



Australian Electoral Commission **Annual Report 2006–07**

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Letter of Transmittal



5 October 2007

The Hon. Gary Nairn MP
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 ending 30 June 2007.

Yours sincerely

James Burchett
Chairperson

Ian Campbell
Electoral Commissioner

Brian Pink
Commissioner

Archived for
historical
research only

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About this report

This annual report of the Australian Electoral Commission (AEC) documents the AEC's performance for the financial year ending 30 June 2007.

Structure

The annual report begins with an 'Overview' section, which includes:

- the Electoral Commissioner's review of performance in 2006–07, the outlook for 2007–08 and summaries of the year's significant achievements
- an overview of the AEC, including explanations of its legislative basis, structure and partnerships.

The next three sections detail the AEC's performance, including:

- performance in meeting the indicators and targets of the organisation's outcomes and outputs framework, as set out in the 2006–07 Portfolio Budget Statements
- particular areas of focus, highlighted in special features and case studies
- performance in relation to management and accountability responsibilities, such as internal governance, support services, external scrutiny, human resources management, purchasing, assets management, providing access for people with disabilities, and use of consultants and competitive tendering and contracting
- financial performance, including the audited financial statements for 2006–07.

The main report is followed by:

- appendices that provide detailed information and statistics required to be reported by legislation and other reporting requirements
- a list of the abbreviations used in the report, a compliance index and a general index.

Readers

This report is presented for tabling in both Houses of the Parliament of the Commonwealth of Australia. It is also designed to meet the information needs of the AEC's stakeholders and clients, including:

- eligible electors
- political participants, such as members of parliament, political parties, electoral candidates and interest groups
- the media and commentators
- State, Territory and international electoral authorities
- other government agencies—federal, State, Territory and local
- students, teachers and researchers
- AEC staff.

The report is available free in hard copy or via the AEC website (www.aec.gov.au).

Contact officer

For more information about the annual report, contact the Director, Strategy, Research and Analysis Section, at the address shown below. General contact details for the AEC are also shown in the Overview section of this report.

Web address of this report: www.aec.gov.au/About_AEC/Publications

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Electoral Commissioner's review





Electoral Commissioner's review

The year 2006–07 was a busy one for the AEC, particularly as we prepared for the next federal election—all areas have been working hard to be 'election ready'—as we implement changes to electoral legislation.

We set out with a clear plan of what was to be achieved and, as I reflect on that, I am pleased with the achievements and progress made. There is still more to do but I am confident our work in 2006–07 provides an extremely solid basis to build on.

Areas of particular focus

This year, in addition to election preparation, the AEC gave particular attention to two areas that I consider fundamental to our capacity to deliver electoral services to the standard expected by our clients and stakeholders, namely:

- taking an integrated approach to building and managing the electoral roll, including the provision of information to the community regarding enrolment and legislative changes
- enhancing and building the leadership capability of staff within the AEC to better manage the provision of electoral services.

Building and managing the roll

In the 2005–06 annual report, the AEC reported that the number of electoral enrolments had declined, despite the fact that the number of people eligible to enrol had grown. This decline is a major challenge for the AEC. At the same time, major changes to enrolment procedures stemming from the Government's response to the Joint Standing Committee on Electoral Matters (JSCEM) inquiry into the conduct of the 2004 federal election were being implemented. In preparing to implement the changes, the AEC developed a new communication strategy. This strategy also recognised an increased need for communication to encourage electors to enrol as they become eligible and to keep their details up to date.

To address both these issues, the AEC undertook analysis to ascertain what may have contributed to the decline and whether continuous roll update practices were effective. A number of areas where roll management processes could be improved were identified, and a targeted enrolment stimulation program was developed and implemented to improve the level and accuracy of the roll before the next election. The program had a number of elements, including a review of enrolment at targeted residences (through door-knocking), enrolment promotions and visits to rural and remote communities.

The AEC also commissioned qualitative market research into the understanding of enrolment requirements by various client groups and developed an appropriate public awareness program. A substantial advertising campaign commenced in late May 2007 and ran for six weeks as part of the largest pre-election enrolment promotion program that the AEC has undertaken. It was run in three stages with different messages in each stage. The first stage raised awareness that

'Your vote is a valuable thing' as a motivation for people to enrol or update their enrolment. The second stage advised that the deadlines for enrolling to vote at federal elections had changed and also targeted people who had moved house. The third stage encouraged timely enrolment.

To complement the campaign, the AEC has also undertaken other public awareness activities targeting specific client groups including young people.

The response so far from the Targeted Enrolment Stimulation Program, the advertising campaign and the public awareness activities has been very encouraging. Early indications show that the advertising campaign generated a positive response and was well understood. Preliminary enrolment results showed a marked increase in the number of enrolment forms received for processing that had originated from post offices and the internet site in the weeks of, and following, the advertising campaign.

Building leadership capability

As a geographically dispersed organisation, the AEC needs staff with strong leadership skills at each location, particularly during elections. A new leadership development program, developed and rolled out this year, was designed to improve business capabilities. The majority of staff at middle manager level in the State and national offices, including all Divisional Returning Officers (DROs), participated in the program.

The program's workshops were focused on applying skills when running elections, and harnessing the knowledge of experienced staff to share with staff who are newer to the AEC. After the workshops, participants undertook workplace projects as virtual teams. This practical stage has been particularly beneficial in terms of both the project outcomes and the general building of staff networks.

The program culminated in a national conference, held at Old Parliament House in May 2007, with the theme 'Election Ready'. This was the first opportunity in the AEC's history for all DROs to meet with senior managers at the same time and was an exciting event for all involved. The conference provided an important opportunity for staff to consider the exercise of effective and ethical leadership skills in conducting the next federal election.

Special features on these areas are included in this report at the end of outcomes 1 and 2. These initiatives will have immediate benefits for the next election and provide a solid foundation for AEC activities in future years.

Performance in other areas

A major priority this year was the implementation of legislative changes relating to roll integrity, evidence of identity for enrolment and voting, prisoner voting and party registration and disclosure responsibilities. These changes had significant flow-on effects for AEC procedures, systems, forms design, information strategies and staff training. The AEC also implemented other recommendations from the Government's response to the report of the JSCEM inquiry into the conduct of the 2004 federal election, which required procedural rather than legislative change.

Other election preparation activities included inspecting polling places, training staff, making arrangements with suppliers, conducting 'dress rehearsal' exercises such as trial elections, and revising election materials and information products. The website was restyled in 2006-07 and election materials and other publications were developed incorporating a new corporate logo

and branding, developed as part of the AEC's new communication strategy. Election preparation included developing better tools for monitoring emerging issues (for example, those arising from calls to the election call centre) and for evaluating the AEC's performance in service delivery.

At the same time, the AEC continued to deliver results across a range of activities not directly related to the federal election. For example, we continued to meet the requirement, introduced in 2005–06, to manage protected action ballots—a significant extension of the AEC's responsibilities in the area of industrial ballots and elections. The AEC more actively sought opportunities to increase our involvement in commercial electoral activities as well as supporting the redistributions of Queensland and New South Wales.

We have also focused efforts on internal services used to support business areas to ensure that they operate efficiently and are improved where required. This included areas such as IT, internal communication, business planning, performance management, staff learning and information management.

The next section of this report provides further detail on our achievements for the year, and detailed performance reports appear in each of the outcome sections. I am confident that our performance was to a high standard overall and has met the standards expected by our stakeholders. I am equally confident that we are in a good position to deliver services in 2007–08.

Looking forward

Of course, our major focus for 2007–08 is the next federal election. There are many facets to conducting such a large exercise, and all the areas of the AEC must work together to run it effectively. The benefits of the thorough preparatory work done in all areas of the AEC in 2006–07 will be reaped in the coming year.

I also look forward to building on this year's achievements in building and managing the roll and building leadership capability, and to seeing benefits accrue in 2007–08 and beyond.

Also during 2007–08, we will continue to focus on developing our business capabilities, particularly the way we:

- communicate internally and with stakeholders and clients
- respond to technological changes
- use the information we hold to improve our service delivery to clients
- achieve integration between the national, State and divisional layers of our organisation.

At the same time, we will continue to deliver, evaluate and improve our full range of electoral services.

I trust that you will find this report useful in understanding and assessing the AEC's contribution to Australia's democratic system of government and that you will find the feature articles on our areas of particular focus informative.

It has been an enjoyable and productive year and I would like to thank all of the staff of the AEC for their unstinting efforts during 2006–07.

Ian Campbell

Electoral Commissioner

Significant achievements in 2006–07

Outcome 1—An effective electoral roll

Sample audit fieldwork indicated that 93.9 per cent of the eligible population was enrolled for the correct division as at March 2007.

The level of enrolment transactions increased by 17.9 per cent in 2006–07. This increase resulted from electoral activity related to State elections in Queensland, Victoria and New South Wales and the AEC's proactive approach to maintaining and updating the roll. Additions to the roll increased by 72.6 per cent over 2005–06 due to improved data matching, the Targeted Enrolment Stimulation Program and the State elections.

The Targeted Enrolment Stimulation Program included a variety of activities, such as reviewing enrolment at targeted residences (that is, door-knocking), enrolment drives at citizenship ceremonies, enrolment promotions at public events and field trips to rural and remote communities.

The AEC reviewed and managed the continuous roll update (CRU) program, including the use of new CRU datasets, for example from the National Exchange of Vehicle and Driver Information System (NEVDIS).

The AEC made enrolment forms and electoral information more widely available by developing partnerships with other organisations; for example, 238 Medicare and 331 Centrelink outlets now display forms in their shopfronts.

The *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006*, which introduced provisions such as new evidence of identity requirements for enrolment, were successfully implemented. Systems and procedures were updated as necessary.

Work continued on the replacement of the AEC's electoral roll management system and election management system with a new application, the general enrolment, elections support and information system (GENESIS). During 2006–07, the direction of the GENESIS project was reviewed, taking into account changes in the AEC's business environment. The result was a decision to realign the GENESIS project, from being technically focused to being principally business-oriented. To that end, the business processes within roll management were fully documented.

The AEC supported the redistribution committees and the augmented Electoral Commission in each State in finalising redistributions of federal electoral boundaries in New South Wales and Queensland. The redistributions, which commenced in 2005–06, were necessary following the Electoral Commissioner's determination, pursuant to the statutory requirements, that Queensland would gain one division and New South Wales would lose one division.

A comprehensive communication strategy covering 2007–2010 was developed and implementation commenced. The largest pre-election advertising campaign ever undertaken by the AEC was developed to inform the community about the legislative changes to enrolment procedures, to promote early enrolment and to target specific client groups, such as younger voters. The first part of the campaign was conducted predominantly in newspapers, to advise the commencement of the new evidence of identity requirements for enrolment on 16 April 2007. The second part involved a national advertising campaign that ran for six weeks from 27 May 2007. This campaign included television, newspapers, magazines, cinemas, outdoor and online advertising. Market research estimates that by the end of the six-week campaign some 90 per cent of eligible voters recalled some specific element of the campaign across either television or other media.

A range of public awareness activities to promote enrolment among young people, Australians from culturally and linguistically diverse backgrounds, Indigenous Australians and new citizens were undertaken. For example, the first Enrol to Vote Week was launched in late May 2007, with more than 73 per cent of schools with eligible students registered to take part.

The AEC conducted a series of roll management workshops involving staff across the agency, aimed at improving their understanding of the roll function, communication, and consultation about the management of the roll.

Outcome 2—An impartial and independent electoral system

A wide range of election services and products to support federal election preparations were provided. All major contracts for election-related services were put in place and training materials were updated. Trial elections were conducted to test enhancements to election management systems and to familiarise staff with the systems.

System and procedural enhancements to implement the Government's response to the Joint Standing Committee on Electoral Matters report on the inquiry into the conduct of the 2004 federal election were developed and implemented.

The AEC developed strategies, identified through research, aimed at reducing informal voting at future federal elections.

The AEC established ongoing liaison with relevant peak bodies and the Australian Defence Force in relation to the implementation of two electronic voting trials for the next federal election.

The AEC ensured that all relevant stakeholders were made aware of legislative changes to party registration and disclosure responsibilities.

The AEC website was redeveloped, and the virtual tally room and media feeds which provide election results were enhanced. Preparations were made for the Election Call Centre with enhanced capability to track emerging issues from caller inquiries received.

Political and electoral stakeholder meetings hosted by the AEC generated fruitful discussions and established stronger working relationships.

A new national policy for the AEC's provision of elections to organisations on a fee-for-service basis, including procedures and marketing strategies, was implemented.

The AEC conducted 388 industrial elections and 152 protected action ballots. The AEC continued to devolve the conduct of industrial elections (including protected action ballots) from State to divisional offices where appropriate. Divisional offices in the local area where the ballot is to take place are used if resources are available.

The AEC continued to support Australian foreign policy objectives through technical assistance and electoral management capacity-building projects in the Asia-Pacific region.

The Building Resources in Democracy, Governance and Elections (BRIDGE) project for developing the capacity of electoral administrators internationally was expanded to include the United Nations Development Programme and the International Foundation for Election Systems.

The AEC Leadership Program was developed and implemented. This involved a series of workshops for Divisional Returning Officers (DROs) and other staff in State and national offices to improve organisational capability by enhancing participants' leadership skills. All DROs and the majority of other managers have participated in the program. The program culminated in a national conference with the theme 'Election Ready'.

Outcome 3—An informed community

There was an increase of 15.7 per cent in the number of visitors to the electoral education centres (EECs) over 2005–06 numbers through better marketing and usage of the centres. There was also an increase of 30 per cent in the number of participants reached through the School and Community Visits Program.

A new electoral education resource for teachers was developed, including an interactive DVD to be distributed to all primary and secondary schools in early 2007–08.

A new presentation package was developed to assist AEC staff to deliver better quality electoral education sessions to primary and secondary school students and a range of adult community group audiences.

Services supporting all outcomes

An internal legal services team was established, and a panel of external providers was appointed, to improve the provision of legal advice and assistance.

The AEC refreshed major IT infrastructure elements and continued to implement the AEC IT Sourcing Strategy. This included establishing a new data centre, upgrading routers and bringing the provision of midrange server systems in-house. This will improve the timeliness of AEC enrolment and election management systems, internal communications and enrolment processing. The AEC also established a new IT contractor panel. These improvements will assist the AEC to prepare for the next federal election and deliver services in the next few years.

The AEC developed a record-keeping training course which was delivered to national and State office staff and some divisional staff. The training module is now available on the AEC intranet for ongoing use.

During the year, all staff completed an online training module related to physical and IT security. This training course was part of each person's individual performance plan. It is now part of the induction program for all new employees.

A new performance framework was developed and published in the Portfolio Budget Statements for 2007–08.

New corporate branding was developed as part of the AEC's new communication strategy for use on all AEC signage, stationery, advertising, website and publications, to present the AEC more consistently and make its visual identity more memorable and appealing to the public.

AEC management and staff representatives negotiated a new three-year collective agreement covering employment conditions. The agreement was overwhelmingly endorsed by staff.

An enhanced reporting and data management mechanism was developed to inform workforce planning and retention strategies.

An environmental scan was developed and used to inform corporate planning. A new risk management plan was developed.

An Executive Divisional Experience Program was conducted to enable senior executives and selected executive level employees to gain a better appreciation of the work and challenges in a Divisional Office, and to improve communication between Divisional Office staff and the AEC's senior leadership group. Approximately 40 senior executives and executive level employees visited over 70 sites, comprising a mix of metropolitan and non-metropolitan divisional offices, including some State offices that are co-located with divisional offices.

The AEC implemented new divisional resourcing strategies (staff and workload) for both co-located and stand-alone divisional offices. The aim of the Staffing and Workload Sharing initiative is to maintain staffing at an average full-time equivalent (FTE) level across divisional offices while distributing work from high-workload divisions to low-workload divisions. During 2006–07 the AEC implemented two approaches to improve the balance of workloads between divisional offices. The AEC undertook significant recruitment and training of staff in the lead-up to the election. Entry-level programs for graduate recruits, Indigenous cadets and an Indigenous trainee were expanded.

In 2006–07 the AEC initiated and progressed the technical development of a management tool – the election 'dashboard'. The 'dashboard' has been designed to assist the AEC in tracking progress and performance during the conduct of a federal election. The 'dashboard' project will consolidate data from multiple election systems to allow for cross-organisational analysis.

AEC overview



Overview

Figure 1 Performance framework

Drivers	<i>Commonwealth Electoral Act 1918</i> Portfolio Budget Statements AEC Corporate Plan 2006–07		
	Output Group 1.1 Electoral roll management	Output Group 2.1 Elections, ballots and referendums	Output Group 3.1 Electoral education
Outputs	1 Electoral roll 2 Electoral roll updates 3 Roll products and services 4 Support services for electoral redistributions	1 Federal elections, by-elections and referendums 2 Party registrations 3 Funding and disclosure services 4 Public awareness campaigns, media releases 5 Information services 6 Industrial elections and ballots for organisations 7 Torres Strait Regional Authority elections 8 State and local government elections 9 Advice and assistance in overseas elections	1 Electoral education centres 2 School and community programs
Outcomes	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	2 An impartial and independent electoral system Stakeholders and customers have access to and advice on impartial and independent electoral services and participate in electoral events	3 An informed community An Australian community which is well informed about electoral matters
Outcome performance indicators	<ul style="list-style-type: none"> Percentage of people eligible to vote who are on the electoral roll Extent to which Australians have access to their voting entitlement Extent to which the electoral roll provides the basis for planning of electoral events and electoral redistributions Level of stakeholder and customer satisfaction with electoral products and services 	<ul style="list-style-type: none"> Extent to which stakeholders and customers have access to and advice on impartial and independent electoral services Percentage of voter turnout at electoral events Extent to which legislative requirements are met Extent to which customer service charter standards are met 	<ul style="list-style-type: none"> The level of understanding by the Australian community of electoral matters The level of understanding of electoral events and processes by participants in education sessions and activities Level of customer satisfaction

Role

The AEC is the Commonwealth agency responsible for providing Australians with an independent electoral service that meets their needs and enhances their understanding of and participation in the electoral process.

Purpose

The AEC's purpose is to help eligible voters have a say in who will represent them in the Parliament of Australia. We do this by providing impartial and accessible electoral services.

Values

We reflect the values of the Australian Public Service in the high standards of behaviour we observe on a day-to-day basis. In particular, we stress the following values that assist us to behave ethically in carrying out our duty. We:

- conduct our business with fairness and impartiality
- maintain high standards of integrity and ethical behaviour
- respect and uphold the law
- are open, transparent and accountable for what we do
- respect and listen to our clients and stakeholders and each other
- serve the Australian people and the Parliament of Australia.

Outcome and output structure

Figure 1 shows the AEC's performance reporting framework, which is based on delivering three outcomes for the Australian community:

- 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—An impartial and independent electoral system
Stakeholders and 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.

Outcomes are the desired results of the AEC's activities, and outputs are the functions performed by the AEC to produce the outcomes. The AEC's outcomes and outputs are described in the annual Department of Finance and Administration Portfolio Budget Statements and Portfolio Additional Estimates Statements.

In 2006–07, there was no variation between the AEC outcomes and outputs described in the Portfolio Budget Statements and those in this annual report. However, changes have been made to the AEC's outputs in the Portfolio Budget Statements which came into effect from 1 July 2007.

Legislative framework

The AEC operates as an independent statutory authority under the *Commonwealth Electoral Act 1918*. The *Commonwealth Electoral Act 1918* was amended in 1984 to establish the AEC, governed by a three-person Commission. The functions and powers of the Commission are contained in s. 7 of the Act, and the Commission meets as required in accordance with s. 15 of the Act.

The various legislative provisions under which the AEC develops its core business processes, purpose, values and leadership capabilities, and conducts its activities, are summarised in Table 1.

Table 1 Legislative framework

Legislative instrument	AEC function
<i>Aboriginal and Torres Strait Islander Act 2005</i>	Conducting certain Torres Strait Regional Authority elections
<i>Commonwealth Electoral Act 1918</i>	Conducting federal elections Maintaining and updating the Commonwealth electoral roll, including evidence of identity requirements Promoting public awareness of electoral and parliamentary matters through information and education programs Providing international electoral assistance in cases approved by the Minister for Foreign Affairs Conducting and promoting research into electoral matters and other matters that relate to AEC functions Registering political parties Paying public funding to election candidates and parties, and publishing financial details of political parties and others Determining representation entitlements (redistributions)
Electoral and Referendum Regulations 1940	Conducting federal elections and referendums and providing elector information
<i>Financial Management and Accountability Act 1997</i>	Managing public money and property
<i>Freedom of Information Act 1982</i>	Holding and releasing documents
<i>Privacy Act 1988</i>	Storing, using and disclosing personal information
<i>Public Service Act 1999</i>	Maintaining an apolitical Electoral Commission Ensuring the effective and fair employment, management and leadership of its employees
<i>Referendum (Machinery Provisions) Act 1984</i>	Conducting referendums
<i>Representation Act 1983</i>	Conducting Senate elections
<i>Workplace Relations Act 1996</i>	Conducting industrial elections and protected action ballots

Commissioners

The functions and powers of the Commission are contained in s. 7 of the *Commonwealth Electoral Act 1918*, and the Commission meets as required in accordance with s. 15 of the Act.

At 30 June 2007, the Commissioners were:

- the Hon. James Burchett QC, who is the Chairperson of the Commission (the Chairperson must be an active or retired judge of the Federal Court of Australia)
- Ian Campbell, who is the Electoral Commissioner and the Chief Executive Officer of the AEC
- Brian Pink, the Australian Statistician, who is the part-time, non-judicial member.

Dennis Trewin, who was appointed as the part-time, non-judicial member of the Commission on 10 August 2000, retired from the Australian Public Service on 12 January 2007. In accordance with s. 8(3) of the *Commonwealth Electoral Act 1918*, Mr Trewin could not remain a full member of the Commission after his retirement. Under s. 14(1) of the *Commonwealth Electoral Act 1918*, Mr Trewin was appointed to act as the non-judicial member from 13 January 2007 until 12 April 2007, when Mr Pink commenced his five-year appointment to the Commission.

Senior staff and their responsibilities

As Chief Executive Officer, the Electoral Commissioner has the powers of an agency head (within the meaning of the *Public Service Act 1999*), and has responsibility for management and strategic leadership of the AEC in relation to:

- enrolment and election activities
- conduct of federal parliamentary elections and referendums, and certain other ballots, including those for industrial organisations
- electoral education programs
- electoral research
- administration of human, financial and other resources
- provision of assistance in relation to overseas elections and referendums
- national dissemination of electoral information and education services.

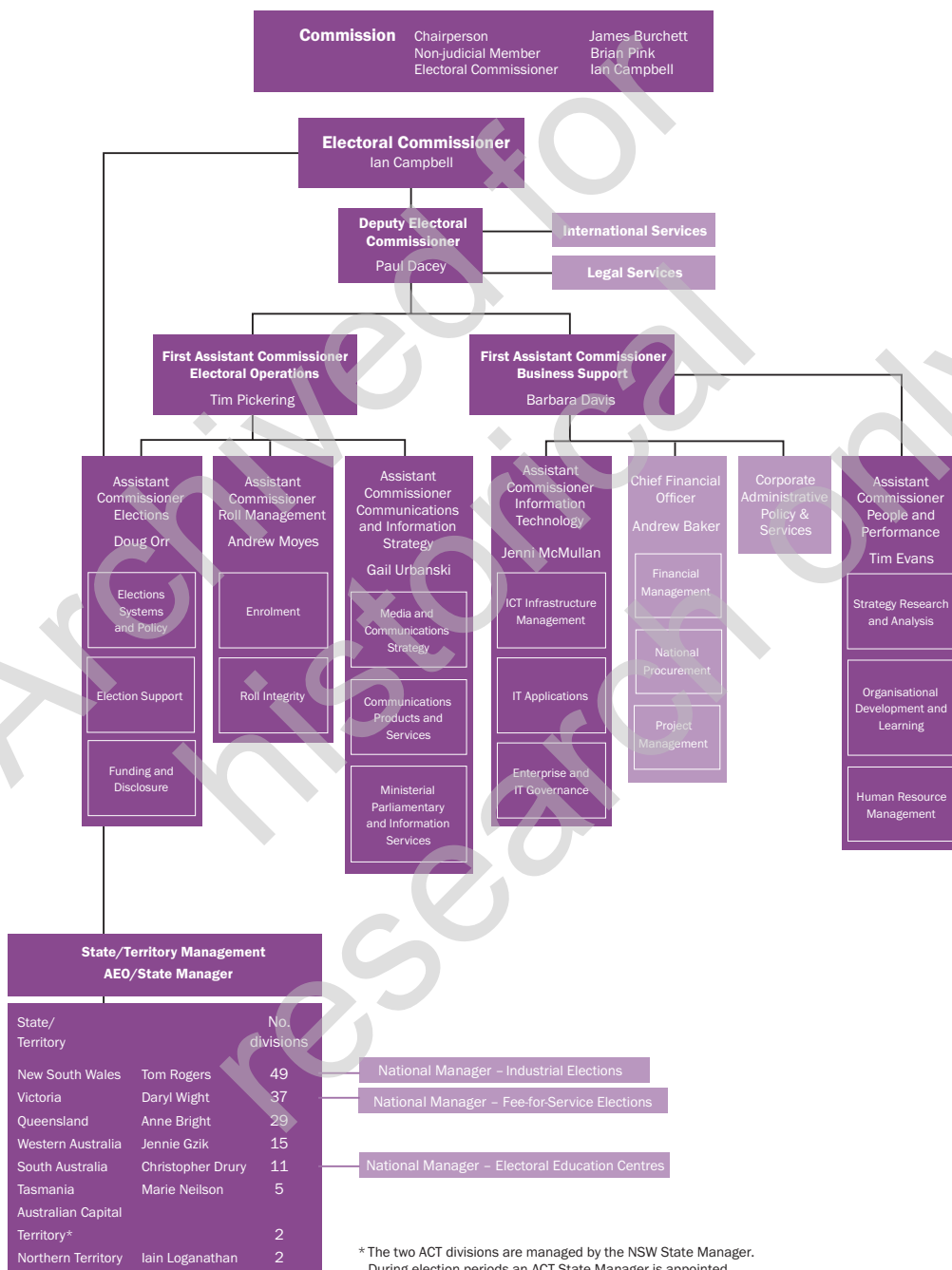
Assisting the Electoral Commissioner in the national office are the Deputy Electoral Commissioner, two First Assistant Commissioners and five Assistant Commissioners. State Managers, who hold the statutory appointment of Australian Electoral Officer (AEO) for each State and the Northern Territory, assist the Electoral Commissioner to manage electoral activities in their respective jurisdictions.

The AEC's organisational structure for 2006–07, including the names of senior executives, is shown in Figure 2.

The four committees that comprised the AEC's leadership and management framework in 2006–07 are discussed in the Management and Accountability section (refer to Figure 12 for a summary).



AEC Strategic Advisory Committee members, from back left to right, Tim Evans, Daryl Wight, Marie Neilson, Tim Pickering, Tom Rogers, Iain Loganathan, Jenni McMullan, Tim Glanville, Andrew Moyes, Gail Urbanski, Marie Nelson, Ian Campbell, Doug Orr, Paul Dacey, Andrew Baker, Anne Bright, Jennie Gzik, Chris Drury, Barbara Davis

Figure 2 Organisational chart

Office network

AEC offices are organised geographically, with a national office in Canberra, a State office in each State and the Northern Territory, and divisional offices in or near each of the 150 electoral divisions.

National office

The AEC's national office in Canberra is organised functionally into five branches, each managed by an Assistant Commissioner:

- Elections
- Roll Management
- Communications and Information Strategy
- Information Technology
- People and Performance.

In addition, the national office accommodates:

- the International Services section and the Legal Services unit, reporting directly to the Deputy Electoral Commissioner
- the Internal Audit function, reporting directly to the Deputy Electoral Commissioner, who in turn reports on the audit program to the Business Assurance Committee
- the Chief Financial Officer and the Corporate Administrative Policy and Services section, reporting directly to the First Assistant Commissioner, Business Support.

State offices

Each State Manager is responsible for managing AEC activities within the State or Territory, including conducting federal elections and referendums, and is the AEO for the State or Territory.

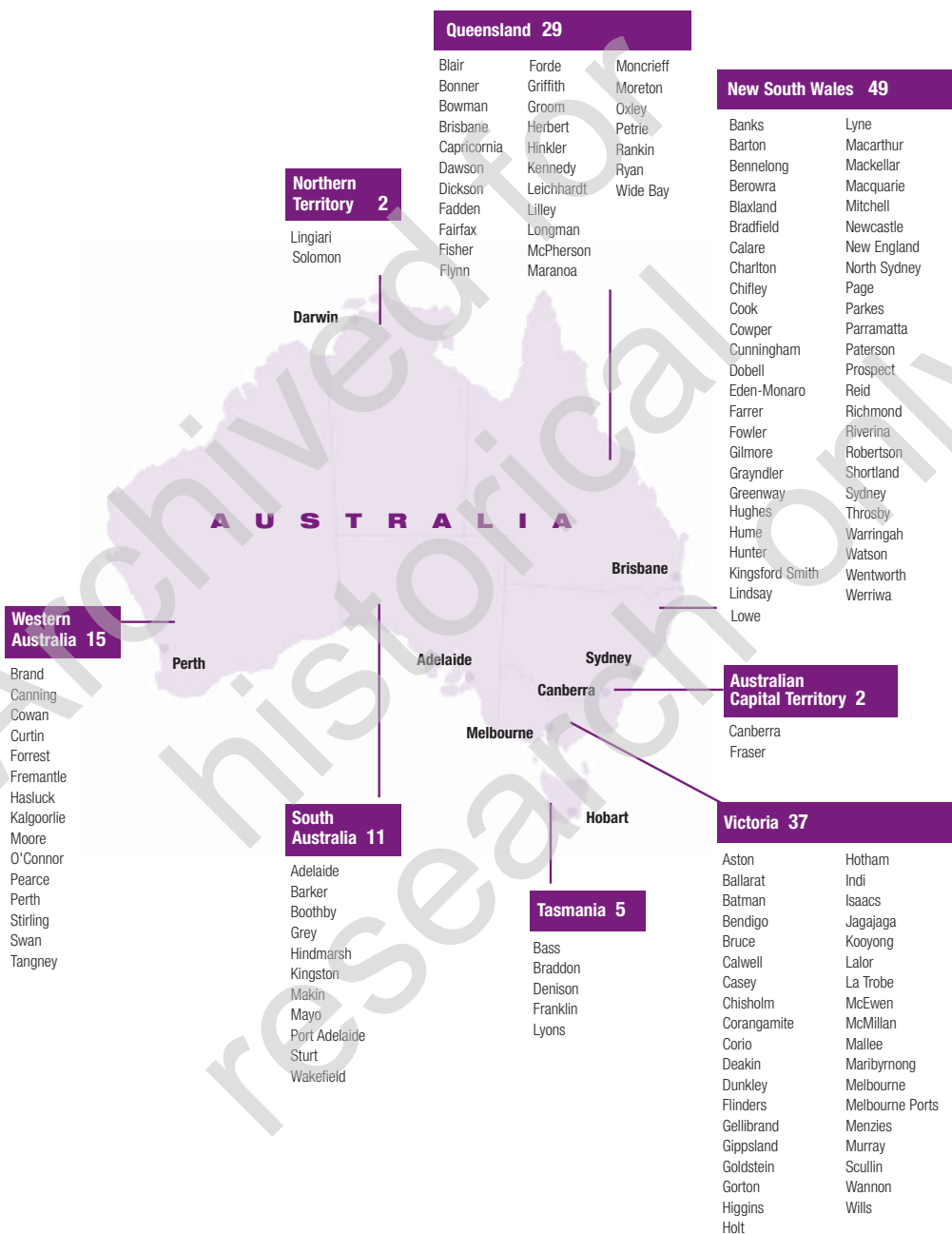
The State Manager for New South Wales also has administrative responsibility for the Australian Capital Territory divisions between elections. During an election period, an AEO is appointed for the Australian Capital Territory.

In addition, the State Manager for New South Wales has national policy responsibility for the AEC's conduct of industrial elections, the State Manager for Victoria manages the AEC's fee-for-service elections, and the State Manager for South Australia manages the AEC's electoral education centres.

Divisional offices

Each State or Territory is divided into a number of electoral divisions that corresponds to the number of members of the House of Representatives to which it is entitled. At the end of 2006–07, there were 150 electoral divisions. Divisional offices are responsible for service delivery in elections, enrolment and public awareness.

Australia's electoral divisions at 30 June 2007 are shown in Figure 3.

Figure 3 Electoral divisions

Contact details

The AEC's national telephone inquiry number is 13 23 26; the national email address for inquiries is info@aec.gov.au.

Contact details for the AEC's national office and State offices are shown in Table 2. The AEC website, www.aec.gov.au, provides contact details for divisional offices.

Table 2 National and State office contact details

	Address	Telephone
National	West Block Offices Queen Victoria Terrace Parkes ACT 2600	(02) 6271 4411
New South Wales	Level 4, Roden Cutler House 24 Campbell Street Sydney NSW 2000	(02) 9375 6333
Victoria	Level 8, Casselden Place 2 Lonsdale Street Melbourne Vic. 3000	(03) 9285 7171
Queensland	Seventh Floor, Collection House 488 Queen Street Brisbane Qld 4000	(07) 3834 3400
Western Australia	Level 3, AXA Centre 111 St Georges Terrace Perth WA 6000	(08) 6363 8080
South Australia	Ninth Floor, Origin Energy House 1 King William Street Adelaide SA 5000	(08) 8237 6555
Tasmania	Second Floor, AMP Building 86 Collins Street Hobart Tas. 7000	(03) 6235 0500
Northern Territory	Level 7, TCG Centre 80 Mitchell Street Darwin NT 800	(08) 8982 8000

Partnerships

Developing and maintaining partnerships with other organisations, both in Australia and overseas, is one of the effective strategies the AEC uses to deliver its planned outcomes. The following are just a few examples of the partnerships that the AEC continues to maintain.

Updating enrolment with the State and Territory electoral authorities

In 2006–07, the AEC continued to work in partnership with State and Territory electoral authorities to maintain a complete, accurate and up-to-date electoral roll. The AEC provided assistance with the close of rolls and the provision of electoral rolls for the State elections in New South Wales, Victoria and Queensland, local government elections in all States and the Northern Territory and the Legislative Council elections in Tasmania.

Conducting voting services with State government agencies

For the State elections and Legislative Council elections conducted during the year, the AEC provided the following services.

New South Wales

Under an agreement with the New South Wales Electoral Office, the AEC assisted with the New South Wales State election. AEC assistance included managing the regional counting centres for the Legislative Council as well as managing the return of materials from polling places.

Victoria

The AEC provided assistance to the Victorian Electoral Commission during the State election. That assistance included the provision of the AEC's Melbourne office as a venue for pre-poll voting and secondment of an AEC staff member to the Victorian Electoral Commission during the election period.

Queensland

AEC assistance in Queensland included the operation of pre-poll voting centres during the State election.

Tasmania

The AEC provided assistance to the Tasmanian Electoral Commission for the conduct of two Legislative Council elections. Legislative Council elections are conducted on a cyclical basis, with two or three elections held each year, for three-year terms. AEC assistance involved the provision of returning officer services for each election. Pre-poll facilities were provided at AEC offices Australia-wide.

Promoting electoral awareness with State and Territory electoral authorities

The AEC works closely with State and Territory electoral bodies and attempts to undertake joint or cooperative ventures whenever possible. The AEC also has formal memorandums of understanding (MOUs) with the South Australian State Electoral Office (SASEO) and the Western Australian Electoral Commission.

The AEC's South Australian State office continued its partnerships with SASEO and the State Parliamentary Education Office. Under an MOU between SASEO and the AEC, the agencies collaborate to provide joint electoral education services through the Adelaide Electoral Education Centre. The centre is jointly managed and financed.

The AEC contributes financial and in-kind assistance to the Western Australian Electoral Commission for the operation of the Perth Electoral Education Centre, including electoral information and publications.

Cooperating internationally with Australian and overseas agencies

In March 2007, the Building Resources in Democracy, Governance and Elections (BRIDGE) Project partnership, in which the AEC is the lead agency for the continuing development and maintenance of BRIDGE Project materials, was expanded to include the United Nations (UN) Development Programme (the key specialised agency of the UN involved in the delivery of development assistance around the world) and the International Foundation for Election Systems, the major United States-based electoral assistance provider.

The new partners will work in cooperation with the original partners—the AEC, the UN Electoral Assistance Division, and the International Institute for Democracy and Electoral Assistance—to support the development of BRIDGE curriculum materials and associated teaching materials, to manage the process for training and accrediting BRIDGE facilitators, and to foster and actively promote the effective use of BRIDGE courses, modules and materials throughout the world. The expansion of the partnership is likely to substantially increase the prominence and use of BRIDGE throughout the world.

The AEC is continuing to develop networks with other electoral authorities internationally to share experiences and ideas. This has included attendance at relevant forums and meetings in Canada, Europe and the United States of America.

Partnerships with Australian Government and non-government agencies

The AEC receives change of address and age data from a number of external sources, including Australia Post and Centrelink, as part of the continuous roll update program. An MOU is in place with each of these organisations, setting out the type, format, frequency and cost of the data that they provide to the AEC for enrolment purposes.

The AEC is also in the final stages of the development of an MOU with Australia Post to enhance mail services related to postal voting.

The Department of Immigration and Citizenship provides the AEC with access to a copy of its citizenship data file. The data file is used by AEC staff to investigate the eligibility of people who have indicated on their enrolment forms that they are not Australian citizens or who have not provided details of their Australian citizenship but have stated that they were born overseas.

During the year the AEC developed other effective partnerships, with Centrelink, Medicare Australia, the Department of Immigration and Citizenship, the Australian Taxation Office and a number of Rural Transaction Centres, to increase the reach of AEC information. As a result, enrolment forms are now available in nearly 700 additional locations.

The AEC worked with representatives of the Human Rights and Equal Opportunity Commission, Vision Australia, the Australian Federation of Disability Organisations, Blind Citizens Australia and Radio for the Print Handicapped to develop an electronic voting system for electors who are blind or have little vision and select sites to locate electronic voting machines.

The Department of Defence and the Australian Defence Force worked with the AEC to develop a trial online voting system to make electronic voting accessible by defence personnel in target areas of operations, and to prepare material to ensure that all personnel covered by the trial will be informed of its availability and how to access the system at election time.

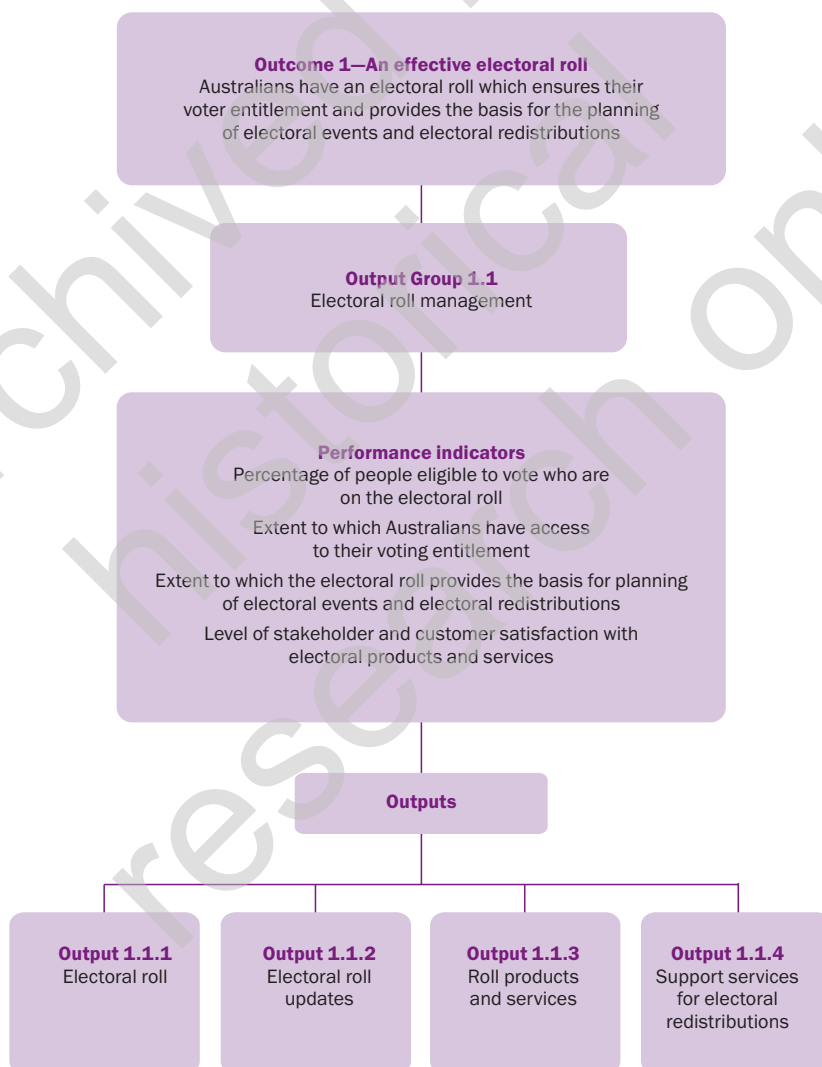
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Report on performance: Outcome 1



Outcome 1—An effective electoral roll

Figure 4 Outcome 1 performance indicators and outputs



Results

The AEC's performance in relation to the indicators and targets for Outcome 1 set out in the 2006–07 Portfolio Budget Statements is shown in Table 3. There were no changes in performance targets for Outcome 1 and its supporting outputs during 2006–07.

Table 3 Outcome 1—An effective electoral roll: performance results

Measures	Targets	Results
Percentage of people eligible to vote who are on the electoral roll	95%	The results of Sample Audit Fieldwork indicate that, in March 2007, an estimated 93.9% of the eligible population was enrolled for the correct division
Extent to which Australians have access to their voting entitlement	100%	The AEC ensured that all eligible Australians had access to their voting entitlements through the use of proactive policies and procedures, including enrolment initiatives and public awareness campaigns
Extent to which the electoral roll provides the basis for planning of electoral events and electoral redistributions	90% of requirements met	The requirements for redistributions were met. Redistributions in New South Wales and Queensland were finalised Electoral roll data were used to provide support for State elections in New South Wales, Victoria, Queensland and Tasmania
Level of stakeholder and customer satisfaction with electoral products and services	Customer service charter requirements met	No survey was conducted for 2006–07; however, informal feedback indicated a high level of satisfaction with customer services

Report on
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The total resources for Outcome 1 are shown in Table 4.

Table 4 Outcome 1 summary of resources

	(1) Budget ^a 2006–07 \$'000	(2) Actual expenses 2006–07 \$'000	Variation (column 2 minus column 1)	Budget ^b 2007–08 \$'000
Outcome 1 resources				
Administered expenses				
No administered appropriation for this outcome	–	–	–	–
Total administered expenses	–	–	–	–
Price of outputs				
<i>Commonwealth Electoral Act 1918</i>				
Electoral Roll Review—Special appropriation	9,000	9,000	–	9,000
Total special appropriations	9,000	9,000	–	9,000
Departmental appropriations				
<i>Output Group 1.1—Electoral roll management</i>				
Output 1.1.1—Electoral roll	33,080	45,170	12,090	42,086
Output 1.1.2—Electoral roll updates	33,999	37,937	3,938	447
Output 1.1.3—Roll products and services	601	571	(30)	–
Output 1.1.4—Support services for electoral redistributions	313	2,930	2,617	–
Subtotal Output Group 1.1	67,993	86,608	18,615	42,563
Revenue from government (appropriations) for departmental outputs	76,993	95,608	18,615	51,563
Revenue from other sources	9,532	9,615	83	9,636
Total price of outputs	86,525	105,223	18,698	61,199
Total for Outcome 1 (Total price of outputs and administered expenses)	86,525	105,223	18,698	61,199
Staff		2006–07	2007–08	
Average staffing level		525	408	

a Full-year budget, including additional estimates

b Budget prior to additional estimates.

Please note a change in the output structure of the AEC, effective from 1 July 2007. The new outputs for Outcome 1 are:

Output 1.1.1—Electoral roll management

Output 1.1.2—Support services for electoral redistributions.

Review of performance

In 2006–07, the AEC expanded its roll management activities to ensure the roll was ready for electoral events held during the year, and would be ready for future events. The continuous roll update (CRU) program was central to this process, while other activities also stimulated enrolment to improve the accuracy and currency of the roll.

On 30 June 2007, there were 13,451,214 people enrolled, an increase of 369,675 since 30 June 2006. This represents 92.8 per cent of the eligible population (using the calculation method based on Australian Bureau of Statistics population projections—see page 36), a small but significant increase compared to the 91.1 per cent enrolled on 30 June 2006. There were 2,942,619 enrolment transactions processed during the year, comprising 2,515,880 enrolment applications and amendments, and 426,739 deletions.

The number of enrolment transactions increased by 17.9 per cent in 2006–07. The increase resulted from electoral activity related to State elections in the three most populous States, and the AEC's proactive approach to maintaining and updating the roll throughout the year. Events included the AEC's largest ever pre-election advertising campaign, as well as promotions tailored to address the needs of target audiences, such as young people, Indigenous Australians and new citizens.

In addition to the State elections, factors shaping the AEC's roll management activities in 2006–07 included:

- improved access to data sources such as the records of the National Exchange of Vehicle and Driver Information System, the Queensland Department of Housing, the Northern Territory Department of Education, and the Northern Territory Power and Water Corporation
- the Targeted Enrolment Stimulation Program (targeting people who had updated their address with other agencies, but not updated their address for electoral enrolment)
- projects to improve enrolment among target groups, particularly young people
- the introduction of new evidence of identity, close of rolls and prisoner enrolment requirements through the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006*
- the finalisation of the redistribution of federal electoral boundaries in New South Wales and Queensland in November 2006, resulting in Queensland gaining one electoral division and New South Wales losing one
- the provision of roll products and services to support local government events, and roll products for clients such as political parties and medical researchers
- improved capabilities of the enrolment management information system.

As described in the 2005–06 annual report, work has commenced to replace the AEC's electoral roll management system and election management system with a new application, the general enrolment, elections support and information system (GENESIS), to reflect changes in technology and provide improved services to AEC staff and the Australian public.

During 2006–07, the direction of the GENESIS project was reviewed, taking into account changes in the AEC's business environment. The review recognised the importance of IT in enabling improved business processes and practices throughout the AEC. The result was a

decision to realign the GENESIS project, from being technically focused to being principally business-oriented.

While this decision has broadened the scope and extended the delivery time frame, this approach will provide significant benefits to the AEC in both the technical environment and the business environment in future.

In 2006–07, through the Staffing and Workload Sharing initiative, the AEC implemented approaches to improve the balance of workloads between divisional offices. Two new approaches are being trialled involving pairing high-workload and low-workload offices and metropolitan and rural offices for the purpose of distributing enrolment transaction processing. Refer to the case study at page 132 for more detail.

The activities of Output Group 1.1 are covered in more detail in the reports on the individual outputs. For information about the AEC's customer service standards, and parliamentary, administrative or judicial scrutiny of the AEC, refer to the Management and Accountability section of this report.

Purchaser-provider arrangements

No purchaser-provider arrangements were in place for Outcome 1 in 2006–07.

