mr Kerry Bartlett MP	Member for Macquarie	Liberal Party of Australia	Macquarie	September 2000
The Hon Kim Beazley MP	Member for Brand	Australian Labor Party	Macquarie, Lindsay Brand	October 2000–June 2001 September 2000–December 2000 January 2001–June 2001
The Hon Arch Bevis MP	Member for Brisbane	Australian Labor Party	Brisbane	September 2000–June 2001
Mr Bruce Billson MP	Member for Dunkley	Liberal Party of Australia	Dunkley	September 2000–June 2001
The Hon Bronwyn Bishop MP	Member for Mackellar	Liberal Party of Australia	Mackellar Mackellar, Warringah	September 2000 October 2000–June 2001
Ms Julie Bishop MP	Member for Curtin	Liberal Party of Australia	Curtin	September 2000–December 2000 January 2001–June 2001
Senator Mark Bishop	Senator for Western Australia	Australian Labor Party	Western Australia	September 2000–June 2001
Senator the Hon Nick Bolkus	Senator for South Australia	Australian Labor Party	South Australia	September 2000–June 2001
Senator Ronald Boswell	Senator for Queensland	National Party of Australia	Queensland	September 2000–June 2001
Senator Vicki Bourne	Senator for New South Wales	Australian Democrats	New South Wales	September 2000–June 2001
Senator George Brandis	Senator for Queensland	Liberal Party of Australia	Queensland	September 2000–June 2001
The Hon Laurie Brereton MP	Member for Kingsford Smith	Australian Labor Party	Kingsford Smith Kingsford Smith, Grayndler, Sydney	September 2000 October 2000–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
The Hon Mal Brough MP	Member for Longman	Liberal Party of Australia	Longman	September 2000–June 2001
Senator Bob Brown	Senator for Tasmania	National Party of Australia	Tasmania	September 2000–June 2001
Senator Geoffrey Buckland	Senator for South Australia	Australian Labor Party	South Australia	May 2001–June 2001
Ms Anna Burke MP	Member for Chisholm	Australian Labor Party	Chisholm	September 2000–June 2001
Mr Anthony Byrne MP	Member for Holt	Australian Labor Party	Holt	September 2000–June 2001
The Hon Alan Cadman MP	Member for Mitchell	Liberal Party of Australia	Mitchell	September 2000
Mr Ross Cameron MP	Member for Parramatta	Liberal Party of Australia	Mitchell, Berowra, Macquarie Parramatta Parramatta, Bennelong, Mitchell	October 2000–June 2001 September 2000 September 2000 October 2000–June 2001
Senator George Campbell	Senator for New South Wales	Australian Labor Party	New South Wales	September 2000–June 2001
Senator the Hon Ian Campbell	Senator for Western Australia	Liberal Party of Australia	Western Australia	September 2000–June 2001
Senator Kim Carr	Senator for Victoria	Australian Labor Party	Victoria	September 2000–June 2001
The Hon Ian Causley MP	Member for Page	National Party of Australia	Page Page, Cowper, New England	September 2000 October 2000–June 2001
Senator Grant Chapman	Senator for South Australia	Liberal Party of Australia	South Australia	September 2000–June 2001
Mr Bob Charles MP	Member for La Trobe	Liberal Party of Australia	La Trobe	September 2000–June 2001
Senator Jacinta Collins	Senator for Victoria	Australian Labor Party	Victoria	September 2000–June 2001
Senator Stephen Conroy	Senator for Victoria	Australian Labor Party	Victoria	September 2000–June 2001
Senator the Hon Peter Cook	Senator for Western Australia	Australian Labor Party	Western Australia	September 2000–June 2001
Senator Helen Coonan	Senator for New South Wales	Liberal Party of Australia	New South Wales	September 2000–June 2001
Ms Ann Corcoran MP	Member for Isaacs	Australian Labor Party	Isaacs	February 2001–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
Mr David Cox MP	Member for Kingston	Australian Labor Party	Kingston Kingston, Mayo	September 2000 October 2000–June 2001
The Hon Simon Crean MP	Member for Hotham	Australian Labor Party	Hotham	September 2000–June 2001
The Hon Janice Crosio MP	Member for Prospect	Australian Labor Party	Prospect Prospect, Chifley, Fowler, Greenway, Parramatta, Reid	September 2000 October 2000–June 2001
Senator Trish Crossin	Senator for the Northern Territory	Australian Labor Party	Northern Territory	September 2000–June 2001
Senator the Hon Rosemary Crowley	Senator for South Australia	Australian Labor Party	South Australia	September 2000–June 2001
Mr Michael Danby MP	Member for Melbourne Ports	Australian Labor Party	Melbourne Ports	September 2000–June 2001
Senator Kay Denman	Senator for Tasmania	Australian Labor Party	Tasmania	September 2000–June 2001
Mrs Trish Draper MP	Member for Makin	Liberal Party of Australia	Makin Makin, Bonython	September 2000 October 2000–June 2001
The Hon Graham Edwards MP	Member for Cowan	Australian Labor Party	Cowan Cowan, Curtin, Hasluck, Perth	September 2000–December 2000 January 2001–June 2001
Senator Alan Eggleston	Senator for Western Australia	Liberal Party of Australia	Western Australia	September 2000–June 2001
Ms Annette Ellis MP	Member for Canberra	Australian Labor Party	Canberra	September 2000–June 2001
Senator the Hon Christopher Ellison	Senator for Western Australia	Liberal Party of Australia	Western Australia	September 2000–June 2001
Mrs Kay Elson MP	Member for Forde	Liberal Party of Australia	Forde	September 2000–June 2001
Mr Craig Emerson MP	Member for Rankin	Australian Labor Party	Rankin	September 2000–June 2001
The Hon Warren Entsch MP	Member for Leichhardt	Liberal Party of Australia	Leichhardt	September 2000–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