Developments since the end of the financial year

There have been developments since the end of the financial year that have affected or may affect Outcome 1 operations or results. Refer to pages 145–6 for further information.

Case study—Cooperating to promote electoral awareness and access to enrolment forms

One of the priorities of the AEC's new communication strategy is to build partnerships with other agencies to substantially increase the availability of enrolment forms and electoral information in the Australian community.

In the past, enrolment forms were available only from AEC offices and Australia Post outlets or through the AEC website. During 2006–07, the AEC developed effective partnerships with Centrelink, Medicare Australia, the Department of Immigration and Citizenship, the Department of Defence and the Australian Taxation Office in order to use their national communication channels and local offices to greatly extend the availability of enrolment forms and electoral information.

From June 2006, enrolment forms were displayed in and available from 331 Centrelink, 238 Medicare and 21 Australian Taxation Office shopfronts, and also from more than 100 independently operated Rural Transaction Centres. In addition, related public awareness materials, including digital posters displayed on video screens, will soon be displayed in some Medicare and Centrelink offices.

This initiative effectively implemented the undertaking given in the Australian Government's response to recommendation 1 of the Joint Standing Committee on Electoral Matters inquiry into the conduct of the 2004 federal election. The effectiveness of the arrangement will be monitored and assessed in 2007–08.

This interagency cooperation also opened up a number of other mechanisms and opportunities to promote enrolment and increase electoral awareness in 2006–07. For example:

- an enrolment promotion flyer was included in the packaging of the *Tax Pack 2007*
- enrolment promotion articles tailored for senior Australians and culturally and linguistically diverse audiences were placed in client publications
- using the Department of Immigration and Citizenship's email network, a targeted message about enrolment was sent to organisations representing Australians from culturally and linguistically diverse backgrounds
- a targeted enrolment message was included in the in-queue messages of Centrelink's national phone line for young people and students
- a link to the AEC website has been created from the Defence Community Organisation website and the Defence Housing Authority to encourage the updating of enrolment when defence personnel and families move.

The AEC will continue to foster partnerships with these and other agencies in 2007–08 to further increase the availability of electoral information to Australians in cost-effective ways.

Report on
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Outcome 1

Output 1.1.1—Electoral roll

The electoral roll—the key to voter entitlement at the federal, State and Territory and local government levels—is fundamental to conducting parliamentary elections and electoral redistributions. The AEC uses a computerised roll management system (RMANS) to assist with these processes.

Table 5 summarises the AEC's performance against the indicators and targets set out in the 2006–07 Portfolio Budget Statements.

Table 5 Output 1.1.1—Electoral roll: performance results

Measures	Targets	Results
<i>Quality</i> Proportion of eligible people on the electoral roll	95%	93.9%
<i>Quantity</i> Number of enrolment transactions (other than deletions) processed each year	Minimum 2.3 million	2,515,880 enrolment transactions (excluding deletions) were processed in 2006–07
Speed at which enrolment forms are processed	99% within three business days	This target was generally met; however, some enrolment forms required additional investigation which resulted in processing taking longer than three days
<i>Price</i> Cost per entry on the RMANS database	Less than \$3	Cost per entry was \$2.45

Performance overview and analysis

Transactions

During 2006–07, divisional staff processed 2,942,619 enrolment forms and amendments. Of these enrolment transactions, 813,126 were additions to the roll, comprising:

- 459,227 new enrolments (electors never previously enrolled)
- 2,806 reinstatements (electors deleted in error while still entitled)
- 351,093 re-enrolments (deleted electors claiming a new entitlement).

There were 567,038 intrastate transfers, 148,659 interstate transfers and 833,348 other address changes.

There were 426,739 deletions processed, comprising:

- 105,863 death deletions
- 3,925 duplicate entry deletions
- 316,951 objection deletions.

Most objection deletions were the result of the AEC receiving information that an elector was no longer resident at their enrolled address and had not re-enrolled at a new address.

The level of enrolment transactions undertaken in 2006–07 represents an overall increase of 17.9 per cent compared to the level in 2005–06. Additions to the roll increased nationally by 72.6 per cent. The increases can largely be attributed to:

- improvements in data-matching
- the Targeted Enrolment Stimulation Program and other activities promoting enrolment, such as AEC attendance at citizenship ceremonies
- enrolments related to State elections in New South Wales, Victoria and Queensland.

The AEC paused the processing of objections in mid-March 2007, to allow the matching of those electors who were to be deleted from the roll against data from other government agencies, to determine whether a new address could be found, and then to conduct fieldwork at identified addresses. The fieldwork, part of the Targeted Enrolment Stimulation Program, is described in more detail under Output 1.1.2. Where a new address was not found, the objections proceeded to finality by the end of June.

Table 6 summarises enrolment activity during 2006–07.

Table 6 Enrolment activity, 1 July 2006 to 30 June 2007

	NSW	Vic.	Qld	WA	SA	Tas.	ACT	NT	Total
Additions to the roll									
New enrolments	184,046	102,314	83,236	40,763	28,000	9,209	8,087	3,572	459,227
Reinstatements	563	638	1022	137	141	88	53	164	2,806
Re-enrolments	120,506	75,829	91,410	31,818	15,084	6,690	6,812	2,944	351,093
Intrastate	181,174	137,315	141,998	59,231	35,515	7,168	3,150	1,487	567,038
Interstate	33,799	26,133	45,717	12,492	8,892	5,445	10,125	6,056	148,659
Intra-division amendment or movement	254,256	189,176	199,301	83,693	60,155	22,202	16,941	7,624	833,348
No change enrolment	49,039	41,428	30,288	15,618	8,488	3,193	4,471	1,184	153,709
Total enrolment forms processed	823,383	572,833	592,972	243,752	156,275	53,995	49,639	23,031	2,515,880
Objections	114,310	72,160	63,690	30,793	19,251	8,125	5,484	3,138	316,951
Deaths	36,879	25,380	19,513	8,762	9,711	3,430	1,392	796	105,863
Duplications	1,383	931	830	348	220	53	44	116	3,925
Total deletions processed	152,572	98,471	84,033	39,903	29,182	11,608	6,920	4,050	426,739
Total elector transactions	975,955	671,304	677,005	283,655	185,457	65,603	56,559	27,081	2,942,619

Note: National and State/Territory totals for enrolment activity are subject to minor statistical adjustment and will show minor differences from gazetted enrolment details. The figures above do not include new enrolments or changes to enrolment for 17-year-olds.

Sample Audit Fieldwork

Sample Audit Fieldwork (SAF) is an annual review of a statistically valid sample of the electoral roll, derived using a formula provided by the Australian Bureau of Statistics (ABS), conducted to determine accuracy and completeness and to test the effectiveness of the AEC's CRU program.

The 2007 SAF was the fourth undertaken by the AEC. The preliminary findings, along with the results from previous years, are shown in Table 7. The findings will be finalised in a report to be published in 2007–08.

Table 7 Sample Audit Fieldwork results, 2004 to 2007

Measure	March 2004 final result %	March 2005 final result %	March 2006 final result %	March 2007 preliminary result %
Participation	97.7	98.4	97.1	97.2
Completeness of roll	95.2	96.3	93.6	93.9
Accuracy of roll	89.5	91.1	89.9	90.9
Address register completeness	96.4	96.2	96.5	98.5
Address register accuracy	92.9	93.4	94.6	97.4

Note: Definitions for the purposes of the SAF are:

'Participation' is the measure of eligible persons on the roll regardless of whether they are enrolled in the correct division or at the correct address.

'Completeness' is the measure of eligible persons enrolled for the correct division, regardless of whether they are enrolled at the correct address.

'Accuracy' is the measure of persons who are enrolled at the correct address; that is, persons whose details required no change.

'Address register completeness' is the measure of the number of valid enrollable (that is, residential) addresses currently on the AEC's address register as a percentage of the number of actual valid enrollable addresses as evidenced by the SAF.

'Address register accuracy' is the percentage of current enrollable addresses that have been correctly recorded by the AEC in the address register.

The 2007 SAF tested 58,974 addresses recorded through the CRU program. Results indicate that 93.9 per cent of the eligible population was enrolled in the correct division in March 2007. This is a slight increase from the March 2006 result of 93.6 per cent.

Table 8 reports on a number of additional performance indicators endorsed by the AEC and the electoral authorities for each State and Territory.

Table 8 Output 1.1.1—Electoral roll: additional performance results, based on performance indicators agreed with the Electoral Council of Australia

Measures	Targets	Results
<i>Quality</i>	An accurate roll of qualified electors	100% of electors are qualified at time of enrolment ^a 90% of electors are enrolled for their current addresses 28 non-eligible persons were enrolled and subsequently removed from the roll within the same quarter 90.9% of electors were enrolled for their current addresses
	Prevent and detect attempts at fraudulent enrolment	No fraudulent enrolments result from lack of, or failure to adhere to, AEC fraud control procedures AEC staff followed procedures and possible cases were investigated; however, there were no prosecutions for enrolment fraud during the reporting period
<i>Quantity</i>	Accurate enrolment processing	More than 99.5% of enrolment transactions are correctly processed to critical fields and correctly matched to existing elector records where applicable ^b 99.6% of transactions were accurately processed
		100% of notified deaths are correctly matched and removed from the rolls within five business days 95.4% of death deletions were processed within five business days

- a The proportion of electors qualified at the time of enrolment is derived from the number of electors who enrolled during the year and were subsequently deleted from the roll within the same quarter because they were discovered to be ineligible, as they were not citizens.
- b This is measured and reported quarterly, based on the number of corrections required as a result of AEC processing errors such as incorrect links between a current elector record and an historical record or duplicate deletions, and amendments arising from AEC internal data checks, elector feedback and acknowledgement cards returned to sender.

The total number of electors who were deleted from the roll in 2006–07 due to disqualification on non-citizenship grounds was 28. As a proportion of the 2,515,880 enrolment forms processed, this figure continues to be low.

There was an improvement in time taken to respond to notifications of the death of electors: 95.4 per cent were removed within five business days, up from 93.3 per cent in 2005–06. This reflects improvements in data-matching based on information from State registries of births, deaths and marriages.

Number of electors enrolled

Table 9 summarises enrolments by State and Territory and by year.

Table 9 People enrolled at 30 June by State or Territory, 2000–07

	2000	2001	2002	2003	2004	2005	2006	2007
NSW	4,187,911	4,154,672	4,216,767	4,270,127	4,310,662	4,311,489	4,299,510	4,427,879
Vic.	3,153,514	3,199,570	3,253,105	3,265,797	3,283,191	3,338,389	3,324,691	3,405,136
Qld	2,241,387	2,326,846	2,353,278	2,369,873	2,441,694	2,463,798	2,458,457	2,563,157
WA	1,169,243	1,203,847	1,204,743	1,207,713	1,217,279	1,265,107	1,259,528	1,291,576
SA	1,030,970	1,024,112	1,052,739	1,044,802	1,039,531	1,054,730	1,058,029	1,068,303
Tas.	324,838	325,535	332,896	332,228	335,940	341,172	343,494	346,911
ACT	215,212	214,949	218,735	218,949	223,782	226,737	226,576	235,015
NT	107,776	105,611	109,717	109,250	109,388	113,053	111,254	113,237
Total	12,430,851	12,555,142	12,741,980	12,818,739	12,961,467	13,114,475	13,081,539	13,451,214

The total number of enrolled electors increased in 2006–07, as did the number in each State and Territory. This could be reasonably attributed to the State elections held in Queensland in September 2006, in Victoria in November 2006 and in New South Wales in March 2007, and to the AEC's proactive approach to maintaining and updating the roll throughout the year.

Participation rate

The SAF results show that since 2006 there has been an overall increase in enrolment participation by Australians eligible to vote. While using the SAF results was an improvement on previous measurement methodologies, the AEC has been developing further improvements with the ABS.

Using the newly developed method, ABS population data from the 2001 census are adjusted, using the best available data, to estimate the total number of people eligible to enrol. This figure is then compared to the number of people enrolled to estimate the 'participation rate'. As there is no definitive source for the number of eligible voters at any one point in time, the value of any methodology for estimating the level of participation numbers lies in trend data. Given the underlying reliability of ABS population calculations, the AEC considers that they provide the soundest foundation on which to base an estimate.

In consultation with the ABS, the AEC is continuing to refine its use of the ABS population estimates in order to be satisfied that the estimates more closely reflect reality. However, by their very nature, the figures remain estimates only. Table 10 summarises the nationwide participation estimates, derived from the ABS data, from 2004 to 2007. The AEC is also working with the ABS to rebase the estimate using 2006 census information.

Table 10 Estimated rates of enrolment, based on Australian Bureau of Statistics population estimates, 2004–07

	Percentage of eligible Australians enrolled
Federal election 2004	92.6%
30 June 2005	92.5%
30 June 2006	91.1%
30 June 2007	92.8%

Analysis of the data using the ABS methodology indicates that the participation rate for enrolment at 30 June 2007 is at about the same level as at the 2004 close of rolls. The rate for June 2007 using the ABS population method shows that 92.8 per cent of eligible voters were enrolled, while the SAF method for March 2007 indicates that 97.2 per cent of eligible voters were enrolled. However, it must be noted that approximately 200,000 objections were pending at that point.

Replacement of RMANS

During 2006–07, the direction of the GENESIS project was reviewed, taking into account changes in the AEC's business environment. The review recognised the importance of IT in enabling improved business processes and practices throughout the AEC. The result was a decision to realign the GENESIS project, from being technically focused to being principally business-oriented.

The project also made progress towards defining the approach that will best meet the needs of the AEC's future electoral roll function. Significant effort was expended on:

- further specifying the AEC's high-level requirements that will underpin the development and delivery of GENESIS components to support the roll function environment
- further clarifying the AEC's preferred IT architecture for GENESIS
- documenting the AEC's existing roll function process models
- progressively implementing best practice approaches to project management and software development.

In 2007–08, the detailed requirements of the future roll function will be established. This will lead to system development for the GENESIS roll function components commencing in the first half of 2008, along with the scoping of high-level requirements for the future elections function.

Enrolment awareness activities

During 2006–07 the AEC developed an overarching communication strategy spanning the next two federal elections. For more detail refer to the Special Feature: An integrated approach to building and managing the roll, at page 48, and Output 2.1.4 at page 70. Under this strategy the AEC undertook a range of enrolment awareness activities.

This included media activities and advertising, in March 2007, to support a nationwide enrolment stimulation program that involved visiting households around Australia to locate people who the AEC believed were not on the electoral roll or had moved but not yet updated their enrolment. A national newspaper advertising campaign was undertaken to mark the

commencement, on 16 April 2007, of new evidence of identity requirements for enrolment. Supplementary advertising was run on Indigenous radio stations, and print advertising material was voiced on radio for the print handicapped.

A major undertaking was the development and rollout, from 27 May 2007, of a six-week national advertising campaign. The campaign promoted enrolment and informed Australians about the new deadlines for enrolling to vote and updating enrolment details for federal elections. The campaign was conducted through television, cinema, radio, outdoor signage, newspapers, magazines and the internet. It targeted all eligible electors with advertisements tailored and translated into 33 community languages, including seven Indigenous languages.

During 2006–07, the AEC also developed some public awareness products and undertook promotional activities to address specific needs of particular target audiences.

Young Australians

A major target audience is young Australians, particularly 17–25-year-olds. Rock Enrol is an initiative that promotes youth enrolment and engagement in the electoral process. The initiative is jointly supported by the AEC and national youth radio broadcaster, triple j.

From December 2006 to February 2007, a competition for tickets to Big Day Out concerts was promoted through triple j on-air and on the internet under the Rock Enrol banner. The promotion extended the AEC's youth enrolment message to more than 275,000 concertgoers and several hundred thousand triple j radio listeners. A Rock Enrol website was created to promote the competition, provide answers to frequently asked questions and direct the young people to enrolment forms. The website received more than 15,000 hits during the promotion period. By 30 June 2007, 1,252 enrolments had been directly generated by the Rock Enrol promotion. Of these, 608 were new enrolments.

On-campus enrolment promotions were held during university orientation weeks in February and March 2007. At 25 campuses, the AEC used peer-to-peer marketing by local university students, who were trained by the AEC and supported by the Rock Enrol website. By 30 June 2007, 6,436 enrolments had been directly generated by this initiative. Of these, 3,587 were new enrolments.

From 28 May to 1 June 2007, the first national Enrol to Vote Week was conducted. Information about this initiative is outlined in the case study on page 39.

In cooperation with State and Territory electoral bodies, the AEC developed a national ongoing birthday card program to be rolled out from early 2007–08, based on a successful Victorian Electoral Commission initiative. A birthday card, enrolment application and reply paid envelope will be sent to Year 12 students on or near their 17th or 18th birthdays. The birthday card designs were created to be attractive to young people. The AEC negotiated with school education authorities for the provision of student contact information.

Case study—Enrol to Vote Week

As part of the communication strategy to encourage young people to enrol, the AEC conducted a new event - Enrol to Vote Week (28 May to 1 June 2007) in which secondary schools across Australia helped 17-year-old and 18-year-old students to enrol.

The national event was conceived and developed by the AEC as part of a broader effort to encourage and increase youth enrolment, complementing current school-based teaching on civics and citizenship and electoral participation. The AEC's research and experience in working with students shows that schools provide one of the best opportunities for young people to understand and exercise their right to enrol to vote.

The AEC developed the Enrol to Vote Week initiative with the support of the Association of Heads of Independent Schools of Australia, the Association of Principals of Catholic Secondary Schools of Australia, the Australian Secondary Principals Association and the Independent Schools Council of Australia.

Around Australia, 1,764 secondary schools (more than 73 per cent of schools with eligible students) registered to take part.

A dedicated website, www.enroltovoteweek.com.au, was created to provide teachers, students and school coordinators with up-to-date information, including a regular e-newsletter and electoral information. The website was also the portal for schools to register their involvement and to find out how many other schools were taking part. Assistance was also provided through the 1300 2ENROL telephone number.

Each participating school nominated a coordinator, who received enrolment forms and a kit with suggestions for activities and instructions for getting students to fill out their enrolment forms correctly. The coordinators were responsible for returning the completed enrolment forms to the AEC to be processed.

By 30 June 2007, as a result of this initiative, 15,282 enrolment forms were processed, 13,744 of which were new enrolments, and more are expected.

As well as boosting enrolment among young Australians, Enrol to Vote Week gave many students a positive introduction to their role as electors. As one coordinator said:

Enrol to Vote Week provided an invaluable opportunity, within a context of learning and fun, for students to complete electoral enrolment forms at school. This ensured that many of our students, who will be eligible to vote when this year's federal election is called, will be able to exercise their democratic rights and responsibilities when the opportunity arises.

Other target groups

To encourage enrolment among new citizens, the AEC maintained a strong presence at citizenship ceremonies, particularly those held on Australia Day. The AEC also reviewed and expanded the range of community languages in which it provides products and advertising materials that explain the enrolment process and Australia's electoral system to culturally and linguistically diverse audiences.

Recognising the importance of face-to-face communication with Indigenous Australians, the AEC made preparations to conduct an extensive Community Electoral Information Officer program, to commence from July 2007, that will involve visits to Indigenous communities in regional, remote and urban areas to promote enrolment and electoral education.

The AEC undertook consultations with national and State organisations that provide support and services for homeless persons. Products and activities for reaching those people to encourage enrolment and voting will be developed in 2007–08.

During the year the AEC developed other effective partnerships with Centrelink, Medicare Australia, the Department of Immigration and Citizenship, the Australian Taxation Office and a number of Rural Transaction Centres to increase the reach of AEC information. More information is outlined in the case study on page 31.

Output 1.1.2—Electoral roll updates

Through the CRU program, the AEC compares data from external sources with information on the AEC's electoral roll database, to check electors' details and identify cases where eligible people are incorrectly enrolled or not enrolled. Informed by CRU reports, the AEC asks eligible people to update their enrolment details and conducts follow-up action when necessary.

Table 11 summarises the AEC's performance against the indicators and targets for electoral roll updates set out in the 2006–07 Portfolio Budget Statements.

Table 11 Output 1.1.2—Electoral roll updates: performance results

Measures		Targets	Results
Quality	Vacant addresses eligible for enrolment, after allowance for non-citizen occupants	10% or less	7.9% of enrollable addresses were found to be vacant
Quantity	Number of habitations reviewed each year	2.5 million	Approximately 2.64 million habitations were reviewed, of which 233,660 were subject to more than one CRU activity during the reporting period
	Number of enrolment transactions processed from review activities	1.4 million	1.1 million enrolment transactions were processed as a result of CRU activities
Price	Cost per habitation reviewed	Less than \$5	Cost per habitation reviewed was \$5.46

Performance overview and analysis

The number of habitations reviewed in 2006–07 was 2.88 million fewer than in 2005–06. This was because a data-matching background review (which reviews habitations not reviewed in the preceding two years) was not conducted in 2006–07. The focus in 2006–07 was on reviewing habitations at which external data indicated there had been a change of resident, rather than confirming enrolment at residences where there had been no change.

During 2006–07, approximately 1.1 million enrolment transactions (not including deletions) resulted from CRU activities. This represents a 1.9 per cent decrease in CRU-generated enrolment forms since 2005–06. However, a more informative way to analyse the number of transactions which update the roll is to compare the number that are initiated by electors to the number that are prompted by AEC activity. This shows that 65 per cent of transactions were prompted by AEC activity in 2006–07, whereas 35 per cent were elector initiated, compared with 71.7 per cent and 28.3 per cent, respectively, in 2005–06.

The CRU program had access to more and better quality sources of data in 2006–07. The AEC acquired access to new sources of external data, such as the National Exchange of Vehicle and Driver Information System, the Queensland Department of Housing, the Northern Territory Department of Education, and the Northern Territory Power and Water Corporation.

The CRU program also underwent a review in 2006–07. The report of the review made 24 recommendations, some of which the AEC began to implement during the year.

These included:

- using external data to find mailing addresses for notices advising people of an intention to remove them from the roll
- reviewing correspondence to make required actions and/or their implications clearer to recipients
- increasing roll review fieldwork and public awareness activities.

The fieldwork component of the Targeted Enrolment Stimulation Program took place from mid-March to June 2007. This targeted people who were not enrolled for their current address as identified in external data. Where face-to-face contact was made, enrolment forms were obtained from 35.9 per cent of those eligible. However, results show that attempting to make personal contact with electors at their residence cannot stand alone as the means for updating the electoral roll. This can be seen by comparing the number of enrolment forms collected with the number of households the AEC attempted to visit, which gives a result of 31.1 per cent.

The implementation of the findings of the CRU review and analysis of the fieldwork exercise will continue in 2007–08, and the AEC's roll review program will be further refined to ensure that it can readily adapt to the changing environment and engage with different sections of the community.

Table 12 reports on a number of additional performance indicators endorsed by the AEC and the electoral authorities for each State and Territory.

Table 12 Output 1.1.2—Electoral roll updates: additional performance results, based on performance indicators agreed with the Electoral Council of Australia

Measures	Targets	Results
<i>Quality</i>	Electors enrolling	
	80% of 18–25-year-olds are enrolled to vote	80.2% of 18–25-year-olds were enrolled to vote
	95% of new citizens are enrolled within three months of becoming citizens	93% of new citizens were enrolled within three months of becoming citizens

Based on ABS data, the estimated proportion of eligible people aged 18–25 years enrolled at 30 June 2007 was 80.2 per cent, an increase from 76.7 per cent at 30 June 2006, reflecting the focus the AEC has placed on increasing electoral awareness among this group.

New citizens

The rate of enrolment by new citizens within three months of attaining citizenship increased from 88.4 per cent in 2005–06 to 93 per cent in 2006–07. While this is still below the target of 95 per cent, the AEC's activities to promote enrolment through citizenship ceremonies appear to be having an impact.

AEC staff in all States and Territories attended citizenship ceremonies to provide electoral information and facilitate enrolments of the new citizens.

In cases where the AEC was unable to attend the ceremony or the enrolment forms from new citizens were not collected at the ceremony, the AEC contacted the organisation conferring citizenship (usually the relevant local council) to obtain details of the new citizens so that they could be contacted and encouraged to enrol.

Table 13 describes enrolment activities at citizenship ceremonies in 2005–06 and 2006–07.

Table 13 Enrolment activities at citizenship ceremonies, 2005–06 to 2006–07

	2005–06 Ceremonies attended	2005–06 Forms collected	2006–07 Ceremonies attended	2006–07 Forms collected
NSW	462		542	34,496
Vic.	254		362	25,861
Qld	115		173	10,990
WA	183		215	8,689
SA	60		94	3,707
Tas.	7		14	732
ACT	28		111	4,970
NT	12		23	480
Total ceremonies attended	1,121		1,534	
Total forms collected		64,128		87,819

Report on
performance:
Outcome 1

Remote strategy

During 2006–07, the working group established to progress the northern and central Australian remote area strategy held a conference, workshops and regular teleconferences. The aims of the group are to develop programs and targets for improving delivery of enrolment and other electoral services to rural and remote electors across northern and central Australia, particularly in preparation for the next election.

Improvements to electoral services to date include increased field trips to remote communities and the development of communication products targeted at delivering the electoral message to Indigenous electors.

A new database for capturing better local information to facilitate remote mobile polling and the Community Electoral Information Officer program also has been developed and will be rolled out in 2007–08.

Output 1.1.3—Roll products and services

The AEC provides various roll products and services for State and Territory electoral authorities; members of parliament; registered political parties; medical researchers; government agencies and authorities, including local government; and members of the public.

Table 14 summarises the AEC's performance against the indicators and targets set out in the 2006–07 Portfolio Budget Statements.

Table 14 Output 1.1.3—Roll products and services: performance results

Measures	Targets	Results
<i>Quality</i>		
Accuracy in products delivered	Greater than 98%	Accuracy of products delivered was greater than 98%
Delivery deadlines achieved	Greater than 98%	More than 98% of delivery deadlines were met
Stakeholder and customer satisfaction with electoral products and services	Rating of 4 or more on Customer Service Index (0–5)	A survey was not conducted for 2006–07; however, informal feedback indicated a high level of satisfaction with customer services
<i>Quantity</i>		
Proportion of ordered products supplied	100%	100% of all electoral roll products requested in accordance with legislative provisions were supplied

Performance overview and analysis

In 2006–07, the AEC provided a range of electoral roll products to State and Territory electoral authorities. The products were provided in formats to suit the client and the purpose. They included certified list data for the Tasmanian Legislative Council election and the Queensland, Victorian and New South Wales State elections; and electoral roll products as required for local government elections in the States and the Northern Territory. For more information on State and local government electoral events, refer to the report on performance for Output 2.1.8.

During the year there was an increase in demand from medical researchers: 40 extracts of elector information were provided to medical researchers in 2006–07, compared to 33 in 2005–06. Electoral roll products were also provided to:

- members of parliament and political parties, through the elector information access system
- Australian Government agencies and authorities as specified in Schedule 1 of the Electoral and Referendum Regulations 1940
- various local government authorities, including in New South Wales, Queensland, Tasmania and the Northern Territory
- members of the public and government agencies, including the Australian Bureau of Statistics, where the data provided were of a statistical or address nature only.

Refer to Appendix E for more details of the information provided in 2006–07.

While the survey of client satisfaction was not conducted in 2006–07, informal feedback from clients indicated that a high level of satisfaction with AEC services was maintained.

To meet its obligation under the *Commonwealth Electoral Act 1918*, the AEC makes an electronic version of the electoral roll available in each division, providing public access to the roll for all States and Territories. This electronic roll is updated daily. In addition, the AEC makes access to the roll available through its website. Web access helps to ensure the integrity of the roll, as individuals can check their own enrolment details and use a downloadable enrolment form to update those details if necessary.

Output 1.1.4—Support services for electoral redistributions

To ensure that federal electoral divisions remain (subject to the Constitution) relatively equally representative (within quite narrow tolerances), their boundaries are periodically ‘redistributed’ (that is, redrawn) in accordance with Part IV of the *Commonwealth Electoral Act 1918*. The times at which redistributions must commence in a State or Territory are fixed by s. 59 of the Act.

The AEC provides administrative assistance to the two bodies established under Part IV of the *Commonwealth Electoral Act 1918* to conduct each redistribution:

- the Redistribution Committee, which is responsible for making a proposed redistribution, based on legislative requirements
- the augmented Electoral Commission, which considers any objections to the proposed redistribution and makes a final determination about the names and boundaries of the redistributed divisions.

A Redistribution Committee comprises the Electoral Commissioner and the Australian Electoral Officer for the relevant State and the Surveyor-General and the Auditor-General for the State being redistributed. An augmented Electoral Commission in each State comprises the Chairperson of the Electoral Commission, the members of the relevant Redistribution Committee, and the non-judicial member of the Electoral Commission.

Table 15 summarises the AEC’s performance against the indicators and targets for Output 1.1.4 set out in the 2006–07 Portfolio Budget Statements.

Table 15 Output 1.1.4—Support services for electoral redistributions: performance results

Measures	Targets	Results
<i>Quality</i>	Redistribution committees’ satisfaction with services provided	High level of satisfaction
	Timeliness of services to redistribution committees	Support services provided by the AEC were appropriate and allowed for the effective and timely conduct of redistribution activities The committees were satisfied with the support services provided
<i>Quantity</i>	Support all redistribution committees	Legislative time frames complied with
		Support services to redistribution committees were provided in accordance with legislative time frames
	One committee	Support services were provided to two augmented Electoral Commissions

Performance overview and analysis

The redistributions of New South Wales and Queensland that commenced during 2005–06, as described in last year's report, were finalised in 2006–07. The redistributions resulted from the Electoral Commissioner's determination in November 2005, under ss. 48(1) of the *Commonwealth Electoral Act 1918*, that the entitlement of New South Wales had decreased to 49 divisions (from 50) and that the entitlement of Queensland had increased to 29 divisions (from 28).

Twelve months after the first meeting of a newly elected House of Representatives, the Electoral Commission is required, by s. 46 of the *Commonwealth Electoral Act 1918*, to ascertain the population of the Commonwealth (excluding the Territories) using the latest official statistics published by the Australian Statistician. The Electoral Commissioner then makes a determination of the number of parliamentary representatives to which each State is entitled. A similar exercise is used to calculate the entitlements of the Territories. This process determined that New South Wales would lose one division and Queensland would gain one division.

The AEC provided administrative assistance to the augmented Electoral Commissions which determined the final boundaries and names of electoral divisions in Queensland and New South Wales. The AEC formally documented processes such as gazettals, facilitated the public consultation process, produced and published maps, and prepared and printed reports.

A high number of objections and comments on objections to proposed redistributions in Queensland and New South Wales were received (and are viewable on the AEC website, www.aec.gov.au): 1,989 objections and 156 comments were received regarding the New South Wales redistribution; 189 objections and 43 comments were received regarding the Queensland redistribution. In comparison, 206 objections and 16 comments were received in New South Wales during a 1999 redistribution and 35 objections and 14 comments were received in Queensland during a 2003 redistribution.

Public hearings were held, for Queensland, in Longreach and Brisbane, and for New South Wales, in Sydney and Narrabri. The final reports were tabled in the House of Representatives on 22 November 2006 and are available on the AEC website.

The reports for Queensland and New South Wales were also published by the AEC on 22 November 2006, on behalf of the respective augmented Electoral Commissions. The AEC produced new electoral boundary maps for each division in Queensland and New South Wales, and composite maps of the divisions in those States. Associated Geographic Information System data were made available on the AEC website for free download.

Redistributions will be directed by the Electoral Commissioner to commence in Tasmania, Western Australia and the Northern Territory between late 2007 and early 2008. This represents a significant level of activity following the federal election.

Special feature: An integrated approach to building and managing the roll

Need for change to roll management and communication strategies

Over recent years, the number of people eligible to enrol has grown but the number of electoral enrolments has declined in both relative and absolute terms. Such evidence of a decline in the accuracy of the electoral roll is a major challenge to the AEC, particularly in the lead-up to a federal election.

Growing evidence that the completeness of the electoral roll has been declining over recent years was confirmed when the number of electors on the electoral roll fell by 32,936 between 30 June 2005 and 30 June 2006. This was the first time since 1996–97 that roll numbers had declined in the course of a financial year. Roll numbers are expected to increase each year, in line with an increase in the number of eligible electors.

According to the Australian Bureau of Statistics' method of measuring the eligible population, 91.1 per cent of the estimated eligible population was enrolled at 30 June 2006. It is estimated that 92.9 per cent of the eligible population was enrolled at the close of rolls for the 2004 federal election. On these measures, the real decline in enrolment between 2004 and 30 June 2006 is estimated at 262,152 people.

The *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006* (the Integrity Act) made significant changes to enrolment procedures. In anticipation of the legislative changes, the AEC began preparing a new communication strategy and advertising campaign in early 2006.

The preparations included a strategic decision to develop an overarching communication strategy spanning the next two federal elections, expected in 2007 and 2010. The AEC recognised that the proposed legislative changes to the deadlines for enrolment for federal elections would increase the need to advise eligible electors to enrol as soon as they are qualified to do so, and to keep their details up to date.

Analysing the issues and formulating strategies

To address the decline in enrolment and to implement the communication strategy, the AEC conducted a detailed analysis of its enrolment practices and client needs, including:

- examining what might have contributed to the decline in enrolment
- examining the effectiveness of the AEC's continuous roll update (CRU) activities
- determining how to target missing electors
- researching the understanding and attitudes of different client groups about enrolment requirements
- developing an appropriate national advertising campaign and other public awareness activities.

Addressing factors contributing to the decline

While responsibility for enrolling to vote ultimately rests with the individual, the AEC has the task of informing Australians about their responsibilities and the procedures for enrolment and voting in federal elections. The AEC also has a key role to play in promoting participation in the electoral process, along with other stakeholders such as educators, political parties and candidates, elected representatives and State and Territory electoral bodies.

Within the AEC's areas of responsibility, several factors were identified as potential contributors to a decline in the number of Australians who are enrolled. For example:

- strategies for CRU mail and fieldwork (that is, door-knocking residences) appear to be becoming less effective
- legislated processes for completion and lodgement of enrolment forms, which are paper based and manual, are becoming less effective, particularly as business transactions in the wider world are increasingly moving online
- the participation of young people in the political process generally
- an increasingly mobile population may need educating about the need to re-enrol each time they change address.

Examining the effectiveness of the CRU program

Since the AEC instigated the CRU program in 1999, the precision of the update process has steadily increased as the AEC has gained access to more and better address databases, such as postal, driving licence and housing data. However, the overall approach to maintaining the roll has not necessarily kept pace with changes in the ways people conduct their personal business.

Of around 2 million electoral roll transactions processed by the AEC in 2005–06, CRU mail-outs and allied activities generated approximately 1.36 million (68 per cent of the transactions). The response rate for CRU activities averages around 40 per cent. Although the commercial mailing sector would consider such a response rate to be highly successful, it does not achieve the objective of the CRU program, which is to have far more of those we attempt to reach correctly enrolled.

Moreover, the rate at which the AEC removes from the roll those electors who are no longer correctly enrolled has outstripped the rate of re-enrolment by electors. To be removed from the roll requires no action on the part of the elector, but to enrol, re-enrol or change their details on the roll the elector must take positive action. Therefore, the effectiveness of CRU in removing incorrect enrolments must be balanced by effective activities to encourage re-enrolment, as well as new enrolments.

AEC analysis also shows that most deleted electors who have not re-enrolled are under 40 years of age. These findings may have implications for CRU and for the AEC's public awareness activities.

Shifting the focus for CRU

The CRU review concluded that the program's effectiveness could be improved by increasing the emphasis on pursuing people who have moved and encouraging them to update their enrolment before they are removed from the roll.

Some segments of the CRU program, such as sending reminder letters, were identified as not generating enrolment transactions commensurate with the resources they consumed.

The CRU review suggested that the underperforming aspects of the program be suspended rather than abandoned, and that further analysis be undertaken when more data are available to determine whether those activities should be reinstated. As an interim measure, these activities were suspended in 2006–07 to allow resources to be reallocated to more productive work.

Improving CRU processes

The CRU review also concluded that the effectiveness of roll management could be increased by making improvements to the mail-outs, and recommended:

- making the letters more direct and simple
- giving priority to contact with individuals, especially potential electors and electors who have moved, at their new address, where this could be identified from data from other government agencies
- differentiating electoral correspondence from junk mail
- pre-populating enrolment forms for inclusion with letters to people who are not correctly enrolled.

In 2006–07, work to make these changes began. Changes were also made to letters acknowledging enrolments, to include a message that the elector would need to update their enrolment each time they moved.

The review found that CRU processes had evolved to become more concerned with the review of an address, rather than the review of the elector's enrolment. As a consequence, some processes developed with good intentions did not have the intended outcomes. One effect of the changes made as a result of the review has been to bring the focus of the CRU program back to the individual rather than to the address.

Targeting missing electors

To complement the improvements to the CRU mail-outs, the AEC embarked on a major fieldwork exercise to stimulate enrolment and re-enrolment in 2006–07. Analysis revealed that approximately 696,000 electors who had enrolled after 1998 had been removed from the roll on the basis of non-residence since 1 January 2001 and had never re-enrolled. Historical elector data were matched with data from other agencies to attempt to identify new addresses for these people. The records of approximately 191,000 electors awaiting removal following objection were also matched to the external data to look for new addresses. However, the external data highlighted a significant number of people in the 18–39 year age group who appeared not to be currently enrolled. In all, 1.1 million new addresses (representing 1.8 million potential electors) were identified for review.

To 30 June 2007, more than 331,000 enrolment applications were collected or returned from the exercise, representing 31.1 per cent of the addresses visited. The exercise will be evaluated in 2007–08, with a view to improving the effectiveness of this form of targeted enrolment stimulation and, if appropriate, extending its scope.

Researching client understanding of enrolment requirements

In order to develop the most suitable and effective communications approach possible, the AEC commissioned qualitative market research. The research was structured to assess the information needs of both the general community and particular target groups, including young people, Indigenous Australians, people from culturally and linguistically diverse backgrounds, and 'movers' (people changing address).

In June 2006, the AEC received reports from Eureka Strategic Research and two agencies specialising in research with culturally and linguistically diverse and Indigenous communities. The main findings of the research were as follows:

- While the concepts of 'democracy' and 'elections' are generally valued highly by most eligible voters, 'initiating enrolment and updating enrolment' was not always seen as a necessary corollary, and needed attention in any AEC communication campaign.
- Most people, particularly young people, find positive encouragement to enrol more motivating than an approach that highlights the compulsory nature of enrolment.
- The main barrier to young people enrolling to vote is inertia, not negativity, disengagement or any great disagreement with the electoral system or its processes.
- Young people often assumed that they would have to provide evidence of their identity when enrolling to vote. They were already accustomed to showing evidence of identity in a range of situations.
- The value of targeting secondary students and encouraging them to provisionally enrol or enrol before they leave school cannot be overstated.
- There is no dominant communication channel for communicating with young people. They have diverse tastes and preferences, and communication campaigns benefit from using a range of access points to reach them.
- People from culturally and linguistically diverse backgrounds highly value their right to enrol and vote in Australia. They also express this more strongly than other Australians, particularly if they have come from countries where such rights are not readily available.
- People who have voted in the past expect to be reminded of the 'what, why, when, how and where' of electoral procedures at election time.
- People are generally aware that enrolment details need to be updated when a person moves, but this is not a priority for most people.

Implementation of communication strategy to promote enrolment

Drawing on this research, the AEC began to implement a comprehensive strategy to inform the public about the changes to electoral law and to encourage people to enrol or update their enrolment details before the next federal election is called. The target audiences included youth, people who have moved, Indigenous Australians, new citizens and Australians from culturally and diverse backgrounds. The strategy included the following key elements.

- A Rock Enrol campaign from December 2006 to February 2007 promoted youth enrolment at the Big Day Out series of summer concerts, in partnership with ABC triple j radio. A special youth website provided access to enrolment forms. More than 275,000 young people attended the concerts.
- Enrolment promotions were undertaken at university orientation weeks.
- The AEC had a strong presence and conducted enrolment drives at citizenship ceremonies.
- National press advertising, supported by radio advertising targeting special groups, including those accessing Indigenous radio stations and radio for the print handicapped, advised of the introduction of the new evidence of identity requirements for enrolment from 16 April 2007.
- A national Enrol to Vote Week (28 May – 1 June 2007) was conducted to promote enrolment by 17- and 18-year-old school students. Of eligible schools, more than 73 per cent signed up to participate in this activity (see the Case study: Enrol to Vote Week on page 39).
- The AEC prepared to commence a Community Electoral Information Officer program in early 2007–08 to provide face-to-face enrolment and electoral education to Indigenous communities in urban, regional and remote areas.
- National television, print, radio, internet, outdoor and cinema enrolment advertising, to encourage people to enrol or update their enrolment before the federal election is called, ran for six weeks from 26 May 2007. The campaign included tailored and translated advertisements in 33 community languages, including seven Indigenous languages.

Advertising campaign development

The AEC identified a need for an initial communication campaign in the period around 16 April 2007, when the new evidence of identity requirements for enrolment came into force. As the strategic research had indicated that the introduction of such requirements was not seen as a major issue, particularly by young people, it was decided that this campaign would be mainly newspaper based.

The AEC decided to follow this initial campaign with a second, more substantive campaign to publicise the changes to close of rolls arrangements and to promote correct and timely enrolment before the next federal election is called.

The AEC worked with its advertising agency, BMF Advertising Pty Ltd, to develop the creative concepts for the campaign based on the following elements:

- introducing a campaign theme ('Your vote is a valuable thing') and associating enrolling to vote with possessions that people felt were valuable to them (Stage 1)
- showing images of everyday situations, such as sporting events, where the rules have obviously been changed, to highlight the fact that enrolment deadlines at federal elections have changed (Stage 2)
- showing examples of people 'missing out' on something because they waited, to highlight the fact that if people wait to enrol or update their enrolment details they may miss out on voting at election time (Stage 3).

Table 16 outlines the key themes and visual messages of the three-stages of the six-week national advertising campaign that commenced on 27 May 2007.

Table 16 Elements of the television advertising campaign**Stage 1**

‘Your vote is a valuable thing’

- One 60-second television commercial
- One 30-second edit of the same commercial

**Stage 2**

‘The rules have changed’

- Two 30-second television commercials
- One 15-second edit of each of the commercials

‘Move your vote with you’ (this theme also runs through Stage 3)

- One 15-second television commercial targeting people moving house



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Stage 3

‘If you wait, you miss out’

- Two 30-second television commercials
- One 15-second edit of each of the commercials



The message for Stage 2 was expressed in simple language, although the rule changes were relatively complex. Under the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006* (the Integrity Act), there are separate deadlines for people enrolling for the first time, people re-enrolling after being removed from the roll and people updating the address details for their existing enrolment, once the writ for an election is issued. The effect of the new rules on individuals depends on their specific circumstances; in contrast, the previous provisions applied one close-of-rolls deadline from the issue of the writs in all cases.

An additional campaign element running through Stage 2 and Stage 3 was television, press and other advertising specifically targeting ‘movers’, encouraging them to take their vote with them when moving house by updating their enrolment details.

Advertising campaign implementation and evaluation

The commencement of the six-week campaign from 27 May 2007 was scheduled to coincide with the first national Enrol to Vote Week, from 28 May to 1 June, to maximise the effectiveness of both activities in promoting the school-based enrolment of 17- and 18-year-old students.

The campaign went smoothly and achieved the media placement objectives set by the AEC in conjunction with Universal McCann. Independent quantitative market research was commissioned to benchmark the campaign in mid-May. This was followed by three national tracking studies, each conducted towards the end of a stage of the campaign. A substantial group of eligible electors (more than 1,200 people) was surveyed by telephone questionnaire for each of the studies.

The research showed that most of the advertising in all three stages was effective and understood by those exposed to it. Stage 1 and Stage 3, together with the advertising targeting movers, were found to be the most effective elements. Stage 2 messages about the changed deadlines for enrolment at election time were found to be less clear.

The research confirmed that the advertising was seen by members of key target audiences, including young people and movers. Importantly, the research indicated that the vast majority of eligible people who are not enrolled intend to enrol, and appear to know how to do so.

The research also confirmed that people who have moved since the last election and people in the 18–24 year age group are significantly less likely to be enrolled or correctly enrolled than members of the broader eligible voter population.

Outlook

Addressing the decline in relative and absolute numbers of enrolments is a major challenge and a high priority for the AEC.

The AEC has responded in a number of ways, conducting broad awareness-raising campaigns and public awareness activities, conducting additional targeted national enrolment drives through letters and visiting the residences of individual electors, and ensuring that ongoing roll management activities are focused on the right objectives and based on effective processes.

Another round of the AEC's national advertising campaign and other enrolment promotion activities focusing particularly on movers are planned in early 2007–08, with stronger messages to urge people to enrol or update their enrolment details before the federal election is called. Based on the results of the Targeted Enrolment Stimulation Program in 2006–07, the AEC will consider further avenues for making client contact in targeted areas.

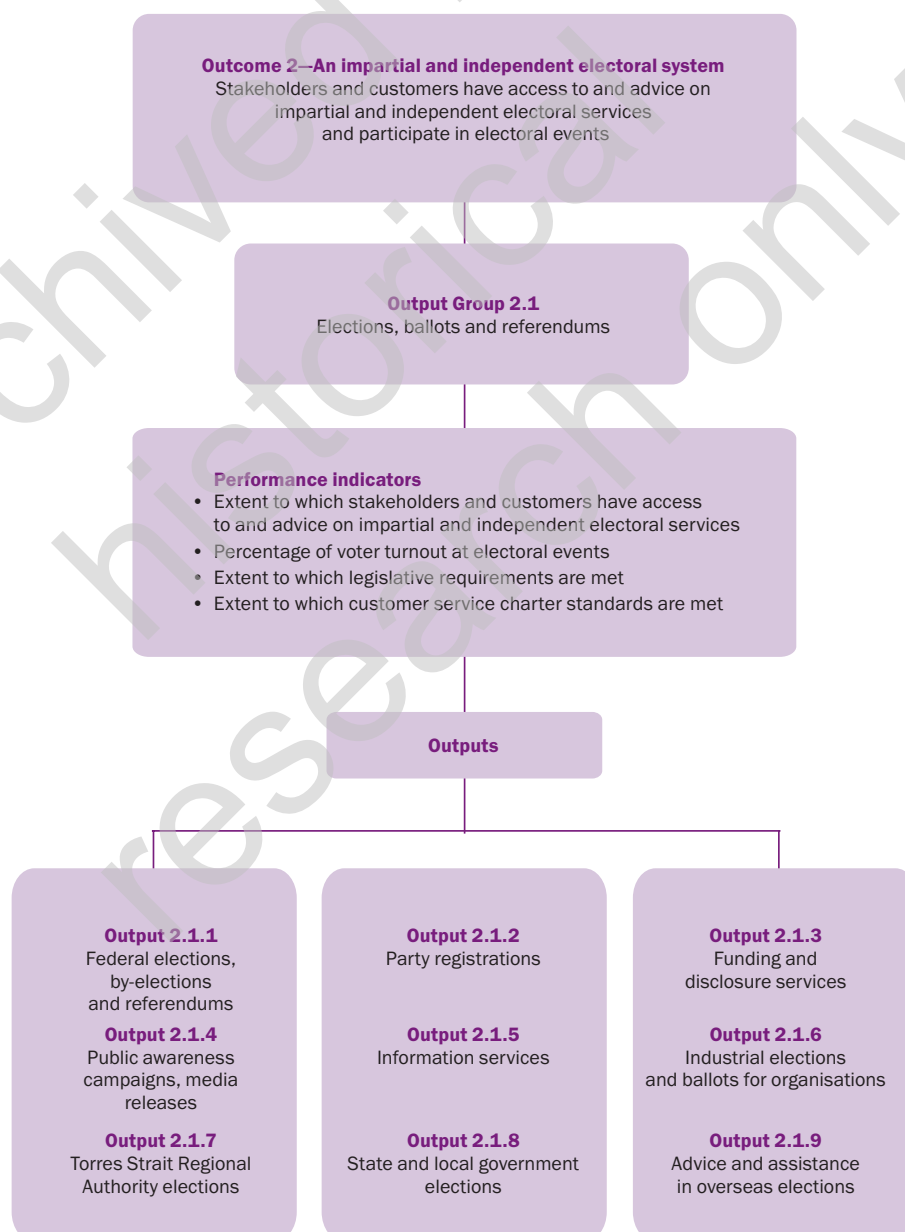
While further evaluation of the effectiveness of these efforts will be conducted in 2007–08, early assessments suggest that the AEC is on the right track to lift the rates of enrolment and re-enrolment and make the electoral roll as accurate as it can be.