Senator Christopher Evans	Senator for Western Australia	Australian Labor Party	Western Australia	September 2000–June 2001
Mr Martyn Evans MP	Member for Bonython	Australian Labor Party	Bonython	September 2000
			Bonython, Port Adelaide	October 2000–June 2001
Senator the Hon John Faulkner	Senator for New South Wales	Australian Labor Party	New South Wales	September 2000–June 2001
Mr Laurie Ferguson MP	Member for Reid	Australian Labor Party	Reid	September 2000
			Reid, Parramatta, Lowe	October 2000–June 2001
Mr Martin Ferguson MP	Member for Batman	Australian Labor Party	Batman	September 2000–June 2001
Senator Jeannie Ferris	Senator for South Australia	Liberal Party of Australia	South Australia	September 2000–June 2001
Mr Joel Fitzgibbon MP	Member for Hunter	Australian Labor Party	Hunter	September 2000
			Hunter, Charlton, Gwydir, Newcastle, Paterson	October 2000–June 2001
Mr John Forrest MP	Member for Mallee	National Party of Australia	Mallee	September 2000–June 2001
Senator Michael Forshaw	Senator for New South Wales	Australian Labor Party	New South Wales	September 2000–June 2001
The Hon Christine Gallus MP	Member for Hindmarsh	Liberal Party of Australia	Hindmarsh	September 2000–June 2001
Ms Teresa Gambaro MP	Member for Petrie	Liberal Party of Australia	Petrie	September 2000–June 2001
Mrs Joanna Gash MP	Member for Gilmore	Liberal Party of Australia	Gilmore	September 2000
			Gilmore, Hume	October 2000–June 2001
Mr Petro Georgiou MP	Member for Kooyong	Liberal Party of Australia	Kooyong	September 2000–June 2001
Ms Jane Gerick MP	Member for Canning	Australian Labor Party	Canning	September 2000–December 2000
			Canning, Curtin, Hasluck	January 2001–June 2001
Mr Steve Gibbons MP	Member for Bendigo	Australian Labor Party	Bendigo	September 2000–June 2001
Senator Brenda Gibbs	Senator for Queensland	Australian Labor Party	Queensland	September 2000–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
Senator the Hon Brian Gibson	Senator for Tasmania	Liberal Party of Australia	Tasmania	September 2000–June 2001
Ms Julia Gillard MP	Member for Labor	Australian Labor Party	Labor	September 2000–June 2001
Senator Brian Greig	Senator for Western Australia	Australian Democrats	Western Australia	September 2000–June 2001
Mr Alan Griffin MP	Member for Bruce	Australian Labor Party	Bruce	September 2000–June 2001
Mr Barry Haase MP	Member for Kalgoorlie	Liberal Party of Australia	Kalgoorlie	September 2000–June 2001
Ms Jill Hall MP	Member for Shortland	Australian Labor Party	Shortland Shortland, Charlton	September 2000 October 2000–June 2001
Mr Gary Hardgrave MP	Member for Moreton	Liberal Party of Australia	Moreton	September 2000–June 2001
Senator Brian Harradine	Senator for Tasmania	Independent	Tasmania	September 2000–June 2001
Senator Len Harris	Senator for Queensland	Pauline Hanson's One Nation	Queensland	September 2000–June 2001
Mr Michael Hatton MP	Member for Blaxland	Australian Labor Party	Blaxland Blaxland, Watson	September 2000 October 2000–June 2001
Mr David Hawker MP	Member for Wannon	Liberal Party of Australia	Wannon	September 2000–June 2001
Senator the Hon Bill Heffernan	Senator for New South Wales	Liberal Party of Australia	New South Wales	September 2000–June 2001
Senator the Hon John Herron	Senator for Queensland	Liberal Party of Australia	Queensland	September 2000–June 2001
Ms Kelly Hoare MP	Member for Charlton	Australian Labor Party	Charlton Charlton, Newcastle	September 2000 October 2000–June 2001
The Hon Joe Hockey MP	Member for North Sydney	Liberal Party of Australia	North Sydney North Sydney, Bradfield	September 2000 October 2000–June 2001
Senator John Hogg	Senator for Queensland	Australian Labor Party	Queensland	September 2000–June 2001
Mr Colin Hollis MP	Member for Throsby	Australian Labor Party	Throsby Throsby, Cunningham	September 2000 October 2000–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
Mr Bob Horne MP	Member for Paterson	Australian Labor Party	Paterson	September 2000 October 2000–June 2001
The Hon John Howard MP	Member for Bennelong	Liberal Party of Australia	Bennelong	September 2000 October 2000–June 2001
Senator Steve Hutchins	Senator for New South Wales	Australian Labor Party	New South Wales	September 2000–June 2001
Mrs Julia Irwin MP	Member for Fowler	Australian Labor Party	Fowler	September 2000 October 2000–June 2001
Mr Harry Jenkins MP	Member for Scullin	Australian Labor Party	Fowler, Werriwa, Prospect	September 2000–June 2001
The Hon Robert Katter MP	Member for Kennedy	National Party of Australia	Scullin	September 2000–June 2001
Mrs De-Anne Kelly MP	Member for Dawson	National Party of Australia	Kennedy	September 2000–June 2001
The Hon Jackie Kelly MP	Member for Lindsay	Liberal Party of Australia	Dawson	September 2000–June 2001
The Hon Dr David Kemp MP	Member for Goldstein	Liberal Party of Australia	Lindsay	September 2000 October 2000–June 2001
Senator the Hon Rod Kemp	Senator for Victoria	Liberal Party of Australia	Lindsay, Prospect	September 2000–June 2001
Ms Cheryl Kernot MP	Member for Dickson	Australian Labor Party	Goldstein	September 2000–June 2001
The Hon Duncan Kerr MP	Member for Denison	Australian Labor Party	Victoria	September 2000–June 2001
Senator Susan Knowles	Senator for Western Australia	Liberal Party of Australia	Dickson	September 2000–June 2001
Mr Mark Latham MP	Member for Werriwa	Australian Labor Party	Denison	September 2000 October 2000–June 2001