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Outcome 2—An impartial and independent electoral system

Figure 5 Outcome 2 performance indicators and outputs



Results

The AEC's performance in relation to the indicators and targets for Outcome 2 set out in the 2006–07 Portfolio Budget Statements is shown in Table 17. There were no changes in performance targets for Outcome 2 and its supporting outputs during 2006–07.

Table 17 Outcome 2—An impartial and independent electoral system: performance results

Measures	Targets	Results
Extent to which stakeholders and customers have access to and advice on impartial and independent electoral services	100%	100% of requests from stakeholders and customers for access to and advice on impartial and independent electoral services were responded to
Percentage of voter turnout at electoral events	96%	No federal election or by-election was conducted during the reporting period
Extent to which legislative requirements are met	100%	The AEC was fully compliant with all legislative requirements
Extent to which customer service charter standards are met	100%	The AEC was fully compliant with its customer service charter standards

The total resources for Outcome 2 are shown in Table 18.

Table 18 Outcome 2 summary of resources

	(1) Budget ^a 2006–07 \$'000	(2) Actual expenses 2006–07 \$'000	Variation (column 2 minus column 1)	Budget ^b 2007–08 \$'000
Outcome 2 resources				
Administered expenses				
<i>Commonwealth Electoral Act 1918</i>				
Election Public Funding	–	–	–	46,145
Total administered expenses	–	–	–	46,145
Price of outputs				
Departmental appropriations				
<i>Output Group 2.1—Elections, ballots and referendums</i>				
Output 2.1.1—Federal elections, by-elections and referendums	11,267	14,281	3,014	83,409
Output 2.1.2—Party registrations	628	501	(127)	424
Output 2.1.3—Funding and disclosure services	1,648	1,340	(308)	1,934
Output 2.1.4—Public awareness campaigns, media releases	1,224	2,749	1,525	334
Output 2.1.5—Information services	3,729	1,751	(1,978)	3,526
Output 2.1.6—Industrial elections and ballots for organisations	6,273	2,529	(3,744)	1,418
Output 2.1.7—Torres Strait Regional Authority elections	–	–	–	–
Output 2.1.8—State and local government elections	213	1,011	798	–
Output 2.1.9—Advice and assistance in overseas elections	2,583	1,289	(1,294)	–
Subtotal Output Group 2.1	27,565	25,451	(2,114)	91,045
Revenue from government (appropriations) for departmental outputs	27,565	25,451	(2,114)	137,190
Revenue from other sources	3,238	2,654	(584)	2,254
Total price of outputs	30,803	28,105	(2,698)	139,444
Total for Outcome 2				
(Total price of outputs and administered expenses)	30,803	28,105	(2,698)	139,444
Staff		2006–07		2007–08
Average staffing level		203		271

a Full-year budget, including additional estimates

b Budget prior to additional estimates.

Please note a change in the output structure of the AEC, effective from 1 July 2007. The new outputs for Outcome 2 are:

Output 2.1.1—Federal elections, by-elections and referendums

Output 2.1.2—Party registrations

Output 2.1.3—Funding and disclosure services

Output 2.1.4—Fee-for-service elections

Output 2.1.5—Industrial and Torres Strait Regional Authority elections

Output 2.1.6—Advice and assistance in overseas elections

Review of performance

A major activity for Output Group 2.1 during 2006–07 was the implementation of new legislative requirements. The Joint Standing Committee on Electoral Matters (JSCEM) tabled the report of its inquiry into the conduct of the 2004 federal election in October 2005.

Legislation implementing the undertakings given in the Government's response to the JSCEM report, the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006*, received Royal Assent in June 2006. A second bill containing amendments of a more technical nature received Royal Assent in March 2007, becoming the *Electoral and Referendum Legislation Amendment Act 2007*.

Both pieces of legislation affect a range of the AEC's areas of responsibility, particularly in relation to conducting federal elections and maintaining the Register of Political Parties.

For several outputs, another major activity was preparing for the next federal election. This included reviewing election policies, manuals, forms, equipment and training materials, and finalising changes to the major election management systems. The changes, which were informed by staff feedback from 2004 post-election reviews, will improve information flow between systems, particularly the financial estimating and monitoring systems.

Both these major activities were complemented by expanded and better coordinated communication and public awareness activities, to ensure that Australians are aware of their electoral responsibilities and are able to participate fully in federal elections.

The output group's other activities, such as conducting industrial and fee-for-service elections and providing assistance to electoral authorities overseas, continued to generate positive feedback. All outputs in the group met their key performance targets in 2006–07.

Work continued on the project to replace the electoral roll management system and election management system with a consolidated general enrolment, elections support and information system (GENESIS), which will improve the technology and business processes supporting enrolment and election management services. Refer to Outcome 1 for more information on the progress of the GENESIS project in 2006–07.

In 2006–07, through the Staffing and Workload Sharing initiative, the AEC implemented approaches to improve the balance of workloads between divisional offices. While the focus this year was on enrolment transaction processing, additional benefits are being obtained such as temporary staff gaining operational experience which will be beneficial when election activities commence in earnest. Refer to the case study at page 132 for more detail.

The activities of Output Group 2.1 are covered in more detail in the reports on the individual outputs. For information about the AEC's customer service standards, and parliamentary, administrative or judicial scrutiny of the AEC, refer to the Management and Accountability section of this report.

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Purchaser-provider arrangements

The AEC continues to be responsible for conducting elections for the Torres Strait Regional Authority through Output 2.1.7, although there were no such elections during the reporting period.

Developments since the end of the financial year

There have been developments since the end of the financial year that have affected or may affect Outcome 2 operations or results. Refer to page 58 for further information.

Output 2.1.1—Federal elections, by-elections and referendums

The AEC conducts federal elections in accordance with the requirements of the *Commonwealth Electoral Act 1918*. Election planning, management, evaluation and reporting are covered under this output.

Table 19 summarises the AEC's performance against the indicators and targets set out in the 2006–07 Portfolio Budget Statements.

Table 19 Output 2.1.1—Federal elections, by-elections and referendums: performance results

Measures	Targets	Results
<i>Quality</i>		
Operational systems, equipment and procedures for the electoral event	100% in place, on time	Enhancements and modifications to operational systems, procedures and equipment were progressed and finalised according to established time frames Most key enhancements to operational systems were tested as part of the 2006 and 2007 trial elections
Legislative requirements met	100%	All legislative requirements were met
Logistical capacity to conduct by-elections	100%	Capacity to conduct by-elections was maintained
Electoral litigation cases with costs ordered against the AEC	Between nil and 5%	No electoral litigation in which a costs order was made against the AEC took place in 2006–07 The High Court heard <i>Roach v Electoral Commissioner</i> on 12 and 13 June 2007. A decision was handed down in August 2007 (refer to page 146).
Complaints of electoral offences against the AEC	100% dealt with appropriately	A complaint was made to the Commonwealth Ombudsman in 2005–06 concerning the 2004 election The Ombudsman finalised the investigation into the complaint in 2006–07, with no adverse finding against the AEC
<i>Quantity</i>		
Level of preparedness to conduct elections	Ability to conduct one federal election and any necessary by-elections	Systems, equipment and procedures necessary to conduct an electoral event were in place

Performance overview and analysis

Legislative changes

In 2006–07, the AEC implemented changes arising from the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006* and the *Electoral and Referendum Legislation Amendment Act 2007*. The provisions of the new legislation that affected Output 2.1.1 were those relating to:

- introducing an evidence of identity requirement for provisional voting
- changing deadlines and delivery arrangements for postal voting
- allowing Australian Defence Force (ADF) and Australian Federal Police members deployed outside Australia and electors registered as eligible overseas electors to register as general postal voters
- conducting trials at the next federal election of electronically assisted voting for electors who are blind or have low vision and remote electronic voting by ADF members deployed outside Australia
- changes to the provisions relating to enrolment and voting by prisoners
- in exceptional circumstances, establishing pre-poll voting centres without first having to gazette them
- expanding the range of AEC officers who can accept completed postal votes from electors.

Systems and equipment

In 2006–07, Output 2.1.1 focused on preparing for the next federal election, incorporating what was learned from the 2004 federal election and aiming for substantial election readiness by 30 June 2007. This included:

- continuing to enhance the major election management systems
- conducting trial elections in October and November 2006 and May and June 2007 to test the enhancements and to familiarise staff with the systems
- finalising major service and supply contracts
- meeting senior AEC operational staff to review the progress of election preparations.

The AEC worked with its scanning service provider to develop a system that will provide web-based reports on the progress of the post-election scanning of certified lists. This will enable the AEC to monitor the scanning remotely, in real time. Previously, it was necessary for an AEC representative to be at a particular scanning site to access reporting information.

The production of all cardboard polling place equipment was completed by the end of May 2007, and the pre-poll and absent/provisional voting envelopes were produced by 30 June 2007. The AEC also reviewed election forms and other equipment and began buying such items as:

- vests for certain polling officials to wear so that they can be easily identified as inquiry officers
- plastic ballot boxes for pre-poll voting and trolleys to move ballot boxes at pre-poll voting centres
- polling place banners and signage for pre-poll voting centres
- binders for certified lists, declaration vote counterfoils and training manuals
- special pens used to mark certified lists.

Early voting services

In 2006–07, the AEC commenced a review of its early voting services, informed by feedback from a stakeholder survey covering pre-poll voting, interstate voting on election day and mobile polling.

The final report of the survey contained 19 recommendations to improve the effectiveness of early voting services for the next federal election. Some of the major recommendations related to:

- adjusting opening hours to cater for the needs of electors, such as by introducing more standardised opening hours for early voting centres
- improving signage and advertising for early voting centres
- establishing a more consistent approach to the provision of early voting services at airports
- increasing the number of interstate voting centres in the lead up to and on election day
- increasing elector and stakeholder awareness of early voting options and restrictions on interstate voting on election day.

Postal voting

The AEC continued to improve arrangements for the delivery of postal votes. Australia Post data on addresses with limited mail delivery (one or two days per week) were incorporated into the AEC postal voting issuing system (APVIS). Using a combination of the time in the postal voting period when the postal vote application is entered into APVIS and Australia Post delivery information, APVIS will prompt divisional staff to select the most expedient delivery option for the postal voting material.

Following an intensive tender and evaluation process, a contract for the provision of postal voting support services was awarded to Security Mail in October 2006. The contract development process included a 'dress rehearsal' involving the production, lodgement and reconciliation of 150,000 postal voting packages in March 2007. The AEC and Australia Post worked together to test the quality-checking and reconciliation process during the dress rehearsal. A further test production run using 50,000 records was held in June 2007 to ensure that all system enhancements were production-ready.

Electronic voting

In accordance with the government response to recommendations 41 and 43 of the JSCEM inquiry into the conduct of the 2004 federal election, the AEC has sourced software to support two electronic voting trials at the next federal election:

- electronically assisted voting for electors who are blind or have low vision
- remote electronic voting by ADF members deployed at certain places outside Australia.

The development of software to suit the specific requirements of the federal election was near completion at 30 June 2007.

Software will be independently assessed by a National Association of Testing Authorities certified auditor to certify:

- that it is free from 'malicious' coding
- that it has security features specified by the AEC
 - for the ADF system, that it accurately stores, decrypts and prints all votes cast and that there is no gain or loss of data in the voting process
 - for the system for vision-impaired electors, that the system accurately creates and prints in barcode format, then accurately decodes in readable format, all votes cast in the sequence of preferences selected by the elector.

Trial of electronically assisted voting

In the trial of electronically assisted voting for electors with vision impairments, two electronic voting machines will be located at each of 29 pre-poll voting sites around Australia. The machines, which include a 21-inch flat monitor, headphones, a telephone-style keypad and a printer, will be available for two weeks before and on election day (at pre-poll centres that will continue to provide services for selected voters only).

For electors with low vision, the monitor will present ballots and instructions either in yellow text on a black background or in black text on a white background. Both regular text and large text can be used, depending on the requirements of the user.

Electors who cannot use the monitor are guided through the voting process by voice, using headphones. The voice instructions can also be used by electors who choose to use the monitor.

When the voting process is complete, the voter's preferences are printed and placed into a pre-poll declaration envelope. To preserve the secrecy of the vote in the polling place, the preferences are encoded in a two-dimensional barcode.

After the close of voting, the pre-poll declaration envelope is subject to the same preliminary scrutiny as other pre-poll votes. During further scrutiny, the barcoded votes are removed from the envelope, decoded and included in the count.

A reference group consisting of senior representatives of the Human Rights and Equal Opportunity Commission, Vision Australia, the Australian Federation of Disability Organisations, Blind Citizens Australia and Radio for the Print Handicapped provided advice on the development of the system and on selecting appropriate sites for the trial.

Support groups and service organisations in the areas of proposed sites were consulted to gauge the potential benefits of locating machines in those areas.

Trial of remote electronic voting

For the 2007 federal election, certain overseas ADF personnel will have access to an online voting system via the Defence Restricted Network. The system will be housed on dedicated servers within the AEC's data centre and connected to the defence network via the Intra-government Communications Network.

Electronic voting will be available to ADF personnel deployed in Iraq, Afghanistan, Timor Leste and Solomon Islands.

Votes cast by ADF personnel will be encrypted and stored on the AEC servers until polling closes. They will then be decrypted, printed and dispatched to the appropriate divisional office for inclusion in the count.

The Department of Defence and the ADF have worked closely with the AEC to develop the system, to make the voting application accessible by ADF personnel in the target areas, and to ensure that all personnel covered by the trial will know it is available and how to access it at election time.

Training

To ensure that AEC divisional office staff have the skills and knowledge they need to conduct elections:

- training materials were updated to reflect recent changes in legislation and policy
- training materials were provided in several formats (including e-learning) to offer a variety of learning options
- the training databases for the AEC's election systems were upgraded and made accessible to all staff.

Procedures manuals for polling officials, including the internet training package developed for polling officials who are unable to attend face-to-face training, were reviewed and updated in 2006–07. An internet course on polling place management was developed for senior polling place staff, encompassing the content of the face-to-face training session. This course may be used as a refresher after face-to-face training or in an emergency where face-to-face training is not available.

Case study—Election learning and development divisional cluster workshops

In 2006–07, AEC staff in New South Wales developed an innovative approach to learning and development in preparation for federal elections. To strengthen collaboration, promote better practice and share the wide range of staff expertise and knowledge, New South Wales staff suggested a training program that included a structured framework for conducting workshops across divisional clusters.

The high-level aims of the program are to:

- complement other AEC succession planning and knowledge management initiatives
- consolidate planning and networking between divisional staff, including the reviewing and finalisation of divisional election plans.

The program consists of three stages. In the first stage, based on in-house operational learning and development, staff members use nationally developed learning tools in their own divisional offices.

The second stage begins with cluster-based operational learning and development workshops, where:

- representatives from up to nine designated divisions attend sessions on specific election topics
- participants exchange operational knowledge and better practices while taking part in group discussions.

After the workshops, the representatives return to their divisions and finalise their election work plans.

The third stage of the program consists of targeted operational learning and development sessions for particular staff members, such as newly appointed or less experienced staff. The sessions provide a simulated ‘hands-on’ approach to learning.

The workshops held in 2006–07 demonstrated that cluster workshops are a valuable means for staff to learn and share knowledge, expertise and better practices. They provide great stimulation for staff in reviewing and finalising their election preparations, while promoting practical ideas and solutions and excellent teamwork. Participants reported that they found the workshops informative and worthwhile.

The cluster workshops will continue during the lead-up to the next federal election.

Output 2.1.2—Party registrations

The Register of Political Parties is maintained by the AEC, as required by the *Commonwealth Electoral Act 1918*. Although registration is not compulsory, it:

- enables party affiliation details to be included on the ballot papers of endorsed candidates and Senate groups
- identifies parties eligible to receive public funding
- identifies parties required to submit annual financial returns.

The AEC receives and processes applications for registration and for changes to the details contained in the register. It also regularly reviews parties' continuing eligibility for registration.

The Register of Political Parties is available for public inspection on the AEC website.

Table 20 summarises the AEC's performance against the indicators and targets set out in the 2006–07 Portfolio Budget Statements.

Table 20 Output 2.1.2—Party registrations: performance results

Measures	Targets	Results
<i>Quality</i>		
Compliance with legislative requirements	100%	All applications were processed in accordance with legislative requirements
Accuracy and currency of the Register of Political Parties	100% at all times	19 parties were deregistered under the <i>Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006</i>
Registration of new parties and amendments to the register	100% within specified time frames	No new parties were registered; the one application for registration was rejected All amendments to the register were made within specified time frames
<i>Quantity</i>		
Capability to process all applications and changes to the Register of Political Parties during the year	Estimated 10 applications and 80 changes	18 parties applied for re-registration 86 changes to the register were processed
<i>Price</i>		
Cost of applications or changes to the register	Less than \$11,300 per application or change	One application for registration was advertised; the advertisement cost \$10,722 One application to change a party name and abbreviation was advertised; the advertisement cost \$10,228

Performance overview and analysis

Legislative changes to political party registration arrangements

In 2006–07, the AEC implemented changes to the management of the Register of Political Parties arising from the passage of the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006* (the Integrity Act).

The Integrity Act required the AEC to deregister all registered political parties that were unable to claim either current or previous representation in the federal parliament. Registered political parties with current or previous representation were required to apply to the AEC for exemption from deregistration.

From the passage of the Integrity Act on 22 June 2006 to the date of deregistration on 27 December 2006, access to the register was closed. Between those dates, minor amendments (such as a change of registered officer or address) could be made, but no parties could be deregistered and no new applications for registration could be processed.

In July and August 2006 the AEC conducted information sessions for registered political parties in all State and Territory capitals to advise them of the effects of the Integrity Act and the procedures for seeking an exemption.

The AEC received and processed 37 applications for exemption, of which 35 were successful. All but five of the applications related to parties with current parliamentary representation.

On 27 December 2006, the AEC deregistered 19 political parties: 17 parties had not applied for exemption, and two parties had applied for and been refused exemption.

Applications for registration

Between the re-opening of the register on 27 December 2006 and 30 June 2007, the AEC received 18 applications to register political parties. Twelve applications were from parties that had been deregistered on 27 December 2006.

New registration procedures

While the register was closed, the AEC took the opportunity to review its party registration procedures, and developed new procedures that:

- enhance existing tests for registration
- require the AEC to identify all failings in an application and give the applicant party an opportunity to rectify them before the application is advertised
- improve the level of detail of reports used to make decisions about registration.

Output 2.1.3—Funding and disclosure services

The funding and disclosure provisions of the *Commonwealth Electoral Act 1918* are intended to make the flow of money in the political process transparent by obliging participants in the process to disclose specified types of financial transactions.

The AEC receives and processes financial disclosure returns and makes them available for public inspection on its website. The AEC also conducts compliance reviews of the disclosures made by political parties and associated entities. After each election or by-election, the AEC pays public funding entitlements to candidates and parties as required by the *Commonwealth Electoral Act 1918*.

Table 21 summarises the AEC's performance against the indicators and targets set out in the 2006–07 Portfolio Budget Statements.

Table 21 Output 2.1.3—Funding and disclosure services: performance results

Measures	Targets	Results
<i>Quality</i>		
Compliance with legislative requirements	100%	All legislative requirements were met by the AEC
Public funding payments comply with statutory requirements and time frames	100%	No election funding was paid, as no elections or by-elections were held
Availability of annual returns and candidate returns for public inspection	100% on prescribed dates	All returns lodged by the due dates were processed for public inspection by the prescribed dates
Legislative time frames for publication of returns	100% to be met	All returns were published on the internet on time
<i>Quantity</i>		
Processing of political party and associated entity annual returns	180 expected	82 party annual returns and 105 associated entity annual returns were processed 15 amended party annual returns were processed No amended associated entity returns were processed
Processing of donor annual returns	1,000 expected	363 donor annual returns and one donor amendment return were processed
Capability to conduct compliance reviews in accordance with requirements	100 expected	33 party and 25 associated entity compliance reviews were conducted

Performance overview and analysis

Legislative changes to disclosure requirements

In 2006–07, the AEC implemented changes to disclosure requirements arising from the passage of the Integrity Act.

Disclosure threshold

Under the Integrity Act, the threshold for financial disclosure was increased to a uniform 'more than \$10,000' on 8 December 2005.

The AEC held information sessions for all political parties in July and August 2006 to explain the new disclosure threshold and how it would apply to returns published in February 2007. As a result of the new threshold, there was a large reduction in the number of donor returns lodged, from 1,395 in 2005–06 to 363 in 2006–07.

Definition of an 'associated entity'

The Integrity Act extended the definition of an 'associated entity' to include an entity that is a member of a political party or on whose behalf a person is a member of a political party, and an entity that has voting rights in a political party or on whose behalf a person has voting rights in a political party.

Throughout 2006–07, the AEC identified new associated entities and held information sessions for them.

The expanded definition had a small effect on the number of associated entity annual returns made public in February 2007, which increased from 70 in 2005–06 to 105 in 2006–07. Based on the number of new associated entities identified in the second half of 2006–07, the AEC expects to publish returns from at least a hundred additional associated entities in February 2008.

Third-party disclosure obligations

Under the Integrity Act, third parties must report annually, as opposed to once per election. The range of activities they must disclose has been widened to include the expression of views on political parties, members of parliament, candidates in an election and issues in an election, in addition to the more traditional activities of advertising and opinion polling.

The AEC commenced work on implementing the new requirement for annual returns from third parties from February 2007. The first set of returns made under the new requirement will be made public in February 2008.

New emphasis for compliance reviews

The AEC adopted a more rigorous approach to compliance reviews in 2006–07, involving more detailed analysis of the financial records of organisations. The new approach meant that fewer compliance reviews were conducted in 2006–07 (58) than in 2005–06 (95).

Parties and associated entities subject to compliance reviews were provided with more comprehensive findings, and sums found to be undisclosed increased substantially. In two cases, outstanding disclosure obligations of more than \$1 million were identified for parties that had had few findings of non-compliance in the past.

Output 2.1.4—Public awareness campaigns, media releases

The AEC conducts public awareness campaigns to promote public knowledge of and participation in the electoral process, as required by the *Commonwealth Electoral Act 1918*.

Table 22 summarises the AEC's performance against the indicators and targets set out in the 2006–07 Portfolio Budget Statements.

Table 22 Output 2.1.4—Public awareness campaigns, media releases: performance results

Measures	Targets	Results
<i>Quality</i>		
Voter turnout	96%	No federal election or by-election was held
Formal votes	96%	No federal election or by-election was held
Public awareness and understanding of AEC electoral campaigns	80%	National market research estimates that by the end of the six-week campaign some 90% of eligible voters recalled some specific element of the campaign across either television or other media
Accuracy of information	95%	Campaign materials and media releases were accurate
<i>Quantity</i>		
AEC-initiated stories obtain media coverage	75%	No quantitative measurement was commissioned during the reporting period
Voter coverage achieved through advertising campaigns	100%	Media industry measurement systems indicate that 99% of all people aged 18 years or over (eligible voters as well as people ineligible to vote, such as non-citizens) had the opportunity to see or hear the enrolment advertising campaign

Performance overview and analysis

Communication strategy

During 2006–07, the AEC developed a more strategic and integrated approach to its communication and public awareness activities.

Key factors behind the new approach were:

- the findings of market research in May and June 2006 into the communication needs of different target audiences
- opportunities to use new communication technologies
- the need for increased promotion of enrolment, particularly in the lead-up to the federal election
- the need to advise the community about recent legislative changes to enrolment and voting requirements.

The new communication strategy includes:

- key messages and information and education activities before and during the next two federal elections
- additional messages and communication activities for key target audiences, including young people, movers (people who have changed address but not yet updated their enrolment details), Indigenous Australians and Australians from culturally and linguistically diverse backgrounds
- activities to improve the AEC's communications with individual clients and the public, including through face-to-face contact, telephone, mail, email and the AEC website
- new corporate branding that gives a more modern and cohesive presence to the AEC's information products.

The AEC made considerable progress in implementing the strategy during 2006–07. Given the changes to electoral legislation during the year, the major focus was on raising awareness about enrolment (reported in detail under Output 1.1.1).

Preparation of election communications

Work to develop other advertising materials for the next federal election began. A television advertisement explaining how to vote correctly at the election was completed. Other voter services advertisements will be completed early in 2007–08.

A separate 'formality' communications strategy was prepared for the next federal election. The strategy includes some additional messages, information products and activities identified by an internal working party to assist groups of voters identified in AEC research as being at high risk of unintentional informal voting at federal elections. The strategy includes some trials to be conducted at selected polling places on election day.

Media releases

In 2006–07, the AEC issued 29 media releases on such electoral matters as:

- the redistribution of electoral boundaries in New South Wales and Queensland
- activities to promote enrolment
- the introduction of the new evidence of identity requirements for enrolment
- funding and disclosure provisions.

The media releases were also published on the AEC website.

Output 2.1.5—Information services

The AEC provides a range of information services and products to ensure that the public has access to accurate and timely electoral information. These include:

- a website, which provides access to information, electronic publications and email inquiry services
- telephone inquiry services, including interpreter services
- hard-copy publications and other information and educational resources
- mechanisms to deliver election results to media organisations and the public during and after federal elections.

Table 23 summarises the AEC's performance against the indicators and targets set out in the 2006–07 Portfolio Budget Statements.

Table 23 Output 2.1.5—Information services: performance results

Measures	Targets	Results
<i>Quality</i>		
Proportion of information provided that is accurate	95%	Evaluations of client feedback indicate that this target was met Quality measures include comments received from clients through AEC email and telephone inquiry services
Proportion of customer inquiries fully resolved within 24 hours	95%	Most customer inquiries were resolved locally at one of the AEC's offices within 24 hours
Proportion of publicly accessible information, including the website, that is up to date, user-friendly and accessible	95%	Public information was up-to-date, user-friendly and accessible
<i>Quantity</i>		
Proportion of AEC information publications accessible through the AEC website	100%	All printed publications produced in 2006–07 were accessible through the AEC website
<i>Price</i>		
Information standard products available free of charge to AEC customers	100%	All information standard products were available free of charge
Supply of specialist publications	At cost-recovery prices	Specialist publications, including some detailed maps, were supplied at cost-recovery prices only

Performance overview and analysis

Brand

To reflect the AEC's new direction for public awareness activities, new corporate branding, including a new logo and publications design, was developed for use in new or revised publications and information products. The new branding is being rolled

out progressively to minimise cost. The AEC extended the new branding to its website and corporate stationery in 2006–07, and will extend it to building signage in 2007–08.

Website

Feedback about the quality of the information on the AEC website (www.aec.gov.au) has been consistently positive, but user satisfaction was qualified because the site navigation tools could be improved. In response, the AEC substantially redeveloped the website in 2006–07 to improve its 'look and feel' and navigation, and to make it more user-friendly.

The redevelopment included testing by members of the public and other users, such as media and political party representatives and AEC staff. The new website was launched on 10 June 2007 to coincide with the rollout of the AEC's major national advertising campaign on enrolment.

During 2006–07, the AEC website received 72 million hits and 10 million page views. This was a 200 per cent increase in usage from 2005–06.

Telephone inquiry service

Improvements made to the AEC's telephone inquiry service in 2006–07 included:

- assisting callers to the AEC's national telephone inquiry line (13 23 26) by automatically directing their calls to their local AEC divisional office through a system based on the caller entering their residential postcode
- reducing the number of engaged signals received by callers to AEC divisional offices by automatically redirecting calls to a second telephone line when the main inquiry line was busy
- automatically transferring callers with inquiries about the New South Wales State election to the New South Wales Electoral Commission's election call centre (almost 34,000 calls were transferred over eight weeks).

Telephone interpreter service

During 2006–07, the AEC conducted a tender process for the provision of telephone interpreting services. The current provider was the successful tenderer. Use of the interpreter service peaked during March 2007 with 1,363 calls in that month. The total number of calls in 2006–07 was 9,040.

Election call centre

The AEC has engaged Centrelink to provide call centre services for the next federal election under a business partnership agreement between the two agencies. As soon as the date of the election is announced, Centrelink will provide up to 500 operators, in eight locations across Australia, to answer calls and emails. Non-routine inquiries, issues and complaints will be escalated to the AEC national office for response.

In 2006–07, the call centre scripts and an e-learning package were prepared and training was provided for more than 160 Centrelink staff to prepare for the possibility of an early election. More extensive training of Centrelink staff commenced in July 2007.

The AEC has made significant enhancements to the call centre reporting system in order to collect more detailed information about the types of calls received during the election period. The system will also alert the AEC to potential problems in specific geographical areas. The system was tested by AEC and Centrelink staff during 2006–07.

Email inquiry service

The AEC's national email inquiry service (info@aec.gov.au) received around 19,000 requests for information. Requests peaked during the New South Wales State election, when around 100 emails were received each day. The AEC is expecting use of the service to increase in the lead-up to and during the next federal election.

A number of clients chose to email scanned enrolment forms and other electoral forms to the AEC for processing.

As part of its focus on professional development for teachers, the AEC introduced a dedicated email service (education@aec.gov.au) to help teachers order educational materials and make inquiries. During the five months of 2006–07 in which it was operational, 120 emails were sent to the new service.

Publications and resources

During 2006–07, the AEC developed or revised a number of information and education products and resources. Some were updated to reflect amendments to the *Commonwealth Electoral Act 1918*; others were developed to fill identified gaps.

A suite of new enrolment promotion products was developed for use by AEC staff undertaking public awareness activities. The posters, stickers and flyers in this range carry the message 'The federal election is coming ... are you ready for it?' with a striking design that captures attention. A flyer was placed in *Tax Pack 2007*, and translated versions of the flyer were sent overseas to Australian high commissions and embassies in early 2007–08.

One of the AEC's core information products, *Your vote—a guide to the electoral system*, was reviewed in 2006–07. The product is being redeveloped into two versions: a quiz format designed to appeal to first-time voters, and a standard brochure format for experienced voters whose circumstances may have changed.

Electoral boundary maps to reflect recent redistributions in New South Wales, Queensland and the Australian Capital Territory were produced and are available from the AEC website. The AEC also began work on the suite of Electoral Newsfiles and Electoral Backgrounders usually produced before an election, as well as publications for candidates and scrutineers. Revisions to the election-related publications will take account of findings from research conducted in 2005–06 and recent legislative changes.

The AEC is revising its fact sheets system and developed a new template during the year to make fact sheets more easily identifiable on the AEC website. New fact sheets on the close of rolls period, new evidence of identity requirements for enrolment and special arrangements for new citizens were produced and added to the website in 2006–07. All other fact sheets will be revised and rebranded in 2007–08.

Two editions of the *Tallyboard* hard-copy newsletter were produced in 2006–07. *Tallyboard*, which is distributed to all members of federal parliament and is available on the AEC website, provides information about AEC programs, activities and electoral issues to all stakeholders.

Tender processes were conducted to establish a panel of printers and a panel of writers and editors to assist with the production of publications and resources. Panels of expert consultants were also established to help develop promotional and advertising materials for Indigenous and culturally and linguistically diverse audiences.

Work began on the development of a DVD and other materials for Community Electoral Information Officers to use when visiting Indigenous communities.

A new electoral education resource for teachers was developed in 2006–07 and will be distributed to all schools in early 2007–08. A standard presentation pack for AEC staff who undertake School and Community Visits Program information sessions was also developed for use in 2007–08. See the report on Output 3.1.2 for more information on these two products.

The AEC began a review of its standard letters in 2006–07, starting with the high-volume letters used in the continuous roll update program. Several letters were rewritten in a friendlier, easier-to-read style. The new letters were tested with clients during June 2007; the results of that research will guide the further redevelopment of letters in 2007–08.

Appendix I (table 57) contains a full list of the publications available from the AEC during 2006–07.

Election results services

The AEC uses the virtual tally room (VTR) to communicate the results of federal elections. It is accessed through the AEC website, and is used extensively by members of the public, the media and political parties.

During the 2004 federal election, the VTR received more than 39 million hits. Since then, the VTR's design and content have been improved and more screens have been added. The enhancements have been applied to the 2004 election results, which can be viewed on the website.

In 2006–07, the AEC engaged Optus, in conjunction with its partner Hostworks, to provide website hosting and support for the VTR during the next federal election. The cost will be approximately \$2.8 million (including GST), a considerable increase from \$1.6 million in 2004. The increase arises from a significant infrastructure investment to increase the site's reliability and effectiveness, together with higher costs for website hosting and support. The AEC also delivers raw election results data as 'media feeds' to a number of large media organisations on election night and in the weeks following an election. The organisations use the data to produce their own distinctive graphics and analysis.

During 2006–07, the AEC worked closely with media representatives to redevelop the data delivery system. The main objective was to provide a system that delivers uninterrupted, real-time election information and results to any media organisation, anywhere in Australia, regardless of size or location. The outcome is an internet solution in which the AEC feeds the raw data onto a special website, from which media organisations can download the information they require.

Output 2.1.6—Industrial elections and ballots for organisations

The AEC's statutory responsibilities include conducting industrial elections and ballots for registered organisations under the *Workplace Relations Act 1996* and secret ballots in relation to proposed protected action ordered under that Act. For a fee, the AEC also conducts elections and ballots, including collective agreement ballots, for government authorities and other organisations.

Table 24 summarises the AEC's performance against the indicators and performance targets in the 2006–07 Portfolio Budget Statements.

Table 24 Output 2.1.6—Industrial elections and ballots for organisations: performance results

Measures	Targets	Results
<i>Quality</i>		
Compliance with legislative and other requirements	100%	All elections were conducted in accordance with legislation and the rules of the organisations concerned No election inquiries concerning breaches of legislative requirements were lodged All ballots in relation to proposed industrial action were conducted in accordance with orders made by the Australian Industrial Relations Commission
Court challenged elections upheld through AEC procedural faults	Less than 1%	One out of the 388 industrial elections conducted was challenged in court One challenge was upheld because of faults in the acceptance and rejection of nominations This was 0.26% of the industrial elections conducted
Satisfaction of stakeholders	98%	36 formal or significant complaints were received alleging irregularities This represents a satisfaction rate on the part of candidates of 99.5%
<i>Quantity</i>		
Capability to conduct all elections	100%	All elections and ballots referred were completed in accordance with election timetables and relevant ballot orders
<i>Price</i>		
Commercial elections	Full cost recovery	All quotations for elections and ballots conducted were fully costed and all costs expended during the year were recovered

Performance overview and analysis

Industrial elections and protected action ballots

The AEC conducted 388 elections for registered industrial organisations in 2006–07, a decrease of 7.9 per cent from the 421 elections conducted in 2005–06. However, the number of nominated candidates increased to 7,066 in 2006–07 from 5,491 in 2005–06.

The AEC continued to improve access to election material for members of organisations, particularly through the AEC website. In 2006–07, the AEC displayed election notices on

its website for several larger unions, including the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia and the Australian Municipal, Administrative, Clerical and Services Union.

Under the Workplace Relations Act, the AEC can be appointed as the ballot agent to conduct secret ballots of employees to determine whether they support a proposal to take industrial action against their employer. In 2006–07, the AEC conducted 152 such protected action ballots, pursuant to orders made by the Australian Industrial Relations Commission. Of the ballots, 37 were conducted as postal ballots and 115 were conducted as attendance ballots at work sites. The AEC generally conducted the attendance ballots through its divisional offices, which in most cases were close to the work sites involved.

Under the Workplace Relations Act, the AEC is required to prepare a post-election report for each industrial election it conducts. Results and matters arising in different branches of each industrial organisation are amalgamated into one report. The report provides feedback to the Australian Industrial Relations Commission and the organisation, including about rules that are difficult to administer or require review. In 2006–07, the AEC produced and distributed 188 post-election reports to stakeholders.

For protected action ballots, the AEC provided a ballot agent report and declaration report to the Industrial Registrar, and provided a copy of the declaration report to the applicant and to the employer. These reports are required under the Workplace Relations Act.

See Appendix H for more details of the industrial elections and protected action ballots conducted in 2006–07. The case study on page 78 explores the challenges associated with conducting protected action ballots.

Fee-for-service elections

The AEC continued to pursue opportunities to increase its involvement in fee-for-service election activities in 2006–07. For the AEC, the benefits of fee-for-service elections include:

- giving AEC staff diverse electoral activities and experiences, and valuable opportunities to develop electoral expertise in non-election periods
- raising the profile of the AEC and its services in the Australian community
- providing opportunities for electoral innovation
- increasing revenue.

A marketing strategy for the AEC's commercial services was developed during the year, including enhancements to the AEC website, approaches to potential clients, and new publicity materials, such as brochures and introductory letters. The Victorian State office held a national workshop to introduce the marketing strategy in October 2006.

In 2006–07, 72 fee-for-service elections were conducted, comprising 38 collective agreement ballots, 10 other ballots and 24 elections (see Appendix H for more details). This was a 30 per cent increase from the 55 fee-for-service elections conducted in 2005–06.

Particularly notable ballots included the ballot for the Railway and Transport Health Fund in New South Wales, involving 16,000 ballot papers; the collective agreement ballot for the Australian Federal Police in New South Wales, involving 6,000 ballot papers; and the ballot determining the future of the tobacco industry in Victoria. These ballots were among the larger ones conducted, and some generated much interest.

Case study—Protected action ballots

In its first year of conducting protected action ballots, the AEC has seen that each ballot brings its own challenges.

One interesting example during the year was a ballot conducted at Mount Buller, Victoria, for members of the Australian Manufacturing Workers' Union and the Electrical Trades Union. Members were asked to vote on whether they wished to take industrial action against their employer.

The ballot, one of the first protected action ballots undertaken by the AEC, took place during the Victorian ski season. The AEC was faced with the task of conducting part of the ballot in a work shed at the top of a snow-covered mountain.

An experienced returning officer, the Divisional Returning Officer for Murray, based in Shepparton, was appointed to conduct the ballot.

It took three and a half hours to travel by car to the snowline. The next challenge was to get all the polling place material to the top of the mountain and safely back down again. The officer borrowed a skidoo as a way around the transport difficulty, and soon had the votes in the ballot box and safely home.

In conducting most protected action ballots, however, the major challenge the AEC faces is meeting the necessarily tight time frames. Orders for the Mount Buller ballot were issued on 4 August, with the vote to be conducted on 11 August. During this single week, the returning officer compiled the list of voters, designed and printed ballot papers, and organised the necessary premises and transport.

For AEC staff members, who are used to such challenges, scaling mountains is all in a day's work!



Craig Rickards skidooning his ballot papers on Mt Buller

Output 2.1.7—Torres Strait Regional Authority elections

The AEC is responsible for conducting officeholder elections and two ward elections on behalf of the Torres Strait Regional Authority.

Table 25 summarises the AEC's performance against the indicators and targets set out in the 2006–07 Portfolio Budget Statements.

Table 25 Output 2.1.7—Torres Strait Regional Authority elections: performance results

Measures	Targets	Results
<i>Quality</i>		
Legislative and other requirements met	100%	No elections were held during the reporting period
Court challenged elections upheld through AEC procedural faults	Less than 1%	No elections were held or challenged during the reporting period
<i>Quantity</i>		
Level of preparedness to conduct all elections	Maintained	No elections were held during the reporting period
<i>Price</i>		
	Full cost recovery	No elections were held during the reporting period

Performance overview and analysis

The Board of the Torres Strait Regional Authority consists of 20 members, 18 of whom hold office by virtue of their election as Island Council Chairperson under the *Queensland Community Services (Torres Strait) Act 1984*. The other two members are elected in accordance with Part 3A, Division 5, of the *Aboriginal and Torres Strait Islander Act 2005*. The AEC is responsible for the conduct of elections for these two members, for the wards of Port Kennedy and Horn/Prince of Wales Islands, and ballots to elect the officeholders of the board.

No elections were conducted in 2006–07.

Output 2.1.8—State and local government elections

The AEC provides assistance with the conduct of State, Territory and local government elections at the request of the relevant electoral body. The level of assistance varies according to the requirements of the State or Territory concerned.

Table 26 summarises the AEC's performance during the year against the indicators and targets set out in the 2006–07 Portfolio Budget Statements.

Table 26 Output 2.1.8—State and local government elections: performance results

Measures	Targets	Results
<i>Quality</i>		
Compliance with legislative and other requirements	100%	All legislative and other requirements were met
Satisfaction of stakeholders	98%	Stakeholders expressed a high level of satisfaction
Capability to conduct or assist in all elections contracted to the AEC	100%	Capacity to conduct or assist with all contracted elections was sustained
<i>Price</i>		
Cost recovery	Full cost recovery	All elections were run on a cost recovery basis

Performance overview and analysis

New South Wales

The AEC provided electoral rolls for the New South Wales State election conducted in March 2007 and for 14 local government elections and by-elections in New South Wales.

Under an agreement with the New South Wales Electoral Office, the AEC assisted with the State election. Assistance included managing the regional counting centres for the Legislative Council, receiving materials from polling places on election night, reconciling absent votes, conducting section vote investigations and providing lists of polling place staff. This was a significant commitment that involved mobilising experienced AEC staff from around the country, as well as many staff based in New South Wales.

Victoria

The AEC provided assistance with the close of rolls for the Victorian State election conducted in November 2006. In addition, the AEC assisted with roll closes for four local government by-elections and three Yes/No ballots in Victoria.

The Victorian Electoral Commission used the AEC's Melbourne office as a venue for pre-poll voting for the State election. The AEC provided lists of polling place staff, and an AEC staff member was seconded to the Victorian Electoral Commission during the election period.

Queensland

The AEC provided electoral rolls for the Queensland State election conducted in September 2006, and for 34 local government by-elections and six local government surveys in Queensland.

An AEC staff member undertook a temporary placement with the Electoral Commission of Queensland during the State election period. Duties included assisting with the operation of the Brisbane City Hall as a pre-poll voting centre and a polling place offering ordinary votes to all Queensland electors.

The AEC also assisted with the preparation of materials for pre-poll voting services through the State network of magistrates' courthouses and the Queensland Government Agent Program. This experience will help the AEC prepare for pre-poll voting in remote locations at the next federal election.

Western Australia

The AEC provided assistance with the close of rolls for 30 Western Australian local government elections and by-elections, the State redistribution conducted in February 2007, and the Legislative Assembly by-election in the district of Peel.

The AEC's office in Brand was used as a venue for conducting nominations and pre-poll voting, and for receiving materials from polling places on election night, for the Peel by-election.

South Australia

The AEC provided electoral rolls for the South Australian local government elections conducted from September to November 2006.

The AEC provided deputy returning officers for local government elections in the areas of Flinders Ranges, Gawler, Grant, Mount Gambier, Murray Bridge and Port Augusta.

Tasmania

In Tasmania, the AEC provided electoral rolls for the Legislative Council elections conducted for Pembroke and Nelson in May 2007, and one local government by-election.

AEC staff acted as returning officers and managed the voting and the count at the Legislative Council elections. Pre-poll voting facilities were available at AEC divisional offices throughout Australia.

Australian Capital Territory

In 2006–07, the AEC and Elections ACT began consultations about arrangements for the Australian Capital Territory Legislative Assembly election due to be conducted in 2008. The AEC's involvement is proposed to include providing advice on polling places, pre-poll voting centres and special hospitals to be used at the forthcoming federal election, as well as providing lists of polling place staff.

Northern Territory

The AEC provided electoral rolls for one local government by-election and 22 community government and Aboriginal association elections in the Northern Territory.

AEC staff assisted Northern Territory Electoral Commission staff in remote areas to conduct roll reviews and public awareness activities for the community government councils and Aboriginal association elections.

Archived for
historical
research only

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 assistance, in cases approved by the Minister for Foreign Affairs, to authorities of foreign countries or to foreign organisations in matters relating to elections and referendums. The AEC's assistance may include the secondment of personnel and the supply or loan of materiel.

Table 27 summarises the AEC's performance against the indicators and targets set out in the 2006–07 Portfolio Budget Statements.

Table 27 Output 2.1.9—Advice and assistance in overseas elections: performance results

Measures	Targets	Results
<i>Quality</i>		
Proportion of international assistance by the AEC that meets the goals specified for individual projects undertaken	100%	All specified commitments were met
Stakeholder satisfaction	99%	Feedback from stakeholders on the way the AEC met its commitments was overwhelmingly positive
Ability to assist with requests for advice and assistance in overseas elections from clients in accordance with Australian foreign policy	100%	Full ability was maintained

Performance overview and analysis

BRIDGE Project

The Building Resources in Democracy, Governance and Elections (BRIDGE) Project is an international collaboration that provides a high-quality education package to build the capacity of electoral administrators. The AEC is the lead agency in the partnership, which includes the United Nations Electoral Assistance Division (UNEAD); the United Nations Development Programme (UNDP); the International Institute for Democracy and Electoral Assistance (IDEA); and the International Foundation for Election Systems (IFES), the leading United States-based provider of electoral assistance.

The BRIDGE package is the benchmark in professional development for electoral administrators. The current package is being expanded to include 23 modules, with the revision being done by expert writers from a range of cultural and linguistic backgrounds, representing every inhabited continent and region.

To date, approximately 130 BRIDGE facilitators have been accredited; 15 of them are AEC staff members. In 2006–07, AEC staff co-facilitated BRIDGE Train the Facilitator courses in Fiji, funded by the Australian Agency for International Development (AusAID); in Jordan, funded by IDEA; and in Bangladesh, funded by the UNDP. AEC staff also delivered BRIDGE modules to

electoral administrators based in the Asia–Pacific region; all the modules received extremely positive feedback.

The BRIDGE Project has developed an implementation manual and workshop to assist organisations to use and adapt BRIDGE resources, and to assist users to implement BRIDGE courses in the most effective way. In 2006–07, AEC staff co-facilitated implementation workshops in the United States for UNEAD, UNDP and IFES, funded by UNEAD; and in Australia for the Pacific Islands, Australia and New Zealand Electoral Administrators' Network (PIANZEA), funded by AusAID.

BRIDGE is also being used as a professional development tool for AEC staff. In December 2006, the introductory module was conducted for members of the Executive and senior management of the AEC. They were joined by two members of the Election Commission of Malaysia.

In 2006–07, the BRIDGE website (www.bridge-project.org) was upgraded to reflect changes to the curriculum and the expansion of resources such as the implementation manual. Traffic to the site increased steadily during the year.

Advice and assistance in the Asia–Pacific region

The AEC continued to host the secretariat for PIANZEA in 2006–07. The network was established in 1997 to facilitate links between election management bodies in the region.

The fifth biennial meeting of the network, the PIANZEA Workshop, was held in Vanuatu in April 2007. The meeting was attended by 29 representatives from member nations, representatives from the Pacific Institute of Advanced Studies in Democracy and Governance and IDEA, and Papua New Guinea's Registrar of Political Parties. The focus of the meeting was boundary delimitation. The annual meeting of the PIANZEA Advisory Group, which provides direction on capacity-building activities, took place prior to the workshop.

The AEC continued to provide targeted advice and assistance to countries in the region during 2006–07, as summarised in Table 28. This work is predominantly funded by AusAID.

Table 28 Activities in the Asia-Pacific region, 2006–07

Country	AEC activities
East Timor	<p>The AEC received funding to undertake activities with East Timor's Technical Secretariat for Election Administration. The activities were postponed in May 2006 because of the deterioration in the security situation in Dili.</p> <p>In October 2006, two AEC officers travelled to East Timor to:</p> <ul style="list-style-type: none"> gather information on the environment, planning and preparations for the 2007 election process advise AusAID on the best way of supporting East Timor's electoral process, and assist AusAID to develop a monitoring plan and checklist for reporting on the process.
Fiji	<p>Work began on the development of a three-year action plan for AEC assistance to build the capacity of the Fiji Elections Office. This work was suspended in December 2006 because of the military coup in Fiji.</p>
Papua New Guinea	<p>The AEC continued its arrangement with the Papua New Guinea Electoral Commission (PNGEC) to enhance the PNGEC's capacity by developing the skills of its personnel. Two PNGEC staff participated in work placement programs within the AEC in the areas of IT (particularly web design) and community awareness. Four BRIDGE workshops, led by trained PNGEC facilitators, were held to support preparations for the 2007 national election.</p> <p>The AEC was represented on the program board for AusAID's broader Electoral Support Program in Papua New Guinea.</p>
Solomon Islands	<p>The AEC continued to assist the Solomon Islands Electoral Commission (SIEC) under an interim project to bridge the gap between the completion of the Electoral Assistance Project (in April 2006) and the commencement of a new technical assistance project. The bridging project provided ongoing support to the SIEC Office and capacity building for the Chief Electoral Officer and staff, and assisted the SIEC with election-related activities.</p>
Vanuatu	<p>The AEC assisted the Vanuatu Electoral Commission to design and implement a new voter registration system.</p> <p>Two AEC officers travelled to Vanuatu and developed a customised version of the AEC's generic voter registration system. The system will provide greater roll security and the ability to inquire on the voting population, detect duplicate entries and produce statistical reports. The AEC also provided training and a user manual, which has been translated into Bislama.</p> <p>The system was used for the first time in April 2007 to support a municipal council election. The Vanuatu Electoral Commission reported that the system had greatly improved its control over the electoral roll.</p>

Secondments

In 2006–07, an AEC officer served on a United Nations team tasked with 'certifying' the validity of the 2007 elections in East Timor. Other officers were involved in work with election management bodies in Afghanistan, Bhutan and Pacific Island countries.

Observer missions

The Deputy Electoral Commissioner led the Australian Observation Team for the local elections held in Aceh, Indonesia. Two senior officers from the AEC's Northern Territory office joined observer missions for the presidential and parliamentary elections held in East Timor.

International forums

The Electoral Commissioner and the Director of Funding and Disclosure attended the Global Electoral Organisations conference held in the United States in March 2007. They also had discussions with Canadian electoral officials and Canadian Privy Council officers in April 2007.

The Deputy Electoral Commissioner attended the Fifteenth Anniversary Assembly Meeting and Conference of the Association of European Election Officials in August 2006, and an international conference on the regulation of political party financing in September 2006.

At the invitation of the Government of the Republic of Korea, an AEC officer took part in a civics education symposium in Korea in November 2006.

Visiting delegations

Three delegations visited AEC offices and electoral education centres and received AEC briefings in their areas of interest in 2006–07:

- A delegation from the Independent Election Commission of Afghanistan attended information sessions on Australian electoral processes.
- An Indonesian delegation in Australia to attend a Sydney University symposium on engaging youth in modern democracy received briefings on communications, public awareness and roll management.
- A delegation of staff members from the Indonesian Electoral Commission had discussions on election budgeting and planning, public awareness and roll management.

During the year, the AEC also provided briefings for delegations from China, Japan, the Republic of Korea, Malaysia, Mongolia and New Zealand, and received a visit from the Secretary-General of IDEA.

Cooperation with the Department of Defence

In 2006–07, AEC officers participated in the Australian Defence Force Peacekeeping Centre's annual international peace operations seminar. In addition, two AEC officers took part in Exercise Excalibur, which was conducted by the Australian Command and Staff College of the Australian Defence College to simulate planning for a peacekeeping operation involving elections.

Special feature: AEC Leadership Program

The AEC Leadership Program is designed to improve business and staff capability by ensuring that AEC staff have the skills they need to achieve effective outcomes, particularly during elections, and by encouraging networking within the AEC. Through its tailored workshops and virtual project teams, the program has developed participants' skills and resources and achieved practical business results.

Role of the leadership program

The AEC's first consideration in maintaining business capability is the way its network of staff is geographically dispersed. The AEC employs a mix of permanent and temporary staff at 150 divisional offices across Australia, in offices in each State and the Northern Territory, and in the national office.

Distance limits opportunities for networking and sharing information between offices, and the differences in divisional demographics present a challenge to succession planning. The diverse local conditions also make it difficult to ensure that learning and development programs are relevant and accessible to all staff.

The AEC must also consider the ageing of Australia's workforce, including its own workforce. This will reduce the AEC's capacity to draw upon experienced staff to run elections in 2007 and beyond. The exit of 'baby boomers' from the AEC has already had a notable impact and led to increased recruitment activity, particularly at the Divisional Returning Officer (DRO) level.

In response to these challenges, the AEC is focusing its learning and development efforts on:

- developing programs to ensure that new staff are equipped with the skills, knowledge and expertise they need
- examining, developing and implementing frameworks to support networking between offices and staff.

The AEC Leadership Program addresses both these priorities. The leadership program developed and delivered in 2006–07 was built on earlier programs, and added particular emphasis on:

- building leadership capacity through integrating, increasing and sharing knowledge about key business activities
- cultivating an ethic of change through project activities that are focused on collaborating to build a shared future
- developing managers as leaders.

Workshops

The first step in the AEC Leadership Program is a three-day workshop, providing formal learning and opportunities to exchange knowledge and experience.

Workshops at the divisional office level

DROs were chosen to be the first group of AEC leaders to participate in the new program. This group has been particularly affected by workforce changes (since the 2004 federal election, the AEC has recruited around 50 new people to the role of DRO) and will play a pivotal role in ensuring the success of the next federal election. Approximately 160 people in DRO positions across Australia attended the program.

The DRO program involved nine three-day workshops, covering topics on the Australian Public Service and AEC environment, management expectations of a DRO, leadership of a small team, efficient people and resource management, and relationships with stakeholders. The workshops particularly focused on the leadership challenges before, during and after an election period.

As well as providing structured learning, the workshops acted as a medium for integrating newly recruited DROs into established networks, helping them to share information and experiences during and after the program.

Workshops at the State, Territory and national office level

After the DRO workshops, the AEC Leadership Program was extended to target the capabilities required of senior leaders in State offices and the national office. The focus was shifted away from demonstrating technical skill towards achieving results through others. This involved recognising the requirement to develop and use high-level leadership and management skills, and emphasising breadth rather than depth of technical expertise.

Around 80 staff members attended four three-day workshops, covering topics on judgement, strategic thinking and analysis, ways to consider elements such as risk in decision making, what achieving results actually looks like, and how lessons are learnt.

Virtual project teams

After the workshop stage, the AEC Leadership Program provides 'action learning' through virtual project teams.

Workshop participants form teams, each supported by a senior executive or senior manager as sponsor, to address a set of significant strategic business issues. At the end of a set period, the project teams are recalled to present their project findings to a senior management panel, which may choose to adopt and pursue the team's recommendations. In this way, virtual project teams lead directly to business outcomes while advancing participants' individual and joint learning.

Approximately 40 virtual teams were established under the program in 2006–07.

Teamwork

Virtual teams include members from disparate geographical areas and may face many challenges as a result, such as misunderstanding in communications, lack of project visibility, or difficulty contacting other members. These can be exacerbated by competing priorities, compressed time frames and the ongoing work commitments of group members.

Each team must adopt an explicit and disciplined approach to its task in order to overcome these difficulties. In the 2006–07 exercises, the members of each team:

- reached a common understanding of their purpose, task and expectations
- clarified stakeholder expectations with their executive sponsor
- developed a full understanding of the capabilities of their group and allocated tasks accordingly
- clarified roles and responsibilities
- built rapport and relationships
- examined, clarified and adopted explicit communication practices and protocols.

Each project team adopted a project management method suited to its task, based on regular teleconferencing and face-to-face meetings as well as mid-cycle reviews. To assist themselves and inform others, the members of each team monitored their approach to working in a virtual team environment and collected data on their successes and the challenges they encountered.

Projects

In 2006–07, the virtual project teams dealt with a range of subjects linked to the business activities of the AEC, and created relevant strategy maps for process improvement across the agency.

Their recommendations are undergoing further examination and are the subject of further consultation. Some have already been adopted, while the implementation of others will depend on AEC priorities and funding for 2007–08.

An executive sponsor for each project is responsible for progressing approved recommendations. Status reports, including a regular summary of progress for each project, are made available to all AEC staff. The reports will continue to be updated regularly until the projects have been completed.

As the following examples show, the scope of the projects varied significantly, although some were tangentially connected.

Analysis and evaluation of divisional election performance

To inform business improvement, the AEC undertakes a structured evaluation of its performance following each election. State offices are expected to collate evaluation data and present the findings to appropriate forums, such as post-election conferences. Because divisional performance includes a vast array of activities, a range of indicators are needed to evaluate the various elements of running an election.

Three virtual project teams examined and developed options for an evaluation framework, supplementing the work done already by areas of the AEC's national office. This included

an assessment of performance at the divisional office level, for use after the 2007 federal election. The first project team developed a performance evaluation tool for certain key aspects of election operations: postal voting, preliminary scrutiny of declaration envelopes, and scrutines. The second team developed a divisional election performance evaluation tool for election day, election night and the Sunday after election day. The third team explored the potential to develop a performance evaluation tool for the employment of polling officials.

The project teams explored aspects of feasibility and user acceptance, and sought to develop indicators that could be easily extracted and collated, applied consistently and adopted nationally to enable comparative studies. The teams collaborated extensively with divisional and State offices and the national office, and examined evaluation material used after the 2004 federal election.

After the presentation of the three reports, workshops were held to finalise the performance information requirements for each of the activities. This involved identifying the parameters for qualitative and quantitative performance data; sources of information; information collection methods, timing and frequency; and interested parties.

The proposed indicators and data sources are considered viable, and the AEC is working to finalise the evaluation tools in readiness for the 2007 federal election.

Management of key external stakeholder expectations

One virtual team undertook a project to examine and recommend ways to improve the management of stakeholder expectations in the AEC. The objectives were to achieve consistency and a shared understanding, and to clarify the roles of senior managers in stakeholder management at the State level.

The team's report examined the function, processes and strategies of stakeholder management in the AEC, including the role of employees. It also provided a framework for stakeholder management and focused attention on State operations and the responsibilities of senior managers. The report presented nine recommendations, including a definition of 'stakeholders', skills requirements for effective stakeholder management, and associated learning pathways.

Strategies to deliver public awareness programs for urban Indigenous Australians

With the aim of tailoring public awareness strategies to meet the needs of urban Indigenous Australians, one virtual project team investigated existing strategies and resources within the AEC and other government agencies, and sought advice from Indigenous service providers, Indigenous groups and individuals.

The project team reported that any approach to engage the Indigenous community with enrolment and voting would need to be achieved through long-term relationships. The report concluded that, at the divisional, State and national levels, the AEC should:

- develop cooperative relationships with other agencies and respected Indigenous community members to achieve much-needed communication
- involve Indigenous communities in the development and delivery of public awareness materials on enrolment and voting.

‘Election Ready’ conference

In May 2007, the AEC Leadership Program culminated in a national conference at Old Parliament House, Canberra. The theme of the conference, ‘Election Ready’, focused delegates’ attention on the need to consider and exercise effective leadership skills in preparing for and conducting the 2007 federal election.

The conference, which was attended by 200 delegates, brought together DROs and their managers from across Australia in one location for the first time in the AEC’s history. Guest speakers—including Allan Hawke, Chancellor of the Australian National University, and Peter Shergold AC, Secretary of the Department of the Prime Minister and Cabinet—provided theoretical and personal insights on leadership that gave the delegates much to reflect upon.



DROs in the House of Representatives, Old Parliament House, Canberra



Delegates at the AEC ‘Election Ready’ conference, Canberra

One key theme that emerged during the leadership program was the role of ethics—the ethics of leadership, the need for sound ethical frameworks to support leaders, and understanding and applying ethics in the Australian Public Service. In the AEC, leading ethically also relates to election issues, such as relationships with local members, political parties, electors and staff. This theme was further explored during the conference through a special forum discussion.

Outlook for the program

The successful model of the AEC Leadership Program has been supplemented by other organisational development opportunities and individually directed strategies, such as coaching and mentoring, at both the State level and the national level. In 2007–08, these programs will be continued and broadened to ensure that the AEC maintains the leadership capability to meet the changing electoral needs and expectations of the Australian community.

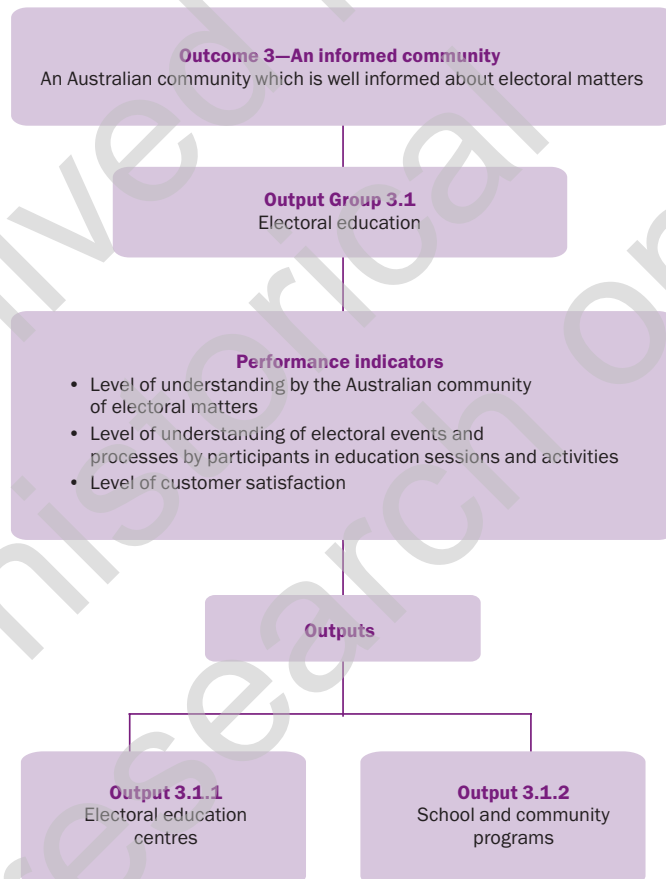
Report on performance: Outcome 3



Louis Zampogna AEC held an electoral education session for students at the Wugularr School. Wugularr is a remote Aboriginal community 110 km east of Katherine, NT

Outcome 3—An informed community

Figure 6 Outcome 3 performance indicators and outputs



Results

The AEC's performance against the indicators and targets for Outcome 3 set out in the 2006–07 Portfolio Budget Statements is shown in Table 29. There were no changes in performance targets for Outcome 3 and its supporting outputs during 2006–07.

Table 29 Outcome 3—Electoral education: performance results

Measures	Targets	Results
Level of understanding by the Australian community of electoral matters	75%	Evaluation sheets and comments from teachers and participants indicate an increased level of understanding
Level of understanding of electoral events and processes by participants in education sessions and activities	75%	Evaluation and client feedback indicate that this target was met
Level of customer satisfaction	95%	Evaluation and client feedback indicate that this target was met

The total resources for Outcome 3 are shown in Table 30.

Table 30 Outcome 3 summary of resources

	(1) Budget ^a 2006–07 \$'000	(2) Actual expenses 2006–07 \$'000	Variation (column 2 minus column 1)	Budget ^b 2007–08 \$'000
Outcome 3 resources				
Administered expenses				
No administered appropriation for this outcome	–	–	–	–
Total administered expenses	–	–	–	–
Price of outputs				
Departmental appropriations				
<i>Output Group 3.1—Electoral education</i>				
Output 3.1.1—Electoral education centres	1,640	1,570	(70)	1,715
Output 3.1.2—School and community programs	3,594	3,188	(406)	5,041
Subtotal Output Group 3.1	5,234	4,758	(476)	41,943
Revenue from government (appropriations) for departmental outputs	5,234	4,758	(476)	41,943
Revenue from other sources	53	101	(48)	56
Total price of outputs	5,287	4,859	(428)	41,999
Total for Outcome 3 (Total price of outputs and administered expenses)	5,287	4,859	(428)	41,999
Staff		2006–07		2007–08
Average staffing level		38		87

a Full-year budget, including additional estimates

b Budget prior to additional estimates.

Please note a change in the output structure of the AEC, effective from 1 July 2007. The new outputs for Outcome 3 are:

- Output 3.1.1—Electoral education centres
- Output 3.1.2—School and community programs
- Output 3.1.3—Communication strategies and services.

Review of performance

The AEC continued to provide a range of electoral education programs aimed at various target groups in the community during 2006–07. Both outputs of Outcome 3 continued to improve their services to clients, and the overall targets for Outcome 3 were met and exceeded.

The total number of visitors to the AEC's electoral education centres (EECs) during the year reached 103,910, an increase of 15.7 per cent from 2005–06. Strategies implemented to improve the performance of EECs during 2006–07 included detailed targets for assessing effectiveness over the next three years and a separate marketing plan for each EEC. The management of AEC electoral educators was examined and strengthened to ensure more consistent service delivery and better conditions for staff.

During 2006–07, the School and Community Visits Program (SCVP) reached 135,603 participants in 2,048 sessions, an increase of more than 30 per cent from 2005–06.

The AEC reviewed public awareness and education resources and developed new products, including:

- a presentation pack to support and enhance the delivery of electoral education sessions to schools and community groups by AEC staff
- the *Democracy Rules* electoral education resource, which includes an interactive CD to help teachers deliver electoral education in primary and secondary schools.

The activities of Output Group 3.1 are covered in more detail in the reports on the individual outputs. For information about the AEC's customer service standards, and parliamentary, administrative or judicial scrutiny of the AEC, refer to the Management and Accountability section of this report.

Purchaser–provider arrangements

No purchaser–provider arrangements were in place for Outcome 3 in 2006–07.

Developments since the end of the financial year

There have been no developments since the end of the financial year that have affected or may affect Outcome 3 operations or results.

Output 3.1.1—Electoral education centres

Visitors to the AEC's three EECs, located in Canberra, Melbourne and Adelaide, learn about elections, the concept of democracy and the history of Australia's federal system of representative government.

Education sessions are delivered by professional electoral educators, who work with schools and community groups to ensure that visitors' knowledge and understanding of Australia's electoral system is increased. Sessions offer an interactive opportunity to participate in a simulated election or referendum and learn about preferential and formal voting through hands-on experience in a ballot.

Table 31 summarises the AEC's performance against the indicators and targets set out in the 2006–07 Portfolio Budget Statements.

Table 31 Output 3.1.1—Electoral education centres: performance results

Measures		Targets	Results
<i>Quality</i>	Proportion of participants who leave EEC education sessions with enhanced understanding of electoral events and processes	95%	Evaluation sheets and comments from visitors indicate an increased level of understanding
<i>Quantity</i>	Number of visitors	115,000	The AEC's electoral education centres provided services to 103,910 people
	Number of sessions	3,200	3,244
	Proportion of requests met	95%	90% met
<i>Price</i>	Price per session	Less than \$600	\$519 per session

Performance overview and analysis

Overall performance

The overall success of the EECs continued to be reflected in a high demand for EEC services in 2006–07. Various forms of feedback received from visitors and stakeholders, including members of the Joint Standing Committee on Electoral Matters, confirmed that these services were highly regarded.

As shown in Table 31, targets were substantially met. The number of visitors is for AEC-controlled EECs only, while the target for visitor numbers includes the Perth EEC, which is not controlled by the AEC. Allowing for this variation to the target, there was an increase of 15.7 per cent in visitor numbers. The measure showing the proportion of requests met relates to the Canberra EEC, which was running at capacity.

Improvements

During 2006–07 the South Australian State office, which has national responsibility for the management of the EECs, implemented various strategies to improve the EECs' performance. These included:

- developing and implementing a marketing and promotion plan for each EEC, including strategies to increase visits from 17-year-olds, 18-year-olds, Indigenous Australians and new citizens
- improving the CBD location of the Melbourne EEC by planning to move it to more accessible and visible premises and developing new interactive displays to improve visitor satisfaction and learning
- strengthening the EEC management team through professional development opportunities, strategic planning and fortnightly management meetings, leading to more consistent service delivery and staffing arrangements across the three centres
- developing the new AEC Electoral Educators Policy, which will complement the Collective Agreement 2007–10 and improve consistency in the management and employment conditions of EEC staff
- developing and testing an electronic booking system designed to enable people to book EEC education sessions through the internet.

As part of the strategic approach to performance management, the AEC also developed detailed measures to assess the effectiveness of EEC services over the three-year period from 2006–07 to 2008–09. Table 32 shows the effectiveness measures and includes a report on progress for 2006–07.

Visitors

A total of 103,910 people visited the EECs in 2006–07, 15.7 per cent more than the 89,831 visitors in 2005–06.

Visitors came from most federal electoral divisions. The Canberra EEC provided services to people from 145 of Australia's 150 electoral divisions; the Melbourne EEC, to people from all 37 electoral divisions in Victoria; and the Adelaide EEC, to people from all 11 of South Australia's electoral divisions.

The Canberra EEC, located in Old Parliament House, is the largest and busiest, employing 10 part-time electoral educators. In 2006–07, the centre attracted more than 70,000 visitors from across Australia, of whom almost 95 per cent were primary school students.

The Melbourne and Adelaide EECs continued to cater mainly for intrastate visitors, most of whom live in the metropolitan area. A greater proportion of secondary school students, adults and community groups visited these centres than visited the Canberra EEC.

Figures 7, 8 and 9 provide details of visitors in 2006–07 and visitor trends over five years for each EEC.

Table 32 Electoral education centre effectiveness measures for 2006–09 and results for 2006–07

Planned result	Performance measure/target	Results for 2006–07
Visitors attending the EECs are educated and informed about their electoral responsibilities	Visitor surveys assess increased understanding of: <ul style="list-style-type: none"> • concept of democracy and Australia's federal system of representative government • preferential voting system • how to cast a formal vote • compulsory enrolment • compulsory voting 	Percentage of informal votes in simulated elections 1.07%
Education sessions are responsive to the requirements of visitors, including target groups	Session evaluation reflects a high level of visitor satisfaction	Evaluation survey indicates that a high level of visitor satisfaction was achieved
More people are educated and informed about electoral matters through the EECs	Overall increase on previous year's attendance level per centre Target: 10%	Total increase of 15.7% Canberra EEC increased by 10.4% Melbourne EEC increased by 47.6% Adelaide EEC increased by 5.8%
	Increase in number of sessions delivered per annum Target: Trends over time	Total of 3,244 sessions delivered in 2006–07 compared to 2,804 in 2005–06
	Student attendances with 70:30 ratio of secondary to primary school students attending Target: Trends over parliamentary cycle	Canberra EEC ratio of 11:89 Melbourne EEC ratio of 62:38 Adelaide EEC ratio of 55:45
	Percentage increase in the number of visitors who are new citizens or Indigenous Target: Trends over time	2.1% of visitors were new citizens 1.2% of visitors were Indigenous
	Percentage of 17–18-year-old visitors indicating increased likelihood to vote at next election Target: 75%	Not available ^a
Visitors, in particular young adults, are encouraged to participate in future election processes		
Key stakeholders are confident that a responsive and high-quality electoral education service is being delivered to the community	Number of MP visits to EEC per annum Target: Trends over time	10 MPs visited EECs in 2006–07
	JSCEM report reflects stakeholder confidence in EECs and recommends enhancements	Achieved
	Regular update on EEC services provided to key stakeholders	Achieved
Provide a cost efficient electoral education service to the community	Cost per session delivered Target: Less than \$500b	Notionally achieved. Actual cost per session was \$519.
	Actual result compared to budget forecast Target: Less than 10% variance	Achieved: variance within 10% of budget

EEC = electoral education centre; JSCEM = Joint Standing Committee on Electoral Matters; MP = member of parliament
 Note: Because statistics were collected against these indicators for the first time in 2006–07, annual comparisons showing trends will commence in 2007–08.

a The new evaluation tool required to capture these data more accurately is being developed for use in 2007–08.

b This target was adjusted on an internal basis only for 2006–07.

Canberra Electoral Education Centre

In 2006–07, the Canberra EEC extended its services beyond school terms and promoted its school-holiday educational programs to community groups.

There was an increase in the proportion of secondary school groups choosing the centre's Eligible Elector program, which gives participants an opportunity to vote and conduct a scrutiny in a mock election for both the House of Representatives and the Senate.

The EEC promoted its services to the education sector by conducting sessions for 100 interstate teachers who were familiarising themselves with educational attractions in Canberra, and making presentations at teacher seminars in Western Australia and South Australia.

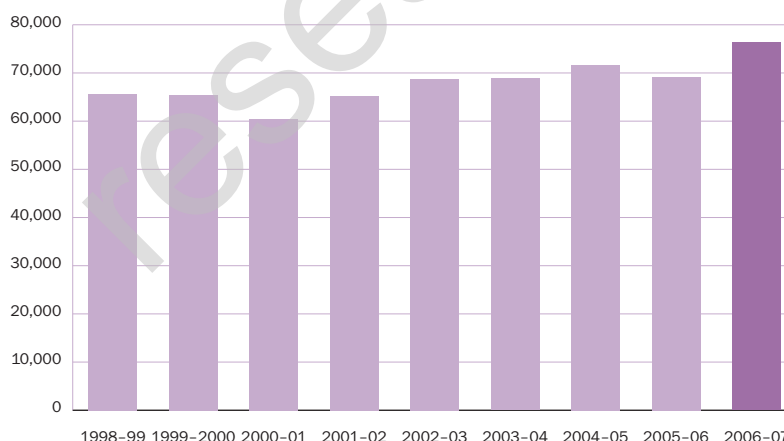
The Canberra EEC also demonstrated its services to delegations from the electoral commissions of Afghanistan, Indonesia and Malaysia, and provided a large quantity of resources to the German Embassy.

Table 33 provides details of Canberra EEC visitor numbers in 2006–07. Figure 7 shows trends in visitor numbers.

Table 33 Visitors to the Canberra Electoral Education Centre

Visitor group	No. of visitors		No. of sessions	
	2005–06	2006–07	2005–06	2006–07
Primary students	57,214	62,146	1,786	1,942
Junior secondary students	2,511	2,984	89	100
Senior secondary students	3,691	4,325	134	154
Adult participants	35	266	2	24
Accompanying adults	5,657	6,563	-	-
Total	69,108	76,284	2,011	2,220

Figure 7 Canberra Electoral Education Centre visitors, 1998–99 to 2006–07



Melbourne Electoral Education Centre

The Melbourne EEC continued its promotional campaign aimed at encouraging primary, secondary and tertiary students, as well as adult community groups, to visit the centre.

A modification to the EEC's booking arrangements, whereby set session times were offered to the public, enabled a greater number of bookings to be taken, resulting in the Melbourne EEC recording a significant 47.6 per cent increase in visitor numbers in 2006–07 compared to the previous financial year.

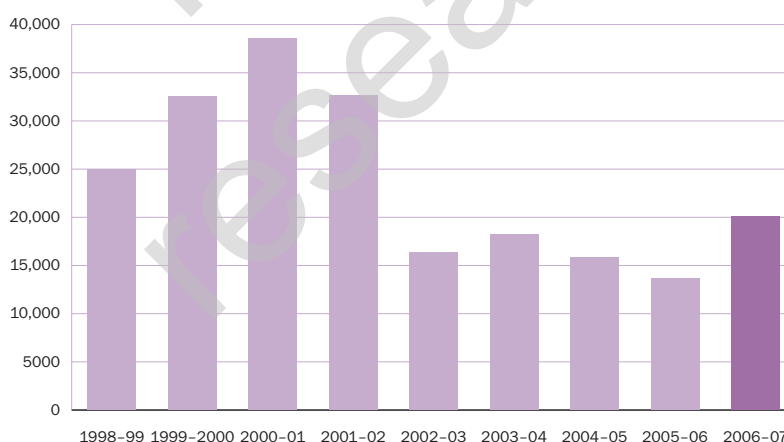
The Melbourne EEC will change premises early in 2007–08. In 2006–07, new premises were secured in the heart of the State parliamentary precinct at 50 Lonsdale Street. Contractors were engaged to design and fit out the interior of the new premises, and to design, supply and install new interactive displays.

Table 34 provides details of Melbourne EEC visitor numbers in 2006–07. Figure 8 shows trends in visitor numbers.

Table 34 Visitors to the Melbourne Electoral Education Centre

Visitor group	No. of visitors		No. of sessions	
	2005–06	2006–07	2005–06	2006–07
Primary students	5,307	10,689	184	369
Junior secondary students	4,365	4,532	195	184
Senior secondary students	2,019	2,113	96	94
Adult participants	806	1,033	51	73
Accompanying adults	1,140	1,759	-	-
Total	13,637	20,126	526	720

Figure 8 Melbourne Electoral Education Centre visitors, 1998–99 to 2006–07



Adelaide Electoral Education Centre

The Adelaide EEC is jointly funded by the AEC and the South Australian State Electoral Office. In 2006–07, the EEC trialled a number of new strategies to increase visits from target groups.

During Reconciliation Week in May 2007, the Adelaide EEC offered themed educational sessions linked to the 40th anniversary of the 1967 referendum. A number of classes of Indigenous students from primary schools and secondary schools across the metropolitan area attended the sessions.

From May to June 2007, new citizens on the electoral roll were personally invited to attend special educational sessions aimed at increasing their understanding of and participation in the electoral process, particularly the next federal election.

Table 35 provides details of Adelaide EEC visitor numbers in 2006–07. Figure 9 shows trends in visitor numbers.

Table 35 Visitors to the Adelaide Electoral Education Centre

Visitor group	No. of visitors		No. of sessions	
	2005–06	2006–07	2005–06	2006–07
Primary students	2,841	3,285	94	119
Junior secondary students	1,787	1,572	73	64
Senior secondary students	1,078	1,069	52	47
Adult participants	856	1,028	48	74
Accompanying adults	524	550	-	-
Total	7,086	7,504	267	304

Figure 9 Adelaide Electoral Education Centre visitors, 1998–99 to 2006–07



Perth Electoral Education Centre

The AEC provided financial and in-kind assistance to the Western Australian Electoral Commission for the operation of the Perth EEC.

Output 3.1.2—School and community programs

The School and Community Visits Program (SCVP) is an important component of the AEC's education activities. Under this program, AEC staff members visit schools, tertiary institutions and community groups to present electoral education and information sessions. The AEC also assists schools to conduct classroom or representative council elections and provides resources and professional development for teachers and students studying teaching.

Table 36 summarises the AEC's performance against the indicators and targets set out in the 2006–07 Portfolio Budget Statements.

Table 36 Output 3.1.2—School and community programs: overall performance

Measures	Targets	Results
<i>Quality</i>		
Proportion of participants who leave School and Community Visits Program sessions with an enhanced understanding of electoral events and processes	95%	Feedback from teachers and participants indicated an increased level of understanding
Requests for electoral educational resources	Satisfied	Requests for resources were filled promptly
Proportion of participants in teacher professional development sessions who leave with an enhanced understanding of electoral processes and classroom teaching strategies	85%	Formal evaluation of participants indicated that this target was exceeded
Requests for electoral education State/Territory curriculum support	Satisfied	Requests for electoral education support were met
Level of customer satisfaction	98%	Client feedback indicated that this target was met
<i>Quantity</i>		
Participants	85,000	135,603 (including 1,269 participants in professional development sessions)

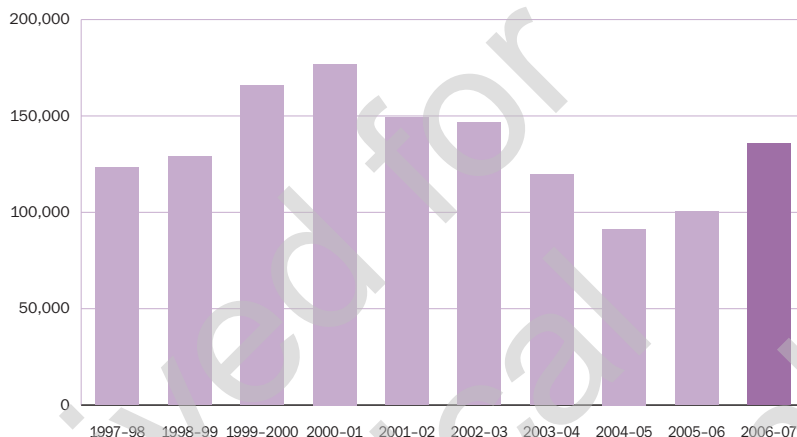
Note: The AEC has begun a project to develop a nationally consistent tool to more accurately measure learning outcomes.

Performance overview and analysis

Overall performance

During 2006–07, the SCVP reached 135,603 participants in 2,048 sessions, an increase of more than 30 per cent from 2005–06. Figure 10 shows trends in SCVP participation over recent years.

Figure 10 Participants in School and Community Visits Program sessions and activities, 1997–98 to 2006–07



A standard presentation package for face-to-face information and education sessions delivered by AEC staff was developed during the year to improve the quality and consistency of the sessions. The package, which will be distributed to all divisional staff early in 2007–08, contains electorate-specific information, and has multimedia and overhead options to cater for different technologies and venues.

In 2006–07, the AEC developed or updated other products and resources and undertook a number of face-to-face activities to enhance electoral understanding. Target audiences included teachers and people training as teachers; young people, particularly those near voting age; and a range of community audiences, including Australians from culturally and linguistically diverse backgrounds, new citizens and Indigenous Australians.

Teachers

A new electoral education resource for teachers, *Democracy Rules*, was developed in 2006–07. The resource contains background information, teaching resources and topics graded for different levels, as well as engaging, interactive activities for students. The design and content of the resource were tested with teachers, and the interactive characters and activities were tested with primary and secondary school students. The resource will be distributed to all primary and secondary schools early in 2007–08.

As described in Output 2.1.5, the AEC established a dedicated email inquiry service for teachers in January 2006. In its first seven months of operation, the service received 120 emails, most of which were requests for products or resources.

The AEC conducts workshops for teachers and student teachers on ways to provide electoral education. During 2006–07, the workshops were delivered to 1,269 pre-service and in-service teachers in 46 sessions.

Other activities for teachers included:

- presentations at the National Civics and Citizenship Education Forum and the Civics and Citizenship Education Annual Stakeholder Meeting, emphasising the relevance of electoral education to this subject area
- a series of professional development sessions presented through a partnership between the AEC and the Australian Joint Council of Professional Teaching Associations
- displays at three conferences for teachers, and presentations to student teachers from Griffith University, in Queensland
- advertisements in the Western Australian edition of *The Education Magazine*, informing teachers of the electoral education services and resources the AEC offers
- a presentation for teachers taking part in a forum on civics and electoral education at the Northern Territory Parliament House.

Young people

As described in Output 2.1.4, young people, particularly those at school or university, were a high-priority target audience for the AEC's national enrolment promotion and public awareness activities in 2006–07. In addition to the SCVP sessions, other activities targeting young people were conducted at the State and local levels through the SCVP.

In August 2006, the AEC commenced a pilot project with the Sydney Catholic Education Office to encourage enrolment among Year 12 students in secondary schools in the Archdiocese of Sydney.

AEC staff conducted enrolment drives for secondary school students at career markets, expos and Youth Week events in New South Wales, Victoria, Queensland, Western Australia and South Australia. Western Australian staff held enrolment promotion events in shopping malls in parallel with the national Enrol to Vote Week.

Many Queensland divisions held enrolment drives for Year 12 students at the end of the 2006 school year. In addition, approximately 40,000 enrolment forms and related material were sent to Year 12 students with their end-of-year examination results. As a result of discussions between the AEC and the Local Government Association of Queensland, enrolment information was sent to Queensland youth organisations.

In South Australia, more than 8,500 letters and enrolment forms were sent to 17-year-olds and 18-year-olds. AEC staff continued to participate in the Youth Outreach program, which involves visiting schools and assisting eligible students to enrol (or provisionally enrol). In 2006–07, 100 sessions were conducted and enrolment information was delivered to a total of 6,796 students.

In Tasmania, more than 7,000 birthday letters and enrolment forms were sent to 17-year-olds and 18-year-olds, and followed up with reminders.

Electoral education sessions were provided to students undertaking vocational education and training courses in rural high schools, and to members of Rural Youth Tasmania Northern Region. AEC staff plan to attend more local meetings of this association in early 2007–08.

In the Northern Territory, enrolment forms and information letters were sent to approximately 2,000 Year 12 students with their end-of-year results.

In June 2007, enrolment forms were sent to approximately 13,000 new Victorian apprentices and trainees aged between 17 and 25 years, a target group that is not covered in secondary school programs that promote enrolment and voting. These young people were identified through data obtained from the Victorian Office of Training and Tertiary Education.

In Western Australia, the AEC conducted a monthly mail-out of flyers and enrolment forms to eligible apprentices and trainees. From a total of 2,229 forms sent, 345 new enrolments were received.

Local activities at tertiary institutions to complement the AEC's nationwide orientation week enrolment promotions included:

- Victorian staff attending university campuses in Melbourne, Ballarat and Gippsland, where the e-roll was a feature of the display
- Queensland staff attending 20 orientation days and market days, and giving six presentations
- South Australian staff attending six orientation days
- Western Australian staff attending 18 orientation days
- Northern Territory staff attending a university orientation day
- New South Wales staff conducting enrolments at 20 career markets and expos, including orientation week activities at universities and technical and further education institutions.

The AEC's comic-style brochure for young people, *All you ever wanted to know about the electoral system...but were afraid to ask*, was revised and reprinted in 2006–07.

People from culturally and linguistically diverse backgrounds

A DVD providing an overview of Australia's electoral system and how to vote was produced in five languages: Arabic, Cantonese, English, Mandarin and Vietnamese. The DVD includes information about the latest legislative changes to enrolment procedures and an image of the new enrolment form.

The AEC also produced several new publications for people with limited English language skills. For example:

- a fact sheet explaining the new close of rolls arrangements was published in 21 community languages
- an enrolment promotion flyer was published in five languages, and will be sent to overseas embassies and commissions
- a multilingual poster displaying an enrolment message and telephone interpreter numbers was designed and will be available early in 2007–08.

In Victoria, the existing enrolment information sheet published in Arabic, Chinese, English, Turkish and Vietnamese continued to be distributed to community groups and used to assist electors during fieldwork activities.

In New South Wales, State office staff conducted 10 public awareness sessions for a total of more than 500 teachers and students from TAFE colleges, Adult Multicultural Education Services, the Australian Centre for Languages, and community colleges across Sydney.

AEC staff presented information about enrolment and elections at two Australia Africa Democracy Project events organised by the Ethnic Communities' Council of Victoria, in Melbourne and Ballarat.

In Queensland, AEC officers met with the Ethnic Communities Council of Queensland to discuss an education program, and provided an editorial on enrolment and voting for the council's newsletter. AEC staff also met with the Multicultural Development Association, the Queensland Program of Assistance for Survivors of Torture and Trauma, and the Queensland Council for Adult Literacy, and made a presentation to TAFE students from culturally and linguistically diverse backgrounds.

AEC staff in Western Australia conducted information sessions at the Adult Migrant Education Service. Similarly, staff from two divisions in Tasmania presented education sessions at Migrant Resource Centres.

AEC staff in the Northern Territory attended Northern Territory Settlement Planning Committee meetings and multicultural expos, including the National Bringing Communities Together Muslim Expo and World Refugee Week Family Day. They also conducted presentations for classes studying English as a second language at Charles Darwin University, and placed advertisements in various newsletters and journals published by the Northern Territory Office of Multicultural Affairs.

Indigenous Australians and people in rural and remote areas

Work continued in 2006–07 on a project to develop an information DVD that will provide a basic overview of Australia's electoral system, with an emphasis on how to vote, in 11 Indigenous languages. The DVD is expected to be available early in 2007–08.

Queensland AEC staff gave presentations, mounted displays and conducted public awareness sessions at 22 events for Indigenous Australians during the year. These included jobs markets, NAIDOC Week events, programs commemorating the 1967 referendum, and musical and cultural festivals.

The Community Electoral Information Officer in south-east Queensland delivered presentations at several schools and TAFE colleges, and at meetings of Palm Island residents and other community groups.

Queensland divisional staff liaised with staff from Australian Government Indigenous Coordination Centres and Centrelink. In partnership with the Australian Bureau of Statistics and Centrelink, AEC staff members visited remote Indigenous communities around Cape York and participated in the Torres Strait Remote Mobile and Static Poll for the Queensland State election.

The AEC's Northern Territory field staff visited 78 remote communities and attended major events including the Kalkaringi 40 Years of Freedom Day Festival, Barunga Festival and NAIDOC events, to conduct public awareness programs for Indigenous Australians on topics such as civic responsibilities, enrolment and voting.

As 2007 marked the 40th anniversary of the referendum on Indigenous rights, there was an increase in demand for the *History of the Indigenous Vote* booklet, which was updated and reprinted in 2006–07.

AEC staff attended Croc Festivals (a series of cultural festivals in rural and remote communities) held in New South Wales, Queensland and the Northern Territory, where they networked with participants to encourage enrolment and voting.

In Western Australia, AEC staff made field trips to 74 remote communities and attended major community events, including the Croc Festivals in Halls Creek and Meekatharra. Police stations, schools and local shire offices were contacted during all field trips. Western Australian staff also attended several employment expos in regional areas and wrote to 114 mining companies to target the members of their highly mobile workforce. Posters and enrolment forms were distributed to 45 telecentres (community centres equipped with high-tech telecommunications facilities) across the State.

Other groups

The AEC conducted special events for a wide range of community groups in 2006-07, including:

- enrolment drives for expeditioners leaving for Antarctica
- an expo for seniors and disabled people in Launceston, Tasmania
- provision of enrolment information for newly recruited Australian Defence Force personnel in Darwin.

In cooperation with the Victorian Electoral Commission, the AEC staffed a joint display at the Royal Melbourne Show in September 2006. The AEC's Victorian staff consulted groups representing homeless people, and gave information sessions about enrolment and voting to groups representing senior Australians across the State.

In Queensland, AEC staff made presentations to a number of community groups, and held displays at the Gold Coast and Dalby shows and at several events for homeless people. Staff spoke to *Big Issue* sellers at a breakfast, gave three information sessions at New Farm Neighbourhood Centres and visited three temporary accommodation centres. They also participated in the Homeless Taskforce Policy Platform and Homeless Services Expo, a networking event held prior to Homeless Connect, an event organised by the Brisbane City Council to help homeless people.

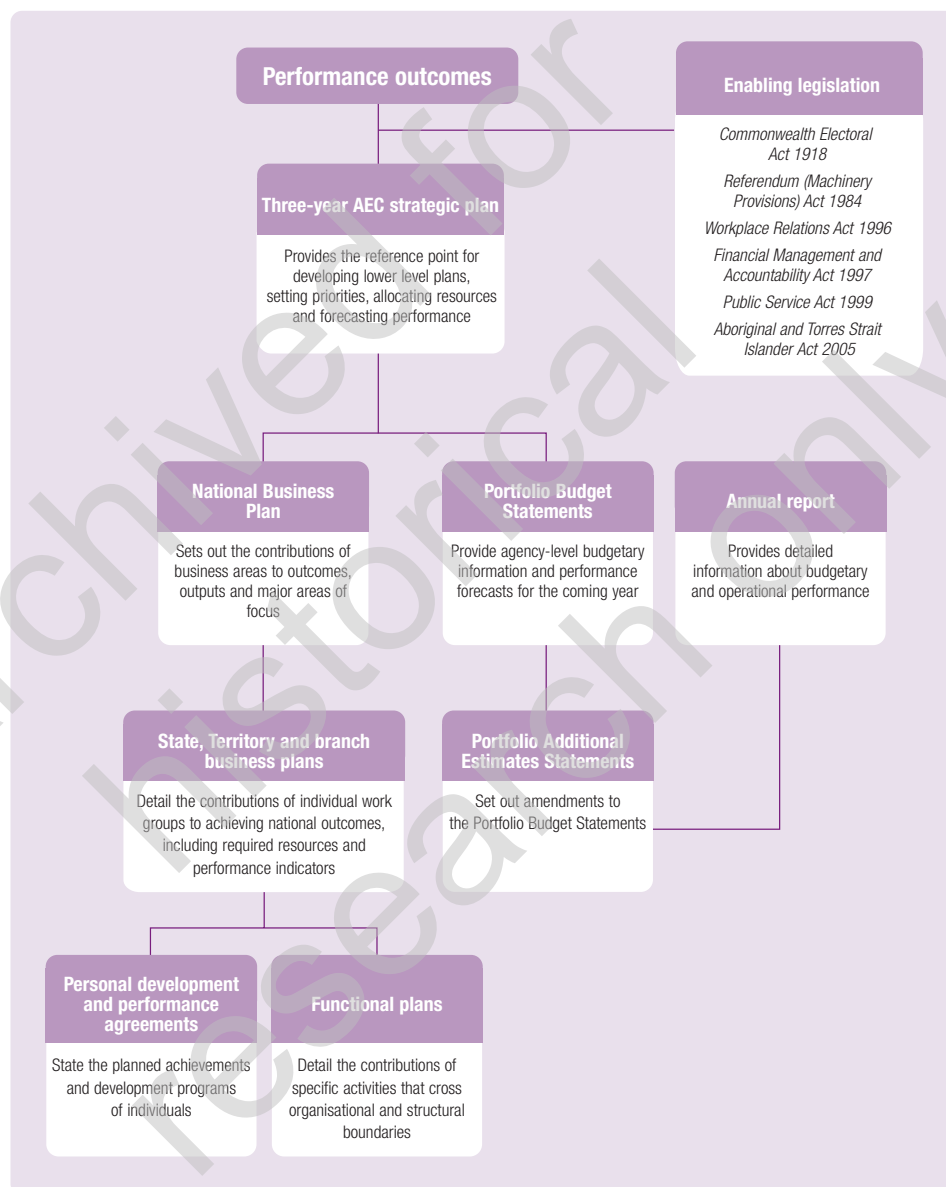
Queensland staff held meetings with the Australian Pensioners' and Superannuants' League, Blue Care, the Queensland Council of Carers and three disability organisations during the year. The AEC provided 4,000 flyers for insertion into information kits for Seniors Week, and editorials for inclusion in Blue Care's staff and client newsletters. Staff members participated in the Queenslanders with Disability Network forum and attended Wheelies Day events in Mount Isa.