Mr Tony Lawler MP	Member for Parkes	National Party of Australia	Denison, Lyons	September 2000–June 2001
			Western Australia	September 2000–June 2001
			Werriwa	September 2000 October 2000–June 2001
			Werriwa, Fowler, Macarthur	September 2000 October 2000–June 2001
			Parkes	September 2000 October 2000–June 2001
			Parkes, Gwydir	September 2000 October 2000–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
The Hon Dr Carmen Lawrence MP	Member for Fremantle	Australian Labor Party	Fremantle Fremantle, Tangney	September 2000–December 2000 January 2001–June 2001
The Hon Michael Lee MP	Member for Dobell	Australian Labor Party	Dobell Dobell, Shortland	September 2000 October 2000–June 2001
Senator Meg Lees	Senator for South Australia	Australia Democrats	South Australia	September 2000 April 2001–June 2001 October 2000–March 2001
Senator Ross Lightfoot	Senator for Western Australia	Liberal Party of Australia	National Western Australia	September 2000–June 2001
Ms Kirsten Livermore MP	Member for Capricornia	Australian Labor Party	Capricornia	September 2000–June 2001
Senator Joe Ludwig	Senator for Queensland	Australian Labor Party	Queensland	September 2000–June 2001
Senator Kate Lundy	Senator for the Australian Capital Territory	Australian Labor Party	Australian Capital Territory	September 2000–June 2001
Senator the Hon Ian Macdonald	Senator for Queensland	Liberal Party of Australia	Queensland	September 2000–June 2001
Senator Sandy Macdonald	Senator for New South Wales	National Party of Australia	New South Wales	September 2000–June 2001
The Hon Ian MacFarlane MP	Member for Groom	Liberal Party of Australia	Groom	September 2000–June 2001
Senator Sue Mackay	Senator for Tasmania	Australian Labor Party	Tasmania	September 2000–June 2001
Ms Jenny Macklin MP	Member for Jagajaga	Australian Labor Party	Jagajaga	September 2000–June 2001
The Hon Dr Stephen Martin MP	Member for Cunningham	Australian Labor Party	Cunningham Cunningham, Throsby	September 2000 October 2000–June 2001
Senator Brett Mason	Senator for Queensland	Liberal Party of Australia	Queensland	September 2000–June 2001
Mr Robert McClelland MP	Member for Barton	Australian Labor Party	Barton Barton, Grayndler	September 2000 October 2000–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
Ms Jann McFarlane MP	Member for Stirling	Australian Labor Party	Stirling Stirling, Moore	September 2000–December 2000 January 2001–June 2001
Senator Julian McGauran	Senator for Victoria	National Party of Australia	Victoria	September 2000–June 2001
The Hon Peter McGauran MP	Member for Gippsland	National Party of Australia	Gippsland	September 2000–June 2001
Senator Jim McKiernan	Senator for Western Australia	Australian Labor Party	Western Australia	September 2000–June 2001
The Hon Leo McLeay MP	Member for Watson	Australian Labor Party	Watson Watson, Banks, Barton	September 2000 October 2000–June 2001
Senator Jan McLucas	Senator for Queensland	Australian Labor Party	Queensland	September 2000–June 2001
The Hon Bob McMullan MP	Member for Fraser	Australian Labor Party	Fraser	September 2000–June 2001
Mr Daryl Melham MP	Member for Banks	Australian Labor Party	Banks	September 2000–June 2001
Senator the Hon Nicholas Minchin	Senator for South Australia	Liberal Party of Australia	South Australia	September 2000–June 2001
The Hon John Moore MP	Member for Ryan	Liberal Party of Australia	Ryan	September 2000–January 2001
Mr Allan Morris MP	Member for Newcastle	Australian Labor Party	Newcastle	September 2000–June 2001
Mr Frank Mossfield MP	Member for Greenway	Australian Labor Party	Greenway Greenway, Chifley	September 2000 October 2000–June 2001
Mr John Murphy MP	Member for Lowe	Australian Labor Party	Lowe Lowe, Blaxland, Watson, Bennelong, Reid	September 2000 October 2000–June 2001
Senator Shayne Murphy	Senator for Tasmania	Australian Labor Party	Tasmania	September 2000–June 2001
Senator Andrew Murray	Senator for Western Australia	Australian Democrats	Western Australia	September 2000–June 2001
Mr Gary Nairn MP	Member for Eden-Monaro	Liberal Party of Australia	Eden-Monaro	September 2000–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
The Hon Dr Brendan Nelson MP	Member for Bradfield	Liberal Party of Australia	Bradfield Bradfield, Mackellar	September 2000 October 2000–June 2001
Mr Paul Neville MP	Member for Hinkler	National Party of Australia	Hinkler	September 2000–June 2001
Senator the Hon Jocelyn Newman	Senator for Tasmania	Liberal Party of Australia	Tasmania	September 2000–June 2001
Senator Kerry O'Brien	Senator for Tasmania	Australian Labor Party	Tasmania	September 2000–June 2001
Ms Michelle O'Byrne MP	Member for Bass	Australian Labor Party	Bass Bass, Lyons	September 2000 October 2000–June 2001
Mr Gavan O'Connor MP	Member for Corio	Australian Labor Party	Corio	September 2000–June 2001
The Hon Neil O'Keefe MP	Member for Burke	Australian Labor Party	Burke	September 2000–June 2001
Senator the Hon Kay Patterson	Senator for Victoria	Liberal Party of Australia	Victoria	September 2000–June 2001
Senator Marise Payne	Senator for New South Wales	Liberal Party of Australia	New South Wales	September 2000–June 2001
Ms Tanya Plibersek MP	Member for Sydney	Australian Labor Party	Sydney Sydney, Grayndler, Wentworth	September 2000 October 2000–June 2001
The Hon Roger Price MP	Member for Chifley	Australian Labor Party	Chifley Chifley, Prospect	September 2000 October 2000–June 2001