In Western Australia, eligible voters were targeted through displays at public libraries and information kiosks at 35 shopping centres, generating some 1,135 new enrolments. In addition, the Defence Housing Authority and Homeswest agreed to provide enrolment forms to their new tenants in Western Australia.

Staff in the Northern Territory conducted public awareness programs at regional shows and enrolment drives at shopping centres. They continued to provide information through public awareness stalls at markets and shopping malls in all regional centres in the Territory.

Management and accountability



Figure 11 Planning, operating and reporting framework

Corporate governance

The AEC's governance framework is based on the fundamental principles of clear lines of accountability, decision making and reporting; and well-defined planning and performance management. The AEC employs strategies that:

- deliver the outputs on which funding is based
- ensure accountability to the Parliament and other stakeholders for performance
- establish responsibility for the management of resources
- develop, maintain and use information on the full accrual costs and values created in the delivery of outputs.

Executive

The AEC is an independent statutory agency, governed by a Commission comprising:

- a part-time chairperson, who is a judge or retired judge of the Federal Court of Australia
- the Electoral Commissioner, who is the full-time head and Chief Executive Officer of the AEC under the *Public Service Act 1999* and the *Financial Management and Accountability Act 1997*
- a part-time non-judicial member, who is an agency head as defined in the *Public Service Act 1999*.

All three members of the Commission are engaged under the *Commonwealth Electoral Act 1918* and are appointed by the Governor-General. The membership of the current Commission is discussed in the Overview section of this report (see page 15).

The Electoral Commissioner is assisted by a senior executive team comprising a Deputy Electoral Commissioner, two First Assistant Commissioners, five Assistant Commissioners, and State Managers who also act as the Australian Electoral Officers for each State and the Northern Territory.

The organisational structure is outlined in Figure 2 in the Overview section.

Senior management committees

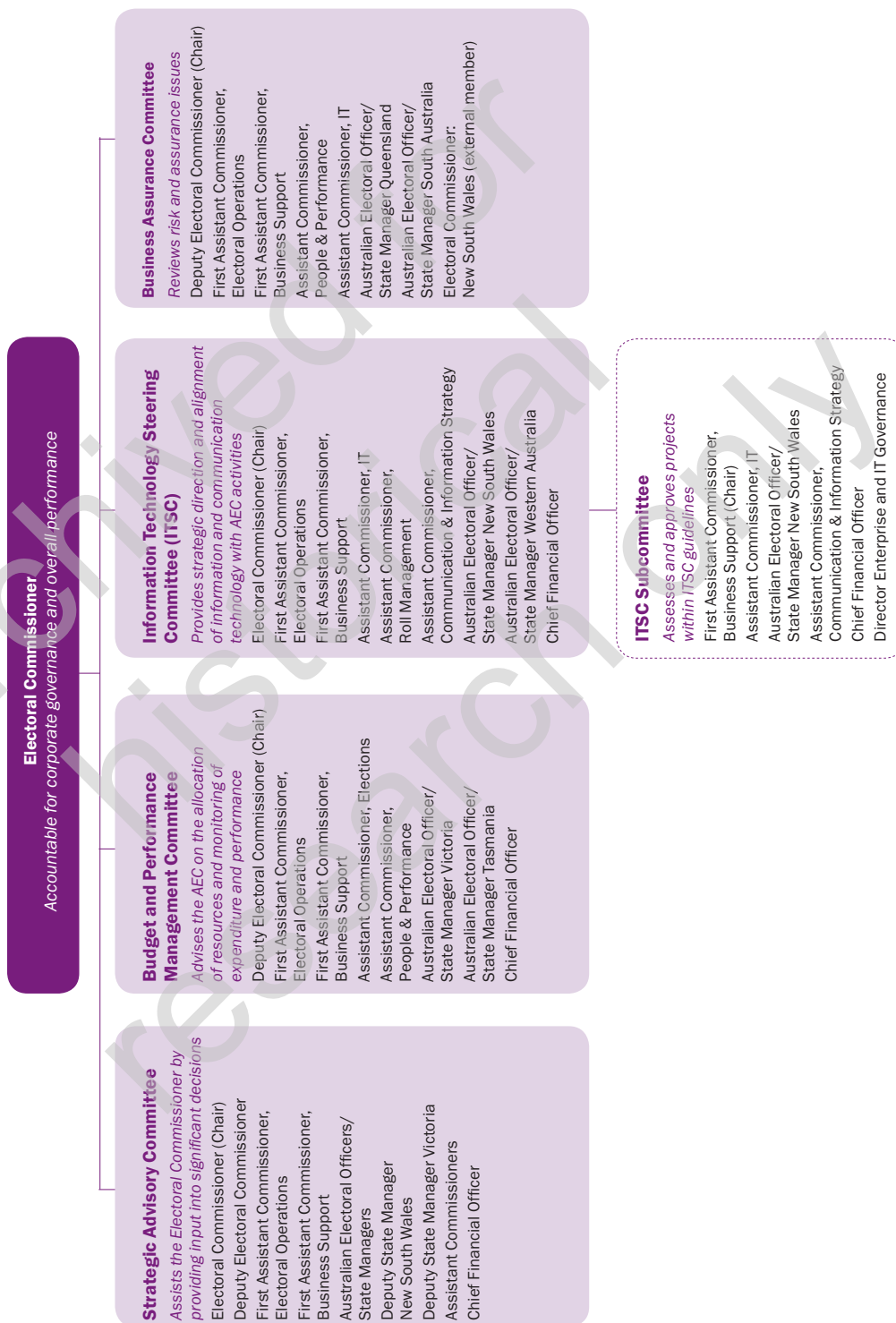
As Figure 12 shows, the AEC's leadership and management framework comprises four senior management committees:

- Strategic Advisory Committee
- Budget and Performance Management Committee
- Information Technology Steering Committee
- Business Assurance Committee.

The committees are directly responsible to the Electoral Commissioner in his role as Chief Executive Officer.

Figure 12 Leadership and management framework

Australian Electoral Commission



Strategic Advisory Committee

The Strategic Advisory Committee is the AEC's main consultative and advisory body. It assists the Electoral Commissioner by providing input to significant decisions and helping to determine strategies that will effectively position the AEC to achieve its outcomes. Membership includes all State Managers as shown in Figure 12.

The committee provides a forum for sharing information and intelligence across the organisation, discussing strategic issues, and developing initiatives to meet challenges, including:

- high-level resource allocations
- organisational performance and effectiveness
- policy directions, issues and gaps
- strategic risks and mitigating strategies
- workforce issues
- strategic alliances and other strategic business issues.

The committee meets face to face five or six times each year, and conducts regular teleconferences.

Budget and Performance Management Committee

The Budget and Performance Management Committee provides advice and assistance to the Electoral Commissioner in relation to budgeting and performance management. The committee is responsible for monitoring the AEC's financial position and making recommendations to the Electoral Commissioner to promote efficient, effective and ethical use of the AEC's resources.

The committee deals with:

- budget
- finance and performance reporting
- funding strategies
- resourcing priorities and allocations
- financial governance and performance management frameworks.

The committee meets monthly or more frequently if required.

Information Technology Steering Committee

The Information Technology Steering Committee (ITSC) provides advice and assistance to the Electoral Commissioner and senior management on all technology-related matters.

The ITSC is responsible for setting the strategic direction and determining priorities for funding and delivery of information and communications technology, including architecture, infrastructure, business applications and approval of major projects. The ITSC advises the Budget and Performance Management Committee in relation to expenditure.

The ITSC is supported by the ITSC Subcommittee. Under the guidance and direction of the ITSC, the subcommittee is responsible for:

- considering the level and distribution of all information and communications technology investment and advising the ITSC accordingly
- assessing and prioritising IT proposals submitted by business areas, in line with strategic direction, priorities and funding constraints set by the ITSC
- monitoring the progress of implementation and expenditure of approved projects
- actioning any other matters referred from the ITSC.

The ITSC meets every two months; the ITSC Subcommittee meets every two months in advance of the ITSC, or more frequently if necessary.

Business Assurance Committee

The Business Assurance Committee assists the Electoral Commissioner in meeting his statutory responsibilities under s. 46 of the *Financial Management and Accountability Act 1997*. The committee:

- reviews and monitors the AEC's risk assurance, audit, fraud and internal control functions
- ensures the objectivity and reliability of the AEC's published financial information.

The committee meets at least three times a year.

Corporate and business plans

At the beginning of 2006–07, the AEC adopted a new framework for corporate and business planning to strengthen the organisation's planning and performance management capability. The three-year strategic planning cycle was replaced by an annual planning and reporting cycle based on the corporate plan.

The corporate plan emphasises the AEC's purpose, aim and values. It outlines the organisation's long-term objectives and defines immediate priorities in four key result areas: clients and stakeholders; services and products; people; and financial, risk and information management. The corporate plan is publicly available through the AEC website (www.aec.gov.au). Long-term objectives are derived from the AEC's environmental scan, a three-year outlook on trends and developments that may affect the AEC.

The priorities identified in the corporate plan are addressed through business plans. Business plans are developed annually at the State level and at the branch level in the national office, and flow through to work unit plans and individual performance agreements.

The AEC also has a number of supporting plans that address specific business functions, as summarised in Table 37.

Table 37 Corporate and business planning documents

Plan	Purpose	Reviewed
Business	Sets out business strategies and objectives at the State office or national office level	Annually
Business continuity	Applies risk management techniques and principles to the planning, administration and delivery of projects and policies	Every three years
Corporate	Provides direction to delivering and improving electoral services	Annually
Corporate fraud control	Identifies areas of corporate fraud risk and sets out strategies to prevent or minimise the incidence of corporate fraud	Every three years
Corporate IT	Provides direction for IT development	Every three years
Electoral fraud control	Sets out strategies to prevent or minimise electoral offences that may affect the result of a federal election	Every two years
Property	Provides direction for the long-term management of leased property	Every three years
Security	Sets out strategies to protect staff and visitors, security classification information, equipment and premises against harm, loss, interference and compromise	Annually
Strategic internal audit	Sets out the program of compliance and performance audits for the financial year	Annually
Strategic risk management	Identifies areas of business risk and specifies how risks will be managed	Annually

Service charter

The AEC Service Charter, published in June 2005, includes information about the AEC's functions and values, and its commitment to electors. The charter may be accessed through the AEC website, and printed copies are available on request. Poster versions of the charter are displayed in all AEC offices.

The charter encourages members of the public to provide feedback to the organisation. The AEC listens carefully to customer feedback, and responds to suggestions to improve its services.

Customer satisfaction

The AEC received positive feedback on its delivery of services, such as electoral education centre sessions, support provided to the New South Wales Electoral Commission in the conduct of the 2007 State election, and overseas electoral assistance operations. For more details, refer to the reports on performance for individual outputs.

Complaint resolution

Most complaints to the AEC are made by telephone to the national contact number (13 23 26) and are resolved immediately. As required, complaints made to divisional offices may be referred first to State offices then to the national office. The time taken to resolve queries or complaints depends on the nature and complexity of the matter raised. Most complaints are from electors, but a small number are from candidates.

In 2006–07, the AEC received 31 complaints alleging various offences under the *Commonwealth Electoral Act 1918* and/or the Commonwealth Criminal Code:

- Twenty-six complaints concerned electoral advertising. The AEC determined that 21 of these complaints involved minor breaches of the *Commonwealth Electoral Act 1918*, four complaints did not provide enough information for the AEC to determine whether a breach had occurred, and one complaint disclosed no breach.
- One complaint alleged bribery during the 2001 federal election, and was referred to the Australian Federal Police (AFP). The AFP concluded that there was not enough evidence available to identify a substantive Commonwealth offence.
- One complaint alleged that a person had fraudulently enrolled for an address. This matter was referred to the AFP, which declined to investigate the matter further.
- Two complaints alleged that a person had misused protected roll information. AEC investigations concluded that no breach had occurred.
- One matter did not fall within the AEC's administrative responsibility.

Internal audit

AEC internal audit is an independent function reporting directly to the Deputy Electoral Commissioner, who in turn reports on the audit program to the AEC's Business Assurance Committee. The AEC's internal audit program is conducted through an external service provider, WalterTurnbull.

During 2006–07, representatives of the Australian National Audit Office (ANAO) and the internal auditors attended meetings of the Business Assurance Committee to report on the AEC's external and internal audit programs and other relevant matters.

The audit program for 2006–07 focused on providing assurance to the AEC on aspects of its preparedness for the next federal election and on its level of maturity and sophistication in relation to procurement and contract management.

Risk management and business continuity

The AEC's risk management policy and strategic plan provide a formal framework for identifying, managing and monitoring strategic risks as an integrated part of business planning.

The AEC continued to promote business continuity management, based on the Standards Australia HB 221:2003 *Business Continuity Management—Handbook*, across its business units in 2006–07. The national office continued to develop its continuity plans for business activities that will be critical during the election period.

Fraud control

The AEC maintains two fraud control plans: the electoral fraud control plan, which focuses on election and enrolment fraud; and the corporate fraud control plan, which deals with all other forms of fraud. Both plans are maintained and reviewed in accordance with the requirements of the Commonwealth Fraud Control Guidelines (May 2002).

The AEC's Fraud Control Committee has responsibility for implementing and evaluating the corporate fraud control plan. The Fraud Control Committee is set up as a subcommittee of the Business Assurance Committee to implement and administer the policies and systems approved by the Business Assurance Committee and to provide reports on fraud matters within the AEC.

The AEC has implemented the requirements of the Commonwealth Fraud Control Guidelines and has appropriate fraud prevention, detection, investigation and reporting procedures and processes in place. Annual fraud data are reported to the Attorney-General's Department, in accordance with the guidelines.

Ethical standards

The AEC's standard of conduct policy provides direction about general expectations for the behaviour of AEC employees, and incorporates and reinforces the Australian Public Service (APS) Values and Code of Conduct. The AEC Corporate Plan 2006–07 sets out the AEC values, as listed in the Overview section of this report (see page 13).

Through the AEC Certified Agreement 2004–07 and the corporate plan, the AEC and its staff made a commitment to work cooperatively to embed the APS and AEC values in all aspects of the organisation's work. The AEC's performance management program includes an assessment tool on values and behaviours, which contributes to the overall performance rating for each employee.

Senior executive remuneration

Remuneration for the Electoral Commissioner is determined by the Remuneration Tribunal under the *Remuneration Tribunal Act 1973*. Other statutory appointees are part of the Principal Executive Officer structure under that Act; remuneration and conditions for those appointees are determined by the Electoral Commissioner within parameters set by the Remuneration Tribunal.

The Electoral Commissioner also determines performance pay for the AEC's Principal Executive Officers and other senior executive staff, as described in the Management of human resources section of this report.

Table 38 lists base salary bands for statutory appointees and senior executive staff of the AEC.

Table 38 Base salary bands for statutory appointees and senior executive staff, 30 June 2007

Remuneration band	Number of staff
Leave without pay	1
\$90,000–\$99,999	1
\$100,000–\$109,999	4
\$110,000–\$119,999	1
\$120,000–\$129,999	6
\$130,000–\$139,999	2
\$140,000–\$149,999	2
\$150,000–\$159,999	0
\$160,000–\$169,999	1
\$170,000–\$179,999	0
\$180,000–\$189,999	0
\$190,000–\$199,999	0
\$200,000–\$209,999	1

Note: These bands do not represent total remuneration; that is, they include superannuable salary but do not include other components of salary packaging, such as cars and superannuation and performance pay.
Includes employees on long-term leave.

Social justice and equity

When developing and delivering its products and services, the AEC considers the needs of its audiences and stakeholders. Based on research, the AEC produces information in a variety of formats, including audio, large print and braille, and in a wide range of languages, including Indigenous languages. The AEC also provides a free telephone inquiry service and access to an interpreter service. For further details, see the performance overview and analysis for Output 2.1.5 (page 72).

As described in the report on performance for Output 3.1.2, AEC staff conduct school and community visits to present electoral education and information sessions. A module of the AEC's suite of presentations was developed specifically for culturally and linguistically diverse audiences.

The AEC endeavours to enable as many eligible electors as possible to participate fully in federal elections. For electoral divisions with significant numbers of Indigenous voters or voters who speak a language other than English at home, Divisional Returning Officers will recruit staff with Indigenous and other language skills to provide assistance on election day.

In the lead-up to federal elections, the AEC conducts a Community Electoral Information Officer program to visit Indigenous communities, particularly in remote and regional areas, to review the electoral roll, promote enrolment and conduct electoral education. In the election period, the AEC conducts mobile polling in remote communities and in hospitals and nursing homes, and provides a range of electoral services for Australians overseas.

The AEC has drafted a new disability action plan, for 2007 to 2010, which will be finalised in consultation with key disability groups in early 2007–08. More information on the plan can be found under the 'Providing access for people with disabilities' section.

Support services

Support services are specialised activities that enable the AEC to meet its legislated responsibilities, deliver its outputs and achieve its outcomes.

Parliamentary and ministerial support

In 2006–07, the AEC continued to provide support services to the Parliament and the Special Minister of State in relation to the administration of the *Commonwealth Electoral Act 1918*.

During the year, the minister referred 77 letters on electoral matters to the AEC for input or preparation of draft responses. The major themes of the correspondence included queries about the electoral system, the New South Wales and Queensland electoral redistributions, and political funding and disclosure. The AEC's briefings to the minister were consistently rated four out of five for timeliness and quality.

Representatives of the AEC and members of the Joint Standing Committee on Electoral Matters (JSCEM) met to discuss matters of interest arising out of the AEC's 2005–06 annual report, particularly the AEC's strategies to increase enrolment levels (see the special feature, page 48).

Legal services

As foreshadowed in the 2005–06 annual report, a dedicated legal services unit was established within the AEC in 2006–07.

The measures taken to establish the new section and ensure compliance with the Commonwealth Legal Services Directions included the recruitment of a chief lawyer and other staff; the establishment of procedures, such as Chief Executive Instructions, relevant to legal services; and the appointment of an external legal panel, consisting of the Australian Government Solicitor, Blake Dawson Waldron, Deacons, Minter Ellison and Sparke Helmore.

The unit's activities in 2006–07 focused on:

- preparing drafting instructions for the *Electoral and Referendum Legislation Amendment Act 2007*, which received Royal Assent on 15 March 2007
- managing the process of making regulations under the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006* in relation to evidence of identity requirements
- managing the process of making regulations under the *Electoral and Referendum Legislation Amendment Act 2007* in relation to trials of electronically assisted voting for sight-impaired people, and remote electronic voting for Defence personnel serving outside Australia at the next federal election

- providing advice in relation to the AEC's administrative responsibilities under the *Commonwealth Electoral Act 1918*, the *Workplace Relations Act 1996*, the *Public Service Act 1999* and the *Financial Management and Accountability Act 1997*
- reviewing and updating AEC publications, including the *Electoral Backgrounders* series, and relevant elections manuals and handbooks, in preparation for the next federal election
- providing advice in relation to procurement exercises, contracts, memorandums of understanding, intellectual property, employment matters, financial management and administrative law
- meeting statutory obligations of the AEC under such legislation as the *Privacy Act 1988*, the *Freedom of Information Act 1982* and the *Archives Act 1983*
- instructing solicitors and counsel in litigation, including the High Court matter *Roach v Electoral Commissioner*
- referring matters involving alleged breaches of the electoral law or other laws, including the *Commonwealth Criminal Code Act 1995* and the *Crimes Act 1914*, to the Australian Federal Police and/or the Commonwealth Director of Public Prosecutions.

The AEC expended \$898,163 on external legal services in 2006–07. This included fees to firms on the panel of legal service providers, counsel's fees, court costs and miscellaneous charges. This was an increase from \$352,000 in 2005–06, due to increased procurement activity in the lead-up to the next federal election and the High Court matter mentioned above.

Records management

The reorganisation of the AEC's national records management function undertaken in 2005–06 is generating improvements to records management services across the AEC. During 2006–07, the AEC's records management team delivered record-keeping training to staff in AEC national and State offices and some divisional offices. In line with recommendations made by the ANAO, the AEC continues to ensure that all staff undergo record-keeping training. Training specifically for divisional office staff will be rolled out after the next federal election. The materials used in the record-keeping training course are available to all staff on the AEC intranet. In addition, employees have access to a telephone helpline, updates and guidance through email, and the AEC's *Scrutiny* publication (details of which will be found in this section under 'Improving internal communication'). Conversion of the record-keeping training module to an e-learning package is planned in 2007–08.

A census of all records held in the AEC's national office and at one of its two offsite storage holdings in Canberra was undertaken. The census identified records no longer required, in accordance with the current Records Disposal Authority. It also identified a number of materials requiring long-term preservation; the AEC is working with the National Archives of Australia to protect those records.

Recommendations by the ANAO in its 2005–06 audit of the AEC's record-keeping practices are informing the development of a three-year information management strategy and action plan.

Library services

The AEC's library, located in the national office, provides library services to all AEC staff.

A staff survey conducted during 2006–07 indicated a declining need for traditional library services and hard-copy materials, and an increasing demand for electronic services. To ensure that it meets the needs of users effectively, the library began a trial of shortened opening hours and the delivery of more information in electronic formats and through online services across the AEC office network. The library continued to provide a limited range of hard-copy reference materials.

Research and performance analysis

Conducting research into electoral matters is a legislated function of the AEC under the *Commonwealth Electoral Act 1918*.

Informal voting

In 2006–07, the AEC referred to previous research findings to inform a strategy to discourage informal voting during the next federal election. The development of the strategy incorporated feedback from consultations with key stakeholders—the JSCEM, the minister, and the national secretariats of the major political parties.

Election evaluation

Work also continued on the development of an evaluation plan for the next federal election. The plan will incorporate an organised map of data to be collected at the divisional, State and national levels, and will include an outline of additional research and evaluations to be conducted after the election.

In 2006–07 the AEC initiated and progressed the technical development of a management tool – the election 'dashboard'. The 'dashboard' has been designed to assist the AEC in tracking progress and performance during the conduct of the federal election. The 'dashboard' project will consolidate data from multiple election systems to allow for cross-organisational analysis. The 'dashboard' can provide a quantitative degree of comfort that key election activities are proceeding as expected and assist in the early detection of State or national issues. It will also provide a repository of information and election data that will be used in conjunction with post-election evaluation.

The 'dashboard' reports and analysis will focus on such areas as early voting, the issuing of postal ballots, and information from the AEC call centre used during the election.

Youth Electoral Study

The four-year Youth Electoral Study, funded by the AEC and the Australian Research Council, commenced in May 2003. The study is being conducted jointly by the AEC, the University of Sydney and the Australian National University.

The main purpose of the study is to investigate why young people (17–24 years of age) do or do not enrol to vote, what their attitudes to the enrolment and voting process are, and whether there are particular demographic factors that influence their electoral participation. Findings of the study are being used in the development of AEC electoral awareness and enrolment promotion activities for young people.

The 2005–06 annual report erroneously indicated that the study had entered its fourth and final year in 2005. The study did not commence until 2003 and so was ongoing throughout 2006–07.

The second of two surveys was distributed to senior secondary school students in August 2006, and the third report of the study was published in October 2006. The report explored how and what young people learn from their families about politics, voting and enrolling to vote, and revealed that young people were more likely to discuss the process of voting with their parents than with anyone else. The surveys will result in at least two additional reports, to be published in 2007–08.

Performance reporting

The AEC continued to produce sets of high-level, organisation-wide quarterly reports to assist senior executives and State Managers to monitor key business activities and manage performance and workloads. The initial focus of the reports was the analysis of enrolment activities, but in 2006–07, the scope of these reports was expanded to include school and community visits, workforce planning, redistributions, fee-for-service elections and protected action ballots.

The reports outline key data at the divisional and State level to identify gaps and trends in performance over time against agreed benchmarks, and complement other business area reports designed to assess the overall health of the organisation.

Workforce reporting

In 2006–07, the AEC implemented a robust workforce reporting framework to inform AEC managers of workload distribution and resources and assist in the development of workforce planning strategies.

Regular reports are prepared on workload distribution and associated resourcing and selected key workload activities. These assist managers in developing business strategies that are relevant and responsive to their individual areas of responsibility. The reports aid managers in regularly mapping workload and distribution activities across divisional offices in a more equitable manner to ensure the most efficient use of their resources.

Under this framework, an extensive suite of workforce profile reports is also available and provides managers with a combination of snapshot and trend data. The reports enable managers to better understand their workforce and employment trends and assist them in their analysis of future staffing requirements. This enables managers to focus on important workforce issues such as succession planning, attracting and retaining appropriately skilled employees, and knowledge management.

The workforce profile reports examine a range of characteristics, including:

- present staffing and trends:
 - full-time equivalent and headcount
 - classification profile
 - gender profile
 - age profile by superannuation scheme and location
 - tenure by years of service, age and location
- health measures
 - unscheduled absences
 - turnover and growth, including commencements and separations by reason, age and location
- recreation leave and long service leave.

Information and communications technology

The AEC's information and communications technology services are provided through a mix of in-house resources and outsourced providers.

During 2006–07, IT activities focused on preparing for the next federal election and renewing infrastructure and service contracts to provide a more robust IT environment and increased technical capacity, and to position the AEC to take advantage of new and emerging technologies. This work included:

- developing business systems to support new legislative requirements, and enhancing business systems in preparation for the federal election
- refreshing major infrastructure elements, including
 - the replacement of desktop and laptop computers through a full request for tender process
 - establishing a new data centre facility to host key server infrastructure
 - replacing routers in all divisional and State offices
- continuing to implement the AEC IT sourcing strategy, including
 - extending the contract for Computer Services Corporation to provide mainframe services to June 2008
 - moving the provision of mid-range Unix services in-house
 - establishing new secure internet gateway services through a full request for tender process
 - preparing new arrangements for voice and data services to apply after the current Optus contract ends in June 2008
- establishing the IT People Services panel to improve access to IT contractor resources
- delivering IT security training to all staff, as part of a broader security training initiative, and undertaking a security review of all aspects of the AEC's IT network infrastructure.

Procurement and project management

As part of the AEC's commitment to improving its project management and procurement capability, the Chief Financial Officer assumed responsibility for those functions in June 2007. To realise synergies between procurement, project management and financial management, two business units have been established to focus on enhancing procurement and project management throughout the AEC. Both units report directly to the Chief Financial Officer.

Improving internal communication

The AEC has endeavoured to improve internal communication across the various levels of the agency through means such as the internal online *Scrutiny* newsletter.

Scrutiny features a regular column by the Electoral Commissioner and articles on staffing, fee-for-service ballots, visits from international delegates, AEC initiatives and promotions such as Enrol to Vote Week, among other things. *Scrutiny* is available via the AEC intranet. Previous editions are retained for reference.

Internal communication also has been improved by the building of staff networks and participation in training and development programs. For example:

- the participation of staff in the leadership program and the 'Election Ready' conference held in May
- visits to divisional offices by members of the executive and some directors
- participation by staff at a range of levels in training and trial elections.

External scrutiny

Parliamentary scrutiny

In March 2006, the Special Minister of State, the Hon. Gary Nairn MP, asked the JSCEM to inquire into civics and electoral education. The AEC made three submissions to the inquiry and gave evidence at public hearings in August and December 2006. The JSCEM tabled its report on civics and electoral education on 18 June 2007. The government has yet to respond.

In March 2007, the minister asked the JSCEM to inquire into certain aspects of the administration of the AEC. In May 2007, the minister asked the committee to include additional terms of reference for the inquiry, to consider whether the National Tally Room should be retained beyond the next federal election. The AEC will make submissions and participate in public hearings of the inquiry, which is due to report in 2007–08.

Administrative scrutiny

Certain administrative decisions made by the AEC are subject to review under the *Administrative Appeals Tribunal Act 1975*, the *Ombudsman Act 1976* and the *Administrative Decisions (Judicial Review) Act 1977*.

Further, complaints about breaches of privacy rights may be lodged with the Federal Privacy Commissioner under the *Privacy Act 1988*. Complaints that the AEC has discriminated against a person may be made to the Human Rights and Equal Opportunity Commission (HREOC) under the *Human Rights and Equal Opportunity Commission Act 1986*.

In 2006–07, there were no applications under the *Administrative Decisions (Judicial Review) Act* for review of decisions under the *Commonwealth Electoral Act 1918*, and no applications under the *Administrative Appeals Tribunal Act*.

The Commonwealth Ombudsman approached the AEC in relation to six matters involving the administration of the electoral roll and a compensation claim during 2006–07. All six matters, as well as those outstanding from the previous year, were finalised, and no findings of administrative deficiency were recorded against the AEC.

The Office of the Federal Privacy Commissioner advised the AEC that it had received one complaint during the reporting period, alleging that AEC staff had breached the requirements of the *Privacy Act*. The office advised that it declined to investigate the complaint formally and exercised its discretionary power under s. 41 of the *Privacy Act*. Therefore, there were no complaints in 2006–07 that led to determinations being made by the Office of the Federal Privacy Commissioner under s. 52 of the *Privacy Act*.

During the reporting period, two complaints were lodged with HREOC. In the first matter, an elector made an allegation of discrimination under the *Disability Discrimination Act 1992*. The AEC resolved the complaint to the elector's satisfaction and the matter was finalised by HREOC.

The second matter, lodged under the *Sex Discrimination Act 1984*, was terminated by HREOC on the basis that the complaint was lacking in substance.

A HREOC matter that was awaiting resolution at the end of 2005–06 was terminated during 2006–07 because there was no reasonable prospect of the matter being settled by conciliation. The complainant was advised of the available avenues of appeal to the courts to have the original allegations heard and determined. The AEC has not received advice of any further proceedings in this matter.

Judicial scrutiny

During 2006–07, there were no judicial decisions that had, or may have, a significant impact on the operations of the AEC.

Performance audits

During 2006–07, the Auditor-General issued the following reports which included information on the operations of the AEC:

- Audit Report No. 6 2006–07: *Recordkeeping including the Management of Electronic Reports*. Tabled October 2006. AEC action on record keeping is documented under Support services (page 120 of this report).
- Audit Report No. 49 2006–07: *Non-APS Workers*. Tabled June 2007. The AEC contributed to an online survey of all APS agencies employing 20 or more APS employees as at 10 April 2006.

Management of human resources

The AEC's human resources management framework is designed to provide a workforce that has the necessary skills and flexibility to meet the AEC's current and future business needs, assisted by access to learning and development opportunities and effective communication and sharing of information.

See Appendix A for AEC staffing statistics for 2006–07.

Workforce planning, staff retention and turnover

The AEC's staff turnover was 12.3 per cent in 2006–07 (compared to 13.9 per cent in 2005–06). Of the 96 ongoing employees who left the organisation in 2006–07, 47 employees were more than 50 years of age.

A number of strategies were in place to provide for smooth succession as positions were vacated, including referring Executive Level 2 officers to Australian Public Service Commission Career Development Assessment Centres, promoting internal mobility arrangements, and recruiting new graduates.

New workforce data reports were developed and promulgated during 2006–07, providing a range of staffing data to assist managers with workforce planning.

Recognising the ageing of the Australian population and the AEC workforce, the AEC focused on the development of strategies for retaining and attracting high-quality older workers in 2006–07. Strategies included introducing more flexible working arrangements and placing a greater emphasis on part-time work opportunities. Work also commenced on the development of a national strategic approach to workforce planning.

Certified agreement and Australian Workplace Agreements

The AEC offers a flexible approach to employment, allowing employees to choose between employment under the AEC Certified Agreement 2004–07 and an Australian Workplace Agreement (AWA).

Certified agreement

During the reporting period, the AEC Certified Agreement 2004–07 applied to all AEC staff below senior executive level employed under the *Public Service Act 1999* except those on AWAs (54 employees at 30 June 2007).

The certified agreement provided a competitive remuneration and salary advancement structure and a range of non-salary benefits.

It also identified opportunities to improve organisational productivity and performance objectives to be achieved during the life of the agreement. These performance improvement initiatives were described in detail in the annual report for 2005–06.

The salary bands available under the certified agreement in 2006–07 are shown in Table 39.

Table 39 AEC Certified Agreement 2004–07 salary ranges, by classification, 2006–07

Classification	Remuneration band
Executive Level 2	\$86,011–\$100,253
Executive Level 1	\$74,609–\$84,077
Australian Public Service Level 6	\$59,743–\$66,959
Australian Public Service Level 5	\$53,970–\$59,147
Australian Public Service Level 4	\$48,389–\$53,027
Australian Public Service Level 3	\$43,416–\$47,578
Australian Public Service Level 2	\$38,116–\$42,270
Australian Public Service Level 1	\$33,680–\$37,224

During 2006–07, negotiations took place to develop and finalise the AEC Collective Agreement 2007–10. The collective agreement was accepted in a staff ballot on 26 June 2007 and lodged with the Workplace Authority on 28 June 2007.

The new agreement provides remuneration and a range of non-salary benefits designed to ensure the attraction and retention of high-quality staff and to enable staff members to integrate their work and family commitments. Existing benefits under the previous agreement were carried forward and additional benefits were included such as:

- increased retention payment for eligible staff
- improved travel allowance for staff in rural areas
- access to salary sacrifice provisions for non-ongoing staff
- business class travel for specified flights
- two weeks additional paid maternity leave
- an ability to cash out one week recreation leave provided three weeks are taken
- an additional two days compassionate leave.

It also identifies performance and productivity improvements focused on:

- business practices and processes
- people management
- IT
- the workplace environment.

The new agreement builds on progress in these areas achieved during the previous agreement.

Australian Workplace Agreements

AWAs are available to all employees covered by the Public Service Act. AWAs in the AEC broadly reflect the employment conditions available under the certified agreement, while providing access to individually determined flexible benefits and work arrangements, such as access to extended bandwidths. The classifications and numbers of staff covered by AWAs at 30 June 2007 are shown in Table 40. The numbers are smaller than in 2005–06, as a number of employees chose to terminate their AWAs in order to be eligible to vote for and be covered by the collective agreement.

Table 40 Employees covered by Australian Workplace Agreements, 30 June 2007

Classification	Staff covered
Senior executive	10
Executive Levels 1–2	37
Australian Public Service Levels 1–6	17
Total	64

Performance pay

The Electoral Commissioner determines performance pay for those statutory appointees designated as Principal Executive Officeholders under the *Remuneration Tribunal Act 1973*, in accordance with parameters set by the Remuneration Tribunal.

The Electoral Commissioner also determines performance pay for those senior executive staff employed under the *Commonwealth Electoral Act 1918* or the Public Service Act, in accordance with the AEC's senior executive performance appraisal guidelines and remuneration policy.

The AEC does not offer performance pay to employees below the senior executive level.

A total of nine statutory appointees and 10 senior executives were eligible for performance pay during 2006–07, for performance in the 2005–06 financial year. The aggregate amount paid for the year was \$224,416. The performance pay average was 7.8 per cent of the employee's total remuneration, with the minimum payment being \$5,221 and the maximum \$20,637.

Staff development and performance management

As a result of the changes to structure and responsibility that were described in the 2005–06 annual report, the AEC's People and Performance branch was established in August 2006. The branch has responsibility for people management, organisational development and learning, and the implementation of human resource programs and initiatives across the AEC. The branch also works in partnership with other national office branches and State offices to improve the way the AEC plans, analyses and reports its performance.

Developing leadership

The AEC aims to equip staff with the necessary knowledge and skills to perform their work effectively and build the capacity of the AEC.

The AEC Leadership Program commenced during 2006–07. The program was based on existing leadership activities, and refined to build the capacity of AEC managers to assist them in their roles, now and in the future. In 2006–07, the program had three elements:

- three-day workshops on topics tailored to address the leadership challenges facing particular groups of participants
- virtual teams of leaders from different locations working together to develop networks and communication skills while addressing strategic business issues
- a major leadership conference, held in May 2007, at which 200 participants shared an opportunity to build on the experience and understanding gained from the leadership program.

See the special feature on the AEC Leadership Program (page 87) for more details of its objectives, participants and outcomes.

An Executive Divisional Experience Program was conducted to enable senior executives and selected executive level employees to gain a better appreciation of the work and challenges in a divisional office, and to improve communication between divisional office staff and the AEC's senior leadership group.

Approximately 40 senior executives and executive level employees visited over 70 sites, comprising a mix of metropolitan and non-metropolitan divisional offices, including some State offices that are co-located with divisional offices.

The executive employees observed and participated in the full range of activities undertaken in the divisional office and discussed with the team the challenges and constraints of their working environment and their ideas for improvement. They shared information from their own working environment about current priorities and initiatives that would impact on divisional staff in the future.

Each visiting executive employee provided a report to the Electoral Commissioner, highlighting the learning they gained and any feedback from the divisional office staff. The common themes raised by staff were forwarded to the relevant branch head to research and provide a response. The consolidated list of the issues raised and responses provided was posted to the AEC's intranet to increase staff awareness of matters affecting the broader work environment.

The AEC continued to access leadership development opportunities available through the Australian Public Service Commission. In 2006–07, this included sending staff to Career Development Assessment Centres and Senior Executive Service orientation programs.

Managing performance

Implementation of the productivity and performance improvements identified in the AEC Certified Agreement 2004–07 continued throughout 2006–07.

Workload sharing increased across the AEC, and workforce data were combined with transaction data to provide managers with information to assist them in managing workload sharing. Further detail is provided in the case study at page 132.

The attendance policy and associated guidelines for managing unscheduled absences and encouraging attendance were redeveloped, taking into account feedback from managers and staff representatives. The policy and guidelines were in the final stages of approval at the end of the reporting period.

The National Performance Management Program Committee continued to oversee the performance management program in 2006–07, to identify and implement enhancements to improve the program's effectiveness. The individual performance plan template and the values and behaviours tools were changed to enable staff to link their individual plans more closely to local business plans and the corporate plan.

The performance management program is predicated on regular, meaningful discussions about performance between employees and their managers. During the year, a national training program to develop skills in giving and receiving feedback was conducted in all States.



Participants at DRO Leadership Workshop 1, July 2006

Case study—Staffing and workload sharing

In 2006–07, through the Staffing and Workload Sharing initiative, the AEC implemented approaches to improve the balance of workloads between divisional offices.

The AEC has 150 divisional offices (one for each federal electorate), located at 122 sites across city, metropolitan, provincial and rural areas. Their main functions are to:

- maintain the electoral roll for eligible people who reside within the division
- review previous election activities, prepare for elections and provide electoral services
- promote electoral awareness.

Divisional offices also undertake special projects on behalf of their State office or the national office, and participate in process improvement and development workshops.

While the functions of all divisional offices are similar, the workloads of divisional staff vary with geography and demography. For example, metropolitan divisions tend to have a higher proportion of electors from diverse cultural and linguistic backgrounds, and more mobile populations. In rural divisions, maintaining accurate information on the AEC's address register is often a more complex task than in urban divisions.

The aim of the Staffing and Workload Sharing initiative is to maintain staffing at an average full-time equivalent (FTE) level across divisional offices while distributing work from high-workload divisions to low-workload divisions.

The initiative is based on a number of agreed principles, including the following:

- All divisional offices will be staffed at an FTE level that allows each office to build adequate capacity for election period activities.
- Workload-sharing strategies will be managed within State boundaries (except in the case of New South Wales and the Australian Capital Territory).
- Ongoing workload-sharing arrangements are to be established.

Two new approaches are being implemented in most States. In some cases, high-workload offices are paired with low-workload offices, which perform enrolment transactions for their high-workload partners. In other cases, metropolitan divisions are paired with and process work for rural divisions, enabling the rural divisions to concentrate on updating address information and other important work.

Overall, the initiative has achieved the desired results so far. The goal of workload equity is being achieved, and the use of a mix of permanent and temporary staff members to maintain FTE levels is providing additional benefits: a pool of temporary staff members are gaining operational experience, and will be ready to build effective office teams when election activities commence in earnest.

Occupational health and safety

The AEC OHS and Injury Management Plan 2004–07 sets out the AEC’s occupational health and safety (OHS) objectives and responsibilities. The plan allows the AEC to track its overall performance in OHS and injury prevention and management.

The AEC continued its commitment to ensuring the health and safety of all AEC employees through its policies for the management of compensable and non-compensable injuries and illnesses in 2006–07. The OHS agreement was updated, and new health and safety representatives were appointed and trained.

During 2006–07, the AEC managed a total of 60 workers compensation claims, 27 of which were new. This is higher than the number managed in 2005–06 (51 claims, including 14 new claims) but is consistent with previous pre-election years, as the volume of work increases. The AEC managed 26 non-compensation cases, which are handled under the Fitness for Continued Duty guidelines.

There were 86 reported accidents and incidents in 2006–07. This is significantly more than in 2005–06 but reflects the usual trend in a pre-election year. The increase can be attributed to dog bites and slips, trips and falls while undertaking targeted enrolment activities.

Timely and effective injury management remained the major focus, particularly early intervention strategies to return employees to work in accordance with AEC policies and Comcare guidelines. The AEC also implemented injury and illness prevention strategies to promote the health and wellbeing of AEC employees.

See Appendix B for more information on the AEC’s OHS policies and activities.

Workplace diversity

The AEC’s commitment to workplace diversity is outlined in the organisation’s major corporate documents and management tools, including the AEC Service Charter; the Corporate Plan 2006–07; the Certified Agreement 2004–07; the Workplace Diversity Program 2007–10; the Disability Action Plan 2007–09; the performance management program; the recruitment and selection guidelines; and the induction package.

The Workplace Diversity Program was reviewed during 2006–07. The review concluded that, although the AEC had performed against the program’s objectives for 2003–06, there was room for improvement, particularly in providing tools to assist managers to recognise and manage inappropriate behaviour.

The Workplace Diversity Plan 2007–10 was developed during the year in consultation with a range of stakeholders. The main objective of the new plan is to establish how the AEC will give effect to the principles outlined in its workplace diversity policy and provide a harmonious, safe and productive environment.

The AEC’s network of workplace harassment contact officers promotes diversity, communicates prevention strategies, and provides advice and support to potential victims of inappropriate behaviour. During 2006–07, the network was strengthened through the appointment of newly trained members and the provision of refresher training for all existing members.

Table 41 shows how particular groups were represented among AEC staff at 30 June 2007.

Table 41 Workplace diversity profile at 30 June 2007

	Total staff ^a	Female	CLDB	ATSI	PWD
Senior executive staff and Australian Electoral Officers	19	7	0	0	0
Executive Level 2	34	13	1	0	0
Executive Level 1	94	42	10	0	2
Australian Public Service Level 6	233	97	12	3	7
Australian Public Service Level 5	48	22	5	0	1
Australian Public Service Level 4	60	44	5	2	2
Australian Public Service Level 3	191	137	14	1	1
Australian Public Service Level 2	197	176	7	2	3
Australian Public Service Level 1	2	2	1	2	0
Total	878	540	55	10	16

ATSI = people from Aboriginal or Torres Strait Islander backgrounds; CLDB = self-identified people from culturally or linguistically diverse backgrounds; PWD = people with disabilities. The one staff member could be classified under one, two or all three of these headings.

- a Includes all staff (operative, inoperative, ongoing and non-ongoing) employed under the *Public Service Act 1999*, senior executive staff engaged under both s. 35(1)(b) of the *Commonwealth Electoral Act 1918* and the *Public Service Act 1999* and Australian Electoral Officers in the AEC on 30 June 2007

Source: PayGlobal HR System

Assets management

Management of physical assets

The AEC has three major asset groups: IT software and hardware, office fit-outs, and office machines and equipment.

The IT Branch manages all IT assets, including the agency's servers, desktop computers, printers, scanners and operational software.

The AEC national property team manages all accommodation and fit-outs on a rolling 'end of life' or 'end of lease' schedule. A commercial property manager is engaged to assist in property management.

Office equipment and machines are managed by the Corporate Administrative Policy and Services section. An 'end of life' schedule and asset database are used to manage the replacement and/or refurbishment of all fixed assets. Costs involved are incorporated into the AEC's capital plan.

Service and maintenance agreements are used to ensure that all assets are fully functional and operating optimally. The agreements are usually taken out with the supplier or with an alternative service provider in rural and remote areas, where necessary. These arrangements minimise down-time and ensure smooth running during business critical periods, such as election time.

Assets used only in election periods include ballot paper counters and scales, which are packed and stored when not in use, then unpacked and serviced in readiness for federal elections.

When a new asset is installed, full training in its use is provided to office staff. Office machine training is offered to new employees to ensure the correct operation of office machines and equipment.

Audiovisual equipment, fax machines, office chairs, a forklift truck and security containers were the main items purchased in 2006–07.

Management of information assets

The electoral roll management system (RMANS) and election management system (ELMS) are the AEC's key strategic IT assets.

RMANS contains the electoral rolls for federal, State and Territory elections and a range of computer programs for the data entry, storage and extraction of elector and geographical information, including electors' addresses and the boundaries of electoral areas.

ELMS assists in managing the logistics of elections, including materials management, polling place management, election financial management and election night processing. During 2006–07, the RMANS and ELMS applications were effectively maintained and documented so the systems were stable and able to provide accurate data as needed.

While the current systems are stable and robust, advances in technology mean that RMANS and ELMS will become increasingly more expensive to maintain and may become unreliable. Following a review in 2003, the AEC decided to redevelop the RMANS and ELMS applications.

The general enrolment, elections support and information system (GENESIS) project will eventually replace RMANS and ELMS. When completed, GENESIS will provide improved election management services to AEC staff.

Archived for
historical
research only

Purchasing

The AEC's procurement framework reflects the core principle governing Australian Government procurement: value for money.

The National Procurement Section has principal responsibility for shaping procurement governance in the AEC. In 2006–07, the section continued to assist AEC officers in fulfilling their purchasing and tendering requirements while working within the policy intent of the Commonwealth Procurement Guidelines.

The AEC published 33 open tender requests during 2006–07, 11 more than in 2005–06. Tender documentation was made available electronically and tender responses were accepted electronically through the AusTender facility in most of the public tender processes.

The AEC Annual Procurement Plan published at www.tenders.gov.au provides details of expected procurement activity in 2007–08.

Consultants and competitive tendering and contracting

A total of four new consultancies with values of \$10,000 or more were let during 2006–07. The total expenditure on those consultancies was \$181,435.

In addition, two ongoing consultancy contracts were active during the year, incurring expenditure of \$473,995. All these figures include GST.

Appendix G contains detailed information on consultancy contracts let to the value of \$10,000 or more during the year. It also contains a summary of the AEC's policy on the procurement of consultancies.

Providing access for people with disabilities

Disability action plan

During 2006–07, the AEC reviewed its disability action plan and drafted a new plan for 2007–2010. The revised plan will be finalised early in 2007–08 in consultation with the AEC's Disability Advisory Group, which includes representatives of disability organisations and the Human Rights and Equal Opportunity Commission. The new plan sets out strategies that will improve outcomes for people with disabilities, including at the next election, and identifies indicators for measuring performance.

Commonwealth Disability Strategy

The Commonwealth Disability Strategy sets objectives for Australian Government agencies to improve outcomes for people with disabilities through five core roles: policy adviser, regulator, purchaser, provider and employer. The AEC's performance in relation to these roles in 2006–07 is described below.

Policy adviser

The AEC policy advice role relates to its responsibility for administration of the *Commonwealth Electoral Act 1918*. In 2006–07, the AEC conducted regular briefings and consultations with groups representing people with visual disabilities as part of the development of a limited trial of electronically assisted voting at the next election, for electors who are blind or have low vision.

Where the AEC provides information on changes in electoral administration policies or electoral law, the information is made available, where possible, in accessible online formats.

Regulator

The AEC provides information about its regulations and all publicly available regulatory compliance reporting, in accessible online formats.

The *Commonwealth Electoral Act 1918* permits an elector who is unable to sign their enrolment application because of physical incapacity to obtain a medical certificate to establish their entitlement to enrol. The Act also allows certain electors who are unable to attend a polling place on polling day to become general postal voters. As soon as ballot papers become available after an election is called, the AEC forwards ballot papers directly to general postal voters. Application forms for this type of enrolment and registration are available from the AEC website.

Purchaser

The AEC's procurement activities accord with the Commonwealth Procurement Guidelines, and the AEC takes the *Disability Discrimination Act 1992* and the Commonwealth Disability Strategy into consideration in its purchasing decisions.

All open approaches to the market, are made publicly available on the Australian Government's AusTender website. A contact officer is available to meet requests for information to be provided in other formats. No requests for tender documents in different formats were received from members of the public in 2006–07. The AEC's request for tender document contains a standard clause that requires prospective tenderers and contractors to warrant that they are not in breach of the Disability Discrimination Act.

In general, the AEC does not publicly distribute contract specification reporting other than through the annual report, which will be made available online in 2007–08. Complaints mechanisms exist both in the AEC and through the Department of Finance and Administration.

During the reporting period, no major purchases were made from disability service providers.

Provider

The AEC's Service Charter addresses accessibility for people with disabilities by placing value on:

- convenient and accessible polling places
- assistance when required, for example on polling day
- postal and pre-poll voting options, if electors cannot easily access a polling place
- enrolment and other forms that are easy for clients to use.

During 2006–07, AEC staff consulted representatives of disability organisations to discuss how services and products for people with disabilities could be improved. Comments from these key stakeholders assist the AEC to improve the quality of the electoral services and facilities it provides.

The AEC has consulted groups such as Vision Australia about items including cardboard voting screens and ballot boxes, to ensure that these items are sufficiently accessible for people with disabilities. As a result of these consultations, it was agreed that at the next federal election the coloured stripe around the 'bench top' area of voting screens would be extended to the ballot box slot, to assist people with a vision impairment, particularly those with depth perception problems. As noted above in relation to the AEC's role as policy adviser, discussions were also held about conducting a trial of electronically assisted voting at the next federal election.

To improve voter services at federal elections, the AEC developed an Election Evaluation Plan during 2006–07. The plan will allow feedback from electors to be directed from polling places up to divisional, State and national levels, where appropriate.

The AEC made a considerable effort during the year to review its services for people with disabilities. In recent years, the accessibility of polling places has been under increased scrutiny. To advance provision of the best polling facilities available, the AEC commenced inspection of all polling places using a polling place inspection checklist developed in

consultation with the AEC's Disability Advisory Group and a specialist access architect. The inspections are to be completed before the next election.

The AEC seeks to ensure that enrolment processes are made as convenient as possible for all electors, especially those with disabilities. This includes making personal enrolment details and enrolment information and forms accessible through the internet.

The AEC website meets the Government Online standards for providing access for people with disabilities, and the AEC is committed to the ongoing improvement of its website in this respect. The continuing review of the website includes consultation with disability groups, in particular Vision Australia. Where possible, public information released by the AEC is made available in accessible formats, such as HTML or accessible PDF, that can be read by screen readers.

In line with best practice, the AEC included radio for the print handicapped in its advertising about new evidence of identity requirements and changes to the close of rolls arrangements. This ensured that people with a print disability could receive these important messages.

In 2006–07, staff in AEC State and Territory offices participated in a number of events aimed at improving electoral awareness among people with disabilities. For example, Queensland staff gave presentations to a number of disability organisations and carers' groups, and Northern Territory staff liaised with the Northern Territory Disability Action Group to identify and address issues through electoral awareness information sessions. The AEC mounted a display at the International Day of People with a Disability celebrations held at Musgrave Park in Brisbane.

Although the AEC does not have a formal complaints mechanism for disability issues, it responds, usually in writing, to issues raised by electors, representatives and community groups.

Employer

The AEC strives to ensure that all employment policies and practices comply with the requirements of the Disability Discrimination Act. The AEC also articulates its commitment to encouraging the inclusion and participation of people with disabilities in its workforce through its Certified Agreement 2004–07, Disability Action Plan and OHS and Injury Management Plan.

The AEC's workplace diversity policy establishes a framework for an inclusive work environment. In 2006–07, the AEC reviewed its approach to implementing the policy, identifying areas for improvement and developing the Workplace Diversity Program 2007–10.

As part of its strategy to encourage diversity, the program provides for:

- removal of barriers in the recruitment process
- recognition of the cultural and physical needs of all applicants in the selection process
- promotion of merit-based selection
- provision of the necessary equipment to allow all employees to participate
- greater access to training and development opportunities.

The AEC is committed to the principle of 'reasonable adjustment' for staff or prospective staff with disabilities, expressed through:

- recruitment and selection guidelines that emphasise the principle
- encouraging self-identification by applicants with disabilities to allow for any necessary assistance to be provided during the selection process and training programs
- provision of recruitment information in accessible formats on request
- a Review of Actions policy that allows for internal and, where appropriate, external review mechanisms to address concerns raised by staff.

The AEC supports employees with disabilities by providing adaptive technology, such as TTY (telephone typewriter voice-activated software) phonic ear systems, phone alert systems and telephone headsets; flexible work arrangements; tailored job design; and convenient parking spaces.

The AEC's internal training programs include information on disability issues where relevant. For example, the *Training of Polling Staff* manual emphasises effective communication with and service to electors who have disabilities. External training courses used by the AEC are arranged with reputable providers who are expected to know that attention must be paid to relevant disability issues.

Financial performance and future operations



Analysis of financial performance

The Income Statement for the year ended 30 June 2007 shows an operating loss of \$6.9 million, which was approved by the Minister for Finance and Administration. The AEC financed the loss from cash surpluses achieved in previous years.

One of the key priorities for the AEC is to ensure that the electoral roll is as accurate as possible before the next federal election. To address the decline in the total number of electors enrolled since June 2005, the AEC initiated the Targeted Enrolment Stimulation Program in March 2007. The program was complemented by enrolment-related advertising in May and June 2007. These activities contributed to the operating loss for the financial year.

Total departmental revenues for the year were \$122.2 million, an increase of \$12.8 million from the previous year. The increase reflects the fact that 2006–07 was a pre-election year and included funding to implement JSCEM recommendations.

The Balance Sheet as at 30 June 2007 shows total assets of \$59.4 million and total liabilities of \$34.7 million. Cash and receivables comprise \$37.4 million of the AEC's total assets, with non-financial assets of \$22.0 million making up the balance.

There was minimal activity in administered items, as 2006–07 was a pre-election year.

The Australian National Audit Office audited the AEC's financial statements for the year ended 30 June 2007 and issued an unqualified audit opinion.

Developments that have affected or may affect operations

Conduct of plebiscites by the AEC

During question time in the House of Representatives on 7 August 2007, the Prime Minister was asked how the Australian Government could assist local councils to provide services. In the Prime Minister's answer, he referred to changes to local government being introduced in Queensland. He raised a concern about the lack of consultation with people who live in the areas that are to be subject to the amalgamations contained in the Queensland Local Government Reform Implementation Bill 2007. He announced that the government had decided to allow the AEC to undertake plebiscites on the amalgamation of any local government body in any part of Australia. These services would be conducted free of charge, at the expense of the Australian Government.

On 16 August 2007, the Special Minister of State introduced into the Parliament the Commonwealth Electoral Amendment (Democratic Plebiscites) Bill 2007, which contains several amendments to the *Commonwealth Electoral Act 1918*. The amendments add to the wide powers contained in s. 7A of the *Commonwealth Electoral Act 1918*, which enable the AEC to enter into arrangements for the supply of goods and services to a person or body. The AEC has used this power on many occasions to make expert AEC staff available to run elections for third parties.

The bill adds to the wide powers in s. 7A and enables the AEC to both 'use' and, if necessary, 'disclose' the Commonwealth electoral roll for the purposes of conducting an activity (such as a plebiscite) under an arrangement that has been entered into.

The primary functions of the AEC remain those set out in s. 7 of the *Commonwealth Electoral Act 1918*. Those functions focus on federal electoral matters. In the circumstances of an impending federal election, the AEC would exercise the discretion to enter into any 'arrangements' under s. 7A in a manner that ensures that the AEC's primary functions and focus are not hindered or diminished.

Once the Commonwealth Parliament has passed this legislation, the AEC would be in a position to enter into appropriate arrangements and to action requests from local government bodies and other persons to conduct such plebiscites. As at September 2007, the AEC had received several requests from members of the Queensland Legislative Assembly, local councils and other persons to conduct plebiscites. The AEC has already commenced action to scope the processes and administrative practices that would be required to undertake such plebiscites, using its expertise in conducting fee-for-service ballots.

High Court decision relating to prisoner voting entitlements

On 30 August 2007, the Chief Justice of the High Court announced that the majority of the High Court had decided that a challenge to the prisoner voting provisions in the *Commonwealth Electoral Act 1918* had been successful. The reasons for the decision were to be published subsequently. In this case (*Roach v Electoral Commissioner*), the High Court held that subsection 93(8AA) and paragraph 208(2)(c) of the Act and subsection 221(3), to the extent that it gives effect to these provisions, were invalid because they were contrary to the Constitution. The High Court also held that ss. 93, 109, 208 and 221(3) of the Act in force prior to the 2006 amendments were valid.

To give effect to the High Court decision, the AEC was required to undertake an urgent review of the electoral rolls, 'approved forms', manuals and other procedures that were put in place following the 2006 amendments dealing with prisoner voting.

The effect of the High Court decision was that the complete prohibition on voting by prisoners was removed and the earlier regime contained in subsection 93(8) of the Act was revived. Paragraph 93(8)(b) of the Act, which has been revived as a result of the High Court decision, provides as follows:

A person who:

...

(b) is serving a sentence of 3 years or longer for an offence against the law of the Commonwealth or of a State or Territory;

...

is not entitled to have his or her name placed on or retained on any Roll or vote at any Senate election or House of Representatives election.

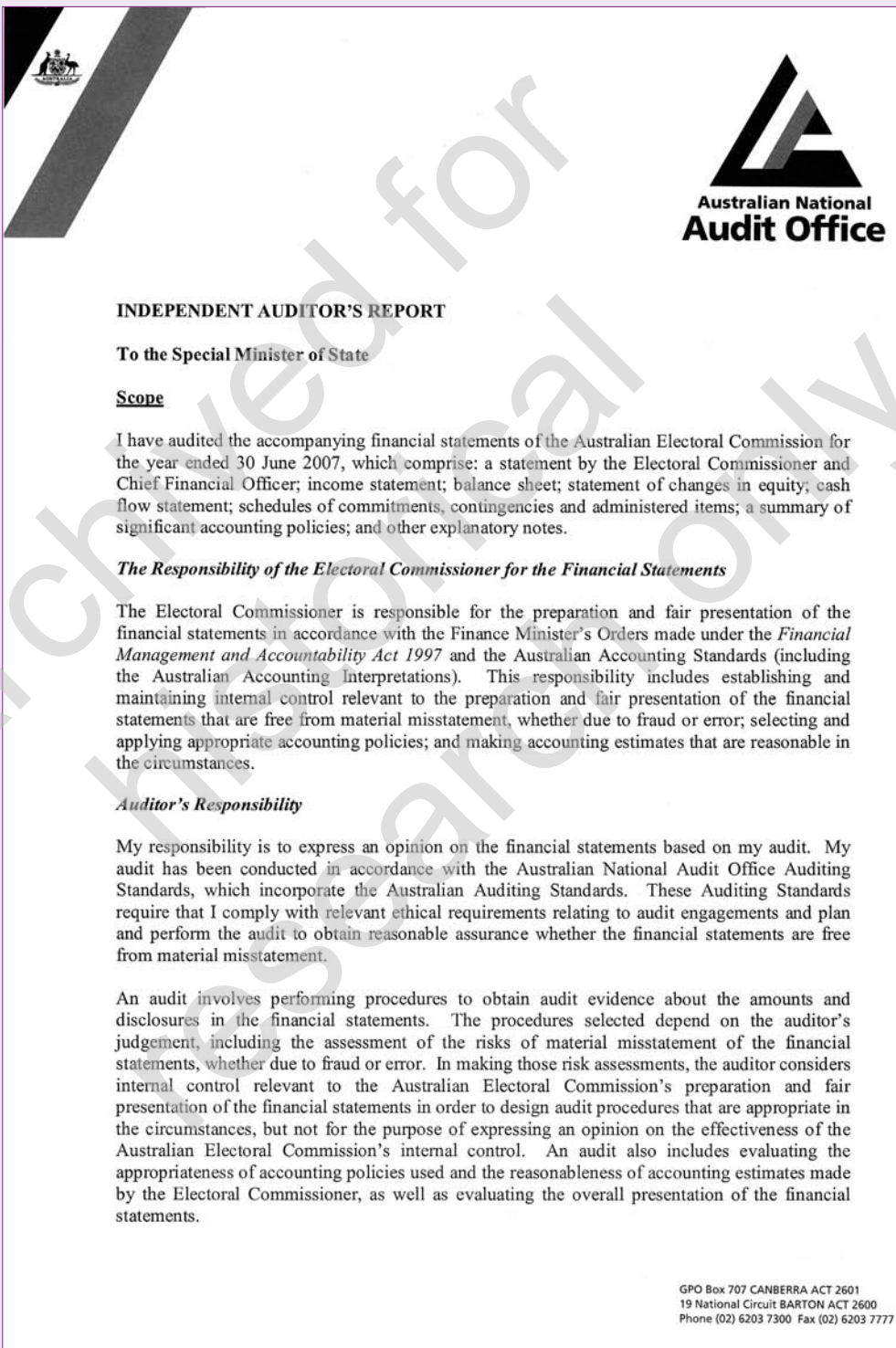
Accordingly, there is now a prohibition on such prisoners being on the electoral rolls as well as on such prisoners being eligible to vote in the next federal election.

Expected Joint Standing Committee inquiry into the conduct of the next federal election

The AEC expects the Joint Standing Committee on Electoral Matters to inquire into the conduct of the next federal election, as it has done after previous elections. The AEC will implement the Election Evaluation Plan that will assist in data gathering for a submission to the committee following the election.

Financial statements





INDEPENDENT AUDITOR'S REPORT

To the Special Minister of State

Scope

I have audited the accompanying financial statements of the Australian Electoral Commission for the year ended 30 June 2007, which comprise: a statement by the Electoral Commissioner and Chief Financial Officer; income statement; balance sheet; statement of changes in equity; cash flow statement; schedules of commitments, contingencies and administered items; a summary of significant accounting policies; and other explanatory notes.

The Responsibility of the Electoral Commissioner for the Financial Statements

The Electoral Commissioner is responsible for the preparation and fair presentation of the financial statements in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997* and the Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial statements based on my audit. My audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Australian Electoral Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Australian Electoral Commission's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Electoral Commissioner, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

In conducting the audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate the ethical requirements of the Australian accounting profession.

Auditor's Opinion

In my opinion, the financial statements of the Australian Electoral Commission:

- (a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, and the Australian Accounting Standards (including the Australian Accounting Interpretations); and
- (b) give a true and fair view of the matters required by the Finance Minister's Orders including the Australian Electoral Commission's financial position as at 30 June 2007 and of its financial performance and its cash flows for the year then ended.

Australian National Audit Office



Puspa Dash
Acting Executive Director

Delegate of the Auditor-General

Canberra
28 September 2007

STATEMENT BY THE CHIEF EXECUTIVE AND CHIEF FINANCIAL OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2007 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Ministers Orders made under the *Financial Management and Accountability Act 1997*, as amended.



Ian Campbell
Electoral Commissioner

27 September 2007



Andrew Baker
Chief Financial Officer

27 September 2007

INCOME STATEMENT*for the year ended 30 June 2007*

	Notes	2007 \$'000	2006 \$'000
INCOME			
Revenue			
Revenue from Government	3A	109,792	95,532
Sale of goods and rendering of services	3B	12,161	13,665
Other revenue	3C	217	144
Total revenue		122,170	109,341
Gains			
Sale of assets	3D	-	8
Other gains	3E	70	70
Total gains		70	78
Total Income		122,240	109,419
EXPENSES			
Employee benefits	4A	63,413	54,579
Suppliers	4B	60,030	42,685
Depreciation and amortisation	4C	5,658	7,155
Write-down and impairment of assets	4D	83	(29)
Total Expenses		129,184	104,390
Surplus (Deficit)		(6,944)	5,029

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

BALANCE SHEET*as at 30 June 2007*

	Notes	2007 \$'000	2006 \$'000
ASSETS			
Financial Assets			
Cash and cash equivalents	5A	1,331	1,455
Trade and other receivables	5B	36,036	36,635
Total financial assets		37,367	38,090
Non-Financial Assets			
Land and buildings	6A	3,308	2,435
Infrastructure, plant and equipment	6B	6,470	4,747
Intangibles	6C	7,506	6,234
Inventories	6D	3,511	703
Other non-financial assets	6E	1,235	1,106
Total non-financial assets		22,030	15,225
Total Assets		59,397	53,315
LIABILITIES			
Payables			
Suppliers	7A	12,462	5,023
Other payables	7B	710	1,107
Total payables		13,172	6,130
Provisions			
Employee provisions	8A	20,030	19,588
Other provisions	8B	1,458	1,536
Total provisions		21,488	21,124
Total Liabilities		34,660	27,254
Net Assets		24,737	26,061
EQUITY			
Contributed equity		(3,476)	(9,096)
Reserves		8,364	8,364
Retained surplus (accumulated deficit)		19,849	26,793
Total Equity		24,737	26,061
Current Assets		42,113	39,899
Non-Current Assets		17,284	13,416
Current Liabilities		30,864	24,050
Non-Current Liabilities		3,796	3,204

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

STATEMENT of CHANGES in EQUITY
for the year ended 30 June 2007

	Retained Earnings		Asset Revaluation Reserves		Contributed Equity/Capital		Total Equity	
	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000
Opening balance								
Balance carried forward from previous year	26,793	21,764	8,364	8,364	(9,096)	(6,081)	26,061	24,047
Adjustment for errors	-	-	-	-	-	-	-	-
Adjustment for changes in accounting policies	-	-	-	-	-	-	-	-
Adjusted opening balance	26,793	21,764	8,364	8,364	(9,096)	(6,081)	26,061	24,047
Income and expense								
Surplus (Deficit) for the year	(6,944)	5,029	-	-	-	-	(6,944)	5,029
Total income and expenses	(6,944)	5,029	-	-	-	-	(6,944)	5,029
Transactions with owners								
<i>Distributions to owners</i>								
Returns of capital:								
Returns of contributed equity	-	-	-	-	-	(5,376)	-	(5,376)
<i>Contributions by Owners</i>								
Appropriation (equity injection)	-	-	-	-	5,620	2,361	5,620	2,361
Sub-total transactions with owners	-	-	-	-	5,620	2,361	5,620	2,361
Closing balance at 30 June	19,849	26,793	8,364	8,364	(3,476)	(9,096)	24,737	26,061

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

CASH FLOW STATEMENT*for the year ended 30 June 2007*

	Notes	2007 \$'000	2006 \$'000
OPERATING ACTIVITIES			
Cash received			
Goods and services		13,244	16,103
Appropriations		113,075	82,546
Net GST received		3,965	3,358
Other cash received		217	144
Total cash received		130,501	102,151
Cash used			
Employees		62,959	55,931
Suppliers		61,019	48,114
Total cash used		123,978	104,045
Net cash from or (used by) Operating Activities	9	6,523	(1,894)
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		-	8
Total cash received		-	8
Cash used			
Purchase of property, plant and equipment		6,393	1,188
Purchase of intangibles		3,231	2,047
Total cash used		9,624	3,235
Net cash from or (used by) investing activities		(9,624)	(3,227)
FINANCING ACTIVITIES			
Cash received			
Appropriations - contributed equity		2,977	2,360
Cash transferred from the OPA		-	5,376
Total cash received		2,977	7,736
Cash used			
Cash transferred to the OPA		-	2,044
Return of contributed equity		-	5,376
Total cash used		-	7,420
Net cash from or (used by) financing activities		2,977	316
Net increase or (decrease) in cash held		(124)	(4,805)
Cash at the beginning of the year		1,455	6,260
Cash at the end of the year	5A	1,331	1,455

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

SCHEDULE OF COMMITMENTS*as at 30 June 2007*

BY TYPE	2007 \$'000	2006 \$'000
Commitments receivable	(46,788)	(43,125)
Commitments payable		
Operating leases ¹	26,558	20,505
Project commitments ²	27,953	3,216
Other commitments ³	19,519	20,514
Total commitments payable	74,030	44,235
Net commitments by type	27,242	1,110
BY MATURITY		
Commitments receivable		
One year or less	(15,066)	(12,431)
From one to five years	(31,477)	(30,681)
Over five years	(245)	(13)
Total other commitments receivable	(46,788)	(43,125)
Commitments payable		
Operating lease commitments		
One year or less	9,157	9,145
From one to five years	14,806	11,219
Over five years	2,595	141
Total operating lease commitments	26,558	20,505
Other Commitments		
One year or less	39,320	13,726
From one to five years	8,055	10,004
Over five years	97	-
Total other commitments	47,472	23,730
Net Commitments by Maturity	27,242	1,110

1. Operating leases include leases for office accommodation and storage that are effectively non-cancellable and lease payments are in accordance with the terms of the individual leases. These payments can be varied periodically to take account of an annual Consumer Price Index increase, a fixed increase or a market increase.

2. Project commitments largely relate to Federal Election specific projects.

3. Goods and services contracts include Information Technology (IT) contractors and service agreements with IT and communication providers (\$6.7m).

4. Commitments receivable by the AEC relates largely to arrangements with each State and Territory for the sharing of certain costs associated with the maintenance of the joint Commonwealth, State and Territory electoral rolls (\$41m).

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

SCHEDULE OF CONTINGENCIES
as at 30 June 2007

Contingent Assets	Guarantees		Indemnities		Claims for damages or costs		TOTAL	
	2007	2006	2007	2006	2007	2006	2007	2006
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance from previous year	-	-	-	-	375	375	375	375
New	-	-	-	-	-	-	-	-
Re-measurement	-	-	-	-	-	-	-	-
Assets crystallised	-	-	-	-	-	-	-	-
Expired	-	-	-	-	(375)	-	(375)	-
Total Contingent Assets	-	-	-	-	-	375	-	375
Contingent Liabilities	Guarantees		Indemnities		Claims for damages or costs		TOTAL	
	2007	2006	2007	2006	2007	2006	2007	2006
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance from previous year	-	-	-	-	298	-	298	-
New	-	-	-	-	-	298	-	298
Re-measurement	-	-	-	-	-	-	-	-
Liabilities crystallised	-	-	-	-	-	-	-	-
Obligations expired	-	-	-	-	(298)	-	(298)	-
Total Contingent Liabilities	-	-	-	-	-	-	-	-
Net Contingent Assets (Liabilities)	-	-	-	-	-	298	-	298
							-	77

Details of each class of contingent liabilities and contingent assets, including those not included above because they cannot be quantified, are disclosed in Note 10:

Contingent Liabilities and Assets.

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

SCHEDULE OF ADMINISTERED ITEMS			
	Notes	2007 \$'000	2006 \$'000
Income administered on behalf of Government			
<i>for the year ended 30 June 2007</i>			
Revenue			
Non-taxation revenue			
Electoral Fines & Penalties	15	74	83
Candidate Deposits	15	3	-
Other revenue	15	11	2
Total non-taxation revenue		88	85
Total revenues administered on behalf of Government		88	85
Total income administered on behalf of Government		88	85
Expenses administered on behalf of Government			
<i>for the year ended 30 June 2007</i>			
Other expenses	16	-	3
Total expenses administered on behalf of Government		-	3
This schedule should be read in conjunction with the accompanying notes.			

SCHEDULE OF ADMINISTERED ITEMS continued

	Notes	2007 \$'000	2006 \$'000
Assets administered on behalf of Government			
<i>as at 30 June 2007</i>			
Financial assets			
Cash and cash equivalents	16	-	2
Total financial assets		-	2
Total assets administered on behalf of Government		-	2

This schedule should be read in conjunction with the accompanying notes.

SCHEDULE OF ADMINISTERED ITEMS continued			
	Notes	2007 \$'000	2006 \$'000
Administered Cash Flows			
<i>for the year ended 30 June 2007</i>			
OPERATING ACTIVITIES			
Cash received			
Electoral Fines & Penalties		74	83
Other		14	2
Total cash received		88	85
Cash used			
Refund of Electoral Fines		-	3
Total cash used		-	3
Net Cash from or (used by) Operating Activities		88	82
Net Increase (Decrease) in Cash Held			
		88	82
Cash at the beginning of the reporting period		2	-
Cash from Official Public Account for:			
-Other		8	3
		10	3
Cash to Official Public Account for:			
Other		(98)	(83)
		(98)	(83)
Cash at End of the year	18	-	2
This schedule should be read in conjunction with the accompanying notes.			

Notes to and forming part of the financial statements

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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 predominately 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 system.**

Stakeholders and 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 functions contributing toward these outcomes are classified as either departmental or administered. Departmental functions involve the use of assets, liabilities, revenue and expenses controlled or incurred by the Agency in its own right. Administered functions 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 and the Payment of Election Public Funding under the operations of Outcome 2 (Impartial and independent electoral services).

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

1.2 Basis of Preparation of the Financial Report

The Financial Statements and notes are required by clause 1(b) of Schedule 1 to the *Financial Management and Accountability Act 1997* and are a General Purpose Financial Report.

The Financial Statements and notes have been prepared in accordance with:

- Finance Minister's Orders (or FMOs) or reporting periods ending on or after 1 July 2006; and
- Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board that apply for the reporting period.

The financial report has been prepared on an accrual basis and is in accordance with historical cost convention, except for certain assets at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The Financial Report is presented in Australian dollars and values are rounded to the nearest thousand dollars unless disclosure of the full amount is specifically required.

Unless an alternative treatment is specifically required by an Accounting Standard or the FMOs, assets and liabilities are recognised in the Balance Sheet when and only when it is probable that future economic benefits will flow to the Agency and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under agreements equally proportionately unperformed are not recognised unless required by an Accounting Standard. Liabilities and assets that are unrealised are reported in the Schedule of Commitments and the Schedule of Contingencies (other than unquantifiable or remote contingencies, which are reported at Note 10).

Unless alternative treatment is specifically required by an accounting standard, revenues and expenses are recognised in the Income Statement when and only when the flow, consumption or loss of economic benefits has occurred and can be reliably measured.

Administered revenues, expenses, assets and liabilities and cash flows reported in the Schedule of Administered Items and related notes are accounted for on the same basis and using the same policies as for departmental items, except where otherwise stated at Note 1.20.

1.3 Significant Accounting Judgements and Estimates

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next accounting period.

1.4 Statement of Compliance

Australian Accounting Standards require a statement of compliance with International Financial Reporting Standards (IFRSs) to be made where the financial report complies with these standards. Some Australian equivalents to IFRSs and other Australian Accounting Standards contain requirements specific to not-for-profit entities that are inconsistent with IFRS requirements. The AEC is a not for profit entity and has applied these requirements, so while this financial report complies with Australian Accounting Standards including Australian Equivalents to International Financial Reporting Standards (AEIFRSs) it cannot make this statement.

Adoption of new Australian Accounting Standard requirements

No accounting standard has been adopted earlier than the effective date in the current period except for AASB 102: Inventories. The early adoption of AASB 102 has no financial impact on the previous or current period.

Other effective requirement changes

The following amendments, revised standards or interpretations have become effective but have had no financial impact or do not apply to the operations of the AEC.

Amendments:

- 2005-1 Amendments to Australian Accounting Standards [AASBs 1, 101, 124]
- 2005-4 Amendments to Australian Accounting Standards [AASB 139, AASB 132, AASB 1, AASB 1023 and AASB 1038]
- 2005-5 Amendments to Australian Accounting Standards [AASB 1 and AASB 139]
- 2005-9 Amendments to Australian Accounting Standards [AASB 4, AASB 1023, AASB 139 and AASB 132]
- 2005-6 Amendments to Australian Accounting Standards [AASB 3]
- 2006-1 Amendments to Australian Accounting Standards [AASB 121]
- 2006-3 Amendments to Australian Accounting Standards [AASB 1045]

Interpretations:

- UIG 4 Determining whether an Arrangement contains a Lease
- UIG 5 Rights to Interests arising from Decommissioning, Restoration and Environmental Rehabilitation Funds
- UIG 7 Applying the Restatement Approach under AASB 129 Financial Reporting in Hyperinflationary Economies
- UIG 8 Scope of AASB 2
- UIG 9 Reassessment of Embedded Derivatives

UIG 4 and UIG 9 might have impacts in future periods, subject to existing contracts being renegotiated.

Future Australian Accounting Standard requirements

The following new standards, amendments to standards or interpretations have been issued by the Australian Accounting Standards Board but are effective for future reporting periods. It is estimated that the impact of adopting these pronouncements when effective will have no material financial impact on future reporting periods.

Financial instrument disclosure

AASB 7 Financial Instruments: Disclosures is effective for reporting periods beginning on or after 1 January 2007 (the 2007-08 financial year) and amends the disclosure requirements for financial instruments. In general AASB 7 requires greater disclosure than that presently. Associated with the introduction of AASB 7 a number of accounting standards were amended to reference the new standard or remove the present disclosure requirements through 2005-10 Amendments to Australian Accounting Standards [AASB 132, AASB 101, AASB 114, AASB 117, AASB 133, AASB 139, AASB 1, AASB 4, AASB 1023 & AASB 1038]. These changes have no financial impact but will effect the disclosure presented in future financial reports.

Other

The following standards and interpretations have been issued but are not applicable to the operations of the AEC.

- AASB 1049 Financial Reporting of General Government Sectors by Governments
- UIG 10 Interim Financial Reporting and Impairment

1.5 Revenue

Revenue from Government

Amounts appropriated for departmental outputs appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue.

Appropriations receivable are recognised at their nominal amounts.

Resources Received Free of Charge

Resources received free of charge are recognised as gains when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

Resources received free of charge are recorded as either revenue or gains depending on their nature (ie. whether they have been generated in the course of the ordinary activities of the AEC).

Other Types of Revenue

Revenue from the sale of goods is recognised when:

- The risks and rewards of ownership have been transferred to the buyer;
- The seller retains no managerial involvement nor effective control over the goods;
- The revenue and transaction costs incurred can be reliably measured; and
- It is probable that the economic benefits associated with the transaction will flow to the AEC.

Revenue from rendering of services is recognised by reference to the stage of completion of contracts at the reporting date. The revenue is recognised when:

- The amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and
- The probable economic benefits with the transaction will flow to the AEC.

The stage of completion of contracts at the reporting date is determined by reference to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

Receivables for goods and services, which have 30 day terms, 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 collectability of the debt is no longer probable.

1.6 Gains

Other Resources Received Free of Charge

Resources received free of charge are recognised as gains when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as gains at their fair value when the asset qualifies for recognition, unless received from another Government Agency or Authority as a consequence of a restructuring of administrative arrangements (Refer to Note 1.7).

Sale of Assets

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

1.7 Transactions with the Government as Owner

Equity injections

Amounts appropriated which are designated as 'equity injections' for a year are recognised directly in Contributed Equity in that year.

Other distributions to owners

The FMOs require that distributions to owners be debited to contributed equity unless in the nature of a dividend.

1.8 Employee Benefits

Liabilities for services rendered by employees are recognised at the reporting date to the extent that they have not been settled.

Liabilities for 'short-term employee benefits' (as defined in AASB 119) and termination benefits due within twelve months of balance date are measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

All other employee benefit liabilities are measured at the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date.

Leave

The liability for employee benefits 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 Agency is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are calculated on the basis of employees' remuneration, including the Agency's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

Long service leave is disclosed as current where the service period is 10 years and over as there is a legal right to the payment, irrespective of whether the payment is made within 12 months or not.

Annual leave is disclosed as current as there is a legal right to the payment, irrespective of whether the payment is expected to be paid within 12 months or not.

Superannuation

Staff of the AEC are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap).

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course.

The AEC makes employer contributions to the above schemes at rates determined by an actuary to be sufficient to meet the cost to the Government of the superannuation entitlements of the Agency's employees. The AEC accounts for the contribution as if they were contributions to a defined contribution plan.

From 1 July 2005, new employees are eligible to join the PSSap scheme.

The liability for superannuation recognised as at 30 June represents outstanding contributions for the final fortnight of the year.

1.9 Leases

A distinction is made between finance leases and operating leases. Finance leases effectively transfer from the lessor to the lessee substantially all the risks and rewards incidental to ownership of leased non-current assets. An operating lease is a lease that is not a finance lease. In operating leases, 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 either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the contract and a liability is recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. 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 straight line basis which is representative of the pattern of benefits derived from the leased assets.

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

1.10 Cash

Cash means notes and coins held and any deposits held at call with a bank or financial institution. Cash is recognised at its nominal amount.

1.11 Financial Risk Management

The AEC's functions expose it to normal commercial financial risk. As a result of the nature of the AEC's business and internal and Australian Government policies, dealing with the management of financial risk, the AEC's exposure to market, credit, liquidity and cash flow and fair value interest rate risk is considered to be low.

1.12 Impairment of Financial Assets

Financial assets are assessed for impairment at each balance date.

Financial Assets held at Amortised Cost

If there is objective evidence that an impairment loss has been incurred for loans and receivables or held to maturity investments held at amortised cost, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the Income Statement.

Financial Assets held at Cost

If there is objective evidence that an impairment loss has been incurred on an unquoted equity instrument that is not carried at fair value because it cannot be reliably measured, or a derivative asset that is linked to and must be settled by delivery of such an unquoted equity instrument, the amount of the impairment loss is the difference between the carrying amount of the asset and the present value of the estimated future cash flows discounted at the current market rate for similar assets.

1.13 Supplier and other payables

Supplier and other payables are recognised at their nominal amounts. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

1.14 Contingent Liabilities and Contingent Assets

Contingent Liabilities and Contingent Assets are not recognised in the Balance Sheet but are reported in the relevant schedules and notes. They may arise from uncertainty as to the existence of a liability or asset, or represent an existing liability or asset in respect of which settlement is not probable or the amount cannot be reliably measured. Remote contingencies are part of this disclosure. Contingent assets are reported when settlement is probable, and contingent liabilities are recognised when settlement is greater than remote.

1.15 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. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

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 of 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.

1.16 Property, Plant and Equipment

Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the Balance Sheet, except for purchases costing less than \$2,000, 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).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located. This is particularly relevant to 'makegood' provisions in property leases taken up by the AEC where there exists an obligation to restore the property to its original condition. These costs are included in the value of the AEC's leasehold improvements with a corresponding provision for the 'makegood' taken up.

Revaluations

Fair values for each class of asset are determined as shown below:

Asset Class	Fair value measured at:
Leasehold Improvements	Depreciated Replacement Cost
Infrastructure, Plant & Equipment	Market Selling Price

Following initial recognition at cost, property plant and equipment are carried at fair value less accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised through surplus and deficit. Revaluation decrements for a class of assets are recognised directly through surplus and deficit except to the extent that they reverse a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

Depreciation

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 depreciated on a straight-line basis over the lesser of the estimated useful life of the improvements or the expected remaining period of the lease.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

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

	<u>2007</u>	<u>2006</u>
Buildings on freehold land	40 years	40 years
Leasehold improvements	lesser of lease term or useful life	lesser of lease term or useful life
Plant and Equipment	5 to 10 years	5 to 10 years
IT Equipment	3 to 5 years	3 to 5 years

Impairment

All assets were assessed for impairment at 30 June 2007. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset.

Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the AEC were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Minor adjustments were made for assets that were found to be impaired.

1.17 Intangibles

The AEC's intangibles comprise purchased software and internally developed software for internal use. These assets are carried at cost, except for developed software costing less than \$5,000, which is expensed in the year of development.

Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the AEC's software are 3 to 10 years (2005-06: 3 to 7 years). The result of the increase in the useful life of one item of software did not affect the financial statements due to that item still being developed and not yet depreciated.

All software assets were assessed for indications of impairment as at 30 June 2007.

1.18 Inventories

No inventory is held for resale.

Inventories held for distribution are valued at cost, adjusted when applicable for any loss of service potential.

1.19 Taxation

The AEC is exempt from all forms of taxation except fringe benefits tax (FBT) and the goods and services tax (GST).

Revenues, expenses and assets are recognised net of GST:

- except where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- except for receivables and payables.

1.20 Reporting of Administered Activities

Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the Schedule of Administered Items and related Notes.

Except where otherwise stated below, administered items are accounted for on the same basis and using the same policies as for Departmental items, including the application of Australian Accounting Standards.

A schedule of administered Commitments and Contingencies had not been included as there was no activity in 2006 and 2007.

Administered Cash Transfers to and from the Official Public Account

Revenue collected by the AEC for use by the Government rather than the AEC is Administered Revenue. Collections are transferred to the Official Public Account (OPA) maintained by the Department of Finance and Administration. Conversely, cash is drawn from the OPA to make payments under Parliamentary appropriation on behalf of Government. These transfers to and from the OPA are adjustments to the administered cash held by the AEC on behalf of the Government and reported as such in the Statement of Cash Flows in the Schedule of Administered Items and in the Administered Reconciliation Table in Note 18. Thus the Schedule of Administered Items largely reflects the Government's transactions, through the AEC, with parties outside the Government.

Revenue

All administered revenues are revenues relating to the course of ordinary activities performed by the AEC on behalf of the Australian Government.

Note 2: Events after the Balance Sheet Date

There are no events after the reporting date that will materially affect the financial statements.

Note 3: Income

	2007	2006
<u>Revenue</u>	\$'000	\$'000

Note 3A: Revenue from Government

Appropriation:

Departmental outputs	109,792	95,532
Total revenue from Government	109,792	95,532

Note 3B: Sale of goods and rendering of services

Provision of goods - related entities	55	131
Provision of goods - external entities	9,406	8,948
Total sale of goods	9,461	9,079
Rendering of services - related entities	1,617	3,560
Rendering of services - external entities	1,083	1,026
Total rendering of services	2,700	4,586
Total sale of goods and rendering of services	12,161	13,665

Note 3C: Other revenue

Sundry Income	217	144
Total other revenue	217	144

Gains

Note 3D: Sale of assets

Infrastructure, plant and equipment		
Proceeds from sale	-	8
Carrying value of assets sold	-	-
Selling expense	-	-
Net gain from sale of assets	-	8

Note 3E: Other gains

Resources received free of charge	70	70
Total other gains	70	70

Note 4: Expenses

	2007	2006
	\$'000	\$'000

Note 4A: Employee benefits

Wages and salaries	50,605	42,032
Superannuation	7,480	7,322
Leave and other entitlements	5,208	4,834
Separation and redundancies	120	391
Total employee benefits	63,413	54,579

Note 4B: Suppliers

Provision of goods – related entities	4,150	205
Provision of goods – external entities	23,285	17,204
Rendering of services – related entities	2,167	6,525
Rendering of services – external entities	20,649	9,177
Operating lease rentals:		
Minimum lease payments	9,176	8,878
Workers compensation premiums	603	696
Total supplier expenses	60,030	42,685

Note 4C: Depreciation and amortisation

Depreciation:		
Infrastructure, plant and equipment	3,699	4,564
Total depreciation	3,699	4,564
Amortisation:		
Intangibles:		
Computer Software	1,959	2,591
Total amortisation	1,959	2,591
Total depreciation and amortisation	5,658	7,155

Note 4D: Write-down and impairment of assets

Impairment of financial assets		
Bad and doubtful debts expense	(14)	(97)
Impairment of non-financial assets		
Leasehold Improvements - impairments	57	-
Infrastructure, Plant & Equipment - impairments	34	-
Leasehold Improvements - other disposals	-	2
Infrastructure, Plant & Equipment - other disposals	6	66
Total write-down and impairment of assets	83	(29)

Note 5: Financial Assets

	2007 \$'000	2006 \$'000
Note 5A: Cash and cash equivalents		
Cash on hand or on deposit	1,331	1,455
Total cash and cash equivalents	1,331	1,455
Note 5B: Trade and other receivables		
Goods and services	1,445	351
Appropriations receivable: ¹		
- existing outputs	33,458	34,018
GST receivable from the Australian Taxation Office	762	402
Other:		
Other receivables	405	1,912
Total trade and other receivables (gross)	36,070	36,683
Less Allowance for doubtful debts:		
Goods and services	(34)	(48)
Total trade and other receivables (net)	36,036	36,635
Receivables are aged as follows:		
Not overdue	34,626	36,332
Overdue by:		
Less than 30 days	1,376	188
30 to 60 days	9	75
61 to 90 days	25	40
More than 90 days	34	48
Total receivables (gross)	36,070	36,683
The allowance for doubtful debts is aged as follows:		
Not overdue	-	-
Overdue by:		
Less than 30 days	-	-
30 to 60 days	-	-
61 to 90 days	-	-
More than 90 days	(34)	(48)
Total allowance for doubtful debts	(34)	(48)
Receivables are represented by:		
Current	36,036	36,635
Non-current	-	-
Total trade and other receivables (net)	36,036	36,635

1. Appropriations receivable includes \$1.47m provided for enrolment related advertising in 2005-06. These funds are quarantined and cannot be used for any other purpose. The AEC expects the quarantine to be lifted in 2007-08 and plans to use the funds in the lead up to the 2007 federal election.

Note 6: Non-Financial Assets

	2007 \$'000	2006 \$'000
<u>Note 6A: Land and buildings</u>		
Leasehold improvements		
– fair value	16,203	15,739
– accumulated amortisation	(14,667)	(13,315)
– in progress - at cost	1,772	11
<i>Total leasehold improvements</i>	3,308	2,435
<i>Total land and buildings (non-current)</i>	3,308	2,435

Note 6B: Infrastructure, plant and equipment

Infrastructure, plant and equipment:		
– fair value	13,290	9,528
– accumulated depreciation	(6,820)	(4,781)
<i>Total infrastructure, plant and equipment (non-current)</i>	6,470	4,747

At 30 June 2004 an independent valuer (Preston Rowe Patterson NSW Pty Ltd) conducted formal revaluations. All formal revaluations are independent and are in accordance with the revaluation policy stated at Note 1.16. Since then management has carried out internal assessments to ensure infrastructure, plant & equipment is at fair value.

Note 6C: Intangibles

Computer software at cost:		
Internally developed – in progress	1,702	1,108
Internally developed – in use	26,677	24,879
Accumulated amortisation	(22,680)	(21,574)
Externally developed – in use	4,260	3,501
Accumulated amortisation	(2,453)	(1,680)
<i>Total intangibles (non-current)</i>	7,506	6,234

No indicators of impairment were found for intangibles.

Note 6D: Inventories

Election Equipment at cost (ballot paper and voting equipment)	3,511	703
<i>Total inventories (current)</i>	3,511	703

During 2006-07 \$450,684 of inventory held for distribution was recognised as an expense (2005-06: \$404,452).

All departmental inventories are current assets.

Note 6E: Other non-financial assets

Other	1,235	1,106
<i>Total other non-financial assets</i>	1,235	1,106

All other non-financial assets are current assets.

No indicators of impairment were found for other non-financial assets.

Note 6F: Analysis of property, plant and equipment**TABLE A – Reconciliation of the opening and closing balances of property, plant and equipment (2006-07)**

	Buildings \$'000	Other IP & E \$'000	Total \$'000
As at 1 July 2006			
Gross book value	15,750	9,528	25,278
Accumulated depreciation/amortisation and impairment	(13,315)	(4,781)	(18,096)
Net book value 1 July 2006	2,435	4,747	7,182
Additions:			
by purchase	2,338	4,054	6,392
Depreciation/amortisation expense	(1,408)	(2,291)	(3,699)
Impairments recognised in the operating result	(57)	(34)	(91)
Disposals:			
From disposal of entities or operations (including restructuring)	-	-	-
Other disposals	-	(6)	(6)
Net book value 30 June 2007	3,308	6,470	9,778
Net book value as of 30 June 2007 represented by:			
Gross book value	17,975	13,290	31,265
Accumulated depreciation/amortisation and impairment	(14,667)	(6,820)	(21,487)
	3,308	6,470	9,778

TABLE B – Reconciliation of the opening and closing balances of property, plant and equipment (2005-06)

Item	Buildings \$'000	Other IP & E \$'000	Total \$'000
As at 1 July 2005			
Gross book value	15,510	8,792	24,302
Accumulated depreciation/amortisation and impairment	(11,132)	(2,522)	(13,654)
Net book value 1 July 2005	4,378	6,270	10,648
Additions:			
by purchase	252	914	1,166
Depreciation/amortisation expense	(2,193)	(2,371)	(4,564)
Impairments recognised in the operating result	-	-	-
Disposals:			
From disposal of entities or operations (including restructuring)	-	-	-
Other disposals	(2)	(66)	(68)
Net book value 30 June 2006	2,435	4,747	7,182
Net book value as of 30 June 2006 represented by:			
Gross book value	15,750	9,528	25,278
Accumulated depreciation/amortisation and impairment	(13,315)	(4,781)	(18,096)
	2,435	4,747	7,182

Note 6G: Intangibles**Table C: Reconciliation of the opening and closing balances of intangibles (2006-07).**

Item	Computer software internally developed \$'000	Computer software purchased \$'000	Other intangibles internally developed \$'000	Other intangibles purchased \$'000	Total \$'000
As at 1 July 2006					
Gross book value	25,987	3,501	-	-	29,488
Accumulated depreciation/amortisation and impairment	(21,574)	(1,680)	-	-	(23,254)
Net book value 1 July 2006	4,413	1,821	-	-	6,234
Additions:					
by purchase or internally developed	2,465	766	-	-	3,231
Amortisation	(1,179)	(780)	-	-	(1,959)
Impairments recognised in the operating result	-	-	-	-	-
Disposals:					
from disposal of entities or operations (including restructuring)	-	-	-	-	-
other disposals	-	-	-	-	-
Net book value 30 June 2007	5,699	1,807	-	-	7,506
Net book value as of 30 June 2007 represented by:					
Gross book value	28,379	4,260	-	-	32,639
Accumulated depreciation/amortisation and impairment	(22,680)	(2,453)	-	-	(25,133)
	5,699	1,807	-	-	7,506

Table D: Reconciliation of the opening and closing balances of intangibles (2005-06).