The Hon Geoffrey Prosser MP	Member for Forrest	Liberal Party of Australia	Forrest Forrest, O'Connor, Pearce	September 2000–December 2000 January 2001–June 2001
Mr Harry Quick MP	Member for Franklin	Australian Labor Party	Franklin Franklin, Lyons	September 2000 October 2000–June 2001
Senator John Quirke	Senator for South Australia	Australian Labor Party	South Australia	September 2000–February 2001
Senator Robert Ray	Senator for Victoria	Australian Labor Party	Victoria	September 2000–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
Senator the Hon Margaret Reid	Senator for the Australian Capital Territory	Liberal Party of Australia	Australian Capital Territory	December 2000–June 2001
The Hon Peter Reith MP	Member for Flinders	Liberal Party of Australia	Flinders	September 2000–April 2001
Senator Aden Ridgeway	Senator for New South Wales	Australian Democrats	New South Wales	September 2000–June 2001
Mr Bernie Ripoll MP	Member for Oxley	Australian Labor Party	Oxley	September 2000–June 2001
The Hon Michael Ronaldson MP	Member for Ballarat	Liberal Party of Australia	Ballarat	September 2000–June 2001
Ms Nicola Roxon MP	Member for Gellibrand	Australian Labor Party	Gellibrand	September 2000–June 2001
Mr Kevin Rudd MP	Member for Griffith	Australian Labor Party	Griffith	September 2000–June 2001
The Hon Phillip Ruddock MP	Member for Berowra	Liberal Party of Australia	Berowra Berowra, Bennelong, Bradfield	September 2000 October 2000–June 2001
Mr Rodney Sawford MP	Member for Port Adelaide	Australian Labor Party	Port Adelaide	September 2000–June 2001
Senator the Hon Chris Schacht	Senator for South Australia	Australian Labor Party	South Australia	September 2000–June 2001
Mr Alby Schultz MP	Member for Hume	Liberal Party of Australia	Hume Hume, Calare, Eden-Monaro, Parkes, Riverina, Farrer	September 2000 October 2000–June 2001
The Hon Con Sciacca MP	Member for Bowman	Australian Labor Party	Bowman	September 2000–June 2001
The Hon Bruce Scott MP	Member for Maranoa	National Party of Australia	Maranoa	September 2000–June 2001
Mr Patrick Secker MP	Member for Barker	Liberal Party of Australia	Barker Barker, Wakefield	September 2000 October 2000–March 2001
Mr Bob Sercombe MP	Member for Maribyrnong	Australian Labor Party	Maribyrnong	September 2000–June 2001
Senator the Hon Nick Sherry	Senator for Tasmania	Australian Labor Party	Tasmania	September 2000–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
Ms Leonie Short MP	Ryan	Australian Labor Party	Ryan	April 2001–June 2001
Mr Sid Sidebottom MP	Member for Braddon	Australian Labor Party	Braddon	September 2000
The Hon Peter Slipper MIP	Member for Fisher	Liberal Party of Australia	Braddon, Lyons	October 2000–June 2001
Mr Stephen Smith MP	Member for Perth	Australian Labor Party	Fisher	September 2000–June 2001
The Hon Warren Snowdon MP	Member for Northern Territory	Australian Labor Party	Perth	September 2000–December 2000
Senator Natasha Stott Despoja	Senator for South Australia	Australian Democrats	Perth, Hasluck, Pearce, Stirling	January 2001–June 2001
The Hon Kathy Sullivan MP	Member for Moncrieff	Liberal Party of Australia	Northern Territory	September 2000–June 2001
Mr Wayne Swan MP	Member for Lilley	Australian Labor Party	Lingiari, Solomon	March 2001–June 2001
Senator the Hon Grant Tambling	Senator for the Northern Territory	NT Country Liberal Party	South Australia	September 2000–March 2001
Mr Lindsay Tanner MP	Member for Melbourne	Australian Labor Party	National	April 2001–June 2001
Senator Tsebin Tchen	Senator for Victoria	Liberal Party of Australia	Moncrieff	September 2000–June 2001
The Hon Dr Andrew Theophanous MP	Member for Calwell	Independent	Lilley	September 2000–June 2001
Mr Kelvin Thomson MP	Member for Wills	Australian Labor Party	Northern Territory	September 2000–June 2001
Senator John Tierney	Senator for New South Wales	Liberal Party of Australia	Melbourne	September 2000–June 2001
Senator the Hon Judith Troeth	Senator for Victoria	Liberal Party of Australia	Victoria	September 2000–June 2001
The Hon Warren Truss MP	Member for Wide Bay	National Party of Australia	Calwell	September 2000–June 2001
			Wills	September 2000–June 2001
			New South Wales	September 2000–June 2001
			Victoria	September 2000–April 2001
			Wide Bay	September 2000–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
Mrs Danna Vale MP	Member for Hughes	Liberal Party of Australia	Hughes	September 2000
Senator the Hon Amanda Vanstone	Senator for South Australia	Liberal Party of Australia	Hughes, Cook, Cunningham	October 2000–June 2001
Mr Barry Wakelin MP	Member for Grey	Liberal Party of Australia	South Australia	January 2001–June 2001
Dr Mal Washer MP	Member for Moore	Liberal Party of Australia	Grey	September 2000–June 2001
Senator John Watson	Senator for Tasmania	Liberal Party of Australia	Moore	September 2000–December 2000
Senator Sue West	Senator for New South Wales	Australian Labor Party	Moore, Cowan, Pearce	January 2001–June 2001
Mr Kim Wilkie MP	Member for Swan	Australian Labor Party	Tasmania	September 2000–June 2001
Senator John Woodley	Senator for Queensland	Australia Democrats	New South Wales	September 2000–June 2001
Mr Christian Zahra MP	Member for McMillan	Australian Labor Party	Swan	September 2000–December 2000
			Swan, Hasluck	January 2001–June 2001
			Queensland	September 2000–June 2001
			McMillan	September 2000–June 2001

PROVISION OF ELECTORAL ROLL INFORMATION TO FEDERALLY REGISTERED POLITICAL PARTIES

Recipient	Constituency	Political party	Data supplied	Cycle date
Mr Andrew Bibb	National Party of Australia— Queensland Branch	National Party of Australia	Queensland	September 2000–June 2001
Ms Suzanne Cavanagh	NT Country Liberal Party	NT Country Liberal Party	Northern Territory Northern Territory (Supplied to Data Bureau)	September 2000–March 2001 April 2001–June 2001
Mr Mark Connell	Liberal Party of Australia— New South Wales Division	Liberal Party of Australia	New South Wales	September 2000–June 2001
Mr Lynton Crosby	Liberal Party of Australia— Federal Secretariat	Liberal Party of Australia	New South Wales, Victoria, Queensland, Western Australia, South Australia, Tasmania, Australian Capital Territory (Supplied to Data Bureau)	September 2000–June 2001
Mr Paul Davey	National Party of Australia— New South Wales Branch	National Party of Australia	New South Wales	September 2000–June 2001
Mr Malcolm Fearn	National Party of Australia— Victoria Branch	National Party of Australia	Victoria	September 2000–June 2001
Ms Sonja Holland	Natural Law Party	Natural Law Party	National	November 2000
Mr Ian Hunter	Australian Labor Party— South Australia Branch	Australian Labor Party	South Australia	September 2000–June 2001
Mr Craig Isherwood	Citizens Electoral Council	Citizens Electoral Council	Victoria	February 2001–June 2001
Mr Michael Kerrisk	Australian Labor Party— Australian Capital Territory Branch	Australian Labor Party	Australian Capital Territory	February 2001–June 2001
James Kronborg	National Party of Australia— Western Australia Inc	National Party of Australia	Western Australia	September 2000–June 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
Ms Kylie Lawrence	Christian Democratic Party— (Fred Nile Group)	Christian Democratic Party (Fred Nile Group)	New South Wales, Western Australia, South Australia, Tasmania, Australian Capital Territory	December 2000
Mr John Lenders	Australian Labor Party— Victoria Branch	Australian Labor Party	Victoria	September 2000–June 2001
Mr Brian Loughnane	Liberal Party of Australia— Victoria Division	Liberal Party of Australia	Victoria	March 2001–June 2001
Mr Peter Mackay	Pauline Hanson's One Nation Party	Pauline Hanson's One Nation Party	Australian Capital Territory	September 2000
Mr Cameron Milner	Australian Labor Party— Queensland Branch	Australian Labor Party	Queensland	September 2000–June 2001
Ms Sue Mitchell	National Party of Australia— Federal Secretariat	National Party of Australia	New South Wales, Victoria, Queensland, Western Australia, South Australia, Australian Capital Territory	September 2000–June 2001
Mr Andrew Navakas	Australian Labor Party— Federal Secretariat	Australian Labor Party	National	September 2000–June 2001
Mr Peter Pogglioli	Liberal Party of Australia— Victoria Division	Liberal Party of Australia	Victoria	September 2000–February 2001
Mr Eric Roozendaal	Australian Labor Party— New South Wales Branch	Australian Labor Party	New South Wales	May 2001–June 2001
Mr David Rowell	Liberal Party of Australia— Tasmania Division	Liberal Party of Australia	Tasmania	September 2000–June 2001
Ms Wendy Stothers	Australian Greens (South Australia)	Australian Greens	South Australia	February 2001–March 2001

APPENDIX F

ECOLOGICALLY SUSTAINABLE DEVELOPMENT

The AEC is an office-based service provider and its direct use of natural resources and subsequent ecological impact from its

operations is minimal. The AEC complies with government business and operational programs in the areas of greenhouse and energy usage, procurement methodologies, and waste management/recycling and information technology.

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APPENDIX G

CONSULTANCIES APPLICABLE TO 2000–2001 FINANCIAL YEAR

The Australian Electoral Commission (AEC) may engage consultants under section 35(2) of the *Commonwealth Electoral Act 1918* and determine the terms and conditions of these consultants under section 35(4). Consultants may also be engaged in accordance with the *Financial Management and Accountability Act 1997*.