Item	Computer software internally developed \$'000	Computer software purchased \$'000	Other intangibles internally developed \$'000	Other intangibles purchased \$'000	Total \$'000
As at 1 July 2005					
Gross book value	25,620	1,799	-	-	27,419
Accumulated amortisation and impairment	(19,690)	(973)	-	-	(20,663)
Net book value 1 July 2005	5,930	826	-	-	6,756
Additions:					
by purchase or internally developed	367	1,702	-	-	2,069
Amortisation	(1,884)	(707)	-	-	(2,591)
Impairments recognised in the operating result	-	-	-	-	-
Disposals:					
from disposal of entities or operations (including restructuring)	-	-	-	-	-
other disposals	-	-	-	-	-
Net book value 30 June 2006	4,413	1,821	-	-	6,234
Net book value as of 30 June 2006 represented by:					
Gross book value	25,987	3,501	-	-	29,488
Accumulated depreciation/amortisation and impairment	(21,574)	(1,680)	-	-	(23,254)
	4,413	1,821	-	-	6,234

Note 7: Payables

	2007 \$'000	2006 \$'000
<u>Note 7A: Suppliers</u>		
Trade creditors	12,462	5,023
<i>Total supplier payables</i>	<u>12,462</u>	<u>5,023</u>

All supplier payables are current liabilities.

Supplier payables include \$766,695 (2006: \$496,211) owing to related entities.

Settlement is usually net 30 days.

Note 7B: Other payables

Unearned revenue - other	710	1,107
<i>Total other payables</i>	<u>710</u>	<u>1,107</u>

All other payables are current liabilities.

The total unearned revenue of \$709,045 (2006: \$1,106,898) is owed to related entities.

Note 8: Provisions

	2007	2006
	\$'000	\$'000

Note 8A: Employee provisions

Salaries and wages	701	650
Leave	19,164	18,828
Superannuation	165	110
Total employee provisions	20,030	19,588

Employee provisions are represented by:

Current	17,419	17,026
Non-current	2,611	2,562
Total employee provisions	20,030	19,588

The classification of current includes amounts for which there is not an unconditional right to defer settlement by one year, hence in the case of employee provisions the above classification does not represent the amount expected to be settled within one year of reporting date. Employee provisions expected to be settled in twelve months from the reporting date \$6,041,145 (2006: \$5,979,183), in excess of one year \$13,989,101 (2006: \$13,609,699).

Note 8B: Other provisions

Lease incentives	220	390
Restoration obligations	1,218	1,076
Other provisions	20	70
Total other provisions	1,458	1,536

Other provisions are represented by:

Current	273	894
Non-current	1,185	642
Total other provisions	1,458	1,536

	Lease Incentives	Provision for restoration	Total
	\$'000	\$'000	\$'000
Carrying amount 1 July 2006	390	1,076	1,466
Additional provisions made	-	223	223
Amounts used	(170)	(81)	(251)
Amounts reversed	-	-	-
Unwinding of discount or change in discount rate	-	-	-
Closing balance 2007	220	1,218	1,438

The AEC currently has 138 agreements for the leasing of premises of which 49 have provisions requiring the AEC to restore the premises to their original condition at the conclusion of the lease. The AEC has made a provision to reflect the present value of this obligation.

Note 9: Cash flow reconciliation

	2007 \$'000	2006 \$'000
Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement		
Report cash and cash equivalents as per:		
Cash Flow Statement	1,331	1,455
Balance Sheet	<u>1,331</u>	<u>1,455</u>
Difference	<u>-</u>	<u>-</u>
Reconciliation of operating result to net cash from operating activities:		
Operating result	(6,944)	5,029
Depreciation /amortisation	5,658	7,155
Net write down of non-financial assets	84	(29)
Gain on disposal of assets	-	(8)
(Increase) / decrease in net receivables	3,258	(12,071)
(Increase) / decrease in inventories	(2,808)	115
(Increase) / decrease in prepayments	(129)	63
Increase / (decrease) in employee provisions	442	(656)
Increase / (decrease) in supplier payables	7,431	(1,427)
Increase / (decrease) in other payables	(397)	(19)
Increase / (decrease) in other provisions	(72)	(46)
Net cash from / (used by) operating activities	<u>6,523</u>	<u>(1,894)</u>

Note 10: Contingent Liabilities and Assets

Quantifiable Contingencies

The AEC is party to proceedings in the High Court. There is a prospect of a cost order being made. If the plaintiff is successful, the AEC might have a liability to meet part of the costs.

Remote Contingencies

The remote contingencies identified by the AEC at reporting date are for office leases - restoration costs, that is makegood, when the AEC eventually vacates two of its premises. The potential liability of restoring the premises is \$62,700 (2006: \$62,700)

Unquantifiable Contingencies

At 30 June 2007, the AEC had no unquantifiable contingencies.

Note 11: Executive Remuneration

	2007	2006
The number of senior executives who received or were due to receive total remuneration of \$130,000 or more:		
\$130 000 to \$144 999	-	3
\$145 000 to \$159 999	1	3
\$160 000 to \$174 999	3	2
\$175 000 to \$189 999	2	3
\$190 000 to \$204 999	3	2
\$205 000 to \$219 999	4	-
\$220 000 to \$234 999	-	1
\$235 000 to \$249 999	2	-
\$250 000 to \$264 999	-	-
\$265 000 to \$279 999	1	1
\$280 000 to \$294 999	-	-
\$295 000 to \$309 999	-	-
\$310 000 to \$324 999	1	-
Total	17	15
The aggregate amount of total remuneration of executives shown above.	\$3,541,137	\$2,646,778
The aggregate amount of separation and redundancy/termination benefit payments during the year to executives shown above.	\$112,243	\$72,087

Note 12: Remuneration of Auditors

	2007	2006
	\$'000	\$'000

Financial statement audit services are provided free of charge to the agency.

The fair value of the services provided was:

<u>70</u>	<u>70</u>
<u>70</u>	<u>70</u>

No other services were provided by the Auditor-General.

Note 13: Average Staffing Levels

	2007	2006
The average staffing levels for the Agency during the year were:	766	724

Note 14: Financial Instruments**Note 14A: Interest Rate Risk**

Financial Instrument	Note	Floating Interest Rate		Fixed Interest Rate Maturing In						Non-Interest Bearing		Total		Weighted Average Effective Interest Rate	
				1 Year or Less		1 to 5 Years		> 5 Years							
		2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 %	2006 %		
Financial Assets															
Cash at bank	5A	-	-	-	-	-	-	-	-	1,331	1,455	1,331	1,455	N/A	N/A
Receivables for goods and services	5B	-	-	-	-	-	-	-	-	2,612	2,665	2,612	2,665	N/A	N/A
Total		-	-	-	-	-	-	-	-	3,943	4,120	3,943	4,120	N/A	N/A
Total Assets												59,397	53,315		
Financial Liabilities															
Trade creditors	7A	-	-	-	-	-	-	-	-	12,462	5,023	12,462	5,023	N/A	N/A
Total		-	-	-	-	-	-	-	-	12,462	5,023	12,462	5,023	N/A	N/A
Total Liabilities												34,660	27,254		

Note 14B: Fair Values of Financial Assets and Liabilities

		2007		2006	
	Notes	Total Carrying Amount \$'000	Aggregate Fair Value \$'000	Total Carrying Amount \$'000	Aggregate Fair Value \$'000
Departmental					
Financial Assets					
Cash at bank and on hand	5A	1,331	1,331	1,455	1,455
Receivables for goods and services	5B	2,612	2,612	2,617	2,617
<i>Total Financial Assets</i>		<u>3,943</u>	<u>3,943</u>	<u>4,072</u>	<u>4,072</u>
Financial Liabilities (Recognised)					
Trade creditors	7A	12,462	12,762	5,023	5,023
<i>(Recognised)</i>		<u>12,462</u>	<u>12,762</u>	<u>5,023</u>	<u>5,023</u>

Note 14C: Credit Risk Exposures

The Agency's maximum exposures to credit risk at reporting date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the Balance Sheet.

The Agency has no significant exposures 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 the Schedule of Administered Items

Note 15: Income Administered on Behalf of Government

	2007 \$'000	2006 \$'000
<u>Revenue</u>		
Non-taxation revenue		
<u>Note 15A: Other revenue</u>		
Electoral fines & penalties	74	83
Candidate Deposits	3	-
Other	11	2
<i>Total other revenue</i>	88	85

Note 16: Expenses Administered on Behalf of Government

	2007 \$'000	2006 \$'000
<u>Expenses</u>		
<u>Note 16A: Other expenses</u>		
Refunds - electoral fines & penalties	-	3
<i>Total other expenses</i>	-	3

Note 17: Assets Administered on Behalf of Government

	2007 \$'000	2006 \$'000
<u>Financial Assets</u>		
<u>Note 17A: Cash and cash equivalents</u>		
Cash on hand or on deposits	-	2
<i>Total cash and cash equivalents</i>	-	2

Note 18: Administered Reconciliation Table

	2007 \$'000	2006 \$'000
<i>Opening administered assets less administered liabilities as at 1 July</i>	2	-
Plus: Administered revenues	88	85
Less: Administered expenses	-	(3)
Administered transfers to/from Australian Government:		
Transfers from OPA	8	3
Transfers to OPA	(98)	(83)
<i>Closing administered assets less administered liabilities as at 30 June</i>	-	2

Note 19: Administered Contingent Liabilities

There are no administered contingencies, remote or quantifiable, for the AEC.

Note 20: Administered Contingent Assets

There are no administered contingent assets for the AEC.

Note 21: Administered Financial Instruments**Note 21A: Interest rate risk**

Financial Instrument	Note	Floating Interest Rate		Fixed Interest Rate						Non-Interest Bearing		Total		Wighted Average Effective Interest Rate	
				1 Year or Less		1 to 5 Years		> 5 Years							
		2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 %	2006 %
Financial Assets															
Cash	17	-	-	-	-	-	-	-	-	-	-	2	-	2	N/A
Fees receivable (gross)	17	-	-	-	-	-	-	-	-	-	-	-	-	N/A	N/A
Total		-	-	-	-	-	-	-	-	-	-	2	-	2	-
Total Assets															

Note 21B: Fair values of financial assets and liabilities

	2007 Total \$'000	Aggregate \$'000	2006 Total \$'000	Aggregate \$'000
Financial Assets				
Cash	-	-	2	-
Total financial assets	-	-	2	-

Note 22: Appropriations

Table A: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations and borrowings

Particulars	Administered Expenses						Departmental Outputs		Total	
	Outcome 1		Outcome 2		Outcome 3		2007	2006	2007	2006
	2007	2006	2007	2006	2007	2006				
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance carried from previous period	-	-	-	-	-	-	33,031	30,084	33,031	30,084
Appropriation Act:										
Appropriation Act (No.1)	-	-	-	-	-	-	98,660	86,532	98,660	86,532
Appropriation Act (No.3)	-	-	-	-	-	-	2,132	-	2,132	-
Appropriation Act (No.5)	-	-	-	-	-	-	-	-	-	-
Reductions - prior years	-	-	-	-	-	-	-	(5,376)	-	(5,376)
FMA Act:										
Refunds credited (FMA s 30)	-	-	-	-	-	-	658	339	658	339
Appropriations to take account of recoverable GST (FMA s 30A)	-	-	-	-	-	-	4,325	3,500	4,325	3,500
Annotations to 'net appropriations' (FMA s 31)	-	-	-	-	-	-	13,461	16,255	13,461	16,255
Total appropriation available for payments	-	-	-	-	-	-	152,267	131,334	152,267	131,334
Cash payments made during the year (GST inclusive)	-	-	-	-	-	-	122,203	98,303	122,203	98,303
Appropriations credited to Special Accounts (excluding GST)	-	-	-	-	-	-	-	-	-	-
Balance of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations	-	-	-	-	-	-	30,064	33,031	30,064	33,031
<i>Represented by</i>										
Cash at bank and on hand	-	-	-	-	-	-	1,331	1,455	1,331	1,455
Departmental appropriations receivable	-	-	-	-	-	-	27,971	31,174	27,971	31,174
GST receivable from the ATO	-	-	-	-	-	-	762	402	762	402
Total	-	-	-	-	-	-	30,064	33,031	30,064	33,031

Table B: Acquital of Authority to Draw Cash from the Consolidated Revenue Fund for Other than Ordinary Annual Services Appropriations

Particulars	Operating						Non – operating		Total	
	Outcome 1		Outcome 2		Outcome 3		Equity			
	2007	2006	2007	2006	2007	2006	2007	2006	2007	2006
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance carried from previous period	-	-	-	-	-	-	2,844	800	2,844	800
Appropriation Act:										
Appropriation Act (No.2)	-	-	-	-	-	-	2,790	2,360	2,790	2,360
Appropriation Act (No.4)	-	-	-	-	-	-	2,830	-	2,830	-
FMA Act:										
Refunds credited (FMA s30)	-	-	-	-	-	-	-	-	-	-
Appropriations to take account of recoverable GST (FMA s30A)	-	-	-	-	-	-	-	-	-	-
Adjustment of appropriations on change of entity function (FMA s32)	-	-	-	-	-	-	-	-	-	-
Total appropriations available for payments	-	-	-	-	-	-	8,464	3,160	8,464	3,160
Cash payments made during the year (GST inclusive)	-	-	-	-	-	-	2,977	316	-	316
Appropriations credited to Special Accounts (GST exclusive)	-	-	-	-	-	-	-	-	-	-
Balance of Authority to Draw Cash from the Consolidated Revenue Fund for Other Than Ordinary Annual Services Appropriations	-	-	-	-	-	-	5,487	2,844	8,464	2,844
Represented by:										
Cash	-	-	-	-	-	-	-	-	-	-
Appropriation receivable	-	-	-	-	-	-	5,487	2,844	5,487	2,844
Total	-	-	-	-	-	-	5,487	2,844	5,487	2,844

Table C: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund - Special Appropriations (Unlimited Amount)

Particulars of legislation providing appropriation	2007	2006
	\$'000	\$'000
<i>Commonwealth Electoral Act 1918</i> – Electoral Roll Review		
Cash payments made during the year	9,000	9,000
Appropriations credited to Special Accounts	-	-
Refunds credited (net) (FMA Act s 30)	-	-
Total charged to appropriation	9,000	9,000
<i>Estimated actual</i> ⁵	-	-

Table D: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund - Special Appropriations (Refund Provisions)

Particulars of legislation providing appropriation	2007	2006
	\$'000	\$'000
<i>Financial Management and Accountability Act 1997</i> - s28 Refund of Receipts		
Cash payments made during the year	-	3
Appropriations credited to Special Accounts	-	-
Refunds received (net) (FMA Act s30)	-	-
Total charged to special appropriation	-	3
<i>Budget estimate</i> ⁵ (list each other legislative provision that refunds have been made under)	-	-
<i>Budget estimate</i> ⁵ (FMA Act s28)	-	-

Note 23: Assets Held in Trust

	2007	2006
	\$	\$

Note 23A: Other Trust Monies**Legal authority** – *Financial Management and Accountability Act 1997; s20*

Purpose – for expenditure of monies temporarily held on trust or otherwise for the benefit of a person other than the Commonwealth, for example, candidate deposits.

Opening balance	124	116
Receipts during year	16	12
Available for payments	140	128
Payments made:		
Title passed to Australian Government	(116)	-
Returned to original owner	(4)	(4)
Closing balance	20	124
Total	20	124

Note 24: Reporting of Outcomes

In determining the full cost of outputs, the AEC charges direct costs to outputs and allocates overheads between outputs on the basis of full time equivalent staff.

The AEC's resourcing consumption varies considerably from year to year and between outcomes depending on the phase of the electoral cycle.

Note 24A: Net Cost of Outcome Delivery

	Outcome 1		Outcome 2		Outcome 3		Total	
	2007	2006	2007	2006	2007	2006	2007	2006
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Expenses								
Administered	-	-	-	3	-	-	-	3
Departmental	96,221	72,964	28,105	26,455	4,858	4,971	129,184	104,390
Total expenses	96,221	72,964	28,105	26,458	4,858	4,971	129,184	104,393
Costs recovered from provision of goods and services to the non government sector								
Administered	-	-	-	-	-	-	-	-
Departmental	-	-	-	-	-	-	-	-
Total costs recovered	-	-	-	-	-	-	-	-
Other external revenues								
Administered	-	-	(88)	(85)	-	-	(88)	(85)
Departmental	(9,635)	(9,128)	(2,646)	(4,627)	(97)	(63)	(12,378)	(13,818)
Total other external revenues	(9,635)	(9,128)	(2,734)	(4,712)	(97)	(63)	(12,466)	(13,903)
Net cost/(contribution) of outcome	86,586	63,836	25,371	21,746	4,761	4,908	116,718	90,490

All outcomes are described in Note 1.1.

Note 24B: Major Classes of Departmental Revenues and Expenses by Output Groups and Outputs

Outcome 1	Output Group 1								Outcome 1	
	Output 1.1.1		Output 1.1.2		Output 1.1.3		Output 1.1.4		Total	
	2007	2006	2007	2006	2007	2006	2007	2006	2007	2006
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental expenses										
Employees	20,686	17,818	24,276	19,911	350	828	1,406	451	46,718	39,008
Suppliers	31,791	13,498	11,984	14,212	275	453	1,381	686	45,431	28,849
Depreciation and amortisation	2,103	2,525	1,733	2,342	41	122	149	66	4,026	5,055
Other expenses	24	26	20	24	-	1	2	1	46	52
Total departmental expenses	54,604	33,867	38,013	36,489	666	1,404	2,938	1,204	96,221	72,964
Funded by:										
Revenues from government	37,488	27,851	39,890	37,614	734	1,346	2,657	1,239	80,769	68,050
Sale of goods and services	9,369	8,923	10	-	93	96	1	-	9,473	9,019
Other non-taxation revenues	92	55	64	49	1	3	5	1	162	108
Total departmental revenues	46,949	36,829	39,964	37,663	828	1,445	2,663	1,240	90,404	77,177

Note 24B: Major Classes of Departmental Revenues and Expenses by Output Groups and Outputs
(continued)

Outcome 2	Output Group 2									
	Output 2.1.1		Output 2.1.2		Output 2.1.3		Output 2.1.4		Output 2.1.5	
	2007	2006	2007	2006	2007	2006	2007	2006	2007	2006
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental expenses										
Employees	7,290	5,541	276	269	743	530	1,528	1,361	682	1,728
Suppliers	6,304	4,074	200	147	527	426	1,046	737	1,007	1,510
Depreciation and amortisation	704	804	26	32	72	64	179	202	71	258
Other expenses	8	8	-	-	1	1	2	2	1	3
Total departmental expenses	14,306	10,427	502	448	1,343	1,021	2,755	2,302	1,761	3,499
Funded by:										
Revenues from government	12,553	10,672	472	461	1,286	1,050	3,186	2,367	1,261	3,600
Sale of goods and services	(2)	54	-	-	1	1	1	1	3	1
Other non-taxation revenues	24	17	1	1	2	1	4	4	3	5
Total departmental revenues	12,575	10,743	473	462	1,289	1,052	3,191	2,372	1,267	3,606

Outcome 2	Output Group 2								Outcome 2 Total	
	Output 2.1.6		Output 2.1.7		Output 2.1.8		Output 2.1.9		2007	2006
	2007	2006	2007	2006	2007	2006	2007	2006	2007	2006
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental expenses										
Employees	1,550	1,069	-	23	1,473	452	947	1,554	14,489	12,527
Suppliers	1,401	1,372	-	-	533	248	1,237	3,671	12,255	12,185
Depreciation and amortisation	125	123	-	-	93	55	76	188	1,346	1,726
Other expenses	1	1	-	-	1	-	1	2	15	17
Total departmental expenses	3,077	2,565	-	23	2,100	755	2,261	5,415	28,105	26,455
Funded by:										
Revenues from government	2,236	1,991	-	-	1,654	301	1,359	2,052	24,007	22,494
Sale of goods and services	542	630	-	23	1,085	462	969	3,419	2,599	4,591
Other non-taxation revenues	5	3	-	-	4	1	4	4	47	36
Total departmental revenues	2,783	2,624	-	23	2,743	764	2,332	5,475	26,653	27,121

Note 24C: Major Classes of Departmental Revenues and Expenses by Output Groups and Outcomes
(continued)

Outcome 3	Output Group 3				Outcome 3	
	Output 3.1.1		Output 3.1.2		Total	
	2007	2006	2007	2006	2007	2006
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental expenses						
Employees	1,029	860	1,779	2,184	2,808	3,044
Suppliers	516	218	1,246	1,332	1,762	1,550
Depreciation and amortisation	115	47	170	327	285	374
Other expenses	1	-	2	3	3	3
Total departmental expenses	1,661	1,125	3,197	3,846	4,858	4,971
Funded by:						
Revenues from government	2,050	1,102	3,036	3,956	5,086	5,058
Sale of goods and services	88	55	1	-	89	55
Other non-taxation revenues	3	1	5	7	8	8
Total departmental revenues	2,141	1,158	3,042	3,963	5,183	5,121

Note 24D: Major Classes of Administered Revenues and Expenses by Outcomes

	Outcome 1		Outcome 2		Outcome 3		Total	
	2007	2006	2007	2006	2007	2006	2007	2006
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Administered Income								
Fees and fines	-	-	74	83	-	-	74	83
Other	-	-	14	2	-	-	14	2
Total administered income	-	-	88	85	-	-	88	85
Administered Expenses								
Grants	-	-	-	-	-	-	-	-
Subsidies	-	-	-	-	-	-	-	-
Personal benefits	-	-	-	-	-	-	-	-
Suppliers	-	-	-	-	-	-	-	-
Other	-	-	-	3	-	-	-	3
Total Administered Expenses	-	-	-	3	-	-	-	3

All outcomes are described in Note 1.1.

Note 25: Compensation and Debt Relief

	2007 \$	2006 \$
Administered		
No 'Act of Grace' expenses were incurred during the reporting period (2006: No expenses).	-	-
The estimated amount outstanding in relation to payments being made on a periodic basis as at 30 June 2007 was nil (Nil at 30 June 2006).		
No waivers of amounts owing to the Australian Government were made pursuant to subsection 34(1) of the <i>Financial Management and Accountability Act 1997</i> (2006: No waivers).		
No ex-gratia payments were provided for during the reporting period. (2006: No payments)		
Departmental		
No payments were made during the reporting period. (2006: No payments made)	-	-

Appendices



Appendix A—Staffing overview

The following tables provide details of the AEC's staffing complement in 2006–07. To assist comparisons, the figures in parentheses show the totals for 2005–06.

Table 42 Ongoing staff employed, including staff on higher duties arrangements, by classification, gender and location, 30 June 2007

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory	15 (25)	92 (84)	2 (3)	88 (86)	197 (198)
Electoral Commissioner	–	–	–	1 (1)	1 (1)
Deputy Electoral Commissioner	–	–	–	1 (1)	1 (1)
SE Band 2 ^a	–	1 (1)	–	1 (1)	2 (2)
SE Band 1 ^{ab}	–	2 (2)	–	4 (6)	6 (8)
Executive Level 2	1 (1)	8 ^c (9)	1 (1)	15 ^d (10)	25 (21)
Executive Level 1	5 (5)	28 (21)	–	28 (25)	61 (51)
APS Level 6	6 (5)	20 (19)	1 (2)	22 (24)	49 (50)
APS Level 5	0 (1)	6 (12)	–	8 (6)	14 (19)
APS Level 4	1 (9)	16 (12)	–	3 (8)	20 (29)
APS Level 3	1 (2)	10 (6)	–	4 (2)	15 (10)
APS Level 2	–	0 (2)	–	1 (2)	1 (4)
APS Level 1	1 (2)	1 (0)	–	–	2 (2)
New South Wales	24 (18)	86 (84)	2 (1)	66 (67)	178 (170)
Australian Electoral Officer	–	–	–	1 (1)	1 (1)
SE Band 1	–	1 (1)	–	–	1 (1)
Executive Level 2	–	1 (1)	–	1 (2)	2 (3)
Executive Level 1	–	2 (2)	–	7 (5)	9 (7)
APS Level 6	–	29 (25)	–	28 (33)	57 (58)
APS Level 5	–	3 (4)	–	4 (3)	7 (7)
APS Level 4	–	2 (1)	–	2 (1)	4 (2)
APS Level 3	2 (3)	27 (26)	1 (0)	18 (16)	48 (45)
APS Level 2	22 (15)	21 (24)	1 (1)	5 (6)	49 (46)
Victoria	24 (21)	61 (58)	2 (2)	48 (49)	135 (130)
Australian Electoral Officer	–	–	–	1 (1)	1 (1)
SE Band 1	–	–	–	1 (1)	1 (1)
Executive Level 2	–	1 (1)	–	–	1 (1)
Executive Level 1	–	5 (3)	–	4 (4)	9 (7)
APS Level 6	–	14 (17)	–	25 (25)	39 (42)
APS Level 5	0 (1)	0 (1)	–	5 (3)	5 (5)
APS Level 4	–	0 (1)	–	0 (1)	0 (2)
APS Level 3	3 (0)	26 (14)	–	9 (11)	38 (25)
APS Level 2	21 (20)	15 (21)	2 (2)	3 (3)	41 (46)
Queensland	8 (7)	54 (46)	2 (1)	40 (39)	104 (93)
Australian Electoral Officer	–	1 (1)	–	–	1 (1)
Executive Level 2	–	–	–	1 (1)	1 (1)
Executive Level 1	–	0 (1)	–	3 (3)	3 (4)
APS Level 6	–	11 (9)	–	23 (20)	34 (29)

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
APS Level 5	0 (1)	3 (4)	-	1 (4)	4 (9)
APS Level 4	-	1 (1)	-	1 (1)	2 (2)
APS Level 3	0 (1)	23 (13)	-	9 (9)	32 (23)
APS Level 2	8 (5)	15 (17)	2 (1)	2 (1)	27 (24)
Western Australia	9 (4)	26 (29)	2 (2)	23 (18)	60 (53)
Australian Electoral Officer	-	1 (1)	-	-	1 (1)
Executive Level 2	-	-	-	1 (1)	1 (1)
Executive Level 1	-	-	-	2 (1)	2 (1)
APS Level 6	-	3 (2)	-	14 (12)	17 (14)
APS Level 5	-	1 (2)	-	2 (1)	3 (3)
APS Level 4	-	2 (3)	1 (1)	1 (0)	4 (4)
APS Level 3	-	14 (10)	-	3 (2)	17 (12)
APS Level 2	9 (4)	5 (11)	1 (1)	0 (1)	15 (17)
South Australia	14 (7)	24 (18)	1 (0)	19 (16)	58 (41)
Australian Electoral Officer	-	-	-	1 (1)	1 (1)
Executive Level 2	-	1 (0)	-	0 (1)	1 (1)
Executive Level 1	-	-	-	2 (1)	2 (1)
APS Level 6	1 (2)	7 (4)	-	7 (10)	15 (16)
APS Level 5	-	2 (3)	-	2 (0)	4 (3)
APS Level 4*	11 (3)	-	1 (0)	3 (1)	15 (4)
APS Level 3	0 (2)	9 (5)	-	4 (2)	13 (9)
APS Level 2	2 (0)	5 (6)	-	-	7 (6)
Tasmania	1 (1)	13 (13)	-	9 (9)	23 (23)
Australian Electoral Officer	-	1 (1)	-	-	1 (1)
Executive Level 1	-	-	-	2 (2)	2 (2)
APS Level 6	-	3 (2)	-	4 (4)	7 (6)
APS Level 5	-	1 (2)	-	2 (1)	3 (3)
APS Level 4	-	-	-	0 (1)	0 (1)
APS Level 3	1 (1)	5 (5)	-	1 (1)	7 (7)
APS Level 2	-	3 (3)	-	-	3 (3)
Northern Territory	-	6 (5)	-	5 (4)	11 (9)
Australian Electoral Officer	-	-	-	1 (1)	1 (1)
Executive Level 1	-	-	-	1 (1)	1 (1)
APS Level 6	-	1 (1)	-	1 (1)	2 (2)
APS Level 5	-	1 (2)	-	-	1 (2)
APS Level 4	-	2 (0)	-	1 (1)	3 (1)
APS Level 3	-	1 (1)	-	-	1 (1)
APS Level 2	-	1 (1)	-	1 (0)	2 (1)
AEC total	95 (83)	362 (337)	11 (9)	298 (288)	766 (717)

APS = Australian Public Service; SE = Senior executive

- a Senior executive staff engaged under paragraph 35 (1) (b) of the *Commonwealth Electoral Act 1918* or the *Public Service Act 1999*.
- b Includes one officer on long-term leave.
- c Includes one member of staff acting in an Executive Level 2 position and one Executive Level Officer on secondment at 30 June 2007.
- d Includes one member of staff acting in an Executive Level 2 position and one Executive Level Officer on leave at 30 June 2007.
- e Electoral Education Centre (EEC) staff are shown against South Australia, as the State office manages EECs.

Notes: Figures include all staff employed under the *Public Service Act 1999* and Australian Electoral Officers employed under the *Commonwealth Electoral Act 1918*. This information is included in the wages and salaries reported in the financial statements.

Figures in parentheses are for 2005–06.

Source: PayGlobal HR System

Table 43 Non-ongoing staff employed, including staff on higher duties arrangements, by classification, gender and location, 30 June 2007

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory	2 (10)	18 (8)	3 (6)	10 (7)	33 (31)
Executive Level 2		1 (0)		2 (0)	3 (0)
Executive Level 1	- (1)	2 (1)	1 (1)	-	3 (3)
APS Level 6	-	2 (0)	2 (2)	6 (3)	10 (5)
APS Level 5	1 (1)	3 (3)	-	1 (2)	5 (6)
APS Level 4	- (7)	1 (0)	- (3)	- (0)	1 (10)
APS Level 3	1 (1)	8 (4)	-	1 (2)	10 (7)
APS Level 2	-	1 (0)	-	-	1 (0)
New South Wales	10 (3)	7 (5)	2 (0)	3 (2)	22 (10)
APS Level 6	-	-	-	2 (1)	2 (1)
APS Level 5	-	-	1	-	1 (0)
APS Level 3	-	2 (2)	-	-	2 (2)
APS Level 2	10 (3)	5 (3)	1 (0)	1 (1)	17 (7)
Victoria	-	2 (3)	-	2 (0)	4 (3)
Executive Level 1	-	-	-	1 (0)	1 (0)
APS Level 6	-	-	-	1 (0)	1 (0)
APS Level 5	-	1 (0)	-	-	1 (0)
APS Level 3	-	1	-	-	1 (0)
APS Level 2	-	- (3)	-	-	- (3)
Queensland	13 (7)	8 (3)	2 (0)	1 (2)	24 (12)
Executive Level 1	-	-	1 (0)	-	1 (0)
APS Level 4	-	1 (0)	-	1 (0)	2 (0)
APS Level 3	-	1 (1)	-	0 (1)	1 (2)
APS Level 2	13 (7)	6 (2)	1 (0)	0 (1)	20 (10)
Western Australia	4 (6)	1 (2)	0	1 (0)	6 (8)
APS Level 5	0 (1)	0 (1)	-	-	0 (2)
APS Level 3	0 (1)	1 (0)	-	1 (0)	2 (1)
APS Level 2	4 (4)	0 (1)	-	-	4 (5)
South Australia	13 (2)	3 (6)	3 (0)	2 (1)	21 (9)
APS Level 4	7 (0)	-	2 (0)	-	9 (0)
APS Level 3	-	1 (1)	1 (0)	2 (1)	4 (2)
APS Level 2	6 (2)	2 (5)	-	-	8 (7)
Tasmania	2 (1)	0 (1)	-	-	2 (2)
APS Level 3	0 (1)	-	-	-	0 (1)
APS Level 2	2 (0)	0 (1)	-	-	2 (1)
Northern Territory	-	0 (1)	-	0 (1)	0 (2)
APS Level 4	-	-	-	0 (1)	0 (1)
APS Level 2	-	0 (1)	-	-	0 (1)
AEC Total	44 (29)	39 (29)	10 (6)	19 (13)	112 (77)

APS = Australian Public Service

Note: Figures in parentheses are for 2005-06.

Source: PayGlobal HR System

Appendix B—Occupational health and safety

Under s. 74 of the *Occupational Health and Safety Act 1991* (the OHS Act), the AEC is required to provide the following information in this annual report.

The AEC is committed to promoting strategies to improve the health and wellbeing of its staff.

Policies

The *Occupational Health and Safety (Commonwealth Employment) Amendment Act 2006* received Royal Assent on 23 October 2006 and Schedule 1 of that Act came into force on 15 March 2007. As a result of the amendments to the legislation, the AEC has undertaken to make a number of changes to the arrangements for managing health and safety across the AEC.

The AEC is drafting a new health and safety management arrangement to take the place of the current OHS Agreement and policies. The AEC has commenced mandatory consultation on the development of the arrangement with employees and with health and safety committees.

The health and safety management arrangement is being tailored to meet the needs of AEC employees, their workplaces and the specific hazards and risks associated with the conduct of elections. The arrangement is likely to review and incorporate the AEC's existing OHS policies, plans and agreements, as well as the existing health and safety committees and designated work groups. The arrangement will outline a consultative framework and may include further OHS risk management arrangements and training.

Health and safety initiatives

The AEC's OHS and Injury Management Plan 2004–07 sets out the AEC's OHS objectives and responsibilities. The plan allows the AEC to track its performance in OHS and injury prevention and management across the organisation.

The major focus remains timely and effective injury management aimed at early intervention strategies to return AEC employees to work in accordance with AEC policies and Comcare guidelines. The AEC has continued to provide health promotion strategies to improve the health and wellbeing of staff.

The AEC's OHS policy, plan and agreement recognise its duty of care as outlined under the OHS Act, and continue to be the cornerstone of the AEC's commitment to health and safety.

During the year, the following initiatives were undertaken to ensure the health, safety and welfare of employees:

- The National OHS committee continued to meet every three months, where possible, to provide reports and recommendations to consultative forums and strategic committees on health and safety matters of national relevance.
- The State OHS committees continued to meet regularly to discuss and manage local health and safety issues. Minutes of the OHS committees were placed on the AEC intranet site.
- Information on new legislative changes was promulgated throughout the agency.
- AEC employees attended Comcare client network meetings and conferences to keep up to date with developments in the field.
- The OHS e-learning package was further updated, and was used as part of the OHS training strategy and for induction purposes.
- The AEC continued its preventive health strategy by providing a national AEC influenza vaccination program in April and May 2007. The health screening program piloted in March 2006 was recommended for implementation every two years.
- The Employee Assistance Program was reviewed. The contract with the current provider is to continue until after the next federal election. Further contract services will include staff training on work and lifestyle issues.
- The AEC arranged referrals for specialist ergonomic workstation assessments across divisions, State offices and the national office for injured employees. The assessments ensure the best set-up for work environments and safe work practices. Further specialist advice was sought on the provision of voice-activated computers, desktop modifications for visually impaired staff, and phone alert systems for hearing impaired staff.
- A project was undertaken to investigate improvements to the recording of work-related incidents and accidents using the PayGlobal system. Recommendations from this project are to be implemented in 2007–08.
- Reports were prepared on trends in compensation claims. Senior managers considered the reports at meetings of the Strategic Advisory Committee and consultative forums.

Health and safety outcomes

As a result of the above initiatives, the following health and safety outcomes were achieved:

- Incident reports were managed in a timely manner, allowing early intervention support for staff with injuries.
- Health and safety programs achieved higher prominence among senior managers through improvements in reporting to committees.
- Health and safety representative vacancies were filled in preparation for the busy election period.
- Legislative changes have led to increased awareness of consultative frameworks in health and safety.
- Early intervention resulted in reduced time off work for new claims during 2006–07. Although the number of new claims increased, time off work for new claims was only 42 weeks, compared to 145 weeks in 2005–06.

Comcare

The AEC's actual and estimated Comcare premiums for four financial years are shown in Table 44.

Table 44 AEC Comcare premiums, 2004–05 to 2007–08

	2004–05	2005–06	2006–07	2007–08
Annual premium	\$478,106	\$892,037	\$714,102	\$1,009,573

The Comcare premium for 2007–08 is \$1,009,573. There has been a reduction in the premium rate of estimated payroll from 1.45 per cent for 2006–07 to 1.18 per cent for 2007–08.

The rise in the AEC premium from \$714,102 in 2006–07 to \$1,009,573 in 2007–08 is directly related to a significant increase in the estimated cost of the payroll for 2007–08 which includes the cost of additional staff employed for the next election.

Claims management

Compensation and non-compensation claims are centrally managed through the Human Resources Management Section in the national office. Contracted case management services assisted with case management for approximately 18 hours per week during 2006–07.

Compensation claims

Table 45 shows new claims for the past four financial years.

Table 45 New Comcare claims, 2003–04 to 2006–07

	2003–04	2004–05	2005–06	2006–07
New claims	21	49	14	27

During 2006–07, the AEC managed a total of 60 compensation claims, of which 27 were new claims. This was an increase on the number of claims managed in 2005–06.

Claims from body stressing and motor vehicle accidents resulted in the most time off work.

The AEC continues to provide early intervention to achieve early return to work and to reduce time off work.

Non-compensation claims

During 2006–07, the AEC managed 26 non-compensation cases, including fitness for continued duty assessments, invalidity retirement, and rehabilitation and counselling support where required.

Incident statistics

As shown in Table 46, reports of accidents and incidents in 2006–07 increased from the previous year. However, the increase is consistent with the higher workload associated with preparations for the next federal election.

An increase in slips, trips and falls and dog bites resulted from increased targeted enrolment activities, in which officers visited residences to update enrolment details. Four manual handling injuries involved ongoing staff employed to assist with the NSW State election in March 2007. The AEC plans to provide further manual handling training and to provide lifting aids to prevent this type of injury at the federal election.

Table 46 Accident and incident reports, 2003–04 to 2006–07

	2003–04	2004–05	2005–06	2006–07
Accidents/incidents reported	53	88	41	86
Dangerous occurrences	45	77	36	85

Investigations, directions and notices

Comcare conducted one investigation under s. 41 of the OHS Act, into an incident report from an employee. The investigation concluded that there had been no breach under the OHS Act. The AEC undertook to remind staff to notify work-related accidents, injuries and dangerous occurrences.

No notices or directions were issued pursuant to ss. 29, 46 or 47 of the OHS Act.

Appendix C—Freedom of information

This statement is published to meet the requirements of s. 8 of the *Freedom of Information Act 1982* (the FOI Act).

Organisation and functions

The AEC is part of the Finance and Administration portfolio. Information about the portfolio can be found on the Department of Finance and Administration's website (www.finance.gov.au).

Information about the AEC's organisational structure can be found in the Overview section of this report (see page 17) and on the AEC website (www.aec.gov.au).

The Overview section of this report and s. 7 of the *Commonwealth Electoral Act 1918* describe the AEC's functions and the legislative framework under which it operates.

Decision-making powers

Authorised AEC officers may exercise certain decision-making powers under the following Acts:

- *Commonwealth Electoral Act 1918*
- *Referendum (Machinery Provisions) Act 1984*
- *Workplace Relations Act 1996*
- *Public Service Act 1999*
- *Financial Management and Accountability Act 1997*
- *Freedom of Information Act 1982*
- *Privacy Act 1988*.

Categories of documents open to the public

Many documents held by the AEC are available free of charge through the AEC website (www.aec.gov.au/About_AEC/Publications) or from the AEC's Media Section, which is based in the national office (see Appendix I for a list of publications). In addition, the AEC places an indexed list of file titles on its website every six months.

Table 47 sets out AEC documents that are available free of charge for public inspection.

Table 47 Documents available for public inspection

Document	Description	Location
Electoral roll	Contains electors' names, addresses and electorate information	The roll in electronic format is available for public inspection on computer facilities provided at the AEC's divisional, State, Territory and national offices A facility enabling electors to verify their enrolment details is available on the AEC website (www.aec.gov.au)
Register of general postal voters	Contains name and address information for general postal voters for each electoral division	Registers are available for public inspection at the relevant divisional offices
Postal vote applications	May include name, address, date of birth, signature and witness details	Applications are available for public inspection at the relevant divisional offices for a limited period after an election
Electoral nomination forms	May include name, address, occupation, date of birth, signature, citizenship, political affiliation and contact details for candidates nominating for election	Nominations are available for public inspection in the relevant divisional offices in relation to House of Representatives elections and at the relevant State offices in relation to Senate elections
Financial disclosure returns	Returns of financial transactions submitted by candidates, political parties and others; may include name, address, business dealings and political dealings	Returns are available for public inspection on the AEC website
Applications for party registration	May include name, address, political affiliation, telephone number and signature	Applications are available for public inspection at the AEC's national office
Register of political parties	Lists all political parties registered under the <i>Commonwealth Electoral Act 1918</i> ; may include names, addresses and political affiliations of registered officers and deputy registered officers	The register is available for public inspection at the AEC's national office and State and Territory offices and on the AEC website
Redistributions suggestions, objections and comments	Public suggestions, objections and comments submitted during the course of redistribution of federal electoral boundaries under the <i>Commonwealth Electoral Act 1918</i> ; may include name, address and opinion	These documents are available for public inspection at the AEC's national office, State and Territory offices and relevant divisional offices, and on the AEC website

Arrangements for public involvement

Members of the public are invited to make their views on current policies and procedures of the AEC known to the Electoral Commissioner by writing to:

The Electoral Commissioner
Australian Electoral Commission
PO Box 6172
Kingston ACT 2604

Redistributions

Redistributions are dealt with under Part IV of the *Commonwealth Electoral Act 1918*, which includes a number of elements requiring public notification and consultation. Suggestions or comments in relation to proposed redistributions may be made to the relevant Redistribution Committee or augmented Electoral Commission. At the commencement of the redistribution process, the Electoral Commissioner invites suggestions and comments from the public in newspaper advertisements. The advertisements state where suggestions and comments are to be made and the deadline for receipt. Information is also made available on the AEC website (www.aec.gov.au). Subsequent steps in the process are also advertised as required by the *Commonwealth Electoral Act 1918*.

Party registration

Objections to the registration of political parties are considered on the grounds set out in the *Commonwealth Electoral Act 1918*. Section 132 sets out the following permitted grounds for objection: that the party is not eligible for registration; that the technical requirements for an application have not been met; or that the party name must be refused.

An objection must be in writing, signed by the objector, specify a street address for that objector and include the grounds for the objector's belief that the application for party registration should be refused. An objection must be submitted within one month of the AEC advertising the application for registration in the press and *Commonwealth Gazette*, and can be mailed to the Electoral Commissioner.

Procedures for accessing documents

The following procedures are used to access documents under the FOI Act.

Applications

An application for access to documents of the AEC that are not generally available to the public must be made in accordance with s. 15 of the FOI Act. The application must be made in writing, provide such information as is reasonably necessary to identify the document, specify an address in Australia to which notices can be sent, and be accompanied by the application fee (see below).

The AEC's Freedom of Information Officer will assist applicants to make an application that complies with s. 15 of the FOI Act.

Initial contact point

Applications under the FOI Act for documents held by the AEC should be sent to:

The Freedom of Information Officer
 Australian Electoral Commission
 PO Box 6172
 Kingston ACT 2604
 Telephone: (02) 6271 4511
 Facsimile: (02) 6271 4457

Fees and charges

The application fee is \$30. Additional processing charges may apply for time spent in searching for and retrieving documents, and for time spent in deciding whether to grant, refuse or defer access to a document, or to grant access to a copy of a document by means of deletions, photocopying and dispatch.

The AEC's policy on imposing fees and charges under the Freedom of Information (Fees and Charges) Regulations is that, where applicable, fees should be collected and charges imposed for processing FOI Act requests.

However, the AEC may remit, reduce or not impose fees or charges in certain circumstances, for example where the disclosure of the document is in the public interest or where imposing a fee would cause financial hardship to the applicant. An applicant seeking such a remission should forward supporting evidence with their application. The AEC's policy is to impose no fee where the FOI Act application relates to the applicant's personal information.

Internal review

An applicant who is dissatisfied with a decision made under the FOI Act may apply for an internal review. Requests for internal review are usually subject to statutory time frames and a \$40 application fee, which is to accompany the request. FOI Act cases may, of course, also involve proceedings for external administrative or judicial review.

Freedom of information statistics

Tables 48 and 49 show FOI Act requests handled by the AEC in 2005–06 and 2006–07.

Table 48 Freedom of information requests, 2005–06 and 2006–07

Request status	2005–06	2006–07
On hand at 1 July	1	1
Received during period	5	17
On hand at 30 June	1	4

Table 49 Resolution of freedom of information requests, 2005–06 and 2006–07

Method of resolution	2005–06	2006–07
Request withdrawn	1	2
Access granted in full	3	6
Access granted in part	1	5
Access refused in full	0	1
Request transferred	0	0

Appendix D—Advertising and market research

Section 311A of the *Commonwealth Electoral Act 1918* requires certain matters to be reported on annually by Australian Government departments and agencies, including the AEC. Those matters include the use of advertising, market research and media placement services.

Table 50 details the AEC's use of such services in 2006–07.

Table 50 Commissions paid to advertising and market research agencies, 2006–07

Agency type	Agency name	Details	\$ Amount (GST exclusive)
Advertising agency	BMF Advertising	To assist in the development of a communications strategy and advertising campaign for future federal elections	1,080,354
Public relations agency	Haystac	Assist in implementation of public awareness activities and provide advice	793,961
Market research organisation	Millward Brown ^a	Market research for new AEC branding	41,800
	Woolcott Research	Concept testing of enrolment advertising campaign	108,800
	Eureka Strategic Research	Strategic research to inform the development of the AEC enrolment advertising and broader communications campaign	119,036
	Cultural and Indigenous Research Centre of Australia ^a	Cultural and linguistically diverse strategic research and testing of the AEC enrolment advertising and broader communications campaign	52,575
	Winangali Pty Ltd ^a	Indigenous strategic research and concept testing of the AEC enrolment advertising and broader communications campaign	39,071
	Wallis Consulting Group	Evaluate AEC candidate's and scrutineer's handbooks	47,040
	Colmar Brunton	Testing of AEC letters	46,615
	Newspoll	To conduct an ongoing tracking study to monitor voting enrolment among Australian adults. This information is used to assist in the development of the enrolment strategy	62,981
Media placement agency	Universal McCann	To place campaign advertising	2,003,480
	hma Blaze	To place non-campaign advertising	1,020,970
Direct mail agency	Salmat	For the sorting and mailing of AEC direct mail information material to the public	732,403

GST = goods and services tax

a Subcontracted to BMF Advertising

Appendix E—Provision of electoral roll information

In accordance with subsection 17(1A) of the *Commonwealth Electoral Act 1918*, the AEC is required to report on the particulars of people and/or organisations who receive electoral roll information under subsection 90B(4) of the Act.

Provision of electoral roll information to medical researchers

In accordance with subsection 90B(4) item 2, subsection 90B(9) and paragraph 91A(2AA)(b) of the *Commonwealth Electoral Act 1918* and regulation 9 of the Electoral and Referendum Regulations 1940, the AEC provided electoral information in electronic format to a number of organisations for use in medical research. Details are provided in Table 51.

Such use is 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 subsection 95(1) of the *Privacy Act 1988*. 'Medical research' is defined as systematic investigations for the purpose of adding to the generalised medical knowledge pertaining to human health, including epidemiological research.

Before the AEC can provide the electoral information, the applicant must provide the AEC with evidence of the relevant ethics committee approval for the studies.