The AEC defines a consultant as an individual, partnership, or corporation, engaged by the AEC from outside the Australian Public Service, for the following purposes:

- provision of expert advice on policy, technical and professional matters;
- undertaking research projects, surveys, fact finding investigations and management reviews;
- providing additional professional resources to undertake priority tasks for which suitably skilled permanent, temporary or casual staff are not available; and
- provision of staff training services except where the training is an off-the-shelf package and available to any other organisation without any change in content.

Before the Delegate gives approval to engage a consultant, the following criteria must be met:

- the consultancy must meet AEC corporate planning objectives;
- alternatives to the use of consultants must have been fully considered;
- the required skills are not readily available in the AEC;
- the consultancy must not be used to circumvent other processes within the AEC;
- cost and timeframes must be reasonable;
- selection arrangements must:
 - be publicly defensible,
 - result in fair competition,
 - provide effective services,
 - provide value for money,
 - promote open and effective competition,
- the consultancy must have been budgeted for;
- clear and comprehensive specifications and outcomes developed; and
- the criteria for evaluation of responses have been developed.

The Executive must approve proposed consultancies in excess of \$200,000.

CONSULTANCY CONTRACTS OVER \$10,000 LET DURING 2000 2001

Name of consultant	Nature/purpose of consultancy	Contract price	Selection process used	Publicly advertised	Reason for consultancy
Allectus Personnel	Report on GAA recruitment	\$10,000	Open tender	Yes	*
Acumen Alliance P/L	Evaluation of AECPAY system	\$70,488	Open tender	Yes	*
Siller Systems Administration	Review of disposal authorities	\$61,600	Select tender	No	**
Michels Warren	Advice on federal election	\$250,000	Select tender	No	**
Whybin TBWA & Partners Pty Ltd	Provision of advertising services for 2001 and beyond	\$2,008,033	Select tender	No	*
Netimpact Online Publishing Pty Ltd	Develop electronic reporting for funding and disclosure	\$61,435	Select tender	No	*
Value Creation Group	Assist with the development and conduct of an AEC Strategic Planning and Leadership Workshop	\$51,750	Select tender	No	*
Linclone Scott Consulting Engineers	Detailed plans of upgrade to air conditioning	\$35,000	Restricted tender	No	*
Australian Protective Services	Review of central office security	\$40,000	Select tender	No	*
Housley Consulting	Prepare RFT for National Call Centre tender	\$45,535	Restricted tender	No	*
Davidson and Trahaire	Employee Assistance Program—Counselling service for AEC employees	\$27,500	Open tender	Yes	*
Corinella Services Pty Ltd	Provide technical advice on software applications	\$130,000	Select tender	No	*
Mastech Asia Pacific Pty Ltd	Provide technical advice on software applications	\$472,500	Select tender	No	*
Spherion Recruitment Solutions Pty Ltd	Provide technical advice on software applications	\$306,000	Select tender	No	*
Tarakan Consulting Pty Ltd	Provide technical advice on software applications	\$151,500	Restricted tender	No	*

Name of consultant	Nature/purpose of consultancy	Contract price	Selection process used	Publicly advertised	Reason for consultancy
Wizard Information Services Pty Ltd	Provide technical advice on software applications	\$1,316,500	Select tender	No	*
The Value Creation Group	Provide assistance to develop an AEC Strategic Planning and Leadership Framework	\$88,000	Select tender	No	*
Arii Smits and Associates	Project Management and Architectural Services	\$14,958	Direct quotes from a number of companies	No	*
Market Solutions	Testing of Forms	\$53,130	Select tender	No	*
Goninan and Associates Pty Ltd	Quality Assurance 1999–2000 Financial Statements	\$16,018	Restricted tender	No	*
PSI Consulting	Review of Property Management Arrangements	\$27,000	Restricted tender	No	*
Australian Valuation Office	Valuation of AEC property	\$35,800	Select tender	No	*
Ernst&Young	Market test a range of corporate and support services	\$49,754	Select tender	No	*
Blake Dawson Waldron	Legal advice on market testing	\$23,950	Select tender	No	*
Studio Seven	Accommodation review	\$10,758	Select tender	No	*
The Research Forum	Public awareness campaign	\$39,900	Select tender	No	*
Mercer Cullen Egan and Dell	Establish pay rates for electoral educators and undertake a job evaluation in Central Office	\$20,600	Select tender	No	*

Key reason for consultancy

- * Expertise not available in the AEC
- ** Need for independent study
- *** Government initiative
- **** Need for independent survey
- ***** Audit expertise

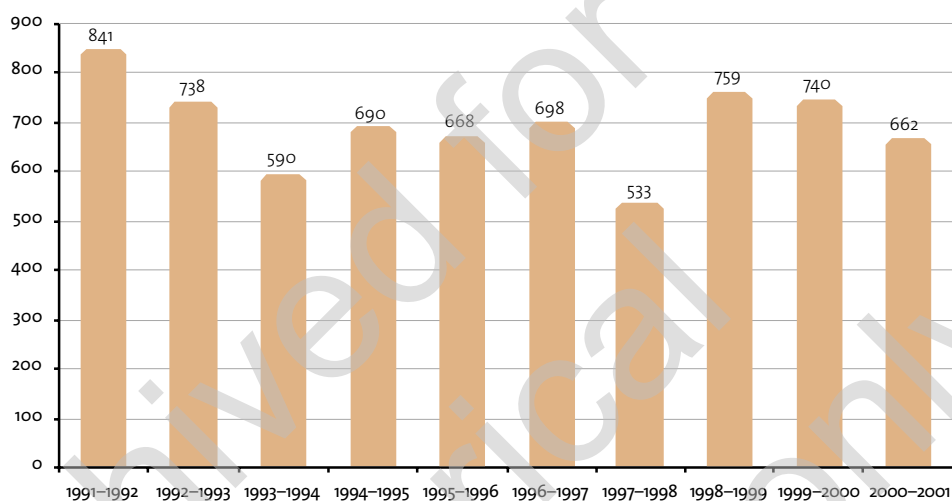
APPENDIX H

INDUSTRIAL AND COMMERCIAL ELECTIONS STATISTICS

Statistics by State/Territory, for elections and ballots completed in 2000–2001

	VIC	NSW	QLD	SA	WA	TAS	ACT	NT	TOTAL
Elections and ballots									
Number of contested industrial elections	27	19	4	10	7	8	7	3	85
Number of uncontested industrial elections	108	70	66	49	47	56	25	12	433
Certified Agreement Ballots	36	26	14	7	1	7	26	0	117
Other commercial elections and ballots	18	3	0	3	1	1	1	0	27
Total number of elections and ballots completed 1/7/2000 to 30/6/2001	189	118	84	69	56	72	59	15	662
Candidates									
Number of candidates for contested offices (industrial)	391	402	185	151	59	30	68	47	1,333
Number of candidates for uncontested offices (industrial)	1,249	1,182	424	618	461	330	216	22	4,502
Total number of candidates	1,640	1,584	609	769	520	360	284	69	5,835
Ballot papers									
Number of voters to whom ballot papers issued (industrial)	290,308	145,278	46,328	84,183	17,858	7,314	16,648	3,980	611,897
Number of voters who returned ballot papers (industrial)	87,891	47,930	17,574	22,152	5,785	2,816	3,764	1,752	189,664
Number of voters to whom ballot papers issued (certified agreements)	9,255	19,093	7,217	2,384	435	2,206	20,132	0	60,722
Number of voters who returned ballot papers (certified agreements)	6,579	13,540	5,448	2,172	247	1,687	14,716	0	44,389
Number of voters to whom ballot papers issued (other commercial)	5,333	14,145	0	1,261	32,645	213	1,500	0	55,097
Number of voters who returned ballot papers (other commercial)	3,885	7,569	0	618	5,845	139	1,034	0	19,090
Total number of ballot papers issued	304,896	178,516	53,545	87,828	50,938	9,733	38,280	3,980	727,716
Total number of ballot papers returned	98,355	69,039	23,022	24,942	11,877	4,642	19,514	1,752	253,143

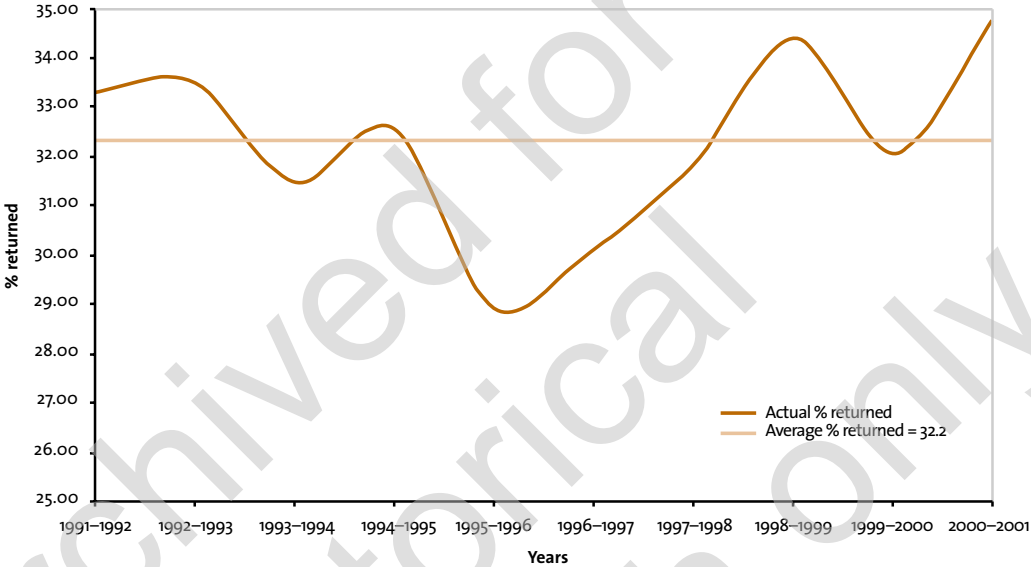
Trend in numbers of industrial and commercial elections and ballots conducted



Number of ballot papers issued and returned in elections and ballots

Year	Ballot papers issued	Ballot papers returned
1991-1992	1,865,421	620,438
1992-1993	1,715,508	574,475
1993-1994	1,522,216	478,896
1994-1995	1,298,598	422,547
1995-1996	940,626	271,748
1996-1997	1,204,770	362,825
1997-1998	728,571	231,800
1998-1999	864,036	296,847
1999-2000	1,044,991	334,887
2000 - 2001	727,716	253,143