Table 51 Provision of information to medical researchers and those conducting health screening surveys, 2006–07

Institution/contact		Data provided
Associate Professor Dianne O'Connell Senior Epidemiologist Cancer Epidemiology Research Unit		13,500 randomly selected male electors aged 50–84 years from New South Wales. 34,560 randomly selected male electors aged 50–84 years from New South Wales.
Professor Bryan Rodgers National Centre for Epidemiology and Population Health Australian National University		10,000 randomly selected electors in the age ranges 20–22, 30–32 and 40–42 years in Australia. Supplied twice in 2006–07.
Associate Professor Marissa Lassere Rheumatology Department St George Hospital University of New South Wales		5,040 randomly selected male and female electors aged 18–87 years, in five-year age ranges, from the divisions of Barton, Cook and Hughes in New South Wales.
Dr Robyn Lucas Study Coordinator, the Ausimmune Study National Centre for Epidemiology and Population Health Australian National University		2,090,982 electors aged 18–59 years from the divisions of Charlton, Dobell, Hunter, Newcastle, Paterson and Shortland in New South Wales; Ballarat, Bendigo, Corangamite, Corio, Lalor, McEwen and Wannon in Victoria; Blair, Bonner, Bowman, Brisbane, Dickson, Fadden, Griffith, Lilley, Longman, Moreton, Oxley, Petrie, Rankin and Ryan in Queensland; and Bass, Braddon, Denison, Franklin and Lyons in Tasmania. Supplied four times in 2006–07.
Dr Kirsten McCaffrey Senior Research Fellow Room 321a Edward Ford Building (A27) School of Public Health University of Sydney		100 randomly selected male and 100 randomly selected female electors aged 55–64 years from the divisions of Banks, Chifley, Dobell, Fowler, Greenway, Kingsford Smith, Lindsay, Macarthur, Prospect and Reid in New South Wales.
Ms Victoria Inglis School of Exercise and Nutritional Sciences Melbourne Campus Deakin University		150 randomly selected female electors aged 18–65 years from the divisions of Batman, Chisholm, Gellibrand, Goldstein, Higgins, Hotham, Kooyong, Maribyrnong, Melbourne and Wills in Victoria.
Dr Marcus Chen Principal Investigator Sexual Health Physician Melbourne Sexual Health Centre		416 randomly selected male electors aged 18–50 years from the divisions of Aston, Batman, Chisholm, Deakin, Goldstein, Higgins, Hotham, Isaacs, Kooyong, La Trobe, Maribyrnong and Melbourne Ports in Victoria. 19,992 randomly selected male electors aged 18–50 years from the divisions of Aston, Batman, Chisholm, Deakin, Goldstein, Higgins, Hotham, Isaacs, Kooyong, La Trobe, Maribyrnong and Melbourne Ports in Victoria.
Dr Brett Toelle Woolcock Institute of Medical Research Royal Prince Alfred Hospital		750 randomly selected male electors and 750 randomly selected female electors aged 40–99 years from the divisions of Barton and Kingsford Smith in New South Wales.
Dr Gavin Turrell School of Public Health Faculty of Health Queensland University of Technology		All electors in the age ranges 40–44, 45–49, 50–54, 55–59 and 60–64 years from the divisions of Bonner, Brisbane, Griffith, Lilley, Moreton, Oxley, Petrie, Rankin and Ryan in Queensland. Supplied twice in 2006–07.

Institution/contact	Data provided
Ms Fleur Hourihan Project Manager Centre for Rural and Remote Mental Health Bloomfield Hospital	All electors aged 18–99 years, in five-year age ranges, from the division of Parkes in New South Wales.
Dr Amanda Spurdle Molecular Cancer Epidemiology Lab Queensland Institute of Medical Research	7,540 randomly selected female electors aged 30–79 years from New South Wales, Victoria, Queensland, Western Australia, South Australia, Tasmania and the Australian Capital Territory.
Associate Professor Stephen Lord Prince of Wales Medical Research Institute	All electors aged 65 years or more from the divisions of North Sydney and Wentworth in New South Wales.
Dr Wendy Watson Senior Research Fellow Accident Research Centre Monash University	All electors aged 70 years or more from the divisions of Aston, Batman, Bruce, Chisholm, Deakin, Higgins, Jagajaga, Kooyong, La Trobe and Menzies in Victoria. Supplied twice in 2006–07.
Dr Graham Radford-Smith Department of Gastroenterology Royal Brisbane and Women's Hospital	10,000 randomly selected electors aged 18–83 years, in two-year age ranges, from the divisions of Blair, Bonner, Bowman, Brisbane, Dickson, Fadden, Forde, Griffith, Lilley, Longman, Moreton, Oxley, Petrie, Rankin and Ryan in Queensland.
Dr Graham Kerr Director of Research School of Human Movement Studies Faculty of Health Queensland University of Technology	All electors aged 60 years and over, in five-year age ranges, from the divisions of Bowman, Brisbane, Dickson, Griffith, Lilley, Moreton, Petrie and Ryan in Queensland.
Ms Cecilia Wilson Centre of National Research on Disability and Rehabilitation Medicine Level 3, Mayne Medical School University of Queensland	11,880 randomly selected electors from New South Wales; 9,000 randomly selected electors from Victoria; 6,840 randomly selected electors from Queensland; 3,600 randomly selected electors from Western Australia; 2,880 randomly selected electors from South Australia; 900 randomly selected electors from Tasmania; 540 randomly selected electors from the Australian Capital Territory; and 360 randomly selected electors from the Northern Territory.
Dr Martha Sinclair Dept of Epidemiology and Preventive Medicine The Alfred Hospital	All electors aged 18–49 years from the divisions of Adelaide, Boothby, Hindmarsh, Makin, Mayo, Port Adelaide and Sturt in South Australia. Supplied twice in 2006–07.
Professor Julie Byles / Dr Deborah Loxton Australian Longitudinal Study on Women's Health University of Newcastle	All female electors aged 27–35, 54–62 and 79–87 years in Australia. Supplied twice in 2006–07.
Mr Daniel Costin Centre for Mental Health Research Australian National University	All electors aged 19–23 years from the divisions of Cunningham and Riverina in New South Wales and the division of Fraser in the Australian Capital Territory.
Mr Mark McEvoy Centre for Clinical Epidemiology and Biostatistics University of Newcastle	All electors aged 55–85 years from the divisions of Calare, Charlton, Dobell, Hunter, Macquarie, Newcastle, New England, Parkes, Paterson and Shortland in New South Wales.

Institution/contact	Data provided
Dr Mary-Anne Kadda School of Public Health and School of Life Sciences Q Block, Institute of Health and Biomedical Innovation Queensland University of Technology	7,470 randomly selected male electors aged 35–89 years from the divisions of Parkes and New England in New South Wales; Blair, Bonner, Bowman, Brisbane, Capricornia, Dawson, Dickson, Fadden, Fairfax, Fisher, Flynn, Forde, Griffith, Groom, Herbert, Hinkler, Kennedy, Lilley, Longman, Maranoa, McPherson, Moncrieff, Moreton, Oxley, Petrie, Rankin, Ryan and Wide Bay in Queensland; and Denison and Lyons in Tasmania.
Dr Penny Webb Cancer and Population Studies Queensland Institute of Medical Research	7,540 randomly selected female electors aged 30–74 years in New South Wales, Victoria, Queensland, Western Australia, Tasmania, South Australia and the Australian Capital Territory.
Dr Wendy Hunter School of Exercise and Nutrition Sciences Deakin University	5,000 randomly selected electors aged 45–70 years in Victoria.
Ms Sarah Jacek The Prince of Wales Hospital and The University of New South Wales	All electors aged 95–99 years in New South Wales.
Dr Martha Sinclair Department of Epidemiology and Preventive Medicine The Alfred Hospital	All electors aged 18–49 years from the division of Kingston in South Australia.
Dr Clare Coleman Centre for Rural and Remote Mental Health Bloomfield Hospital	All electors aged 18–99 years, in four-year age ranges, from the divisions of Calare, Cowper, Farrer, Hunter, Lyne, Macquarie, New England, Page, Parkes, Paterson and Richmond in New South Wales.
Dr Carlene Wilson CSIRO Health Sciences and Nutrition	750 male and 750 female randomly selected electors aged 50–76 years from the divisions of Hindmarsh, Boothby, Mayo and Kingston in South Australia.
Dr Debbie Burton School of Biomedical Sciences Charles Sturt University	750 randomly selected electors aged 55–75 years from the division of Calare in New South Wales.
Dr Margaret Lesjak Broken Hill Centre for Remote Health Research	All male electors aged 65–74 years from the division of Farrer in New South Wales.
Dr David Brennan Dental School Faculty of Sciences University of Adelaide	Datamatch of 1,091 persons for the Adelaide University School of Dentistry.
Mr Rob Gordon Centre for Health Service Development Building 29 University of Wollongong	Datamatch of 134 persons for a medical research project on long-term care for people with catastrophic injuries in New South Wales.

Provision of electoral roll information to Schedule 1 agencies and authorities

Schedule 1 of the Electoral Referendum Regulations 1940 sets out the Australian Government agencies and authorities that are entitled to receive elector information from the AEC. ‘Elector information’ is the full name, residential address, gender and date of birth of each elector.

Schedule 1 agencies and authorities are granted access to confidential electoral information after providing the AEC with justification for access in terms of Information Privacy Principle 11 (IPP 11) of the *Privacy Act 1988*. IPP 11 includes the disclosure of personal information for enforcement of the criminal law or of a law imposing a pecuniary penalty or for the protection of the public revenue.

In accordance with subsection 90B(4) of the *Commonwealth Electoral Act 1918* and regulations 7 and 8 and Schedule 1 of the Electoral and Referendum Regulations 1940, the AEC provided electoral information to Australian Government agencies and authorities for the purposes set out in Schedule 1 of the regulations.

During 2006–07, the AEC provided information from the Commonwealth electoral roll to Schedule 1 agencies and authorities as shown in Table 52.

Table 52 Provision of information to Schedule 1 agencies and authorities, 2006–07

Institution	Date provided
Australian Communications and Media Authority	15 August 2006 27 February 2007
Australian Crime Commission	27 February 2007
Australian Customs Service	15 August 2006 14 November 2006 27 February 2007 10 May 2007
Australian Federal Police	15 August 2006 14 November 2006 27 February 2007 10 May 2007
Australian Postal Commission	15 August 2006 14 November 2006
Australian Quarantine and Inspection Service	10 May 2007
Australian Securities and Investments Commission	15 August 2006 14 November 2006 27 February 2007 10 May 2007
Australian Security Intelligence Organisation	15 August 2006 14 November 2006 27 February 2007 10 May 2007
Australian Taxation Office	15 August 2006 14 November 2006 27 February 2007 10 May 2007
Australian Transaction Report and Analysis Centre	14 November 2006 27 February 2007 10 May 2007

Institution	Date provided
Centrelink	11 August 2006 15 November 2006 21 February 2007 10 May 2007
Commonwealth Director of Public Prosecutions	15 August 2006 14 November 2006 27 February 2007 10 May 2007
ComSuper	15 August 2006 14 November 2006 27 February 2007 10 May 2007
Department of Education, Science and Training	15 August 2006 27 February 2007
Department of Employment and Workplace Relations	15 August 2006 14 November 2006 27 February 2007 10 May 2007
Department of Foreign Affairs and Trade	15 August 2006 15 November 2006 23 February 2007 10 May 2007
Department of Immigration and Citizenship	14 May 2007
Department of Immigration and Multicultural Affairs	15 August 2006
Insolvency and Trustee Service Australia	9 January 2007 27 February 2007 10 May 2007

Provision of electoral roll information to members of the House of Representatives, senators and federally registered political parties

In accordance with subsection 90B(4) of the *Commonwealth Electoral Act 1918*, the AEC supplied electronic electoral roll information to members of the House of Representatives, senators and federally registered political parties during the period from July 2006 to June 2007, as shown in Tables 53 and 54.

Some members were affected by the electoral boundary redistributions that occurred in New South Wales and Queensland in 2006–07. A member is entitled to receive electoral roll information for the division for which the member was elected, and for any other divisions that contain electors who were, prior to the redistribution, included in the division for which the member was elected. The statutory provision enabling the provision of information for divisions other than the one for which the member was elected took effect in November 2006 and is reflected in Table 53.

Table 53 Provision of electoral roll information to members of the House of Representatives and senators, 2006–07

Recipient	Constituency/position	Roll data provided	Date provided
Ms Kate Ellis MP	Member for Adelaide	Adelaide	July 2006–June 2007
Ms Catherine King MP	Member for Ballarat	Ballarat	July 2006–June 2007
Mr Daryl Melham MP	Member for Banks	Banks	July 2006–November 2006
Mr Daryl Melham MP	Member for Banks	Banks, Watson	December 2006–June 2007
Mr Patrick Secker MP	Member for Barker	Barker	July 2006–June 2007
Mr Robert McClelland MP	Member for Barton	Barton	July 2006–June 2007
Mr Martin Ferguson MP	Member for Batman	Batman	July 2006–June 2007
Mr Steve Gibbons MP	Member for Bendigo	Bendigo	July 2006–June 2007
The Hon. John Howard MP	Member for Bennelong	Bennelong	July 2006–June 2007
Mr Michael Hatton MP	Member for Blaxland	Blaxland	July 2006–November 2006
Mr Michael Hatton MP	Member for Blaxland	Banks, Blaxland, Lowe, Watson	December 2006–June 2007
Mr Andrew Laming MP	Member for Bowman	Bowman	July 2006–November 2006
Mr Andrew Laming MP	Member for Bowman	Bowman, Rankin	December 2006–June 2007
Mr Mark Baker MP	Member for Braddon	Braddon	July 2006–June 2007
The Hon. Dr Brendan Nelson MP	Member for Bradfield	Bradfield	July 2006–November 2006
The Hon. Dr Brendan Nelson MP	Member for Bradfield	Bradfield, North Sydney, Warringah	December 2006–June 2007
The Hon. Kim Beazley MP	Member for Brand	Brand	July 2006–June 2007
The Hon. Arch Bevis MP	Member for Brisbane	Brisbane	July 2006–November 2006
The Hon. Arch Bevis MP	Member for Brisbane	Brisbane, Petrie	December 2006–June 2007
Mr Alan Griffin MP	Member for Bruce	Bruce	July 2006–June 2007
Mr Peter Andren MP	Member for Calare	Calare	July 2006–November 2006
Mr Peter Andren MP	Member for Calare	Calare, Macquarie	December 2006–June 2007
Ms Maria Vamvakinou MP	Member for Calwell	Calwell	July 2006–June 2007
Ms Annette Ellis MP	Member for Canberra	Canberra	July 2006–June 2007
Ms Kirsten Livermore MP	Member for Capricornia	Capricornia	July 2006–November 2006
Ms Kirsten Livermore MP	Member for Capricornia	Capricornia, Flynn	December 2006–June 2007
Ms Kelly Hoare MP	Member for Charlton	Charlton	July 2006–November 2006
Ms Kelly Hoare MP	Member for Charlton	Charlton, Shortland	December 2006–June 2007
The Hon. Roger Price MP	Member for Chifley	Chifley	July 2006–November 20
The Hon. Roger Price MP	Member for Chifley	Chifley, Greenway, Lindsay, Prospect	December 2006–June 2007
Ms Anna Burke MP	Member for Chisholm	Chisholm	July 2006–June 2007
The Hon. Bruce Baird MP	Member for Cook	Cook	July 2006–June 2007
Mr Gavan O'Connor MP	Member for Corio	Corio	July 2006–June 2007
The Hon. Graham Edwards MP	Member for Cowan	Cowan	July 2006–June 2007
Ms Sharon Bird MP	Member for Cunningham	Cunningham	July 2006–June 2007
The Hon. Julie Bishop MP	Member for Curtin	Curtin	July 2006–June 2007
Mr Phillip Barresi MP	Member for Deakin	Deakin	July 2006–June 2007
The Hon. Duncan Kerr MP	Member for Denison	Denison	July 2006–June 2007
Mr Ken Ticehurst MP	Member for Dobell	Dobell	July 2006–November 20
Mr Ken Ticehurst MP	Member for Dobell	Dobell, Robertson	December 2006–June 2007
The Hon. Alexander Somlyay MP	Member for Fairfax	Fairfax	July 2006–November 20
The Hon. Alexander Somlyay MP	Member for Fairfax	Fairfax, Wide Bay	December 2006–June 2007

Recipient	Constituency/position	Roll data provided	Date provided
Mrs Julia Irwin MP	Member for Fowler	Fowler	July 2006–November 20
Mrs Julia Irwin MP	Member for Fowler	Blaxland, Fowler, Hughes, Werriwa	December 2006–June 2007
Mr Harry Quick MP	Member for Franklin	Franklin	July 2006–June 2007
Mr Bob McMullan MP	Member for Fraser	Canberra, Fraser	July 2006–June 2007
The Hon. Dr Carmen Lawrence MP	Member for Fremantle	Fremantle	July 2006–June 2007
Ms Nicola Roxon MP	Member for Gellibrand	Gellibrand	July 2006–June 2007
Mrs Joanna Gash MP	Member for Gilmore	Gilmore	July 2006–November 2006
Mrs Joanna Gash MP	Member for Gilmore	Gilmore, Hume, Throsby	December 2006–June 2007
The Hon. Andrew Robb MP	Member for Goldstein	Goldstein	July 2006–June 2007
Mr Brendan O'Connor MP	Member for Gorton	Gorton	July 2006–June 2007
Mr Anthony Albanese MP	Member for Grayndler	Grayndler	July 2006–November 2006
Mr Anthony Albanese MP	Member for Grayndler	Grayndler, Sydney	December 2006–June 2007
Mr Kevin Rudd MP	Member for Griffith	Griffith	July 2006–November 2006
Mr Kevin Rudd MP	Member for Griffith	Griffith, Moreton	December 2006–June 2007
The Hon. John Anderson MP	Member for Gwydir	Gwydir	July 2006–November 2006
The Hon. John Anderson MP	Member for Gwydir	Calare, Hunter, Macquarie, New England, Parkes	December 2006–June 2007
Mr Stuart Henry MP	Member for Hasluck	Hasluck	July 2006–June 2007
Mr Steve Georganas MP	Member for Hindmarsh	Hindmarsh	July 2006–June 2007
Mr Anthony Byrne MP	Member for Holt	Holt	July 2006–June 2007
The Hon. Simon Crean MP	Member for Hotham	Hotham	July 2006–June 2007
The Hon. Danna Vale MP	Member for Hughes	Hughes	July 2006–November 2006
The Hon. Danna Vale MP	Member for Hughes	Cook, Hughes	December 2006–June 2007
Mr Alby Schultz MP	Member for Hume	Hume	July 2006–November 2006
Mr Alby Schultz MP	Member for Hume	Hume, Fowler, Macarthur	December 2006–June 2007
Mr Joel Fitzgibbon MP	Member for Hunter	Hunter	July 2006–November 2006
Mr Joel Fitzgibbon MP	Member for Hunter	Hunter, Newcastle, Paterson	December 2006–June 2007
Ms Ann Corcoran MP	Member for Isaacs	Isaacs	July 2006–June 2007
Ms Jenny Macklin MP	Member for Jagajaga	Jagajaga	July 2006–June 2007
The Hon. Robert Katter MP	Member for Kennedy	Kennedy	July 2006–November 2006
The Hon. Robert Katter MP	Member for Kennedy	Herbert, Kennedy	December 2006–June 2007
Mr Peter Garrett MP	Member for Kingsford Smith	Kingsford Smith	July 2006–June 2007
Mr Petro Georgiou MP	Member for Kooyong	Kooyong	July 2006–June 2007
Mr Jason Wood MP	Member for La Trobe	La Trobe	July 2006–June 2007
Ms Julia Gillard MP	Member for Lalor	Lalor	July 2006–June 2007
The Hon. Warren Entsch MP	Member for Leichhardt	Leichhardt	July 2006–November 2006
The Hon. Warren Entsch MP	Member for Leichhardt	Kennedy, Leichhardt	December 2006–June 2007
Mr Wayne Swan MP	Member for Lilley	Lilley	July 2006–November 2006
Mr Wayne Swan MP	Member for Lilley	Lilley, Petrie	December 2006–June 2007
The Hon. Jackie Kelly MP	Member for Lindsay	Lindsay	July 2006–November 2006
The Hon. Jackie Kelly MP	Member for Lindsay	Fowler, Greenway, Lindsay, Macquarie	December 2006–June 2007

Recipient	Constituency/position	Roll data provided	Date provided
The Hon. Warren Snowdon MP	Member for Lingiari	Lingiari	July 2006–June 2007
Mr John Murphy MP	Member for Lowe	Lowe	July 2006–November 2006
Mr John Murphy MP	Member for Lowe	Blaxland, Grayndler, Lowe, Reid	December 2006–June 2007
The Hon. Dick Adams MP	Member for Lyons	Lyons	July 2006–June 2007
The Hon. Pat Farmer MP	Member for Macarthur	Macarthur	July 2006–November 2006
The Hon. Pat Farmer MP	Member for Macarthur	Fowler, Macarthur, Werriwa	December 2006–June 2007
The Hon. Bronwyn Bishop MP	Member for Mackellar	Mackellar	July 2006–June 2007
Mr John Forrest MP	Member for Mallee	Mallee	July 2006–June 2007
Mr Bob Sercombe MP	Member for Maribyrnong	Maribyrnong	July 2006–June 2007
Mr Russell Broadbent MP	Member for McMillan	McMillan	July 2006–June 2007
Mr Lindsay Tanner MP	Member for Melbourne	Melbourne	July 2006–June 2007
Mr Michael Danby MP	Member for Melbourne Ports	Melbourne Ports	July 2006–June 2007
The Hon. Alan Cadman MP	Member for Mitchell	Mitchell	July 2006–November 2006
The Hon. Alan Cadman MP	Member for Mitchell	Berowra, Mitchell, Parramatta	December 2006–June 2007
Mr Tony Windsor MP	Member for New England	New England	July 2006–June 2007
Ms Sharon Grierson MP	Member for Newcastle	Newcastle	July 2006–November 2006
Ms Sharon Grierson MP	Member for Newcastle	Charlton, Newcastle, Shortland	December 2006–June 2007
The Hon. Wilson Tuckey MP	Member for O'Connor	O'Connor	July 2006–June 2007
Mr Bernie Ripoll MP	Member for Oxley	Oxley	July 2006–November 2006
Mr Bernie Ripoll MP	Member for Oxley	Blair, Oxley, Rankin	December 2006–June 2007
Ms Julie Owens MP	Member for Parramatta	Parramatta	July 2006–November 2006
Ms Julie Owens MP	Member for Parramatta	Bennelong, Mitchell, Parramatta, Prospect, Reid	December 2006–June 2007
Mr Stephen Smith MP	Member for Perth	Perth	July 2006–June 2007
Mr Rodney Sawford MP	Member for Port Adelaide	Port Adelaide	July 2006–June 2007
Mr Chris Bowen MP	Member for Prospect	Prospect	July 2006–November 2006
Mr Chris Bowen MP	Member for Prospect	Fowler, Prospect	December 2006–June 2007
Dr Craig Emerson MP	Member for Rankin	Rankin	July 2006–November 2006
Dr Craig Emerson MP	Member for Rankin	Forde, Moreton, Rankin,	December 2006–June 2007
Mr Laurie Ferguson MP	Member for Reid	Reid	July 2006–November 2006
Mr Laurie Ferguson MP	Member for Reid	Blaxland, Prospect, Reid	December 2006–June 2007
Mrs Justine Elliot MP	Member for Richmond	Richmond	July 2006–November 2006
Mrs Justine Elliot MP	Member for Richmond	Page, Richmond	December 2006–June 2007
The Hon. Jim Lloyd MP	Member for Robertson	Robertson	July 2006–June 2007
Mr Harry Jenkins MP	Member for Scullin	Scullin	July 2006–June 2007
Ms Jill Hall MP	Member for Shortland	Shortland	July 2006–November 2006
Ms Jill Hall MP	Member for Shortland	Dobell, Newcastle, Shortland	December 2006–June 2007
Mr Michael Keenan MP	Member for Stirling	Stirling	July 2006–June 2007
Mr Kim Wilkie MP	Member for Swan	Swan	July 2006–June 2007
Ms Tanya Plibersek MP	Member for Sydney	Sydney	July 2006–November 2006

Recipient	Constituency/position	Roll data provided	Date provided
Ms Tanya Plibersek MP	Member for Sydney	Kingsford Smith, Sydney, Wentworth	December 2006–June 2007
Dr Dennis Jensen MP	Member for Tangney	Tangney	July 2006–June 2007
Ms Jennie George MP	Member for Throsby	Throsby	July 2006–November 2006
Ms Jennie George MP	Member for Throsby	Cunningham, Throsby	December 2006–June 2007
Mr Tony Burke MP	Member for Watson	Watson	July 2006–November 2006
Mr Tony Burke MP	Member for Watson	Barton, Lowe, Watson	December 2006–June 2007
Mr Chris Hayes MP	Member for Werriwa	Werriwa	July 2006–November 2006
Mr Chris Hayes MP	Member for Werriwa	Fowler, Werriwa	December 2006–June 2007
Mr Kelvin Thomson MP	Member for Wills	Wills	July 2006–June 2007
Senator George Campbell	Senator for New South Wales	New South Wales	July 2006–June 2007
Senator the Hon. Helen Coonan	Senator for New South Wales	New South Wales	July 2006–June 2007
Senator the Hon. John Faulkner	Senator for New South Wales	New South Wales	July 2006–June 2007
Senator Concetta Fierravanti-Wells	Senator for New South Wales	New South Wales	July 2006–June 2007
Senator Michael Forshaw	Senator for New South Wales	New South Wales	July 2006–June 2007
Senator the Hon. Bill Heffernan	Senator for New South Wales	New South Wales	July 2006–June 2007
Senator Steve Hutchins	Senator for New South Wales	New South Wales	July 2006–June 2007
Senator Sandy MacDonald	Senator for New South Wales	New South Wales	July 2006–June 2007
Senator Fiona Nash	Senator for New South Wales	New South Wales	July 2006–June 2007
Senator Kerry Nettle	Senator for New South Wales	New South Wales	July 2006–June 2007
Senator Marise Payne	Senator for New South Wales	New South Wales	July 2006–June 2007
Senator Ursula Stephens	Senator for New South Wales	New South Wales	July 2006–June 2007
Senator Lyn Allison	Senator for Victoria	Victoria	July 2006–June 2007
Senator Kim Carr	Senator for Victoria	Victoria	July 2006–June 2007
Senator Stephen Conroy	Senator for Victoria	Victoria	July 2006–June 2007
Senator Steve Fielding	Senator for Victoria	Victoria	July 2006–June 2007
Senator Mitch Fifield	Senator for Victoria	Victoria	July 2006–June 2007
Senator the Hon. Rod Kemp	Senator for Victoria	Victoria	July 2006–June 2007
Senator Gavin Marshall	Senator for Victoria	Victoria	July 2006–June 2007
Senator Julian McGauran	Senator for Victoria	Victoria	July 2006–June 2007
Senator the Hon. Kay Patterson	Senator for Victoria	Victoria	July 2006–June 2007
Senator the Hon. Robert Ray	Senator for Victoria	Victoria	July 2006–June 2007
Senator the Hon. Michael Ronaldson	Senator for Victoria	Victoria	July 2006–June 2007
Senator the Hon. Judith Troeth	Senator for Victoria	Victoria	July 2006–June 2007
Senator Andrew Bartlett	Senator for Queensland	Queensland	July 2006–June 2007
Senator the Hon. Ronald Boswell	Senator for Queensland	Queensland	July 2006–June 2007
Senator the Hon. George Brandis	Senator for Queensland	Queensland	July 2006–June 2007
Senator John Hogg	Senator for Queensland	Queensland	July 2006–June 2007
Senator Joseph Ludwig	Senator for Queensland	Queensland	July 2006–June 2007
Senator the Hon. Ian Macdonald	Senator for Queensland	Queensland	July 2006–June 2007
Senator the Hon. Brett Mason	Senator for Queensland	Queensland	July 2006–June 2007
Senator Jan McLucas	Senator for Queensland	Queensland	July 2006–June 2007
Senator Claire Moore	Senator for Queensland	Queensland	July 2006–June 2007
Senator Russell Trood	Senator for Queensland	Queensland	July 2006–June 2007

Recipient	Constituency/position	Roll data provided	Date provided
Senator Judith Adams	Senator for Western Australia	Western Australia	July 2006–June 2007
Senator Mark Bishop	Senator for Western Australia	Western Australia	July 2006–June 2007
Senator the Hon. Ian Campbell	Senator for Western Australia	Western Australia	July 2006–June 2007
Senator Alan Eggleston	Senator for Western Australia	Western Australia	July 2006–June 2007
Senator the Hon. Christopher Ellison	Senator for Western Australia	Western Australia	July 2006–June 2007
Senator Christopher Evans	Senator for Western Australia	Western Australia	July 2006–June 2007
Senator the Hon. David Johnston	Senator for Western Australia	Western Australia	July 2006–June 2007
Senator Ross Lightfoot	Senator for Western Australia	Western Australia	July 2006–June 2007
Senator Andrew Murray	Senator for Western Australia	Western Australia	July 2006–June 2007
Senator Rachel Siewert	Senator for Western Australia	Western Australia	July 2006–June 2007
Senator Glenn Sterle	Senator for Western Australia	Western Australia	July 2006–June 2007
Senator Ruth Webber	Senator for Western Australia	Western Australia	July 2006–June 2007
Senator Cory Bernardi	Senator for South Australia	South Australia	July 2006–June 2007
Senator Grant Chapman	Senator for South Australia	South Australia	July 2006–June 2007
Senator Alan Ferguson	Senator for South Australia	South Australia	July 2006–June 2007
Senator Annette Hurley	Senator for South Australia	South Australia	July 2006–June 2007
Senator Linda Kirk	Senator for South Australia	South Australia	July 2006–June 2007
Senator Anne McEwen	Senator for South Australia	South Australia	July 2006–June 2007
Senator the Hon. Nicholas Minchin	Senator for South Australia	South Australia	July 2006–June 2007
Senator the Hon. Amanda Vanstone	Senator for South Australia	South Australia	July 2006–May 2007
Senator Mary Jo Fisher	Senator for South Australia	South Australia	June 2007
Senator Penny Wong	Senator for South Australia	South Australia	July 2006–June 2007
Senator Dana Wortley	Senator for South Australia	South Australia	July 2006–June 2007
Senator the Hon. Eric Abetz	Senator for Tasmania	Tasmania	July 2006–June 2007
Senator Bob Brown	Senator for Tasmania	Tasmania	July 2006–June 2007
Senator Carol Brown	Senator for Tasmania	Tasmania	July 2006–June 2007
Senator the Hon. Paul Calvert	Senator for Tasmania	Tasmania	July 2006–June 2007
Senator the Hon. Richard Colbeck	Senator for Tasmania	Tasmania	July 2006–June 2007
Senator Christine Milne	Senator for Tasmania	Tasmania	July 2006–June 2007
Senator Kerry O'Brien	Senator for Tasmania	Tasmania	July 2006–June 2007
Senator Stephen Parry	Senator for Tasmania	Tasmania	July 2006–June 2007
Senator Helen Polley	Senator for Tasmania	Tasmania	July 2006–June 2007
Senator the Hon. Nick Sherry	Senator for Tasmania	Tasmania	July 2006–June 2007
Senator John Watson	Senator for Tasmania	Tasmania	July 2006–June 2007
Senator Kate Lundy	Senator for the Australian Capital Territory	Australian Capital Territory	July 2006–June 2007
Senator Trish Crossin	Senator for the Northern Territory	Northern Territory	July 2006–June 2007

Table 54 Provision of electoral roll information to federally registered political parties, 2006–07

Political party recipient	Roll data provided	Date provided
Australian Labor Party—Australian Capital Territory Branch	Australian Capital Territory	July 2006 – June 2007
Australian Labor Party—New South Wales Branch	New South Wales	July 2006 – November 2006
Australian Labor Party—New South Wales Branch	New South Wales	December 2006 – June 2007
Australian Labor Party—Queensland Branch	Queensland	July 2006 – June 2007
Australian Labor Party—South Australian Branch	South Australia	July 2006 – June 2007
Australian Labor Party—Victorian Branch	Victoria	July 2006 – June 2007
Australian Labor Party—Federal Secretariat	National	July 2006 – June 2007
Christian Democratic Party	New South Wales	November 2006 – December 2006, May 2007
Family First	New South Wales	September 2006, January 2007
Citizens Electoral Council of Australia	Victoria	July 2006 – December 2006
Liberal Party of Australia—Federal Secretariat	National	July 2006 – June 2007
Liberal Party of Australia—New South Wales Division	New South Wales	July 2006 – June 2007
Liberal Party of Australia—Queensland Division	Queensland	July 2006 – June 2007
Liberal Party of Australia—Victorian Division	Victoria	July 2006 – June 2007
Liberal Party of Australia—Western Australian Division	Western Australia	July 2006 – June 2007
National Party of Australia—Federal Secretariat	New South Wales, Victoria, Queensland, Western Australia, South Australia and Australian Capital Territory	July 2006 – June 2007
National Party of Australia—New South Wales Branch	New South Wales	July 2006 – June 2007
National Party of Australia—Queensland Branch	Queensland	July 2006 – June 2007
National Party of Australia—Victorian Branch	Victoria	July 2006 – June 2007
National Party of Australia—Western Australian Branch	Western Australia	July 2006 – June 2007
Republican Party of Australia	New South Wales	August 2006, November 2006, February 2007, May 2007
The Greens—New South Wales	New South Wales	July 2006 – June 2007
Australian Greens—Victoria	Victoria	July 2006
Australian Greens—Victoria	Victoria	July 2006 – June 2007
One Nation Western Australia	Western Australia	October 2006 – November 2006
Non-Custodial Parents Party—New South Wales	New South Wales	October 2006 – November 2006
Help End Marijuana Prohibition (HEMP) Party	New South Wales	November 2006
Australian Democrats—National Secretariat	National	December 2006 – January 2007

Appendix F—Ecologically sustainable development

The AEC's environmental management system (EMS) has been in place since 2004 and incorporates four standard operating procedures: Energy, Natural resources—packaging, Natural resources—paper, and Waste.

The background, management guidelines and monitoring requirements of each procedure are clearly outlined to assist staff with the daily management of AEC operations. For example, the EMS includes guidelines on:

- purchasing 'energy star' efficient equipment under international standards as regulated by the Australian Greenhouse Office
- maximising the use of natural light and applying a mechanism to automatically switch off electric lighting when it is not in use
- incorporating energy-efficient lighting in all current and new fit-outs
- recycling paper, cardboard, aluminium cans and toner cartridges.

The AEC's Environmental Officer is responsible for the day-to-day administration and yearly review of the EMS.

The AEC strives to use natural resources efficiently, manage waste, and reduce energy consumption in order to meet government targets and reduce greenhouse gas emissions. During 2006–07, initiatives undertaken by the AEC to improve its environmental performance included:

- downsizing several major tenancies—this will reduce energy consumption
- introducing a fully serviced facility for the collection of recyclable plastic, aluminium and glass containers in the national office—in the first six months, twenty-four 240 litre bins of containers were collected for recycling
- trialling waterless urinals in the national office—this is expected to save approximately 300,000 litres of water every year
- progressively replacing six-cylinder vehicles with four-cylinder vehicles, where there is a business case to do so—three vehicles were replaced in 2006–07.

In October each year, the AEC reports its energy usage for the previous financial year to the Australian Greenhouse Office. The AEC met the target of less than 10,000 megajoules per person per year in 2006–07.

The AEC's strategies comply with the recommendations of the Australian National Audit Office Audit Report No. 47 of 1988–99, *Energy Efficiency in Commonwealth Operations*, and the Fleet Monitoring Body guidelines in relation to the use of ethanol.

Appendix G—Consultancies

The AEC may engage consultants under subsection 35(2) of the *Commonwealth Electoral Act 1918*, and may determine the terms and conditions of engagement of those consultants under subsection 35(4) of that Act. Consultants may also be engaged in accordance with the *Financial Management and Accountability Act 1997*.

The AEC has taken into account the Department of the Prime Minister and Cabinet's *Requirements for Annual Reports*, which define a 'consultant' as an individual, partnership or corporation engaged to provide professional, independent and expert advice or services.

The AEC also considers:

- whether the services involve the development of an intellectual output that assists with agency decision making
- whether the output reflects the independent views of the service provider.

If the answer to both questions is 'yes', the AEC categorises the arrangement as a consultancy.

When engaging consultants for work with a value up to \$79,999, the AEC seeks quotes from prospective consultants according to the AEC Policy and Procedures for Procurement.

If the expected value of the consultancy is \$80,000 or more, AEC staff are required to follow an open process in accordance with the policy and procedures in the *Guidance on the Mandatory Procedures—January 2005* (Financial Management Guidance No.13).

Consultants can only be engaged by senior management in accordance with the AEC Financial Delegations Schedule.

Table 55 provides details of reportable consultancy contracts let by the AEC in 2006–07.

Table 55 Consultancy contracts to the value of \$10,000 or more let during 2006–07

Consultant	Description	Contract price including GST (\$)	Selection process ^a	Justification ^b
Adept	Reports on Code of Conduct investigations	29,677	Direct sourcing	C
CCS Technology Recruiters	Network security review	46,368	Panel	C
KPMG	Provision of commercial advisory services in relation to voice telephony and WAN data services	62,425	Panel	A
KPMG	Review of GENESIS Project	42,965	Panel	C
Total		181,435		

GST = goods and services tax; WAN = wide area network

a Explanation of selection process terms drawn from the Commonwealth Procurement Guidelines (January 2005)

Open tender: A procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders. Public tenders are sought from the marketplace using national and major metropolitan newspaper advertising and the Australian Government AusTender internet site.

Select tender: A procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders. Tenders are invited from a short list of competent suppliers.

Direct sourcing: A form of restricted tendering, available only under certain defined circumstances, with a single potential supplier or suppliers being invited to bid because of their unique expertise and/or their special ability to supply the goods and/or services sought.

Panel: An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements. Tenders are sought from suppliers that have pre-qualified on the agency panels to supply to the government. This category includes standing offers and supplier panels where the consultant offers to supply goods and services for a predetermined length of time, usually at a pre-arranged price.

b Justification for decision to use consultancy:

A—skills currently unavailable within agency

B—need for specialised or professional skills

C—need for independent research or assessment.

Appendix H—Industrial and commercial elections statistics

Table 56 provides a statistical breakdown by State or Territory of industrial and fee-for-service elections undertaken by the AEC in 2006–07.

Table 56 Activities in relation to industrial elections and fee-for-service ballots, 2006–07







	NSW	Vic.	QLD	WA	SA	Tas.	ACT	NT	Total
Elections and ballots									
Contested industrial elections	14	39	9	8	13	9	9	3	104
Uncontested industrial elections	61	54	28	29	31	33	32	16	284
Collective agreement ballots	12	10	6	1	1	3	5	0	38
Protected action ballots	42	72	15	11	5	3	3	1	152
Other fee-for-service elections and ballots	16	7	2	1	1	2	3	2	34
Other elections and ballots	0	0	0	0	0	0	0	0	0
Total	145	182	60	50	51	50	52	22	612
Offices									
Contested offices (industrial)	78	94	29	21	28	15	12	4	281
Uncontested offices (industrial)	586	1,418	286	362	418	168	838	86	4,162
Total	664	1,512	315	383	446	183	850	90	4,443
Candidates									
Candidates for contested offices (industrial)	333	431	140	87	92	76	50	10	1,219
Candidates for uncontested offices (industrial)	983	1,734	452	419	592	298	1,253	116	5,847
Total	1,316	2,165	592	506	684	374	1,303	126	7,066
Ballot papers									
Ballot papers issued (industrial)	230,644	234,338	62,958	57,516	100,454	7,849	5,308	3,484	702,551
Ballot papers returned (industrial)	63,981	82,079	16,070	22,646	71,257	2,692	1,289	1,043	261,057
Ballot papers issued (collective agreements)	9,860	3,112	1,755	1,061	469	797	3,373	0	20,427
Ballot papers returned (collective agreements)	6,098	2,582	1,166	1,061	469	586	2,704	0	14,666
Ballot papers issued (protected action)	3,490	3,123	499	473	454	458	3,080	1,036	12,613
Ballot papers returned (protected action)	2,836	2,977	466	410	454	348	1,949	615	10,055
Ballot papers issued (other fee-for-service)	21,613	2,555	794	45	722	410	14,843	253	41,235
Ballot papers returned (other fee-for-service)	4,423	2,000	792	45	275	208	2,757	253	10,753
Total issued	265,607	243,128	66,006	59,095	102,099	9,514	26,604	4,773	776,826
Total returned	77,338	89,638	18,494	24,162	72,455	3,834	8,699	1,911	296,531

































Appendix I—Publications





























The following publications may be obtained from the AEC website (www.aec.gov.au) or by phoning 13 23 26.

Symbols indicate whether publications are available in hard copy , online  or on disk .

Table 57 Publications available from the AEC

Publication	Format	Description
<i>Election Results—2004 Federal Election</i>		Results of the 2004 federal election
<i>Electoral Pocket Book</i>	 	Compilation of electoral data and facts provided in a pocket book for quick access
<i>Your Vote Brochure—A guide to your electoral system</i>	 	Guide to Australia's electoral system
<i>Candidate's Handbook</i>	 	A handbook for candidates standing for election for the Senate and House of Representatives
<i>Scrutineer's Handbook—2004 Federal Election</i>	 	Handbook for scrutineers at federal elections
<i>Behind the Scenes: the 2004 election report</i>	  	Tells the story of the 2004 federal election, including how the AEC conducted all aspects of the election
<i>Commonwealth Electoral Procedures</i>		Description of the electoral procedures
<i>Referendum Report and Results</i>	 	Explanation of how the AEC has conducted referendums, and information on referendum results
<i>Reports on the New South Wales and Queensland redistributions 2006</i>		
<i>2006 Funding and Disclosure Handbook for Associated Entities</i>	 	Assists associated entities of registered political parties to better understand the requirements of the financial disclosure provisions
<i>2006 Funding and Disclosure Handbook for Donors</i>		Assists donors to better understand the requirements of the financial disclosure provisions
<i>2007 Funding and Disclosure Handbook for Political Parties</i>		Assists registered political parties to better understand the requirements of the financial disclosure provisions
<i>1996 Funding and Disclosure Election Report</i>		Provides an analysis of the election funding and financial disclosure schemes as they operated at the 1996 federal election
<i>1998 Funding and Disclosure Election Report</i>		Provides an analysis of the election funding and financial disclosure schemes as they operated at the 1998 federal election
<i>2001 Funding and Disclosure Election Report</i>		Provides an analysis of the election funding and financial disclosure schemes as they operated at the 2001 federal election
<i>2004 Funding and Disclosure Election Report</i>		Provides an analysis of the election funding and financial disclosure schemes as they operated at the 2004 federal election

Publication	Format	Description
<i>Australian Referendums 1906–1999</i>		Explanation of how the AEC has conducted referendums, and information on referendum history
<i>Vote—It's important</i>	VHS	Video in which Cathy Freeman and David Ngoombujarra explain how to enrol and how to fill in the ballot papers correctly
<i>Democracy the Australian way</i>	VHS	Video that traces the development of representative democracy and the development of the franchise in Australia from before Federation to the present day
<i>Every vote counts</i>	VHS	Video set against the background of the 2004 federal election; explains how an election is organised and conducted
<i>Do something</i>	VHS	Contemporary drama that aims to encourage young people to enrol to vote
<i>Electoral education resource for primary and secondary students</i>	 	Information for educators on the process of voting
<i>Behind the Scenes: the 2004 Election Report—including National Election Results</i>	 	Information on how the AEC conducts all aspects of a federal election, and details of the 2004 election
Education Services brochure	 	Outlines the wide range of the AEC's educational resources
<i>Electoral Newsfiles—Nos. 129, 130 and 131</i>	 	Information on the Australian electoral process
<i>History of the Indigenous Vote</i>	 	Information on the history of Indigenous people's right to vote in Australia
<i>All You ever Wanted to Know about Australian Democracy</i>	 	Information on the history of the voting process in Australia
Information for industrial organisations on the conduct of industrial elections		
<i>Australian Democracy Magazine</i>	 	Information on the voting process in Australia
<i>Nominations pamphlet</i>		Provides basic information for people who are interested in nominating as candidates for election to the Senate or House of Representatives
<i>Corporate Plan 2007–08</i>	 	Sets AEC direction and priorities for 2007–08
Service Charter	 	Explains how AEC achieves its committed objectives
Portfolio Budget Statements		Explains the total appropriation for the AEC's budget for the respective year
<i>Electoral Backgrounders</i>	 	Provide information to support understanding of the aspects of electoral legislation that give rise to most questions and complaints during an electoral period
No. 14—Electoral Fraud and Multiple Voting	 	Information to assist in understanding detailed aspects of electoral legislation
No. 15—Electoral Advertising	 	Provides a basic introduction to electoral advertising
No. 16—Influencing Votes	 	Provides introductory information on ss. 325A, 326 and 327 of the <i>Commonwealth Electoral Act 1918</i>
No. 17—Compulsory Voting	 	Provides an overview of compulsory voting in practice

Publication	Format	Description
No. 18—Informal Voting	 	Provides introductory information on formal and informal voting
No. 19—Constitutional Disqualifications and Intending Candidates—Section 44 of the Constitution	 	Assists intending candidates to understand their obligation to ensure that they are legally qualified to nominate
No. 20—Polling Place Offences	 	Provides introductory information on behaviours at polling places that constitute offences under the <i>Commonwealth Electoral Act 1918</i>
<i>Maps</i>		
Election Results—2004 Federal Election	  	Maps providing information on electoral boundaries, election results and electoral divisions
Electoral Boundaries—2004 Federal Election	 	
Divisional Profile Maps	 	
Divisional maps resulting from the distributions	 	
<i>Promotional items</i>		
Enrolment flyers		Promotional items with enrolment messages
Enrolment posters (in English)		
Bumper stickers		
<i>Statistics</i>		
1998 Election Statistics	  	Statistical data on elections and referendums
1999 Referendum Statistics	  	
2001 Election Statistics	  	
2004 Election Statistics	 	

Abbreviations list

ABS	Australian Bureau of Statistics
ADF	Australian Defence Force
AEC	Australian Electoral Commission
AEO	Australian Electoral Officer (also known as State Manager)
ANAO	Australian National Audit Office
APS	Australian Public Service
AusAID	Australian Agency for International Development
AWA	Australian Workplace Agreement
BRIDGE	Building Resources in Democracy, Governance and Elections (electoral administrators' course)
CRU	continuous roll update
DRO	Divisional Returning Officer
EEC	electoral education centre
ELMS	Election management system
EMS	environmental management system
FOI Act	<i>Freedom of Information Act 1982</i>
FTE	full-time equivalent
GENESIS	general enrolment, elections support and information system
HREOC	Human Rights and Equal Opportunity Commission
IDEA	International Institute for Democracy and Electoral Assistance
IFES	International Foundation for Election Systems
Integrity Act	<i>Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006</i>
ITSC	Information Technology Steering Committee
JSCEM	Joint Standing Committee on Electoral Matters
MOU	memorandum of understanding
OHS	occupational health and safety
OHS Act	<i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i>
PIANZEA	Pacific Islands, Australia and New Zealand Electoral Administrators' Network
PNGEC	Papua New Guinea Electoral Commission
RMANS	roll management system
SAF	Sample Audit Fieldwork
SASEO	South Australian State Electoral Office
SCVP	School and Community Visits Program
SIEC	Solomon Islands Electoral Commission
UN	United Nations
UNDP	United Nations Development Programme
UNEAD	United Nations Electoral Assistance Division

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