Percentage of ballot papers returned in elections and ballots



APPENDIX I

ABORIGINAL AND TORRES STRAIT ISLANDER COMMISSION ELECTION STATISTICS

ATSIC—Regional Council casual vacancy statistics—2000–2001

Notification date	Regional Council	State	Region	Ward	Former member	New member	Eligible candidates	Post date	Declaration date	Declarations received
28/Oct/99	Wangka Wilurara	SA	Ceduna	Wangka Pulka South	Jennifer Johncock Johncock	Barry (Jack)	3	29/Oct/99	19/Nov/99	2
21/Dec/99	Tumbukka	VIC	Ballarat	Tumbukka	Geoff Clark	Tim Chatfield	12	23/Dec/99	13/Jan/00	5
16/Mar/00	Jabiru	NT	Jabiru	Jabiru	Jonathan Nadji	lynette Miller	3	7/Apr/00	28/Apr/00	2
16/Mar/00	Ngarda-Ngarli-Yarndu	WA	South Hedland	Roebourne	John Cedar	Wilfred Hicks	4	10/Apr/00	1/May/00	3
31/Mar/00	Yilli Ireung	NT	Darwin	Darwin	Greg Bonson	Rose Damaso	9	17/Apr/00	8/May/00	3
1/May/00	South East Queensland Indigenous	QLD	Brisbane	Brisbane Metro	Les Malezer	Fred Coolwell	15	18/May/00	8/Jun/00	9
11/Oct/00	Yilli Ireung	NT	Darwin	Darwin	Josie Crawshaw	Joe Daby	8	25/Oct/00	15/Nov/00	2
11/Oct/00	Gulf & West Queensland	QLD	Mt Isa	Mornington	Susan Sewter	Peter Cameron	3	25/Oct/00	15/Nov/00	2
8/Nov/00	Sydney	NSW	Sydney	Coogee	Charles Perkins	Lachlan Ingram	5	10/Nov/00	1/Dec/00	5
22/Nov/00	Garrak-Jarru	NT	Katherine	Ward 5	Walter Rogers	Roddy Friday	2	14/Dec/00	4/Jan/01	1
22/Nov/00	Miwatj	NT	Nhulunbuy	Bulun	Gatjil Djerrkura	Richard B Wunungmurra	6	15/Dec/00	5/Jan/01	2
20/Dec/00	Miwatj	NT	Nhulunbuy	Barra	Jeffrey Malawa Dhamarranydji	Gapirrun Jack Gurralpa	7	22/Jan/01	12/Feb/01	1
17/Jan/01	Miwatj	NT	Nhulunbuy	Barra	James Yitirri	David Marpiyawuy	7	22/Jan/01	12/Feb/01	1
24/Jan/01	Yilli Ireung	NT	Darwin	Darwin	Rose Damaso	lynette Devow	7	1/Feb/01	22/Feb/01	1
7/Mar/01	Garrak/Jarru	NT	Katherine	2	Doug Johnson	Willie Johnson	2	28/Mar/01	18/Apr/01	1
17/Apr/01	Perth Noongar	WA	Perth	Gnangara	Karen Hayward	Gregory Carlett	11	8/May/01	29/May/01	4
10/May/01	Patpa Warra Yunti	SA	Adelaide	Murrundi	Robert Buckskin	Rex Edward Angie	6	16/May/01	6/Jun/01	3
10/May/01	Malarabah	WA	Derby	Jayida Buru	Vic Hunter	N/A	3	18/May/01	8/Jun/01	0
7/May/01	Perth Noongar	WA	Perth	Walunga	Garry Williams	Owen Hansen	9	11/Jun/01	2/Jul/01	5

Archived for
historical
research only

AAT	Administrative Appeals Tribunal	CRU	Continuous Roll Update
AEC	Australian Electoral Commission	CSC	Computer Science Corporation Australia Pty Ltd
AECPAY	The staffing management and payroll processing application used in the employment and payment of casual staff (in particular election casuals polling officials, and electoral roll review officers) employed under the <i>Commonwealth Electoral Act 1918</i>	CSU	Client Services Unit
ANAO	Australian National Audit Office	Delegate	A person with legal authority to carry out certain actions
APS	Australian Public Service	EEC	Electoral Education Centre
APVIS	Automated Postal Vote Issuing System	EEO	Equal Employment Opportunity
ATSIC	Aboriginal and Torres Strait Islander Commission	ELIAS	Electoral Information Access System
AWAs	Australian Workplace Agreements	ELMS	Computerised Federal Election Management System
CCD	Census Collection District	ERC	Estimates Review Committee
CEIs	AEC's Chief Executive Instructions	ERR	Electoral Roll Review
COMCARE	The body corporate established by section 68 of the <i>Safety, Rehabilitation Compensation Act 1988</i> , which administers compensation arrangements for Commonwealth employees	Financial year	From 1 July to 30 June inclusive
Corporate governance	Processes encompassing authority, accountability, stewardship, leadership, direction and control of an organisation	FMIS	Financial Management Information System
Court of Disputed Returns	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	FOI	Freedom of Information
CPSU	Community and Public Sector Union	Funding and Disclosure	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>
		IT	Information technology
		JSCEM	Joint Standing Committee on Electoral Matters
		New enrolments	Addition to the roll of the names of electors who have no enrolment history

Nominations system	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	referendum	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
OH&S	Occupational Health and Safety	re-instatements	Addition to the roll of the names of electors who have been removed from the roll incorrectly. This includes people who have been removed from the roll by objection action but are subsequently found to have moved to another address within the same subdivision
Polling Place Management System	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)	RMANS	Computerised federal Electoral Roll Management System
redistribution	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 re-drawn periodically	roll	The list of voters eligible to vote at an election
re-enrolments	Addition to the roll of the names of electors who are not currently enrolled but who have a history of enrolment	roll-based products	Products generated by computer from the federal electoral roll
		the Act	<i>Commonwealth Electoral Act 1918</i>
		transfers	Transfer of enrolment details of currently enrolled electors when they move to an address in another Division
		TSRA	Torres Strait Regional Authority



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